



## SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY  
Department of BioHealth Informatics  
IUPUI

### HIM-M443 Professional Practicum in HIM I On Campus and Online

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

- Sections:* 35503      *Credit Hours:* 2
- Time:* This is an **online class**. Lectures will be posted on a weekly basis for students to review. Online attendance is taken Thursday by 1:00 PM (make sure you are signing in each week before this to get attendance). See [attendance policy](#) for clarification.
- Location:* Online and Practicum Site
- First Class:* January 7, 2019 This is an **online course**. **A link will be posted for you in the “Pages” to locate the lectures. The first lecture will be posted on Tuesday. Lectures will be posted on an as needed basis. 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:* Nicole Van Andel, MS RHIA CHPS
- Office Hours:* Tuesday 2-4 PM- On Campus and Wednesday 1:00 PM- 3 PM Virtual or by appointment
- Office:* WK 370D, Walker Plaza Building  
719 Indiana Avenue, Indianapolis, IN 46202 [\[map\]](#)
- Phone:* (317) 278-4112 (Office) leave a message if emergency-this will forward to my phone
- Email:* [nvanande@iupui.edu](mailto:nvanande@iupui.edu) Instructor will respond to emails within two Indiana University working days (48 hours), which excludes weekends and holidays.
- Prerequisites:* None (Not an extension of any undergraduate or graduate course)

#### COURSE DESCRIPTION

This course provides professional practice experience. Students will complete the project-

based practicum under the direction of the assigned site supervisor. The student develops a deliverable project and presentation for the site. The student conducts all necessary research and applies project management tools and skills in completing the project.

**Required Text and Resources: There are no required books for this course.**

**AHIMA Student Membership**

**AHIMA Student Membership- You must purchase an AHIMA Student Membership.**

## **Teaching and Learning Methods**

Online lectures always check announcements, modules and pages!

**Core Competencies: Updated CAHIIM Model Curriculum 2014**

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**Domain I. Data Content, Structure, and Standards (Information Governance)**

***Subdomain I.B. Health Record Content and Documentation***

3. Interpret health information standards

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

**Domain I. Data Content, Structure and Standards (Information Governance)**

***Subdomain I.C. Data Governance***

1. Format data to satisfy integration needs

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

**Domain I. Data Content, Structure and Standards (Information Governance)**

***Subdomain I.D. Data Management***

1. Analyze information needs of customers across the healthcare continuum

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project (5)

**II. Information Protection: Access Disclosure Archival Privacy and Security**

***Subdomain II.A. Health Law***

1. Identify laws and regulations applicable to health care

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project (4)

**III. Informatics Analytics and Data Use**

***Subdomain III.A. Health Information Technologies***

1. Utilize technology for data collection, storage, analysis and reporting information

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

***Subdomain III.C. Analytics and Decision Support***

1. Apply analytical results to facilitate decision-making

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (6)

2. Apply data extraction methodologies

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

3. Recommend organizational action based on knowledge obtained from data mining

\*Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (6)

4. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of healthcare

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

5. Apply knowledge of database querying and data mining techniques to facilitate information retrieval

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

6. Evaluate administrative reports using appropriate software

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

***Subdomain III.D. Health Care Statistics***

2. Analyze statistical data for decision making

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

***Subdomain III.E. Research***

2. Apply principles of research and clinical literature evaluation to improve outcomes

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

***Subdomain III.H. Information Integrity and Data Quality***

3. Apply quality management tools

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

4. Perform quality assessment including quality management, data quality, and identification of best practices

Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

**Domain V. Compliance**

***Subdomain V.A. Regulatory***

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

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (4)

**Domain VI. Leadership**

***Subdomain VI.A. Leadership Roles***

3. Take part in effective communication through project reports, business reports and professional communications

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (6)

5. Take part in enterprise -wide committees

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, (3)

***Subdomain VI.C. Work Design and Process Improvement***

1. Analyze and redesign workflow processes and responsibilities to meet organizational needs

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

2. Construct performance management measures

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (6)

3. Demonstrate workflow concepts

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project (5)

***Subdomain VI.H. Ethics***

1. Comply with ethical standards of practice

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

**Subdomain VI.I. Project Management**

3. Apply project management techniques to ensure efficient workflow and appropriate outcomes

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project, (5)

4. Facilitate project management by integrating work efforts

\* Practicum Site Project, Practicum Reports, Final Report, Site Supervisor Evaluation, Capstone Project (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.

**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

**LEARNING OUTCOMES:**

Upon completion of this course, the student will

	RBT	PLUS	Assessment
1. Interpret health information standards	5	A1, A4, B1, B3, C1, C4, D3	Practicum Site Project (PSP) (WKS 1-16), Practicum Report (PR) (WKS 4, 6, 8), Final Report (FR) (WK-16), Supervisor Evaluation (SE)

				(WKS 8, 16), Capstone Project (CP) (WK-16)
2. Format data to satisfy integration needs		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-17), SE (WK-8,16), CP (WK-16)
3. Analyze information needs of customers across the healthcare continuum		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8 and 13), FR (WK- 16), SE (WK-16), CP (WK-16)
4. Identify laws and regulations applicable to health care		4	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 1-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8,16)
5. Utilize technology for data collection, storage, analysis and reporting information		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
6. Apply analytical results to facilitate decision making		6	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
7. Recommend organizational action based on knowledge obtained from data mining		6	A1, A4, B1, B3, C1, C2, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
8. Analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
9. Apply knowledge of database querying and data mining techniques to facilitate information		5	A1, A4,	PSP (WKS 2-16), PR (WKS-4, 6, 8),

retrieval			B1, B3, C1, C4, D3	FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
10. Evaluate administrative reports using appropriate software		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
11. Analyze statistical data for decision making		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
12. Apply principles of research and clinical literature evaluation to improve outcomes		5	A1, A4, B1, B3, C1, C4. D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
13. Apply quality management tools		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
14. Perform quality assessment including quality management, data quality, and identification of best practices for health information system		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
15. Appraise current laws and standards related to health information initiatives		4	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
16. Take part in effective communication through project reports, business reports and professional communications		5	A1, A4, B1, B3, C1, C4	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
17. Take part in enterprise-wide committees		3	A1, A2, A3,	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE

			A4, B1, B3, C1, C4, D3	(WKS 8 and 16), CP (WK-16)
18. Analyze and redesign workflow processes and responsibilities to meet organizational needs		5	A1, A2, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
19. Construct performance management measures		6	A1, A4, B1, B3, C1, C4	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
20. Demonstrate workflow concepts		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
21. Comply with ethical standards.		5	A1, C4, D2, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
22. Apply project management techniques to ensure efficient workflow and appropriate outcomes		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)
23. Facilitate project management by integrating work efforts		5	A1, A4, B1, B3, C1, C4, D3	PSP (WKS 2-16), PR (WKS-4, 6, 8), FR (WK-16), SE (WKS 8 and 16), CP (WK-16)

**COURSE SCHEDULE-**

**This is the course schedule for the course.**

Week	Chapter and Topic	Assessment	Due
1 1/7-1/14	<b>Syllabus</b>	<b>No assignments due</b>	1.14.19 5pm
2 1/14-1/21	<b>Practicum Site</b>	<p>Syllabus Quiz 20 pts- You will have 20 minutes to take this quiz.</p> <p><b>Initial Reflection Written Paper- 30 pts</b></p> <p>Human Subject Research and HIPAA Test 30 pts</p> <p>Plagiarism Tutorial- 20 pts</p> <p>Summary of hours worked for this week (Weeks 1 and 2)-50 pts</p> <p>Starting Resume- 20 pts</p> <p>You will be responsible for clicking on the announcement for that week (Week 1 announcement) by Thursday at 1 PM. You must sign in using a desktop or laptop computer. It will NOT register if you use your cell phone. This will be worth a total of 100 pts.</p> <p><b>Work on Practicum Site Projects</b></p>	1.21.19 5pm



3 1/21-1/28	<b>Practicum Site</b>	Summary of hours worked for this week (Week 3) 25 pts  <b>Work on Practicum Site Projects</b>  <b>Practicum Site Expectations Meeting- On Campus- Dates to be determined- If you live further than 60 miles away, you can participate via Zoom. 25 pts</b>	1.28.19 5pm
4 1/28-2/4	<b>Practicum Site</b>	<b>Practicum Report One- 50 pts</b>  Summary of hours worked for this week (Week 4)- 25 pts  <b>Work on Practicum Site Projects</b>	2.4.19 5pm
5 2/4-2/11	<b>Practicum Site</b>	Summary of hours worked for this week (Week 5)- 25 pts  <b>Work on Practicum Site Projects</b>	2.11.19 5pm
6 2/11-2/18	<b>Practicum Site</b>	<b>Practicum Report Two- 50 pts</b>  Summary of hours worked for this week (Week 6)- 25 pts  <b>Work on Practicum Site Projects</b>	2.18.19 5pm
7 2/18-2/25	<b>Practicum Site</b>	Summary of hours worked for this week (Week 7)- 25 pts  <b>Capstone Project Title Due 25 pts</b>  Submit time for Clinical Coordinator Visit- 25 pts  <b>Work on Practicum Site Projects</b>	2.25.19 5pm

8 2/25-3/4	<b>Practicum Site</b>	Summary of hours worked for this week (Week 8)- 25 pts  <b>Site Supervisor Midterm Evaluation-100 pts- The Site Supervisor should sent the evaluation directly to <a href="mailto:me-nvanande@iupui.edu">me-nvanande@iupui.edu</a>- I will assign points to Canvas.</b>  <b>Student Midterm Evaluation of Professional Practicum Site- 25 pts- Please upload this to Canvas.</b>  <b>Practicum Report Three 50 pts</b>  <b>Work on Practicum Site Projects</b>	3.4.19 5pm
9 3/4-3/11	<b>Practicum Site</b>	Summary of hours worked for this week (Week 9)- 25 pts  <b>Upload Capstone Project Rough Draft- 50 pts</b>	3.11.19 5pm
10 3/11-3/18	<b>Spring Break-No classes</b>		3.18.19 5 pm
11 3/18-3/25	<b>Practicum Site</b>	Summary of hours worked for this week (Weeks 10 and 11)- 25 pts  <b>Work on Practicum Site Projects</b>	3.25.19 5pm
12 3/25-4/1	<b>Practicum Site</b>	Summary of hours worked for this week (Week 12)- 25 pts  <b>Work on Practicum Site Projects</b>	4.1.19 5pm
13 4/1-4/8	<b>Practicum Site</b>	<b>Practicum Report Four- 50 pts</b>  Summary of hours worked for this week (Week 13)- 25 pts  <b>Upload Capstone Project Presentation Final Draft- 100 pts</b>  <b>Work on Practicum Site Projects</b>	4.8.19 5pm

14 4/8-4/15	<b>IHIMA Meeting- You will be required to attend the IHIMA Annual Meeting on April 8 at the Embassy Suites in Noblesville, IN.</b>	IHIMA Annual Meeting Assignment- 150 pts	4.15.19 5pm
15 4/15-4/22	<b>Practicum Site</b>	Summary of hours worked for the semester- (Weeks 14 and 15)-50 pts  <b>Capstone Project PowerPoint and Poster Board Presentation- 4-7 PM on 4/26 in the School of Informatics and Computing Building- Details to be determined</b>	4.22.19 5pm
16 4/22-4/29	<b>Practicum Site</b>	<b>Professional Practicum Summary Written Report- 80 Points</b>  Professional Practicum Thank you letter- 25 pts  <b>Student Evaluation of Professional Practicum Site-25 pts- Please upload this directly to Canvas.</b>  <b>Site Supervisor Evaluation of Student- 100 pts- The Site Supervisor should sent the evaluation directly to me- <a href="mailto:nvanande@iupui.edu">nvanande@iupui.edu</a>- I will assign points to Canvas.</b>  Total Summary of hours for the semester (Week 16)- 25 pts  <b>Clinical Coordinator Site Visit Score 50 pts</b>  <b>Updated Resume Assignment- 20 pts</b>	4.29.19 5 PM

17 4/29-5/6	No readings	Job Placement Information 10 pts	5.6.19 5 PM
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### 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>&lt; 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>	
<b>C+</b>	<b>&lt; 80% to 77%</b>	
<b>C</b>	<b>&lt; 77% to 73%</b>	<b>Minimally acceptable performance and quality of work</b>
<b>C-</b>	<b>&lt; 73% to 70%</b>	<i>Unacceptable work/Failure</i>
<b>D+</b>	<b>&lt; 70% to 67%</b>	<i>Unacceptable work/Failure</i>
<b>D</b>	<b>&lt; 67% to 63%</b>	<i>Unacceptable work/Failure</i>
<b>D-</b>	<b>&lt; 63% to 60%</b>	<i>Unacceptable work/Failure</i>
<b>F</b>	<b>&lt; 60% to 0%</b>	<i>Unacceptable work/Failure</i>

### GRADING CRITERIA/COURSE EVALUATION

Assessments	Number	Points Each	Total Group	PLUS Assessment
Attendance	16	6.25	100	N/A
Capstone Project Title	1	25	25	B1

Capstone Project PowerPoint	2	Various	150	A1, A2, A4, B1, B3, C1, C2, C3, C4, D1, D3
Capstone Project Presentation	1	100	100	A2, A4, B1, D1
Human Subject Research Test and HIPAA test	1	30	30	B1, C4, D3
Initial Reflection Paper	1	30	30	A4, B1, B3, C3, C4
Job Placement Information	1	10	10	A4
Plagiarism Tutorial Assignment	1	20	20	D3
Practicum Site Expectations Meeting	1	25	25	D3
Professional Practicum Summary	1	80	80	B1, B3
Professional Practicum Thank you Letter	1	25	25	A4, B1
Practicum Reports	4	50	200	A1, A4, B1, B3, C4, D1, D3
Site Supervisor Evaluation	2	100	200	A1
Site Visit by Clinical Coordinator	2	Various	75	A1
Starting and Updated Resume	2	20	40	A4, B1
Student Evaluation of Professional Practicum	2	25	50	A1
Summary of Hours (Attendance Sheet)	16	25	400	D3
Syllabus Quiz	1	20	20	2
Total Possible	56		1580	

### 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<sup>25+152</sup>

#### 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 Sunday and Thursday. I will be checking to see if each student did this on Thursday at 1 pm 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 weeks 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.

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

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.

### **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. IUPUI Registrar Link- <http://registrar.iupui.edu/>

### **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.

**Examity-** This course 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. You must show your student ID before taking a test.

### **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- N/A**

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 – Monday) discussion thread.

1. one post in response to the initial discussion forum topic by *Friday*
2. two posts in response to two classmates by *Monday, 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 Friday.	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
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<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 Code of Conduct Link <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://Plagiarism Link> 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. [Turnitin Link- http://www.ulib.iupui.edu/libinfo/turnitin](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: [IUPUI Registrar  
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 Adapative Educational Services <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. Emergency Preparedness Link  
<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 [Counseling and Psychological Services http://life.iupui.edu/caps/](http://life.iupui.edu/caps/). information, visit the emergency management website. Emergency Preparedness Link
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 Student Affairs Link
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 CAPS Link  
<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.