



**IUPUI**

SCHOOL OF INFORMATICS AND COMPUTING  
Department of BioHealth Informatics

**HIM-M330**  
**Medical Terminology**  
**Health Information Management**  
**Campus Based**

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

*Section No(s):* 25142

*Credit Hours:* 3

*Time:* This is an **on Grounds course 9am-11:40am** if you sick, you can choose to join via web to receive attendance- see announcements for link.

*Location:* Campus based is IT271; Online students are welcome to come to on campus class;

*First Class:* Wednesday, January 9; If class is cancelled due to weather- **A link will be posted for you in the “Kaltura” to locate the lectures. Lectures will be added on Fridays. You are expected to listen to the recordings and you can take notes. Do not email for homework clarification without listening here first.**

*Instructor:* Lisa DesNoyers MPH, RHIA, SME

*Office Hours:* Wednesday 7:45-8:30am, or by Appointment

*Office:* WK 370, Walker Plaza Building 719 Indiana Avenue, Indianapolis, IN 46202

*Phone:* (317) 278-8592 (Office)

*Email:* Please correspond via e-mail [ldesnoye@iu.edu](mailto:ldesnoye@iu.edu) , if this doesn't call office phone and leave a message, if 48 hours passes, then text 231-250-2619. Instructor will respond to emails within 48 hours during the week however this response may be delayed over weekend/holidays.

*Prerequisites:* None (Not an extension of any undergraduate or graduate course)

## COURSE DESCRIPTION

The purpose of this course is to further develop a student's understanding and use of medical terminology. There is a focus on spelling and pronunciation, abbreviations, analyzing words based on their root, prefix or suffix as well as identifying common mistakes within medical terminology.

### Required Text(s):

Medical Terminology for Health Professions with MindTap. (8th ed.) Author(s): Ehrlich, A. & Schroeder, C.L.  
Edition: 8th  
Publisher: Delmar Cengage Learning  
ISBN: 9781305931954

It is required that you purchase the bundle. The bundle can be purchased at the IUPUI Bookstore. Assignments will be completed using MindTap. When you purchase MindTap, you will receive an online access code. You should redeem the access code prior to the start of the course by following the instructions included when you purchase this access code.

### Additional Required Materials-See announcements on how to purchase Virtual Lab

As of January 4, 2016, all students in the Health Information Management (HIM) Program are required to purchase the AHIMA Virtual Lab (VLAB) for use inside HIM classes regardless of your major. **You must purchase the VLAB even if you are non-HIM major to complete the VLAB work.** HIM instructors will be assigning work inside this lab and if the student chooses not to purchase the lab it will be detrimental to their grade. The VLAB is purchased through the IUPUI Bookstore and the code will be good for 365 days from the date they begin use. For further questions, refer to Lisa DesNoyers, the Program Director for IUPUI at [Ldesnoye@iu.edu](mailto:Ldesnoye@iu.edu)

## STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will	RBT	PLUS	Assessment
1. Create a basic foundation of medical terminology	3	2.1	Quick Check Abbreviations
2. Develop a basic understanding of medical terminology by separating the words into root, prefix or suffix	1, 2	2.3	Learning Lab and Final Exam
3. Recognize, define and spell the terms related to pathology and treatment of body systems	1, 2	2.4	Midterm and Final Exam
4. Analyze and apply knowledge to a real life scenario	4	2.4	Critical Thinking Paper 1
5. Define common word roots, combining forms, suffixes, and prefixes	1	1.2	Homework in MindTap
6. Identify and describe the major functions and structures of the body systems	1, 2	1.2	Image Labeling MindTap

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

The comprehensive final examination covers all student learning outcomes.  
**Profiles of Learning for Undergraduate Success (PLUS)**

- 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

## **COURSE SCHEDULE**

*For each chapter, be sure that you listen to the audio for each word. This will help you understand how to pronounce the words.*

## **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:**

- |           |                        |                                                                                               |
|-----------|------------------------|-----------------------------------------------------------------------------------------------|
| <b>A</b>  | <b>100% to 93%</b>     | <b>Extraordinarily high achievement, quality of work; shows command of the subject matter</b> |
| <b>A-</b> | <b>&lt; 93% to 90%</b> |                                                                                               |
| <b>B+</b> | <b>&lt; 90% to 87%</b> |                                                                                               |
| <b>B</b>  | <b>&lt; 87% to 83%</b> | <b>Mastery and fulfillment of all course requirements; good, acceptable work</b>              |
| <b>B-</b> | <b>&lt; 83% to 80%</b> |                                                                                               |

**C+ < 80% to 77%**

**C < 77% to 73%**

**C- < 73% to 70%**

**D+ < 70% to 67%**

**Minimally acceptable performance and quality of work**

*Unacceptable work/Failure*

*Unacceptable work/Failure*

**D** < 67% to 63%      *Unacceptablework/Failure*  
**D-** < 63% to 60%      *Unacceptablework/Failure*

<b>Assessments</b>	<b>Number of Each</b>	<b>Points Each</b>	<b>Total Points</b>
Abbreviation	14	5	70
Critical Thinking Exercises	2	60	120
Final Exam	1	300	300
Image Labeling	20	10	200
Homework	15	20	300
Learning Lab	15	50	750
Midterm Exam	1	200	200
Virtual Lab	4	75	300
Total			2240

Topic			All assignments are due at Monday at 5 PM.
Weeks 1-2	Read Chapters 1 and 2	<b>MindTap Exercises</b> 1.1 Image Labeling Chapter 1 Homework Chapter 1 Apply Yourself Learning Lab 2.1 Image Labeling Abbreviations Chapter 2 Homework Chapter 2 Apply Yourself Learning Lab	1.21.19 5 pm
Week 3	Read Chapter 3	<b>MindTap Exercises</b> 3.1 Image Labeling 3.2 Image Labeling Abbreviations Chapter 3 Homework Chapter 3 Apply Yourself Learning Lab <b>AHIMA Virtual Lab #1 * in Quiz area</b>	1.21.19 5pm
Week 4	Read Chapter 4	<b>MindTap</b> 4.1 Image Labeling Abbreviations Chapter 4 Homework Chapter 4 Apply Yourself: Learning Lab	1.28.19 5pm
Week 5	Read Chapter 5	<b>MindTap</b> 5.1 Image Labeling 5.2 Image Labeling Abbreviations Chapter 5 Homework Chapter 5 Apply Yourself: Learning Lab <b>AHIMA Virtual Lab #2 in Quiz area</b>	2.4.19 5pm
Week 6	Read Chapter 6	<b>MindTap</b> 6.1 Image Labeling Abbreviations Chapter 6 Homework Chapter 6 Apply Yourself: Learning Lab	2.11.19 5pm
Week 7	Read Chapter 7	<b>MindTap</b> 7.1 Image Labeling Abbreviations Chapter 7 Homework Chapter 7 Apply Yourself- Learning Lab <b>Textbook- Critical Thinking Exercise 1</b>	2.18.19 5pm

Week 8	Read Chapter 8	<b>MindTap</b> 8.1 Image Labeling Abbreviations Chapter 8 Homework Chapter 8 Apply Yourself: Learning Lab	2.25.19 5pm
Week 9	Read Chapter 9	9.1 Image Labeling Abbreviations Chapter 9 Homework Chapter 9 Apply Yourself- Learning Lab	3.4.19 5pm
Week 10	Midterm	<p><b>Midterm Exam- It will cover Chapters 1-9. The exam will open at 9 am on 3/6/19 and will close at 11:40 AM on 03/06/19. It will be timed. You must have your identification on you when you arrive, you must be ready for duo-either with your pulse or phone and prepared to start at 9 am. DO NOT BE LATE!! You are not allowed any resources, make sure you study!!</b></p> <p><b>You must take it in in class, you will need documentation that meets the extenuating circumstances rule in order to take it not at this time. Otherwise it is an automatic failure.</b></p>	3.6.19 at 11:40 am
Week 11	Read Chapter 11	<b>Spring Break!! Enjoy and be safe!!</b> <b>3.11-3.17.19</b>	No Assignments!!
Week 12	Read Chapter 10	<b>MindTap</b> 10.1 Image Labeling Abbreviations Chapter 10 Homework Chapter 10 Apply Yourself Learning Lab <b>AHIMA Virtual Lab #3 in Quiz area</b>	3.25.19 5pm

Week 13	Read Chapter 11	<b>MindTap</b> 11.1 Image Labeling 11.2 Image Labeling Abbreviations Chapter 11 Homework Chapter 11 Apply Yourself: Learning Lab <b>AHIMA Virtual Lab #4 in Quiz area</b>	4.1.19 5pm
Week 14	Read Chapter 12	<b>MindTap</b> 12.1 Image Labeling Abbreviations Chapter 12 Homework Chapter 12 Apply Yourself: Learning Lab	4.8.19 5pm
Week 15	Read Chapter 13	<b>MindTap</b> 13.1 Image Labeling Abbreviations Chapter 13 Homework Chapter 13 Apply Yourself: Learning Lab	4.15.19 5pm



Week 14	Read Chapter 14	<b>MindTap</b> 14.1 Image Labeling 14.2 Image Labeling Abbreviations Chapter 14 Homework Chapter 14 Apply Yourself: Learning Lab	4.22.19 5pm
Week 15	Read Chapter 15	<b>MindTap</b> 15.1 Image Labeling 15.2 Image Labeling Abbreviations Chapter 15 Homework Chapter 15 Apply Yourself Learning Lab <b>Textbook- Critical Thinking Exercise 2</b>	4.29.19 5pm
Week 16	Final Exam	<b>Final Exam- It will cover Chapters 1-15. The exam will open at 9 am on 5/1/19 and will close at 11:40 AM on 05/01/19. It will be timed. You must have your identification on you when you arrive, you must be ready for duo-either with your pulse or phone and prepared to start at 9 am. DO NOT BE LATE!! You are not allowed any resources, make sure you study!!</b>  <b>You must take it in in class, you will need documentation that meets the extenuating circumstances rule in order to take it not at this time. Otherwise it is an automatic failure.</b>	5.1.19 at 9 am

### **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**

**Note: To avoid the loss of points for assignments and/or assessments (tests) submitted through Canvas please read the following information carefully: when you submit your assignment, you will get a notification-**

Students will be required to present a copy of this submission 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/quizzes via Canvas Assignments 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.

**For MindTap exercises, you should take a screen shot of your score for each assignment. Please keep them in a file and if there is a question if you completed the assignment, you will need to submit the screen shot that you took. You may also contact the Cengage helpdesk to see if they have record of you completing the assignment.**

**LATE WORK POLICY:** late work will not be accepted unless there are clear and compelling extenuating circumstances **with Documentation**.

**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, 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.

### **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 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.

### **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-No Discussion in this Course**

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 – Sunday) discussion thread.

1. one post in response to the initial discussion forum topic by *Thursday*
2. two posts in response to two classmates by *Sunday, end of unit*
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
<b>Initial post timeliness</b>	Provides an initial post after Thursday.	N/A	N/A	Provides an initial post by Thursday.
<b>Additional comment requirement</b>	Does not post responses to others.	Posts one comment per Discussion topic.	N/A	Posts 2 comments per Discussion topic.
<b>Content Quality Initial Response</b>	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.
<b>Engagement</b>	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.
<b>Spelling/ Grammar/ Formatting/ Mechanics</b>	Significant errors in spelling and/or grammar. Major flaws in writing mechanics and formatting.	Poor spelling and grammar are apparent. Does not use APA style formatting when needed.	Uses Standard American English with rare errors and misspellings. Minor errors in APA style formatting.	Consistently uses Standard American English with rare misspellings. Appropriate mechanics and APA style formatting.
<b>Length</b>	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 Expectations	Meets Expectations	Exceeds Expectations
<b>Content Quality Initial Response</b>	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.
<b>Resources</b>	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.
<b>APA Format</b>	Major errors and/or no APA format used.	Minor errors with APA format.	Rare errors with APA format.	No errors with APA format.
<b>Spelling/ Grammar</b>	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.
<b>Length</b>	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” assignment, 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 exam 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 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](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 <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.

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](mailto: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](mailto: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](mailto:capsindy@iupui.edu). For more information visit <http://life.iupui.edu/caps/>. information visits 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](mailto: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](mailto: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 service