

**Washburn University
School of Applied Studies
Department of Allied Health**

Bachelor of Health Sciences Information Packet

Welcome! This information packet has been assembled to help you navigate through your distance learning experience here at Washburn University. Please keep this information handy as it will be invaluable to you regardless if you are in the Health Services Administration or Medical Imaging majors. If, after reading the information in this packet, you have any questions be sure to ask them now rather than later when it may have an impact on when you graduate.

Admissions

If you are not already a Washburn student then you will need to contact the admissions office at 785-670-1030 for information about submitting an application and transcripts. If you have attended Washburn but were not enrolled in the previous semester, then you will need to contact the admissions office to be readmitted. Even sitting out one semester will drop you from being in the active enrollment category. The following website will help clarify what you will need for admission to the university: www.washburn.edu/washburn/gen/washburn_generated_pages/Apply_Online_m9.html

Do you live outside Shawnee County?

If you have an associate's degree and live outside of Shawnee County, KS you may be eligible for the 2+2 PLAN program. This program can guide you through the intricacies of the distance learning experience. Please contact Janet Werner (785-670-1652) or go to the PLAN website at <http://www.washburn.edu/reference/PLAN> for more information.

Admissions to the BHS Program

There are three criteria that you will need to meet prior to being accepted into the BHS program:

- You must have an associate's degree in an allied health care field;
- You must provide documentation that you are credentialed, licensed, or registered in your profession; and
- You must have at least a cumulative GPA of 2.50 on a 4.00 scale.

Beginning August 1, 2008, the BHS program implemented two admissions deadlines: November 15 for the following spring semester; and April 15 for the following fall semester. The application materials are included at the back of this packet. Students who are not enrolled for two consecutive semesters while in the BHS program will be required to reapply to the BHS program.

Enrolling Online

Before you enroll online you must speak with your advisor in the BHS program. After a course schedule has been approved, your advisor will provide you with a 6-digit PIN that you will need to enroll. KEEP THIS NUMBER. If at a later date in the semester you wish to drop a course, the PIN will

be required to get into the system. A new PIN is issued each year for spring and summer/fall semesters so please stay in touch with your advisor.

Be aware that currently enrolled students may enroll around the first of November for spring enrollment and the first of April for summer and fall enrollment. Classes do fill up early and once they are full you cannot get in, even if you need that class to graduate. So seek advising early and enroll early to ensure that you will get into the classes you need.

Not every class is offered in the semester that you will need it! Do not panic, we can generally find substitutions, but please work with your advisor to get into the right classes at the right time. For example, AL405 Financial Issues in Healthcare is only in the fall; and AL450 Knowledge Management is only offered in the spring semester.

Required University Courses

There are two sets of courses that every Washburn student is required to take prior to graduation: University Requirements and General Education requirements.

University Requirements

Every Washburn University student seeking a bachelor's degree is required to take:

- EN101 Freshman Composition
- PE198 Lifetime Wellness
- MA110 Exploring Mathematics *or* MA116 College Algebra
- EN300 Junior Composition.

In your previous associate degree coursework you have probably already taken EN101 and one of the math courses. What you probably have not taken is a Lifetime Wellness or Advanced Composition course. Both are offered online for the 2+2 PLAN students. Please note that EN300 does have a placement exam that needs to be taken prior to enrolling in EN300 or you can take EN200 and skip the exam. These online courses do fill up quickly so please plan ahead.

General Education Requirements

There are three areas of concentration that you must fulfill: Arts and Humanities, Math and Science, and Social Science. You are required to take 9 hours in two of the subject areas within each area of concentration. For example, in the Arts and Humanities you are required to take an Art, Music, or Theatre course. However, the other six hours may be filled with courses in English, Philosophy, Religion, Mass Media, Modern Language, and Communications. Also please note that in the Math and Science concentration you must have at least one course outside of Biology. The math courses that you used for the University Requirements DO NOT count towards the General Education requirements. For more information about the university and the 2008 -2009 catalog (as well as earlier catalogs) go online to:

http://www.washburn.edu/washburn/gen/washburn_generated_pages/Academic_Catalog_p154.html

The Transformational Experience

Washburn University believes in providing students with exciting opportunities to make a difference. Therefore, as part of the Washburn experience, students may choose one of the following to build upon the knowledge they have attained:

- A *Scholarly or Creative* experience
- A *Community Service* experience
- A *Leadership* experience
- An *International Education* experience.

While participation in one or more of these experiences is required for graduation, the BHS major provides the student an opportunity to complete the *Scholarly* experience as part of its curriculum. BHS students will be taking a two semester program where they will first take AL460 Research in Health Care to learn about qualitative research and develop a research plan. The second semester the BHS student will take AL480 Seminar in Health Care and conduct their research project and write a paper. For more information please contact the BHS advisor.

Important Numbers

Here are some important numbers that you must keep in mind:

- You will need a minimum of **124** credit hours to graduate with a Bachelor's degree
- **60** of those hours must be from a 4-year college or university
- **45** of the **60** hours must be upper division (300-400 level classes)
 - For Medical Imaging majors this is not an issue
 - Health services Administration Majors will need 12 additional hours beyond the required program courses
- At least **30** hours must be earned at Washburn, including **20 of the last 30**, or **40 of last 60**.

E-Mail

The Washburn email is the official communication channel for the BHS program. It is important that you regularly check your Washburn email even if you are not currently in an Allied Health class as the BHS advisor will be sending out important information throughout the semester.

If you would prefer to have your Washburn email transferred to another email account (say Hotmail or Yahoo) you will need to perform the following steps:

- 1) Open the online Washburn email
- 2) At the top of the window you will see "Options"
- 3) Open "Options" and then select "Settings"
- 4) Under "Settings" you will see "Mail Forwarding"
- 4) Under "Mail Forwarding" type in your preferred email address
- 6) Click on "Save Changes"

Now all your Washburn email will also be sent to your preferred email account.

WARNING You will still need to go into your Washburn email account occasionally to delete files you will not need as there is a limited space and once it is full, email messages will be declined!

Advising

The BHS advisor will work with the student to develop an academic plan. It is important for the student to understand that ultimately they are responsible for graduating from Washburn in a timely fashion, and while the role of the advisor is to offer advice and guidance, it is recognized that the student is free to enroll in any class they chose. Therefore, it is strongly suggested that the student conducts their own graduation audit by going to *MyWashburn* and clicking on the *Student* tab. In the right-hand portion of the screen will be the menu option “Process Degree Audits/Transcripts”. Use the graduation audit as a guide when planning which courses you will be taking and in discussions with your advisor.

Recommended Internet Access

It is highly recommended that the BHS student have DSL or Cable Internet access. Much of the instruction takes place using video, PowerPoint, and PDF documents, plus the quizzes and exams are online, therefore dial-up service is much too slow and you may be disconnected at an inopportune time. For example, if you are in the middle of an exam and your service disconnects your Internet, then your score will be based on when you involuntarily exited the exam.

Recommended Software

The courses in the BHS program use Microsoft Office 2007; however, documents may be submitted using the rich text format (rft) or portable document file (.pdf) formats. Papers will **not** be accepted in WORKS or WORDPERFECT. One or more classes may require that you turn in projects using a spreadsheet (EXCEL) or presentation (POWERPOINT) software. You are not required to own this software, but you will need access whether at work, the local library, or friends & family.

BHS Curriculum Requirements

Beginning the fall of 2006, Washburn University required that students entering Washburn for the first time with under 64 hours of transfer coursework needed to participate in a Washburn Transformational Experience (WTE) (see above). In addition, all students admitted to Washburn from the fall 2007 onward are required to participate in the WTE regardless of the number of transfer hours.

Therefore, beginning with the fall 2007 semester the curriculum in both the Health Services Administration and the Medical Imaging majors was changed to provide graduates with a WTE built into the curriculum. Listed below are the curriculum requirements for students who attended Washburn prior to the fall 2007 semester and also the curriculum beginning the fall 2007 semester.

Important: You must earn at least a “C” in all of the required program courses. Courses in which the grade earned is less than a “C” must be retaken. In addition, to maintain active status in the BHS program, you must maintain a 2.50 GPA in your program and overall coursework. Failure to do so may result in being placed on probation or being terminated from the program.

***** Prior to Fall 2007 *****

Health Services Administration Majors

Note that AL480 Seminar in Health Care is the capstone course and will be taken during the student's last semester or after all the other required courses have been completed.

Required: AL366 Legal and Regulatory Issues
AL367 Health Care Quality Improvement
AL375 Health Care Policy
AL399 Health Information Systems
AL400 Supervisory Practices
AL405 Financial Issues in Health
AL480 Seminar in Health Care

Correlate Courses:

There are 9 hours of required BHS correlate courses for the Health Services Administration major. This means that you must select at least 3 of the 12 courses from the list provided below. The prerequisites for each course are listed in parenthesis. For example, if you wish to take BU345 Human Resource Management, you will need to have had EC200 Microeconomics AND EC201 Macroeconomics plus having enough hours to be classified as a junior. The list below does change as some courses may not be available to the online student so additional correlate courses may be added to ensure that the online student has a selection of courses available.

BU 342 Organization and Management	(EC200 & EC201; 2 of 3 of PY100, SO100, AN112; 2.0 GPA; and 54 hours)
BU345 Human Resource Management	(EC200, EC201, and 54 hours)
BU346 Organizational Behavior	(PY100 or SO100, and 54 hours)
BU360 Principles of Marketing	(EC200, EC201, and 54 hours)
CN300 Organizational Communication	(CN100)
CN330 Communication in Conflict and Negotiation	(CN101)
CN340 Interviewing	(CN101 or CN150)
CN350 Persuasion	(CN101)
HS305 Case Management	(HS100 and HS131; or consent)
SO314 Organizations	(SO100)
AL390 Special Topics in Allied Health	(Consent of BHS Advisor)
AL450 Knowledge Management in Health Care	(Consent of BHS Advisor)

Medical Imaging Majors

To be considered for the Medical Imaging major of the BHS program you must be accepted into either the Diagnostic Medical Sonography, or Radiation Therapy programs. Please contact those departments for information regarding admission to those respective programs.

Diagnostic Medical Sonography: (www.washburn.edu/sas/ah/vascular-sonography)

Doug Jones, BA, RDMS, RDCS, RVT, RCT
doug.jones@Washburn.edu
785-670-2294

Radiation Therapy (www.washburn.edu/sas/ah/radiation-therapy)

John Kratina, BM.ED, RT(R)(T)
john.kratina@washburn.edu
785-670-2171

In addition to the courses required to complete the certificate programs, the Medical Imaging student will also need to fulfill all the university baccalaureate course requirements plus AL320 Human Disease and two (2) of the following courses:

- AL366 Legal and Regulatory Issues
- AL367 Health Care Quality Improvement
- AL375 Health Care Policy
- AL390 Special Topics in Allied Health
- AL399 Health Information Systems
- AL400 Supervisory Practices for the Health Care Professional

***** After Fall 2007 *****

Health Services Administration Majors

Required Courses: AL366 Legal and Regulatory Issues
AL367 Health Care Quality Improvement
AL375 Health Care Policy
AL399 Health Information Systems
AL400 Supervisory Practices for the Health Care Professional
AL405 Financial Issues in Health Care
AL420 Current Issues in Health Care
AL450 Knowledge Management in Health Care
*AL460 Research in Health Care
*AL480 Seminar in Health Care

* These two courses meet the WTE graduation requirement

Medical Imaging Majors

To be considered for the Medical Imaging major of the BHS program you must be accepted into either the Computed Tomography, Radiation Therapy, or Diagnostic Medical Sonography programs. Please contact those departments for information regarding admission to those respective programs.

Computed Tomography:

Joe Loeb, BS, RT(R)(CT)
joseph.loeb@washburn.edu
785-670-1414

Diagnostic Medical Sonography: (www.washburn.edu/sas/ah/vascular-sonography)

Doug Jones, BA, RDMS, RDCS, RVT, RCT
doug.jones@Washburn.edu
785-670-2294

Radiation Therapy (www.washburn.edu/sas/ah/radiation-therapy)

John Kratina, BM.ED, RT(R)(T)
john.kratina@washburn.edu
785-670-2171

In addition to the courses required to complete the certificate programs, the Medical Imaging student in the Diagnostic Medical Sonography and Radiation Therapy programs will also need to fulfill all the university baccalaureate course requirements plus the following 3 courses:

AL320 Human Disease
*AL460 Research in Health Care
*AL480 Seminar in Health Care

* These two courses meet the WTE graduation requirement

Students in the Computed Tomography program will need to complete the university baccalaureate course requirements as well as the following:

AL320 Human Disease

*AL460 Research in Health Care

*AL480 Seminar in Health Care

3 hours of additional BHS courses (AL366, 367, 375, 399, 400, 405, 420, & 450)

* These two courses meet the WTE graduation requirement

Financial Aid

The Department of Allied Health has nothing to do with financial aid so please direct your questions to the Financial Aid department at 785-670-1151 or go to their website at:

www.washburn.edu/services/finaid. Note that there are specific deadlines for completing financial aid applications.

Application for Degree

The Application for Degree is required by seniors during the semester in which they anticipate graduating. Let's say you think that you may be graduating at the end of the fall semester so you fill out and submit the application. However, due to circumstances beyond your control, you will not graduate until the following spring semester. The application that you submitted in the fall is now void and you will need to resubmit the application in the spring semester. There is a deadline each semester so be sure the regularly check your email.

This form should be completed and mailed to the address at the bottom of the form not to the BHS advisor.

Departmental Honors

Students graduating from the BHS program with a 3.50 GPA in the program coursework (required plus correlate courses) are eligible for departmental honors, which will appear on the student's transcript. Interested students should contact the BHS advisor for more information prior to the semester that the student anticipates graduating.

Outstanding Student Award

Every year one graduate from the BHS program is awarded the Outstanding Student Award at the spring commencement. The minimum requirement is 3.75 in all of your academic coursework. If you think that you will qualify then please contact the BHS advisor for more information.

**WASHBURN UNIVERSITY
SCHOOL OF APPLIED STUDIES**

BACHELOR OF HEALTH SCIENCE

ADMISSIONS CRITERIA

Applicants to the Bachelor of Health Science (BHS) program must meet the following criteria:

- Either be a graduate or currently enrolled in an allied health associate degree program.
- Be credentialed or licensed in a health care profession
- Have an overall Grade Point Average of 2.50 on a 4.00 scale.

ADMISSION REQUIREMENTS

The deadlines for completed applications are **April 15th** for the following fall semester and **November 15th** for the following spring semester. Students who are accepted and do not attend the semester that they were admitted, will need to reapply for admission. Faxed or emailed applications will not be accepted. All applications should be sent to the following address:

Don Kellogg, PhD, RHIA, CPEHR
School of Applied Studies
Bachelor of Health Science Program Admissions
Washburn University
1700 SW College Avenue, Topeka, KS 66621

To be considered for acceptance into the Bachelor of Health Science (BHS) Program at Washburn University, the following criteria must be completed and submitted;

1. **Washburn University Application for Admission** (if not currently enrolled at Washburn). Submit to the Office of Admissions. Former Washburn students (any student not currently enrolled) will also need to complete an Application for Readmission. Students applying who already have earned an associates degree should check the “2+2 PLAN” box on the Application form.
2. **Academic Transcripts** must be submitted directly to the BHS program.
 - If you are currently enrolled at Washburn, go to MyWashburn to print your transcript and submit.
 - If not currently enrolled at Washburn, submit official transcripts from ALL colleges and universities attended. A copy will be made and the original will be sent to Washburn University’s Admission Office upon acceptance into the BHS program.
3. **Application to the Bachelor of Health Science program**
4. Bachelor of Health Science **Letter of Intent**. Admissions scoring will be based on the ability to follow directions, content, grammar, spelling, and neatness. The response must be typed.
5. One **Letter of Recommendation** (enclosed). This letter should be completed by either your current allied health program director or your work supervisor (if no longer in an allied health academic

program). This letter should be completed during the current application year. Admission scoring is based on responses marked on the form. The letter is to be submitted in a sealed envelope by the reference, with the name of the reference written across the back flap. It is your responsibility to make sure that the letter is submitted by the application deadline.

6. **Proof of credential/license.** If the applicant is currently a student in an allied health program then proof of student membership in the professional association is appropriate.

7. **Personal Resume** according to the guidelines below:

Prepare and return a resume to the BHS program coordinator at the address previously listed. The resume is an opportunity for the candidate to present an overview of the non-academic activities and life experiences to the review committee. The resume should present relevant facts about you and organize information on your unique assets, facts, and dates. This format is required to give each applicant the opportunity to present themselves to the review committee in an uniform manner. The resume is used in the scoring process to assist in breaking any ties for the last position in the incoming class.

FORMAT: Resumes should be submitted on white 8 ½” x 11” paper and should be no longer than three pages, plus references.

Information under each section should be arranged with the most recent experiences first. Dates should be provided with each entry and should be accurate to the month and year. Groups, employers, schools, or individuals should have a city and state location provided.

The following information should be provided in the order given:

***Personal Information:**

Name: Provide your legal name with any nickname or most frequently used name in parentheses.

Address: Provide both a preferred mailing address and a permanent address (if different) complete with zip codes.

Telephone: Provide telephone numbers with area codes for both preferred and permanent address.

Email: Provide an email address that is not your existing Washburn email account.

***Academic Degrees/Professional Certifications:**

Academic Degrees: Provide the degree, awarding institution, and dates attended for all degrees.

Professional Certifications: Provide the title, awarding institution, and dates attended for all professional certifications.

***Employment:**

List your employers for the past ten years. Provide dates of employment, position, and a short description of duties, number of persons supervised, if any, and any promotions received while employed. If your employment history is longer than ten years, you may summarize those years prior to the ten requested.

***Volunteer Experiences:**

List any organizations for which you have volunteered your time during the past five years. Provide the organization, the activity, the hours volunteered, and the dates.

***Organizations:**

List any organizations of which you are or have been a member during the past five years. Include religious, social, athletic, school, community, and professional organizations. If you have held an office or served on a committee, please state the nature of your involvement. List the most recent first.

***Honors and Awards:**

List any scholarships, awards, or honors you have received since high school. You may include awards from any facet of your life.

***Unique Life Experiences and Hobbies:**

Use this section to provide information on yourself that you feel is unique or makes you an especially good candidate for admission to the BHS program.

***References:**

References in addition to those included with the application may be listed on a fourth sheet. Include name, title, how you know this person, address, and current telephone number for each reference. These references should include people you know personally who would give the review committee strong statements as to why you should be admitted.

For questions regarding the BHS application process, you may contact:

Don Kellogg, PhD, RHIA, CPEHR
BHS Program Coordinator
786-670-3103
don.kellogg@washburn.edu

**Washburn University
School of Applied Studies
Bachelor of Health Science Program**

LETTER OF INTENT

Health care professionals intending to pursue a management position must possess good written communication skills. The Letter of Intent is evaluated for content and grammar. Submit the Letter of Intent along with all other application materials.

On a separate sheet of paper, please elaborate on your interests in pursuing this degree and how these interests developed.

* Please limit the content to no more than one typewritten page.

At the end of the Letter of Intent, please include the following:

Applicant Name (print) _____

Applicant Signature _____

Date _____

Washburn University
School of Applied Studies
Bachelor of Health Science Program

Applicant: Under the Federal law entitled the Family Education Rights and Privacy Act of 1974 (FERPA), students are given the right to inspect their records, including letters of recommendation. While we shall consider this Letter of Recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and promise.

I _____do_____do not_____ waive my right to review the content of this form (please circle).

Applicant (please print) _____

Applicant Signature _____ Date _____

Letter of Recommendation

The person listed above is applying to the Washburn University's Bachelor of Health Science program. Please read and complete the following form as honestly as possible and submit prior to either the November 15th or April 15th deadlines.

How well do you know the candidate: _____ Very well _____ Fairly well _____ Slightly

How long have you known the candidate? _____

In what capacity? _____

_____ This applicant receives my highest recommendation.

_____ I recommend this applicant with confidence.

_____ I recommend this applicant.

_____ I recommend this applicant with some reservations.

_____ I would not recommend this candidate for admission.

Recommender: **Name (please print):** _____

Position: _____

Contact Information: Telephone: () _____

Email: _____

Continued on Next Page

Please indicate your impression of this applicant with regard to each of the following factors by checking the appropriate rating:

- 4 = Outstanding
- 3 = Above Average
- 2 = Average
- 1 = Below Average
- 0 = Unable to Judge

FACTORS		4	3	2	1	0
Motivation:	Genuineness & depth of commitment.					
Maturity:	Personal development, ability to cope with life situations					
Interpersonal Relations:	Ability to get along with others, rapport, cooperation, team building, attitudes toward supervision.					
Critical Thinking:	Ability to problem solve; correlate and process information.					
Reliability:	Dependability, sense of responsibility, promptness, conscientiousness.					
Communication Skills:	Clarity of expression, articulate.					
Self-Confidence:	Assuredness, capacity to achieve with awareness of own strengths and weaknesses					
Quality of Work:	Accuracy, consistency, timeliness					

Please return to the candidate in a sealed envelope with your signature across the flap, or to:

Don Kellogg, PhD, RHIA, CPEHR
 School of Applied Studies
 Bachelor of Health Science Program Admissions
 Washburn University
 1700 SW College Avenue, Topeka, KS 66621

DECLARATION OF MAJOR / DEGREE / CATALOG YEAR

WASHBURN UNIVERSITY

Complete and check applicable transaction(s) in consultation with your academic advisor. After first declaring your degree, major, emphasis, and the catalog year from which your requirements will be taken, you will need to **file a separate form for making any changes or additions** as noted below.

Name _____ Student I.D.# _____
 Last First MI Any other name on record

Declarations _____ First Declaration of Degree, Major, and Emphasis (If applicable) at Washburn University <i>Complete 1, 2, 3, 3a, 3b</i>	Changes _____ Change of Catalog Year – <i>Complete 1</i> _____ Change of Degree – <i>Complete 1, 2, 3, 3a, 3b</i> _____ Change of Major – <i>Complete 3, 3a, 3b</i> _____ Change of Emphasis – <i>Complete 3a, 3b</i>	Additions _____ Additional Degree and Major – <i>Complete 1, 2, 3, 3a, 3b</i> _____ Additional Major – <i>Complete 3, 3a, 3b</i> _____ Additional Emphasis – <i>Complete 3, 3a, 3b</i>
---	--	--

1. Catalog Year
 Please mark the catalog you and your advisor have selected to determine the requirements for your degree:
 No degree shall be awarded from a catalog earlier than your start date, and the catalog you select must be within six years of your date of graduation.

• Your **Start Date** at Washburn (semester/year) _____

• **Catalog Year** 2002-03 2003-04 2004-05 2005-06 2006-07 2007-08 2008-09

2. Degrees

AA _____ AS _____ AAS _____ BA _____ BAS _____ BBA _____ B-ED _____ BFA _____ BGS _____

BHS _____ BIS _____ BLS _____ BM _____ BPA _____ BS _____ BSCJ _____ BSN _____ BSW _____

3. Major _____ **3a Emphasis** _____
 _____ If applicable _____ If changing emphasis, note previous _____

_____ **3b Emphasis** _____
 _____ If changing major, note previous _____ If applicable _____ If changing emphasis, note previous _____

Student Signature _____	Date _____	Advisor Signature _____	Date _____	Dept Chair/Dean Signature _____	Date _____
-------------------------	------------	-------------------------	------------	---------------------------------	------------

RETURN TO: Office of the Dean of Enrollment Management – Morgan Hall 104-B