

COURSE DESCRIPTION

This course provides an overview of productivity applications for the health and medical professionals. Topics include: Creating word processing documents, quantifying and analyzing medical reports from spreadsheets, creating presentations for the healthcare field, and database design and querying. Students will present medically-related information in various formats, including written reports, spreadsheets, presentations, and databases.

Required Text:

Title: Microsoft Office 2016 for Medical Professionals
Author(s): Beskeen, Duffy, Friedrichsen, Reding
Edition: 1st edition
Publisher: Cengage Learning
ISBN: 9781337206259

Or Cengage unlimited can be purchased

Additional Readings: (if required)

Many sessions have required handout readings. These readings are available for free download and will be linked in announcements and assignments released on CANVAS.

Course Outcomes [EDITED 08/23/2017]

At the conclusion of this course the Health Information Management (HIM) student will be able to:

1. Create professional looking documents in MS Word
2. Perform simple desktop publishing tasks.
3. Produce multi-page documents containing multiple types of content.
4. Build sophisticated spreadsheet applications
5. Format these spreadsheets for easier interpretations
6. Create and format charts
7. Design, create, and query a simple relational database

8. Produce queries to enter, retrieve, and modify information held in relational databases
9. Use creative techniques to produce professional looking presentations
10. Acquire, cite, and insert properly licensed media to enhance document aesthetics

Core Competencies:

Upon completion of this unit, students will be able to:

- Enter any office environment with the skills to immediately participate as a computer resource expert
- Evaluate business requirements and know the proper computer application to deal with them
- Act as a resource for creating reports, documents, and presentations

RBT: Revised Bloom’s Taxonomy; Profiles of Learning for Undergraduate Success (PLUS)

A comprehensive final examination covers all student learning outcomes. Semester specific student learning outcomes are in boldface.

A. Communicator

- 1. Evaluates Information**
- 2. Listens Actively**
- 3. Builds Relationships**
- 4. Convey Ideas Effectively**

B. Problem Solver

- 1. Thinks Critically**
- 2. Collaborates**
- 3. Analyzes, Synthesizes, and Evaluates**
- 4. Perseveres**

C. Innovator

- 1. Investigates**
- 2. Creates/Designs**
- 3. Confronts Challenges**
- 4. Makes Decisions**

D. Community Contributor

- 1. Builds Community**
- 2. Respectfully Engages Own and Other Cultures**
- 3. Behaves Ethically**
- 4. Anticipates Consequences**

ESTIMATED CLASS TOPIC/ASSIGNMENT SCHEDULE WITH COMPETENCIES & PULs

THIS GENERIC SCHEDULE IS WRITTEN WITH REGARDS TO PULs OUTLINED BY IUPUI AND COMPETENCIES OUTLINED BY CAHIIM, THE CERTIFYING

ORGANIZATION FOR THE HIM PROGRAM. [EDITED 08/23/2017]

This schedule does not reflect exact weekly placements of each assignments due to the fact that circumstances may require that assignments be moved on occasion. Participants currently enrolled must consult with posted syllabus summaries and current course schedule landing pages.

Week	Topics	Assessments (Assignment Code)	IUPUI PLUS	
Week 1	Class Orientation Policies & Procedures	File system activity (C1F)	1.1	

	Installing Office Windows orientation Box orientation		2.4	
Week 2	Word: Open, save, copy, cut, paste, and format Fonts, spacing, and bullet points in Word	Word: Your first document (C2W)	2.3	
Week 3	Business Writing Style Resume Writing	Cover Letter (C3W)	3.2	
Week 4	Tables, images, and figures in Word Ethics and resources: Getting legal-to-use resources from the Internet and citing them	Group online treasure hunt (C4W)	2.3	
		Resume (H2W)	2.3	
Week 5	Word wrap-up and review Excel 101: Creating, formatting, data entry	Your first spreadsheet: Creating, formatting, and data entry (C5E)	2.3	
		Word practical exam (E1)	2.3	
Week 6	Intermediate Excel: Basic Formulas & Advanced formatting; Graphs	Homework H3E – Formulas & Graphs	3.2	
Week 7	Advanced Excel: Absolute and relative cell references in formulas Conditional counts, conditional sums	Advanced formulas & formatting exercise (C6E)	3.2	
Week 8	Excel: Lookups, correlation functions Excel wrap-up and FAQs Meet your Capstone group!	Excel Practical Exam (E2)	3.2	
Week 10	Basic PowerPoint: Making a presentation, formatting slides, drawing and arranging shapes Introducing: The Capstone How to write a capstone proposal	Your first presentation (C8P)	1.4	
		Capstone Proposal (P1)	2.2	
		Intermediate PPT Presentation (H4P).	2.3	
Week 11	Advanced PowerPoint: Tables, transitions, animations All Together Now: Beginner Acrobat	Acrobat PDF Creation (C9A)	3.2	
		PowerPoint practical exam (E3)	2.1	
Week 12	It's Relative: Designing a relational database (RDB)	Group RDB design activity (C10D)	2.2	

		Capstone Midterm Progress Report (P2)	2.2	
Week 13	Your first database: Putting your RDB design knowledge to use.	RDB design homework exercise (H5D)	2.2	
Week 14	SQL Queries	SQL/RDB query exercise (H6D)	2.2	
Week 15	Capstone Work Thanksgiving Break is Wednesday-Sunday	During week 15 or 16, all groups will have an in person meeting or teleconference with the instructor about their course Capstone projects		
Week 16	Capstone Work	During week 15 or 16, all groups will have an in person meeting or teleconference with the instructor about their course Capstone projects		
Finals Week	Final "Exam" Week – Work on Capstones!	Finished Capstone Deliverables (P4)	2.1	

TECHNOLOGY REQUIREMENTS

Learning Management System (LMS – CANVAS):

If you are unfamiliar with CANVAS LMS you may will need to read the [Quick Start Guide for Students](#) available online. For technology related questions, go <http://informatics.iupui.edu/> and click on the [Technology Services](#) link located under the TOOLS column. When submitting a Technology Ticket provide your name, class number, instructor and a detailed description of the problem.

Anybody attending by distance, of course, absolutely must make sure that their computer meets certain specifications. *In case of the in-person broadcast option being cancelled, all students must be prepared with the technology requirements needed by all distance students.*

Specifications:

- 1.5 GHz processor (preferably 2.0+ GHz)
- 2GB RAM (preferably 4+ GB)
- 10GB Free hard disk space (preferably 15+ GB)

- Needs to be an actual laptop or desktop – Tablets (including Surface) will *not* be acceptable for using the software that you will be learning.
 - (Exception: A tablet or smartphone is a good way for distance students to be able to participate live in online interaction while also performing class activities on their own computers.)
- Windows 10 OR MacOS 10.10+ ***
- Office 365 installed (see below)
- A very good network connection.
 - Examples: Home Wi-Fi, Campus Wi-Fi, Almost any wired Ethernet connection
 - Not recommended: Any other public Wi-Fi; Cell data

(Note that the above laptop requirements are required of *all* undergraduate HIM and SOIC students, regardless of class requirements – Source: <http://soic.iupui.edu/technology/laptop/>)

Contact the instructor immediately if your computer hardware doesn't meet the specifications. Your instructor can point you to resources on how to obtain the required computing hardware at reasonable prices, and possibly suggest computer lab opportunities. If you are unable to gain access to the required computing hardware, you will need to drop the class and pick another one.

Distance-Specific Recommendations:

- A microphone is strongly recommended so that you can verbally participate in online meetings. If you don't have one, CANVAS has instructions on how you can join the presentation together via your computer and phone.
- If you don't have a smartphone or tablet to view the lecture, we recommend to connect your laptop to a second monitor or HDTV.

You must also install Microsoft Office 2016 (aka Office 365). It's free. Directions:

*You need this program installed on your computer **before the second class session, which is August 29 at 9:15AM. Best policy: Install it as soon as you read this!** To get Office for free on your own system:*

- <https://uits.iu.edu/office365> - Then click "Login"
- Log in with your IU CAS authentication if asked.
- On the next screen, find the button that says "Install Office 2016" near the top right.
- Download the installer, run it, and follow directions as it shows you.
- Problems installing? Contact UITS: <http://uits.iu.edu/>
 - *You can also email the instructor at akulanth@iu.edu, but it may take 48 hours for a response.*

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance & Participation:

A basic requirement of this course is that you will participate in class and conscientiously complete all required course activities and assignments. **Attendance during session time is required for this course. It entails being present and attentive for the entire class period. Students attending online need to note that even though the course is online, it is still synchronous and that online attendance and participation are mandatory.**

Attendance shall be taken in every class via online presence in online sections. Those who attend the broadcast in person will be accounted for via headcount. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Attendance Requirements – Students should review the following attendance requirements for both 8 week and 16 week courses carefully:

- Students enrolled in an 8 week course may be absent one class period without reason or note. The second absence will be penalized unless it falls under one of the excused absences listed below.
- Students enrolled in a 16 week course may be absent two class periods without reason or note. The third absence will be penalized unless it falls under one of the excused absences listed below.
- Each unexcused absence will result in a reduction of one full letter grade for the course.

Only the following are acceptable reasons for excused absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to be literally impossible or result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F in

the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Participation: Students are expected to participate passively and actively by observing the following rules:

- Students must ask questions and/or ask for help in a timely manner, whether during class, after class, or via email. During class, students can field questions via Zoom text chat or by voice chat.
- The instructor will pose questions and discussion points for students to respond to during the course session. **Students are expected to contribute equally to answering these questions and adding to discussions.**
- This course is intended to be a collaborative effort, so unlike in many other classes, students are welcome to answer each other's questions regarding homework assignments. There is a special discussion forum provided on CANVAS to do so, and students can prove participation by answering questions on the forum.

Special conduct rules for those attending the broadcast in person (i.e. on campus in the lab):

Those who wish to attend the broadcasts in person must conduct themselves as if attending a traditional real life class. The instructor reserves the right to discontinue the in person/in class option if students do not follow the rules of conduct for the traditional classroom. Some specific points:

- During course time (between 9:15AM and session break, and between the end of session break and class dismissal) students watching the broadcast in person **are not allowed** to use lab computers for purposes other than doing classwork. Internet usage is only allowed during class if the student is using Canvas or needs to find a resource for class online.
- During the above mentioned times, students who are watching the broadcast in person **are also not allowed** to use other devices (including cellular phones, smartphones, and tablets) unless required for assistive reasons. **Please place phones on silent mode and put them away for the duration of the class.** *Students who need to take urgent phone calls or text messages must leave the classroom immediately to do so, and may return when finished.*
- Those attending the broadcast in person should also strive to arrive at the lab in a timely fashion as to not interrupt the broadcast.

Campus Closures: IUPUI will close campus if inclement weather, or any other safety hazard, threatens the campus. Such an event will not affect student attendance grades. *Although this course is online, in order to keep policy uniform (and due to the fact the instructor needs to come to campus to present over Zoom and that some students will choose*

*to attend the broadcast in person), class is cancelled whenever campus closes. **Safety is always the first priority of the University and instructor.***

LATE WORK POLICY: Late work will not be accepted without penalty unless there are clear and compelling extenuating circumstances. These circumstances are identical to circumstances for the excusing of absences.

Late Work Penalty Schedule:

- 15 minutes to 12 hours late: 10% grade penalty
- 12:01 hours to 48 hours late: 25% grade penalty
- 48:01 hours to 7 days late: 50% grade penalty
- Any later: 75% grade penalty (see Amnesty section)

Extenuating Circumstances: If you have extenuating circumstances that prevent you from completing coursework or participating in the class, please contact your instructor to make alternative arrangements.

The possibility of alternative arrangements is at the discretion of your instructor and/or administration. Active communication is the key to overcoming any hurdles you may encounter during the semester. **It is your responsibility to inform your instructor (ahead of time, unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline.** In those situations, your instructor will work with you to establish alternative deadlines without late penalty. Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or administration and documentation may be required for verification of the extenuating circumstance. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental evacuation due to fire/hurricane/tornado/earthquake/tsunami (see Campus Safety section above), or active military assignment where Internet connectivity is unavailable for an extended time period.

Computer-related issues and Internet connectivity issues are not considered extenuating circumstances. Participants who may have unreliable connections during travel, etc., should submit due assignments before departing or make alternate arrangements well in advance of travel with the instructor so that assignments can be turned in later if the instructor approves.

Minimum Assignment Policy

Due to offering amnesty for very late work (see below), the course also has a policy that will not allow students to pass for credit if they are missing 100 points (10%) or more worth of class assignments (not worth of course grade!) without valid reason. *While a student with a score of 850/1000 and no missing assignments will get a B in the class, a student with a score of 890/1000 and 100 points of missing assignments will get at maximum a C- and no HIM credit.* Students who find themselves in extenuating circumstances that will cause them to miss assignments must speak with the instructor in order to obtain a waiver of this policy.

Amnesty for Very Late Work

In exchange for the minimum assignment policy (see above), the instructor has a policy that it is much better for a student to complete the work late than it is for the student to never complete the work. Therefore, the *maximum* penalty levied on late assignments will be 75%. **Any work turned in by the last day of regular class will receive 25% the credit, no questions asked.** This policy is designed not just to save grades, but also to make sure that students are well prepared with needed knowledge.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through CANVAS. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. **Please see late policy above.**

All assignments will be posted in CANVAS with a COMPLETION DUE DATE. Assignments will not be opened for review nor will grades be posted until after each assignment due date. When you take a test using the CANVAS Original Test and Survey tool, it is a good idea

Note: To avoid the loss of points for assignments and/or assessments (tests) submitted through CANVAS please read the following information carefully: All assignments submitted through the CANVAS "Assignment" tab automatically generate an e-mail notification. This notification is sent directly to your primary e-mail account. Students will

be required to present a copy of this e-mail notification to the instructor if there is a dispute regarding an assignment submission. Therefore, it is highly recommended that students maintain a file, either electronic or on paper, for each assignment submission notification received.

Distance Education and On-Line Etiquette

When taking a course online, it is important to remember that **an online classroom is still a classroom**. Though the courses may be online, appropriate classroom behavior is still mandatory. Inappropriate discussion responses will not be tolerated and disciplinary action will be taken according to the guidelines outlined in the [Code of Student Rights, Responsibilities and Conduct](#).

Conduct over the CANVAS discussion forums provided is also expected to adhere to the Code (linked above). Remember to maintain current anti-virus protection programs and avoid forwarding email attachments from outside sources that you are uncertain of. Instructor sections in CANVAS include syllabus, announcements, messages, resources, roster, grade book, tests and surveys.

Those attending the broadcast in person (if it is offered in person) must also conduct themselves as if taking a traditional classroom-based course. See the relevant section, located under “participation”.

Changes Corrections and Omissions

The instructor reserves the right to make changes as necessary to the syllabus and the class schedule. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes and nature of change(s) on CANVAS Announcements

Class Schedule and Assignments

A live schedule of the class and assignments is not available in this document. Currently enrolled students should refer to the summary syllabus and course schedule on the course’s CANVAS site.

Prospective students may refer to the “Assignments & Principles of Undergraduate Learning” section near the top of this syllabus to gain insight on the assignments to be given and the competencies they will address.

All times stated in this syllabus are local to Indianapolis, which is in the US Eastern Time (ET) Zone, shared with New York City – we are one hour ahead of Chicago.

PLEASE NOTE

*** All unit material **is due by 11:59 pm ET** on the specified due date ***

ASSIGNMENTS OVERVIEW

To keep up during class lectures and successfully complete the assignments/assessments you will need to read the assigned textbook sections, posted handouts, and other listed readings **before the start of each class**. Readings are part of homework that is “due” at the beginning of the following session! These readings are designed to orient the student with the new software so that students will know “where to click” during class lecture and activities. Students who do not read the assigned readings before the corresponding lecture risk falling behind.

In addition to the readings, students should, before class, at least try to perform the activities that are in the readings (not the problems or case studies, only the steps that are covered in the readings). The textbook is an excellent step by step manual and will walk you through even the most complicated Office tasks in clear manner.

Both Homework and Class Activity Assignments are posted under “Assignments” in CANVAS. Exams are posted under the CANVAS “Tests and Surveys” tab.

Exams are take-home and practical (meaning you will do an extended assignment based on the application that is covered on that exam).

The schedule of assignments is available first and foremost via the course’s CANVAS site.

Grading Information

Students enrolled in the HIM Plan of Study must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C the student must retake the course(s) in which a grade of C was not achieved. Students in the HIM program must maintain a minimum grade of C in all courses. If a student fails to maintain a minimum grade of C in a course(s), during the first semester in which a student fails to meet the minimum grade requirement h/she will be placed on Academic Probation retroactive to the semester in which the grade(s) was received. If a student fails to meet the minimum grade required of a C during any subsequent semester, the student will be placed on Academic Probation for a second time, retroactive to the semester in which the grade(s) was received and will be dismissed from the HIM program (see Academic Probation Policy – Professional Program). Faculty will update the CANVAS grade book at the beginning of each semester to reflect the HIM grading scale. You are responsible for keeping track of your own grades. **There are no extra credit assignments. There is also no rounding up of grades on individual assignments and final grades.** The academic expectation is that grades recorded in the grade book should reflect the overall quality and depth of the student's knowledge and understanding of the assigned material.

Grading Scale:

Letter	Points / % 1000	Description	
A	930+	93.0%+	Extraordinarily high achievement, quality of work; shows command of the subject matter
A-	900-929	90%-92.9%	Command of the subject matter (High)
B+	870-899	87%-89.9%	Command of the subject matter (Good)
B	830-869	83%-86.9%	Mastery and fulfillment of all course requirements; good, acceptable work
B-	800-829	80%-82.9%	Good, acceptable work
C+	770-799	77%-79.9%	Acceptable work
C	730-769	73%-76.9%	Minimally acceptable performance and quality of work
C-	700-729	70%-72.9%	Unacceptable work - No HIM credit given
D+	670-699	67%-69.9%	Unacceptable work - No HIM credit given
D	630-669	63%-66.9%	Unacceptable work - No HIM credit given
D-	600-629	60%-62.9%	Unacceptable work - No HIM credit given
F	< 600	< 60%	Unacceptable work & failing - No IU credit given

INSTRUCTOR'S GRADING CRITERIA/TIMETABLE

All course material submitted on time will be graded within 7 days of their due date (the Sunday of the following unit). Approved late work will be graded within 5 days of the submission date.

GRADING CRITERIA/COURSE EVALUATION

Assessments		Number	Points each	Total Points
Homework Assessments		6	30-50 (varies)	250 (25.0%)
In-class Participation Exercises		8	20-30 (varies)	200 (20.0%)
In-class quizzes + Surveys		5	10	50 (5.0%)
Exams		3	75-100 (varies)	250 (25.0%)
Capstone Project	Group Grade	1	115	
	Individual Grade	1	135	
	(Subtotal)		250	250 (25.0%)
Total Points				<u>1000 Points</u> <u>(100%)</u>

Homework Assessments (6, each worth 30-50 points, total 250 points = 25.0%)

Six (6) homework assessments are given (every 1-2 weeks at the beginning of the semester, every 3-4 towards the end.). Students will be allowed to consult with other students via the CANVAS discussion forums and also with the instructor but must create and submit their own work. Some homework assessments are somewhat longer and students may work on these during class time when specified by the instructor.

In-class participation exercises (8, each worth 20-30 points = 200 points = 20.0%)

These exercises are done in class (as the name indicates). Students will be allowed to consult with other students and the instructor in class but must create and submit their own work. Students will have a limited time period in which to complete these assignments (i.e., they must complete the assignment before the end of the class session).

In-class quiz & surveys (5 x 10 points = 50 points = 5.0%)

There is one regular academic quiz (about the syllabus) and two surveys. The surveys are full credit if you turn them in on time.

Practical Exams (3, each worth 75-100 points = 250 points = 25.0%)

This course has three (3) take home practical exams, covering Word, PowerPoint, and Excel, respectively. The first two exams (Word and PowerPoint) are worth 75 points (7.5% of the course grade), and the last one (Excel) is worth 100 points (10.0%). The purpose of the practical exam series is to put students' knowledge about the relevant software application to real life use.

Practical exams are take-home, open book, and open notes. If help of third party books or Internet websites is used, students will also have to document every single external resource used in APA format or face cheating penalties. Help from the instructor will not be available.*** Unlike with regular assignments, communication between students is prohibited***, and we work on an honor system and will trust students until it becomes obvious that students have been copying each other's exams.

****The one exception to these rules will be for the Excel Exam, where students may seek help as if the exam were a homework assignment. The exception is due to the difficulty of the exam assignment and due to the fact that every student will receive a different data set, making it impossible for students to check if their answers are correct.*

Capstone Project (250 points = 25.0%)

The capstone project is designed to bring together a not just student's multidisciplinary knowledge among various Office suite programs, relational databases, and Adobe Acrobat – But also students themselves together to collaborate in groups.

In groups of 3-4, participants will do an original analysis of health-related data or information, write up their report in MS Word, and create a presentation about it in MS PowerPoint. Students may use either MS Excel or MS Access/RDBs for data analysis. Details about the Capstone project will be announced in the “Sparknotes Syllabus” and through CANVAS announcements.

DISCUSSION BOARD FORUMS

All Discussion topics can be found within their respective units of the course. **The following section only applies if your course includes mandatory Discussion Forum assignments.**

Discussion Question Participation: Discussion provides a forum for students to ask questions and answer important questions about the course material. The Discussion topics also allow students to receive feedback from the instructor and other students in the class. A Discussion grade will be posted to the grade sheet for each unit.

Discussion Board Forum Grading Rubric

Students are expected to post:

A **Minimum of three posts** per unit (Monday – Sunday) discussion thread.

11. one post in response to the initial discussion forum topic by *Thursday*
12. two posts in response to two classmates by *Sunday, end of unit*
13. *Initial response should be 200 words or more and response to classmates should be 75-100 words or more in length*

	Inappropriate	Below Average	Average	Above Average
Initial post timeliness	Provides an initial post after Thursday.	N/A	N/A	Provides an initial post by Thursday.
Additional comment requirement	Does not post responses to others.	Posts one comment per Discussion topic.	N/A	Posts 2 comments per Discussion topic.
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics with some clearly stated opinions. Supports post using text only.	N/A	Answers all questions with opinions and ideas that are stated clearly. Supports post using text and at least one outside source.
Engagement	N/A	Participates, but does not post anything that encourages others to respond to the posting.	N/A	Frequently attempts to motivate the group discussion.
Spelling/ Grammar/ Formatting/ Mechanics	Significant errors in spelling and/or grammar. Major flaws in writing	Poor spelling and grammar are apparent. Does not use APA	Uses Standard American English with rare errors and misspellings. Minor errors in	Consistently uses Standard American English with rare misspellings. Appropriate mechanics and

	mechanics and formatting.	style formatting when needed.	APA style formatting.	APA style formatting.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

ASSIGNMENTS/PROJECTS

Assignments and/or Projects require you to submit coursework via CANVAS. Coursework will be graded according to either the rubric below or assignment-specific rubrics found in the course. Assignments and/or Projects are due Sunday of their assigned unit unless otherwise specified by instructor. ALL ASSIGNMENTS AND/OR PROJECTS MUST BE SUBMITTED VIA CANVAS TO ENSURE CREDIT.

	Inappropriate	Below Average	Average	Above Average
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics, and most opinions and ideas are stated clearly.	Answers all questions, and opinions and ideas are stated clearly.	Answers all questions with opinions and ideas creatively and clearly using text and outside references.
Resources	Does not cite references and/or does not include required number of resources.	Cites source material but may not be accurately referenced. Does not include the required number of resources.	Source material cited with rare errors. All sources referenced accurately. Contains the required amount of resources.	Source material cited without errors. All sources are referenced accurately. Exceeds the required number of resources.
APA Format	Major errors and/or no APA format used.	Minor errors with APA format.	Rare errors with APA format.	No errors with APA format.

Spelling/ Grammar	Significant errors in spelling and/or grammar.	Poor spelling and grammar are apparent.	Uses Standard American English with rare errors and misspellings.	Consistently uses Standard American English with no misspellings.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
 - a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
 - b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
 - c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

- d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
 - e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
 - f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
 - g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
 - h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
2. **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
 3. **Plagiarism:** Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge" may differ from course to course.
 - a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 1. directly quoting another person's actual words, whether oral or written;
 2. using another person's ideas, opinions, or theories;
 3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 4. borrowing facts, statistics, or illustrative material; or
 5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment
 4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
 5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
 6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly

help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.
5. **Course Evaluation Policy:** Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions: (a) The student has withdrawn from the course; (b) only one student is enrolled in the section (in which case anonymity is impossible); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an

uncompleted course evaluation could delay the release of the grade for up to a week.

6. **Communication:** The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.
7. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
8. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
9. **Administrative Withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
10. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
11. **Student Advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.
12. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit <http://life.iupui.edu/caps/>.

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.