



International Holistic Life Sciences Institute

Graduate Student Handbook: Policies and Resources



www.lifesciences.institute

academic@lifesciences.institute



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Welcome to Graduate Studies

A Letter from the President

International Holistic Life Sciences Institute's 2023-24 graduate handbook is here for your browsing pleasure. Programs of study, degree requirements, courses, academic policies, and student services are all included in this section. In addition, fees and the academic calendar are all available. I strongly advise you to go over it again and again as the school year progresses. Since its founding, IHLSI has advocated for universal access to higher education in health care areas. Programs leading to degrees have always been affordable and accessible at the Institute. Everyone should have the opportunity and equal access to postsecondary education, regardless of their family's financial condition, geographic region, gender, or political leanings. It's not easy to study online; it requires effort, attention, and focus. We realize that each of our students is unique. We also recognize that you all need attention and support by assisting you in achieving your educational objectives and leading a thriving, healthy life. We'll keep growing and adding new services until we realize our goal. As an individual and a member of our global community, you'll have the opportunity to learn alongside peers worldwide. You'll interact with a diverse group of students and be guided by Academic Advisors and Course Instructors. We are committed to helping you succeed in your academic endeavors and look forward to working with you in the future.

I wish you all the best of luck and success in the coming school year.

Sincerely,

Yuhsun Shih

Yuhsun E. Shih, Ph.D.

President





About IHL SI (International Holistic Life Sciences Institute)

At International Holistic Life Sciences Institute, our mission is to elevate life to its fullest potential through integral and holistic scientific approaches. Our vision is to enhance the public's health and make healthy living attainable for everyone, making better science available to all. Anyone who wants to study medicine, regardless of age, can have a channel to learn anytime, anywhere, and with very low tuition to enter this field. We also popularize the knowledge of fitness, health care, and self-healing for free and provide the public with lifelong learning and long-lasting benefit skills. By improving the public's health awareness and self-healing ability, we hope to reduce the pressure of the collapse of medical resources in the community. In addition, this institute provides students from all over the world who can earn a Master's degree in Complementary and Alternative Medicine or Health Administration at a meager cost and have the opportunity to work in medical-related jobs in the United States or Canada.

IHL SI aims to introduce complementary, alternative healthcare by providing natural and herbal remedies, mind-body therapies, massage, exercise, and energy medicine. This knowledge and skills help people keep a healthy life. We also partner with other research institutes and universities in Asia to develop research projects and online courses in the following three main areas:

 Oriental medicine:

traditional Chinese medicine, Chinese pharmacy, acupuncture, etc.

 Naturopathic medicine:

meditation, Tai Chi, Qi Gong, Tui Na, Yoga, diet regimen, herbs, etc.

 Energy medicine:

music therapy, natural physical therapy, spectrum therapy, homeopathy, etc



Academic Policies

Non-discrimination and accessibility in graduate education

If you are interested in our Non-discrimination and accessibility in graduate education, please read more information on pages 8 to 9 of our [IHLSI Academic Catalog](#). It details our commitment to a safe, inclusive environment, outlines our policies against discrimination and harassment, and explains procedures for reporting incidents.

Student rights and responsibilities

Grade Appeal:

Please refer to [IHLSI Academic Catalog](#). Students are encouraged to review the important information on page 5 of the Table of Contents, which details Grade Appeals.

Student Conduct:

Please refer to [IHLSI Academic Catalog](#). Students are encouraged to review the important information on page 9 of the catalog, which details student conduct.

Academic Integrity and Professional Conduct

For this section, we strongly recommend that students consult the Academic Policies chapter in the [IHLSI Academic Catalog](#), spanning pages 9 to 14.



Program Information

Academic Calendar and Important Dates

International Holistic Life Sciences Institute follows a 6-week quarter system. Each semester or quarter consists of one class, each class lasting six weeks. During each 6-week quarter, sessions are identified as Course A. When a student begins their degree program, their schedule for the first session will determine their academic calendar. If you are interested in specific course dates, you can view the [Virtual Campus Academic Calendar](#), please read our further information on page 4.

Admissions: Requirements and Process

Please continue reading if you want more information about graduate [admissions prerequisites and application processes](#). We will give you comprehensive details and advice.

Programs in Master of Sciences: Course Description

Master of Sciences in Complementary and Integrative Health

Our Master of Science in Complementary and Integrative Health at the International Holistic Life Sciences Institute is a cutting-edge program designed for individuals eager to pioneer in the holistic health and wellness landscape. This fully online curriculum is tailored to empower healthcare professionals, enabling them to blend traditional and modern healthcare practices to enhance patient care and promote overall well-being. The program provides a solid foundation in the theories and applications of complementary and integrative health through a curriculum that covers a broad spectrum of topics. Students will delve into the philosophical underpinnings of holistic health, exploring evidence-based practices that span from advanced molecular cell biology to nutritional therapeutics and mind-body techniques. Key courses such as Comprehensive Oriental Medicine, Acupuncture and Asian Bodywork, Clinical Psychology & AI Therapy, and Comprehensive Herbal Treatment Strategy equip students with the knowledge and skills to



assess, guide, and evaluate patients using integrative approaches.

✧ We offer the following courses:

10 courses (total 40 credit units):

CIH 510 Theories and Foundations of Complementary and Integrative Health (4 units)

CIH 520 Advanced Molecular Cell Biology Principles and Techniques (4 units)

CIH 530 Acupuncture, Asian Bodywork, and Modalities (4 units)

CIH 540 Theory and Applications of Homeopathy (4 units)

CIH 550 Comprehensive Oriental Medicine Diagnosis and Skills (4 units)

CIH 610 Healing Energy Medicine: Mind-Body Techniques (4 units)

CIH 620 Nutritional Therapeutics: Oriental Medicine Nutrition & Food Therapy (4 units)

CIH 630 Clinical Psychology & AI Therapy (4 units)

CIH 640 Comprehensive Herbal Treatment Strategy (4 units)

CIH 650 Herbal Materia Medica: From Field to Patient (4 units + Capstone project 3 units)

(% Master's Project, incorporated into the capstone course)

Master of Science in Healthcare Administration

The Master of Science in Healthcare Administration at the International Holistic Life Sciences Institute prepares future leaders to excel in the complex and dynamic field of healthcare management. This online program is designed to equip students with a comprehensive understanding of healthcare regulations, ethics, advanced financial management, economics, policy analysis, and strategic healthcare management. Our curriculum emphasizes the importance of innovative leadership and operational excellence in improving patient care and healthcare systems' efficiency. Courses on healthcare regulations, ethics and compliance, financial management, and healthcare economics are integrated with



advanced studies in organizational behavior, transformative leadership, and innovations in healthcare system design. This comprehensive approach ensures that graduates are well-versed in the critical aspects of healthcare administration, from cost analysis and budgeting to operations management and strategic marketing.

✧ We offer the following courses:

10 courses (total 40 credit units):

HCA 510 Healthcare Regulations, Ethics, and Compliance (4 units)

HCA 520 Advanced Healthcare Financial Management (4 units)

HCA 530 Healthcare Economics and Policy Analysis (4 units)

HCA 540 Organizational Behavior and Social Psychology in Healthcare (4 units)

HCA 550 Transformative Healthcare Leadership and Management (4 units)

HCA 610 Healthcare Cost Analysis, Budgeting, and Decision Making (4 units)

HCA 620 Practice Ethics, Risk Management, and Quality Assurance (4 units)

HCA 630 Innovations in Healthcare System Design and Delivery (4 units)

HCA 640 Operations Management, Process Improvement for Health Organizations (4 units)

HCA 650 Strategic Healthcare Management, Marketing, and Outreach (4 units + Capstone project 3 units)

(% Master's Project, incorporated into the capstone course)

If you are interested in learning more about the specifics of the master's program, please visit the

[IHLSI Academic Catalog's](#) main page, as it has all the necessary information.

Advanced Academic Support for Students

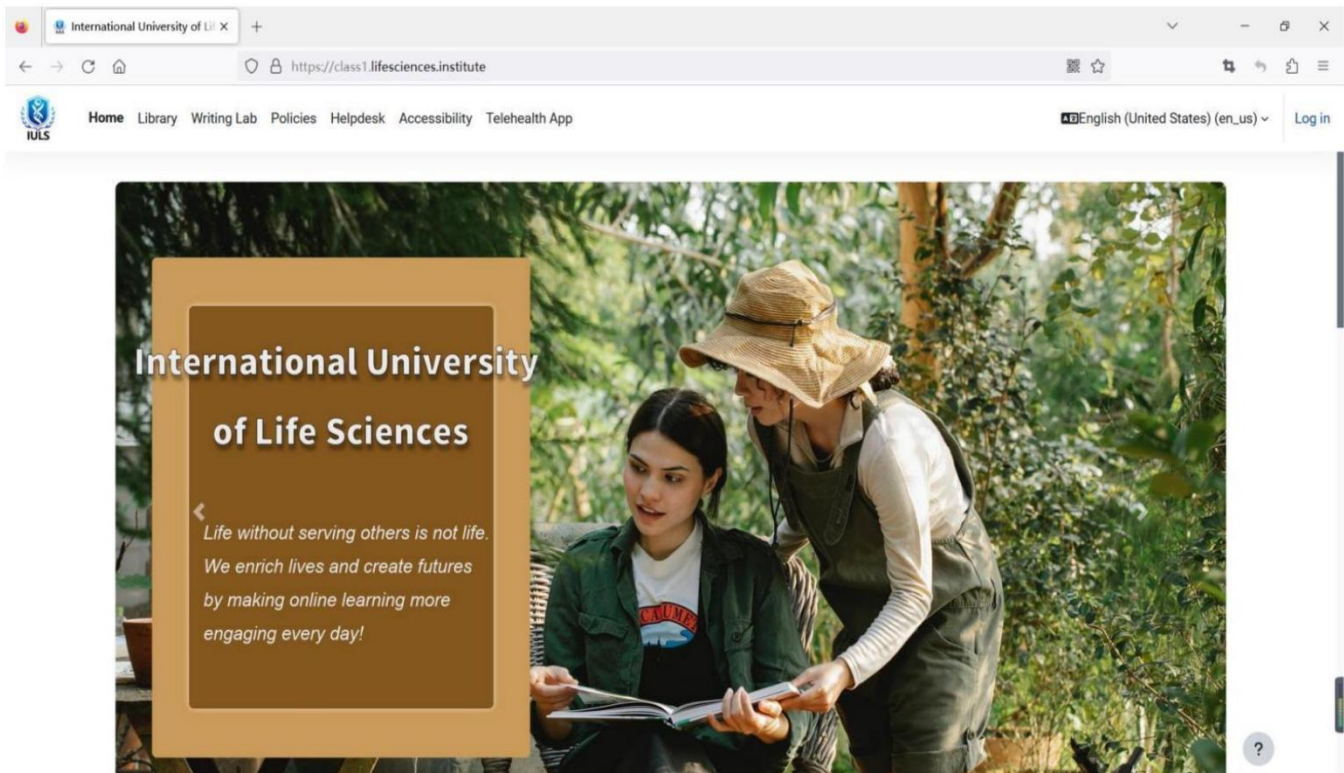
 [Student Successful Center \(%our Moodle course\)](#)

 [Academic Writing & Research Ethics \(%our Moodle course\)](#)



IHLSI (International Holistic Life Sciences Institute) Online

Accessing the Online Learning Platform



Join our online academic community by registering on the [International Holistic Life Sciences Institute' online learning platform](https://class1.lifesciences.institute/). Our courses are not only directly guided by knowledgeable instructors who ensure you get the help you need at every turn, but we also provide you access to online discussion boards and group peer reviews to create an engaging and personalized learning environment.

What We offer:

- 📌 Check Assignments: Our intuitive platform allows you to access, manage, and submit your coursework easily. With clear deadlines and detailed assignment instructions, you can plan your study schedule effectively and stay ahead in your academic journey.
- 📌 Personal Calendar: Use the personal calendar feature to meticulously organize your study schedule,



track assignment deadlines, and plan for exams. This tool is designed to help you manage your time efficiently and balance your academic responsibilities with personal commitments.

- ✚ **Contact Faculty and Staff:** With just a click, reach out to our dedicated faculty and staff for academic advice, support with coursework, or any queries you might have. Our responsive team is committed to providing the assistance you need to succeed.
- ✚ **Online Learning Modules:** Dive into various interactive and engaging online learning modules tailored to enhance your understanding of course material. These modules include multimedia presentations, quizzes, and interactive activities designed to complement your learning experience and cater to different learning styles.
- ✚ **Conference Communication:** Participate in the virtual conferences and webinars, allowing you to connect with leading academics and industry professionals. This feature offers a platform for networking, learning from experts, and discussing your field's latest trends and research.

Online Learning Best Practices

✚ [Guide to Access Online Classroom](#)

The online classroom is your gateway to a wealth of knowledge and interactive learning opportunities. This section is meticulously crafted to guide you through accessing and making the most of the online classroom platform. You'll learn how to log in, navigate through course materials, and engage with your instructors and peers in a virtual setting. By mastering these steps, you will be well on your way to optimizing your online learning experience, ensuring you can fully participate in and benefit from the digital classroom environment.

✚ [How to Join a Zoom Meeting](#)

Zoom has become synonymous with online learning, providing a seamless platform for virtual



interactions. This segment of the chapter is dedicated to helping you effortlessly join Zoom meetings, a crucial component of your online education. From setting up your account to entering a meeting, we cover all the essentials. Additionally, we provide practical tips for troubleshooting common issues, ensuring you can participate in live lectures and discussions without a hitch. By familiarizing yourself with Zoom, you'll be able to engage in your courses more dynamically and interactively.


[How to Use BigBlueButton](#)

BigBlueButton, tailored for educational purposes, offers a unique set of features designed to enrich your online learning experience. In this section, we introduce you to the functionalities of BigBlueButton, guiding you through participating in live classes, accessing recordings, and making the most of its interactive tools. Whether it's collaborating with classmates in breakout rooms or engaging with presentations, this guide will help you navigate BigBlueButton's environment with ease. By leveraging these insights, you'll enhance your ability to learn and interact in the virtual classroom, setting the stage for academic success.

Library and Research Services

The International Holistic Life Sciences Institute provides strong digital libraries and research services to assist our students in their varied academic and research endeavours. Our partnerships and digital collections make access to an extensive library of knowledge, including open educational materials, classic literature, and digital health tools, possible. You are welcome to browse the [online library](#) .

Technology Requirements and Assistance

 [IHLSI's virtual learning companion](#): The objective of IHLSI's virtual learning companion is to assist you in your educational endeavors, particularly if you experience anxiety or depression while studying



and require psychological support.

HuggingChat New Chat

IULS2024

Theme

Models 7

Assistants New

Settings

About & Privacy

Assistant

IULS - virtual learning companion

The objective of IULF's virtual learning companion is to assist you in your educational endeavors, particularly if you experience anxiety or depression while studying and require psychological support.

Created by IULS2024 · 1-10 users

Share Settings

IULS's virtual learning companion is available to assist you in your academic pursuits at International University of...

Ask anything

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HuggingChat New Chat

Today

Study problems

IULS2024

Theme

Models 7

Assistants New

Settings

About & Privacy

IHLSI - virtual learning companion

I have problem with my study


Sorry to hear that you're having a problem with your studies. As a psychologist, I'd like to offer some suggestions that may help you feel better and improve your focus.

Firstly, it's essential to acknowledge that studying can be stressful, and it's normal to feel overwhelmed at times. However, by implementing a few strategies, you can manage your stress levels and improve your focus.

1. Break your study sessions into smaller chunks: Instead of studying for long hours, break your study sessions into smaller chunks of 30-45 minutes. Take short breaks in between to stretch, move around, and refresh your mind.
2. Create a conducive study environment: Ensure your study space is comfortable, quiet, and free from distractions. Consider using noise-cancelling headphones or playing calming music to help you focus.
3. Practice mindfulness: Mindfulness techniques can help you stay present and focused. Try taking a few deep breaths, noticing your thoughts, and gently bringing your attention back to the task at hand.

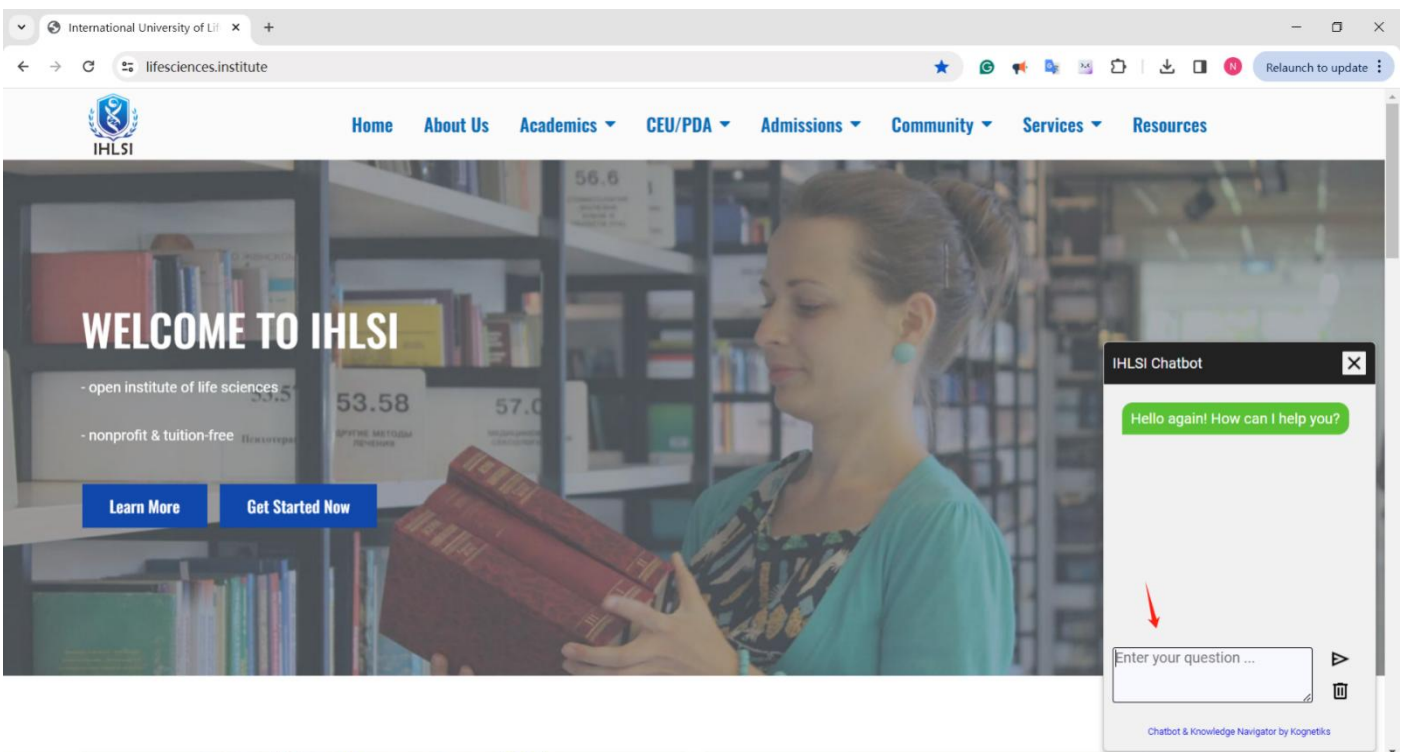
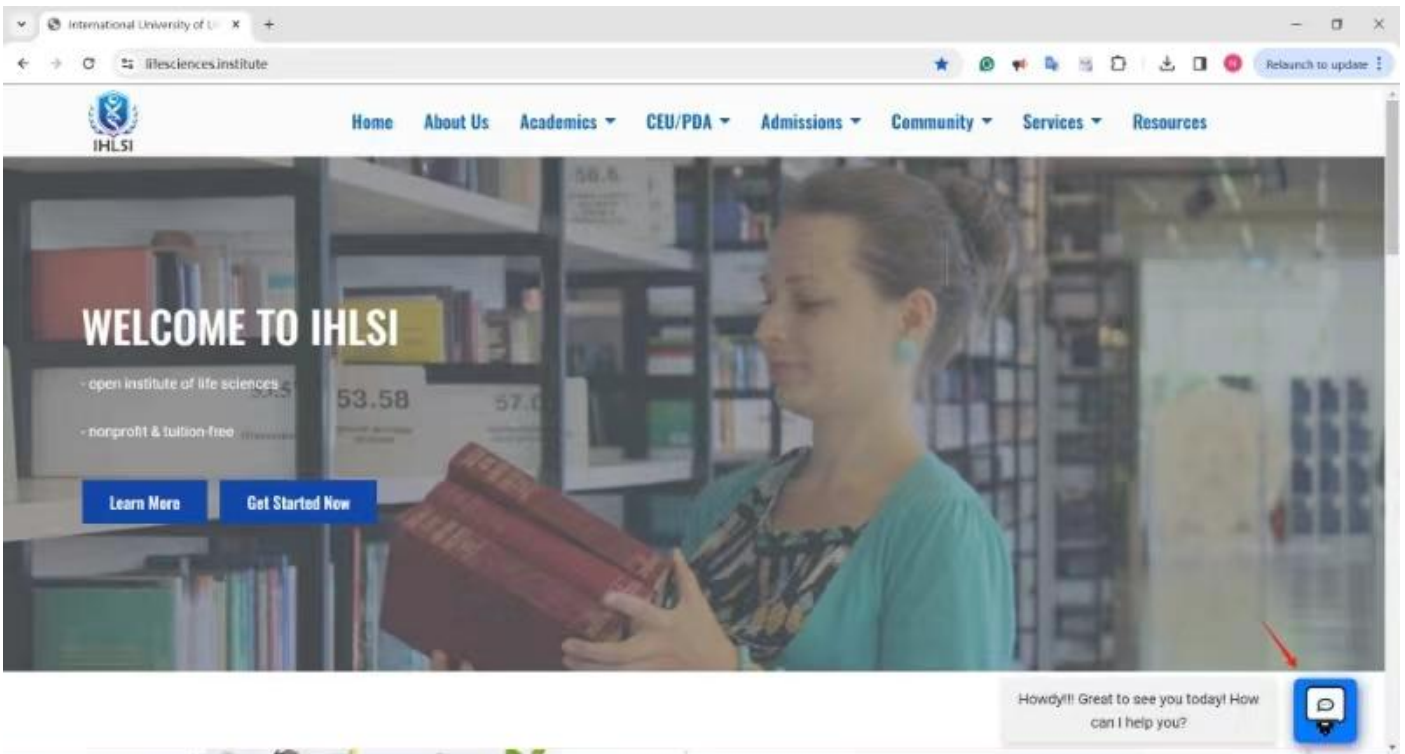
Ask anything

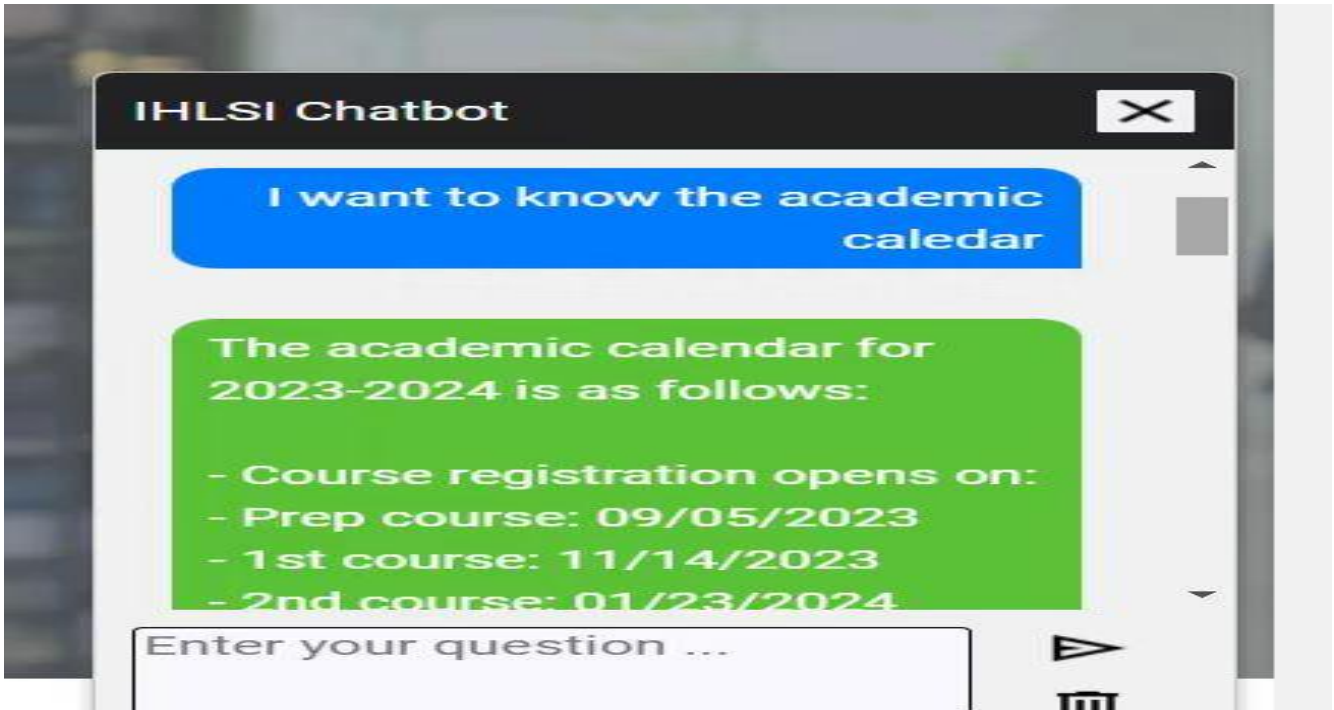
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 **[IHLSI TA-bot assistant](#)**: Welcome to TA-bot Assistant, your trusted companion for navigating the documents of the International Holistic Life Sciences Institute! Whether you're a student, faculty member, or staff member, I'm here to help you find the information you need quickly and efficiently. From academic policies to administrative procedures, I've got you covered. Just ask away, and together, we'll unravel the wealth of knowledge contained within our school's

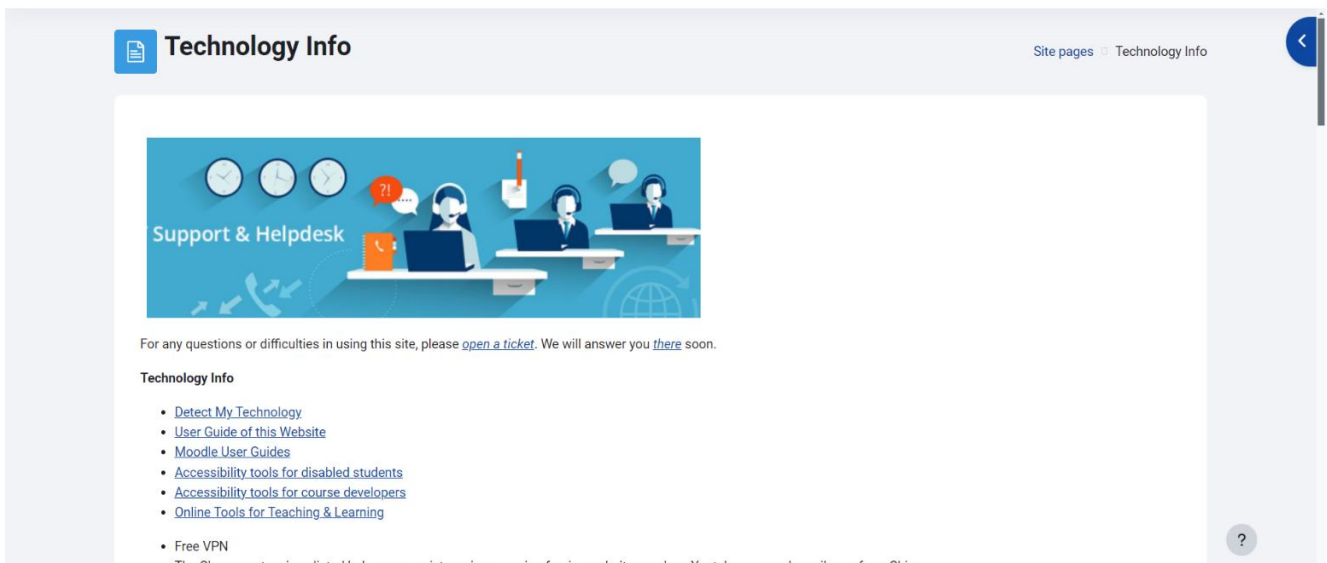


documents. Let's embark on this journey of exploration and empowerment together.






Internet Connection: Students must ensure they have a reliable Internet connection to send and receive information efficiently while enrolled in courses at the International Holistic Life Sciences Institute. Please be advised that the International Holistic Life Sciences Institute disclaims any liability for any inability to access courses due to Internet service outages, whether brought on by third parties, government actions, or technical issues. Please check the [Technology Info](#) page to get more help.





Moodle LMS and Online Learning Strategies

 [New Student Orientation Guide](#)

 Online Learning Strategies

1. Navigating Online Coursework: Deadlines and Resubmissions

- i. Commitment to Timeliness: Adhering to assignment deadlines is crucial for maintaining the pace and integrity of your course. Treat these deadlines as unmovable, planning your schedule to submit work on time.
- ii. Understanding Policy: Our resubmission policy is a testament to our belief in continuous learning and improvement. At the discretion of your instructor, the availability for resubmission is determined by initial effort and potential for enhancement.
- iii. Resubmission Requests: Should you seek to resubmit an assignment, a well-reasoned request to your instructor is your first step. We encourage you to inform your teacher via email when submitting make-up assignments to ensure your efforts are assessed.

During the course, if you encounter difficulties, we welcome you to send an email to

academic@lifesciences.institute or the teacher's email (you will find the teacher's email in the course), and we will answer it for you!

2. Enhancing Learning Through Discussion and Interactivity

- i. Value of Engagement: Your active participation in online discussions is not just a course requirement; it's a gateway to deeper understanding, community building, and academic success.
- ii. Participation Guidelines: Regular, thoughtful contributions to class discussions are expected. Your interactions should enrich the conversation, respectfully offering insights, questions, and



constructive feedback.

- iii. **Timely Contributions:** Engage in discussions within the designated time frames. Contributions outside these windows may miss the opportunity for peer interaction and instructor feedback.
 - iv. **Consistent Engagement:** Aim for consistent participation throughout the course duration. Regular interaction keeps you engaged with the material and your classmates, fostering a more prosperous learning environment.
3. **Crafting Your Final Paper: The Role of AI and Original Thought**
- i. **Your Unique Perspective:** Your final paper showcases your journey through the course. It should be grounded in your analysis and synthesis of the material, with AI tools serving only as aids in research.
 - ii. **Ethical Use of AI:** Proper citation of all sources, including AI-generated content, is mandatory. Presenting AI-generated material as your original work constitutes academic dishonesty.
 - iii. **Beyond AI Assistance:** While AI can offer valuable insights, it cannot replicate your critical thinking and personal engagement with the topic. Your paper should reflect a deep, personal exploration of the subject matter.
4. **Effective Communication: Email Etiquette and Responsiveness**
- i. **Prompt Responses:** Regularly check your email and respond promptly to communications from your instructors. This ensures you're always in the loop on feedback, course updates, and essential instructions.
 - ii. **Professional Correspondence:** Maintain professionalism in all email communications. Use clear subject lines, address your instructors respectfully, and ensure your messages are well-composed and error-free.



- iii. Organizational Strategies: Consider organizing your emails by course or topic to manage communications and essential documents efficiently.
- iv. Alerts and Notifications: Activate email notifications to avoid missing critical information or deadlines.



Financial Information for Students

Tuition and Fees Structure for Programs

"Tuition-free" describes the unique education model we use at the International Holistic Life Sciences Institute, which spares students from paying for books, other course materials, and course fees. We have a \$60 registration charge and a \$200 course assessment fee. The International Holistic Life Sciences Institute By lowering obstacles to higher education and guaranteeing stress-free learning for students, our cutting-edge online education model seeks to reduce the overall education cost for students dramatically.

Scholarships

Applicants are encouraged to submit a brief essay to IHLSI that explains their motivation for seeking admission to our institution's master's programs, their intended course of study, and the goals they intend to accomplish. Submit your application, transcripts, and a brief essay via email to academic@lifesciences.institute. The recipients of scholarships will be notified one week prior to the start of the semester.

Resources for Financial Planning and Management

Understanding the importance of financial management, we offer tools and guidance to help students effectively plan and manage their finances:

- ✚ Financial Planning Workshops: Online sessions on budgeting and financial management, specifically tailored for graduate students.
- ✚ Personal Financial Counseling: Individualized advice to help students create a financial plan that fits their personal and academic needs.
- ✚ Online Tools: Digital resources for budgeting, planning, and expense tracking.



Safety, Ethics, and Professionalism in Healthcare Management

Ensuring a Professional Online Learning Environment

Our online platform is a professional space where respect, courtesy, and accountability are paramount.

Key expectations include:

- ✚ Professional Communication: Interactions should be respectful and constructive, reflecting the professionalism expected in healthcare settings.
- ✚ Confidentiality: Privacy of all community members must be respected, with sensitive information handled responsibly.
- ✚ Accountability: Students are encouraged to own their actions and decisions, promoting a trustworthy academic environment.

Upholding Ethics and Integrity in Healthcare Management

Ethical conduct is the foundation upon which the field of healthcare management is built. Our students are expected to embody:

- ✚ Honesty: Truthfulness in all endeavors, academic or otherwise, is non-negotiable.
- ✚ Fairness: Decisions and interactions should be free from bias, ensuring equitable treatment for all.
- ✚ Respect: Recognizing the inherent dignity and rights of every individual is crucial for fostering an inclusive community.
- ✚ Confidentiality: Adhering to the highest standards of data privacy and patient confidentiality is essential.

Policies on Research Conduct and Scholarly Work

Our institution upholds rigorous standards for research and scholarly activities, emphasizing:

- ✚ Regulatory Compliance: Research involving human subjects must align with all applicable regulations,



prioritizing participant welfare.

- ✚ Zero Tolerance for Academic Dishonesty: Originality in work is demanded, with strict policies against plagiarism and falsification.
- ✚ Data Integrity: Accurate reporting and handling of data are critical for maintaining the trustworthiness of research findings.
- ✚ Conflict of Interest Management: Potential conflicts must be disclosed and addressed to ensure unbiased research.



Student Life and Community Engagement

Student Organizations

Our student-led organizations are the heart of campus life, providing:

- ✚ Leadership Development: Assume leadership roles to cultivate management and organizational skills.
- ✚ Networking: Connect with like-minded peers, faculty, and professionals for mentorship and career opportunities.
- ✚ Academic and Professional Enrichment: Engage in activities that align with your academic interests and career goals.

Networking and Professional Events

We facilitate a variety of events designed to expand your professional network and enhance your career readiness:

- ✚ Virtual Career Fairs: Directly interact with employers and explore job openings in your field.
- ✚ Alumni Panels and Guest Lectures: Learn from the experiences and insights of alumni and industry experts.
- ✚ Professional Workshops: Sharpen your professional skills with targeted workshops on effective communication, leadership, and more.

Community Service and Outreach Opportunities

Giving back to the community is a core value of our institution. We offer numerous avenues for students to contribute:

- ✚ Volunteer Initiatives: Join or initiate projects that make a positive impact on local or global communities.



- ✚ Outreach Activities: Participate in programs that support health, education, and well-being.
- ✚ Service-Learning Courses: Combine academic coursework with meaningful community service for a hands-on learning experience.



Research Opportunities and Resources

Access to Research Databases and Journals

Students enjoy comprehensive access to:

- ✚ Leading Healthcare Databases: A wealth of peer-reviewed articles and evidence-based resources at your fingertips.
- ✚ Specialized Journals: Key publications in complementary and integrative health, healthcare administration, and more.
- ✚ Digital Library Services: Seamless access to these resources, facilitating your research journey.

Opportunities for Research in Complementary and Integrative Health

We support explorations into this growing field with opportunities to:

- ✚ Study Innovative Therapies: Delve into alternative therapies and their place in holistic healthcare.
- ✚ Conduct Patient-Centered Research: Focus on outcomes and experiences related to integrative practices.
- ✚ Analyze Policy Impacts: Evaluate how these practices influence healthcare policy and delivery.

Opportunities for Research in Healthcare Administration

Investigate critical aspects of healthcare administration to enhance system efficiency and patient care through:

- ✚ Systems and Policy Analysis: Examine the effects of healthcare policies and propose improvements.
- ✚ Leadership and Management Studies: Explore effective strategies for healthcare leadership and organizational management.
- ✚ Quality Improvement Research: Aim to elevate patient safety and care standards.



Guidelines for Thesis and Capstone Projects

These projects are pivotal, allowing students to apply research skills to real-world issues:

- ✚ Proposal Requirements: Submit a comprehensive proposal detailing your research plan.
- ✚ Faculty Advisor Support: Benefit from the guidance of a dedicated faculty advisor.
- ✚ Ethical Research Conduct: Ensure all research involving human subjects meets ethical standards.
- ✚ Presentation of Findings: Present your research outcomes to faculty, showcasing your contribution to the field.



Appendices

Glossary

Certificate Students: Refers to those students enrolled in International Holistic Life Sciences Institute's online graduate certificate program.

Study Group: A group of students who complete courses together toward the same degree.

Course Support Team: The team members, including Teaching Assistants (TAs), Learning Project Leaders (TLPs) and Course Managers, who provide support for individual courses.

Course Unit: A course unit (CU) is a standard unit that measures academic workload over some time, usually corresponding to a semester (fall, spring, or summer). CU (or part thereof) represents the academic workload in different types of educational programs and is a fundamental component in pursuing a degree. One CU is usually equivalent to one semester of four-credit courses.

Degree Students: Refers to those students enrolled in International Holistic Life Sciences Institute's online graduate degree programs.

Lecturer/Professor: Your course lecturer, a team of teachers from the International Holistic Life Sciences Institute, is an expert in their field. They will guide you through the course.

Student Account: Your username and associated password in the International Holistic Life Sciences Institute authentication system. You need to register a student account before accessing services authenticated using this system.

Student ID number: A unique eight-digit number issued by the International Holistic Life Sciences Institute and its affiliated institutions. University administration often requires student ID numbers for identity verification, replacing the previous practice of using an individual's Social Security number. Student ID card holders will find their student ID number printed on the card - an 8-digit



sequence on the card.

Teaching Assistant (TA): A teaching assistant is a student employed by a professor to assist in teaching courses. They are responsible for grading assignments and providing feedback to students during office hours.

Directory of Faculty and Administration Contacts

Director of Student Services

Ms. Rebekah Sarmiento

rebekah.sarmiento@lifesciences.institute

Academic Advisor

Ms. Nancy Jiang

nancy.jiang@lifesciences.institute

Technical Support

Mr. George Shih

support@lifesciences.institute

Residency Program Coordinator

Ms. Yueqiao Han

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China:

Mr. Roger Wang

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Mr. Eric Lee

eric.lee@lifesciences.institute