



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Department of BioHealth Informatics
IUPUI

HIM–M325 Healthcare Information Requirements and Standards I On Campus

Department of BioHealth Informatics
Indiana University School of Informatics and Computing, Indianapolis

- Sections:* *Credit Hours:* 3
- Time:* This is an **on campus course**. Lectures will post in Canvas weekly for students to review. Attendance for students is taken Wednesday by 9:15am (make sure you are signing in each week before this to get attendance). See [attendance policy](#) for clarification.
- Location:*
- First Class:* Thursday is the first scheduled lecture for students to listen. **An M325 Lecture Tab will be provided in Canvas to locate the lectures. Lectures will be added on Tuesday. You are expected to listen to the recordings and there can be notes regarding the homework. Do not email for homework clarification without checking here first.**
- Instructor:*
- Office Hours:* Monday 12pm-2pm or Wednesday 12pm-2pm or by appointment or via Zoom video/audio conferencing upon request.
- Office:* WK 370B, Walker Plaza Building
719 Indiana Avenue, Indianapolis, IN 46202 [\[map\]](#)
- Phone:* leave a message if emergency-this will forward to my cell phone.
- Email:* Instructor will respond to emails within two Indiana University working days (48 hours), which exclude weekends and holidays. Please email me in the Canvas course.
- Prerequisites:* M108, M110, and Anatomy & Physiology

COURSE DESCRIPTION

Students will receive information about the health information profession, the American Health Information Management Association (AHIMA), and state and local organizations. Students will also gain an understanding of the AHIMA Code of Ethics. This course will give students information about different accreditation and regulatory agencies regarding documentation standards and maintenance of health records. Students will also gain an understanding of the electronic health record, how it is maintained, and how paper health records are being transformed into electronic health records.

REQUIRED TEXT AND RESOURCES:*VLAB Student Enrollment Code*

Author: AM Health

ISBN: 2818440055812

Publisher: AM Health

Students purchase (1) VLab; good for 365 days and it can be used in all HIM courses. AHIMA Virtual Lab- You must purchase the AHIMA Virtual Lab. This is available at the IUPUI book store or you can go to <http://www.ahima.org/education/vlab> to purchase it.

Text: Health Information Management Concepts, Principle, and Practice (5th Edition)

Author: Pamela K. Oachs, MA, RHIA, CHDA, FAHIMA

Publisher: AHIMA Press

ISBN: 978-1-58426-514-6

Text: Health Information Management Case Studies (1st Edition)

Author: Diana Foley RHIA, CHPS, CDIP, CCS

Publisher: AHIMA Press

ISBN: 978-1-58426-458-3

Text: Documentation for Health Records

Author: Cheryl Farenholz

Publisher: AHIMA Press

ISBN: 978-1-58426-554-2

AHIMA Student Membership

Note: APA is the required Formatting and Writing Style for this course. For guidance with appropriate use of APA Formatting and Writing Style, you can contact the IUPUI Writing Center <https://liberalarts.iupui.edu/uwc/> also, the Purdue OWL website has lots of information on APA formatting <https://owl.english.purdue.edu/owl/resource/560/01/>

Teaching and Learning Methods: Online lectures, always check announcements, and modules!

Core Competencies: Updated CAHIIM Model Curriculum 2014**Domain I. Data Content, Structure and Standards (Information Governance)*****Subdomain I.B. Health Record Content and Documentation***

1. Verify the documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status
 - * Abstracting Data (4)
 - * SOAP Format (4)
2. Compile organization-wide record documentation guidelines
 - * Lab 9 – ER Documentation (6)
3. Interpret health information standards
 - * Lab 10 – Health Record Completion (5)
4. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare (5)

Subdomain I.D. Data Management

3. Manage clinical indices/databases/registries

*Data Sets and Reporting (5)

Domain V. Compliance***Subdomain V.A. Regulatory***

1. Appraise current laws and standards related to health information initiatives

*Bill in Congress (5)

Domain VI. Leadership***Subdomain VI.F Strategic Management***

1. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes

*JCAHO (5)

Subdomain VI.H Ethics

1. Comply with ethical standards of practice

* Lab 2- Ethics (5)

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**

LEARNING OUTCOMES:

Upon completion of this course, the student will	RBT	PLUS	Assessment
1. Verify that documentation in the health record supports the diagnosis and reflects the patient's progress, clinical findings, and discharge status	4	2.3	Abstracting Data (Week 11 & 12 - abstract data from a patient record)

			SOAP Format (Week 12 – Create a medical visit; create and identify SOAP format)
2. Compile organization-wide record documentation guidelines	4	2.4	Lab 9- ER Documentation (Week 16 – Conduct an audit of ER records in preparation for Joint Commission survey)
3. Interpret health information standards	4	2.3	Lab 10- Health Record Completion (Week 16 – Analyze a health record and identify if the record is incomplete and determine steps to complete record in required time frame)
4. Manage clinical indices/databases/registries	4	3.4	Lab 5 - Data Sets and Reporting (Week 10 – Create a table of healthcare data sets; Abstract information from obstetric record to complete a birth certificate for state vital records)
5. Appraise current laws and standards related to health information initiatives	4	4.4	Lab 3 - Bill in Congress (Week 5 – Identify a current healthcare bill in Congress; write on a healthcare bill that you would like to see introduced to Congress and the impact it would have)
6. Identify departmental and organizational survey readiness for accreditation, licensing and/or certification processes	4	3.1	JCAHO (Week 7 – Create suggestions of activities to include in an upcoming Joint Commission survey)

7. Comply with ethical standards of practice	4	4.3	Lab 2- Ethical Issues in HIM (Week 3 – Identify specific ethical violations based on AHIMA Code of Ethics and describe what the HIM professional should have done or said)
8. Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare	4	2.4	Lab 1 - Providers/Roles/Documentation (Week 2 – Differentiate the roles and responsibilities of various providers and disciplines, to support documentation requirements, throughout the continuum of healthcare)

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

Week	Chapter and Topic	Assessment	Due by 5pm Monday’s
1 8/20-8/27	M325 Syllabus Overview of M325 (Note: You will not need your textbooks to complete the assignments that are due this week)	Certificates Assignment- 50pts Plagiarism Training- 20 pts Discussion- Introduction- 25pts Employer/Mentor Interview- 50pts	8.27.18 at 5pm 8.27.18 at 5pm 8.27.18 at 5pm 11.19.18 at 5pm
2 8/27-9/3	<i>Oachs: Introduction and Chapter 1 Introduction and The US Healthcare Delivery System</i>	Check Your Understanding #1- 20pts Laboratory 1- Provider/Roles/Documentation- 25pts	9.3.18 at 5pm
3 9/3-9/10 *9.3.18 Labor Day Holiday	<i>Oachs: Chapter 28 Ethical Issues in HIM</i>	5 Key Points Essays #1- 15pts Current Ethical Dilemmas- 20pts Laboratory 2- Ethical Issues in HIM- 25pts	9.24.18 at 5pm
4 9/10-9/17	Search for Research Topic	Select an HIM Research Topic- 10pts VLab 1- 20pts Quiz 1 (Oachs Chapters 1 & 28)- 25pts Opens 9/10 at 12:00am Closes 9/17 at 5:00pm	9.24.18 at 5pm

5 9/17-9/24	<i>Fahrenheit: Chapter 1 Healthcare Delivery</i> <i>Fahrenheit: Chapter 2 Clinical Documentation and the Health Record</i>	5 Key Points Essays #2- 15pts Laboratory 3 –Bill in Congress- 25pts Check Your Understanding #3- 22pts	9.24.18 at 5pm
6 9/24-10/1 AHIMA Convention	No Class	No Class	10.1.18 at 5pm
7 10/1-10/8	<i>Fahrenheit: Chapter 3 Utilization of the Healthcare Record</i>	5 Key Points Essays #3- 15pts Laboratory 4 – JCAHO- 25pts Quiz 2 (Fahrenheit Chapters 1- 3)- 25pts Opens 10/1 at 12AM Closes 10/8 at 5PM	10.8.18 at 5pm
8 10/8-10/15	Midterm Review: <i>Oachs Chapters 1 & 28 and Fahrenheit Chapters 1-3</i>	M325 Mid-Term Quiz (<i>Oachs Chapters 1 & 28 and Fahrenheit Chapters 1-3</i>) – 50pts Opens 10/8 at 12AM Closes 10/15 at 5PM	10.15.18 at 5pm
9 10/15-10/22 *10/15-10/16 Fall Break	No Class	No Class	10.22.18 at 5pm
10 10/22-10/29	<i>Fahrenheit: Chapter 4 Documentation for Statistical Reporting and Public Health</i>	Check Your Understanding #4- 22pts Laboratory 5 – Data Sets & Reporting- 25pts VLab 2- 20pts Quiz 3 (Fahrenheit Chapters 4)- 25pts Opens 10/22 at 12AM Closes 10/29 at 5PM	10.29.18 at 5pm
11 10/29-11/5	<i>Fahrenheit: Chapter 5 Clinical Information, Nonclinical Data and Health Record Design</i>	Laboratory 6– Identifying & Explaining Diagnoses - Abstracting data from patient record- 25pts Quiz 4 (Fahrenheit Chapters 5)- 25pts Opens 10/29 at 12AM Closes 11/5 at 5PM	11.5.18 at 5pm
12 11/5-11/12	<i>Fahrenheit: Chapter 6 Clinical Documentation Improvement</i>	Check Your Understanding #5- 19pts Laboratory 7 – SOAP Format – Abstracting data from patient record- 25pts Laboratory 8 – Documentation Improvement- 25pts	11.12.18 at 5pm

	Poor Documentation: Why it Happens & How to fix it	Article Review and Critique- 20pts VLab 3 - 20pts	
13 11/12-11/19	Fahrenheit: Chapter 7 Information Governance	5 Key Points Essays #4- 15pts Employer Interview Due- 50pts In Class Activity - 20pts Quiz 5 (Fahrenheit Chapters 6, 7)- 25pts Opens 11/12 at 12AM Closes 11/19 at 5PM	11.19.18 at 5pm
14 11/19-11/26 *11/22 Thanksgiving	No Class	No Class	11.26.18 at 5pm
15 11/26-12/3	Fahrenheit: Chapter 9 Federal and State Requirements and Accreditation Guidelines	Check Your Understanding #6- 20pts Course Evaluation- 10pts Research Paper Due- 125pts VLab 4- 20pts In Class Activity – 20pts Quiz 6 (Fahrenheit Chapters 9)- 25pts Opens 11/26 at 12AM Closes 12/3 at 5PM	12.3.18 at 5pm
16 12/3-12/10	Same reading as last week	VLab 5- 20pts Lab 9- ER Documentation- 25pts Lab 10- Health Record Completion- 25pts	12.10.18 at 5pm
17 12/11-12/14	Final exam	Comprehensive Final Exam- 200pts Opens 12/11 at 12am Closes 12/14 at 5pm	12.14.18 at 5pm

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. Please note: *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:

A	100% to 93%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A-	< 93% to 90%	
B+	< 90% to 87%	
B	< 87% to 83%	Mastery and fulfillment of all course requirements; good, acceptable work
B-	< 83% to 80%	
C+	< 80% to 77%	
C	< 77% to 73%	Minimally acceptable performance and quality of work
C-	< 73% to 70%	<i>Unacceptable work/Failure</i>
D+	< 70% to 67%	<i>Unacceptable work/Failure</i>
D	< 67% to 63%	<i>Unacceptable work/Failure</i>
D-	< 63% to 60%	<i>Unacceptable work/Failure</i>
F	< 60% to 0%	<i>Unacceptable work/Failure</i>

GRADING CRITERIA/COURSE EVALUATION

Assessments	Number	Points Each	Total Points	PLUS Assessment
Attendance	16	6.25	100	
Check Your Understanding	2	20	40	
	2	22	44	
	1	19	19	
5 Key Points	4	15	60	
In Class Activities	2	20	40	
Ethical Dilemma	1	20	20	
Quizzes	6	25	150	
Certificates Assignment	1	50	50	
Plagiarism Training	1	20	20	
Employer Interview	1	50	50	
Article Review Critique	1	20	20	
Course Evaluation	1	10	10	
Select an HIM Research Topic	1	10	10	
Research Paper	1	125	125	
Laboratory Assignments	10	25	250	

VLAB	5	20	100	
Discussion Forum	1	25	25	
Midterm Quiz	1	50	50	
Final Comprehensive Exam	1	200	200	
Total	59	686.25	1363	

INSTRUCTOR'S GRADING CRITERIA/TIMETABLE

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

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

*****If you are enrolled in an online course there is a requirement to sign into the class and look at the announcement page once a week between Monday and Thursday. I will be checking to see if each student did this on Thursday at 9pm each week. If not, you will not be given attendance for that week. This rule is placed so that I can make sure you do not miss an announcement. *****

A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. 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:** In-class 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. The second absence will be considered unexcused unless it falls under one of the excused absences listed below.
- Students enrolled in a 16-week course may be absent two class periods. The third absence will be considered unexcused 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 excuses for 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 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.

If you feel that attendance as an in-class student will be a challenge please consider an online section of this course

The student needs to e-mail the instructor via Canvas if s/he will not be attending class.

Tardy Policy –

If you are enrolled in an online course this policy does not apply. There is no tardy, only weekly absence

The Tardy Policy is structured as follows:

- Tardy >15 minutes = 1 Absence
- Tardy (1 – 15) minutes = 1 Tardy
- 3 Tardies = 1 Absence

Students should refer to the No Fault Attendance Policy regarding unexcused absences.

LATE WORK POLICY: late work will not be accepted unless there are clear and compelling extenuating circumstances with Documentation. 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/volcano, or active military assignment where Internet connectivity is unavailable for an extended time period.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or Program Director and PROPER documentation IS for verification of the extenuating circumstance. Proper Documentation will be from a physician with documentation stating the student was not able to perform their assignments (how long the symptoms have been) and when they chose to get treatment. This is required to be loaded before the assignment deadline. For any other emergency extenuating circumstances you send in documentation from the hospital, military, obituary, or environment as soon as it is dated and available.

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 ahead of time. The possibility of alternative arrangements is at the discretion of your instructor and/or Program Director.

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 (Monday 5 PM). Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Computer-related issues and Internet connectivity issues are not considered extenuating circumstances.

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 Quiz tool, it is a good idea to create a screenshot of your submitted test. This screenshot serves as additional proof that you completed and submitted your test in the event of CANVAS technical issues. If there is a dispute regarding an assessment (test) or assignment submitted after the assigned due date and time, the above method will be the only accepted proof that an assignment or assessment (test) was submitted. ****Please note-unless the test or quiz has a comment from me it has not been fully graded, do not email me regarding your test grade until I have commented on your exam. ****

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. For your information, you cannot save your assignments/work via CANVAS Test and Survey tool and come back to it at a later time. Once an assignment has been submitted it will be graded as is, so be very careful that the assignment you submit is the version you want graded. Be sure you are submitting the correct, complete assignment.

When your instructor uses a third-party teaching and learning tool through Canvas, the company and the application have been vetted for compliance with IU's policies regarding privacy and data security. As part of the vetting process, all third parties must ensure that 1) they are only accessing data they require to perform the service, and 2) they are securing that data appropriately during both transfer and storage. For more information on data classifications, see [Data Classifications at IU](#).

When using Examity for online exams, government IDs, security questions, and video feeds of the test-taking environment are encrypted to ensure the data is protected from unauthorized access. Only properly authorized people, instructors and the service administrators, have access to the information and the videos that are stored. All videos are saved for a prescribed period of time and then deleted. The individual proctors work in proctoring centers with supervisors overseeing them, and everything they do is recorded on video and audio.

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](#). 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.

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

DISCUSSION BOARD FORUMS

All Discussion topics can be found within their respective units of the course. This only applies if your course includes a Discussion Forum.

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 (beginning of unit) – Monday (end of unit) discussion thread.

1. One post in response to the initial discussion forum topic by *Thursday*
2. Two posts in response to two classmates by *Monday, end of unit* (Responses to classmates must be submitted on a different day from your initial response)
3. *Initial response should be 200 words or more and response to classmates should be 75-100 words or more in length*

	Inappropriate	Below Expectations	Meets Expectations	Exceeds Expectations
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/	Significant errors in spelling and/or grammar. Major	Poor spelling and grammar are apparent. Does	Uses Standard American English with rare	Consistently uses Standard American English with no misspellings.

Formatting/ Mechanics	flaws in writing mechanics and formatting.	not use APA style formatting when needed.	errors and misspellings. Minor errors in APA style formatting.	Appropriate mechanics and 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 Monday of their assigned unit unless otherwise specified by instructor. ALL ASSIGNMENTS AND/OR PROJECTS MUST BE SUBMITTED VIA CANVAS TO ENSURE CREDIT.

	Inappropriate	Below Expectations	Meets Expectations	Exceeds Expectations
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.
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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" Midterm 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 a Midterm 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 Midterm 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 Midterm 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) fewer than five students are 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

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.

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.

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>

1. **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>.
2. **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/>. information, visit the emergency management website <http://protect.iu.edu/emergency>
3. **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>.
4. **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.