

## **Health Science Chain of Communication Guide**

**(You will find a form listed below for you to fill out and return to 221 Linn Hall)**

Students who have comments/concerns regarding Health Science must follow the correct chain of communication as they work to resolve this issue. While each situation varies, please use this guide to resolve any issues you may have. In addition, please wait for a response at each level regarding the specific concern before moving to the next level.

### **1<sup>st</sup> Line of Communication: Involved Personnel**

Best practice is to set up an appointment with any involved personnel and speak with them regarding your specific concern.

- Please note that you may contact Student Development for assistance in this form of direct communication.
- Some students have had a Student Development counselor meet with them and the involved personnel to facilitate the communication.

### **2<sup>nd</sup> Line of Communication: Core Course Facilitator or Program Director**

If you have discussed this specific concern with the involved personnel and the issue has not been resolved, your next step is to set up an appointment with the Core Course Facilitator or Program Director as appropriate. If you are unsure of the appropriate individual to contact next, please clarify with the involved personnel or office staff.

### **3<sup>rd</sup> Line of Communication: Dean of Health Science**

If you have completed the above steps and the issue remains unresolved, your next step is to make an appointment with the Dean of Health Science. Please come prepared to note what it is you want to happen from this meeting.

## **Student Communication Form**

This form has been designed to provide you with an opportunity to clearly communicate with the faculty and staff in the Health Science Department. The following questions will assist you in describing your comments/concerns. After you have completed the following categories, please give to an Office Coordinator who will then provide a copy to the appropriate individual. Please note that the proper chain of communication may vary; see a Health Science Office Coordinator for specific details.

1. Name:
2. How do you want to be contacted?
3. **Situation**: Please describe the current situation that has warranted this communication.
4. **Background**: Please describe the relevant background information specific to this situation or the circumstances that led up to the current situation.
5. **Assessment**: This is your opportunity to offer your analysis of the problem. (determine the essential features and their relations)
6. **Request or Recommendation**: Please describe what you would like to happen next or what would help to resolve the situation.

Thank you for your comments...we will be in contact with you soon.

