



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Department of BioHealth Informatics
IUPUI

HIM-M443 Professional Practicum in Health Information Management Online

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

Sections: Credit Hours: 2
Time: This is an **online class**. Lectures will be posted for students to review on an as needed basis. See [attendance policy](#) for clarification.

Location: Online and at Practicum Site

First Class: This is an **online course**. **Lectures will be posted on an as needed basis in Kaltura Media Gallery. 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.**

Make sure that you follow the facility's guidelines if you are going into the facility. If you become ill, please reach out to me and your clinical instructor and we will work out your assignment due dates. We are in an unusual time and I want to make sure that we keep all of you safe and on track.

Instructor: Nicole Van Andel, MS RHIA CHPS

Office Hours: Wednesday 1:00-2:30 PM in Person or Thursday- 2:30-4 PM- Virtual-
Office: School of Informatics and Computing
535 West Michigan St Ste 489, Indianapolis, IN 46202 [\[map\]](#)

Phone: (317) 278-4112 (Office) leave a message if emergency-this will forward to my phone

Email: 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:

No texts are required for this course.

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

Teaching and Learning Methods

Online lectures, practicum site projects, always check announcements, modules and pages!

Core Competencies: Updated CAHIIM Model Curriculum 2018

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

Analyze the components of Information Governance through delivery of health services, data management, health record content, and clinical classifications systems

*Site Supervisor Evaluation (4)

Domain II. Information Protection: Access, Disclosure, Archival, Privacy, and Security

Analyze regulatory requirements to meet HIPAA guidelines

* Site Supervisor Evaluation (4)

Domain III. Informatics Analytics and Data Use

Analyze the components of Informatics, Analytics and Data Use (such as statistics, research, health information technologies)

* Site Supervisor Evaluation (4)

Domain IV. Revenue Cycle Management

Analyze the components of revenue cycle management (coding, reimbursement methodologies)

* Site Supervisor Evaluation (4)

Domain V. Health Law and Compliance

Analyze the components of health law and compliance

* Site Supervisor Evaluation (4)

Domain VI. Organizational Management and Leadership

Analyze the skill set that is needed to be a leader (Project Management, Human Resources, Training, etc.)

* Site Supervisor Evaluation (4)

RBT: Revised Bloom's Taxonomy; PLUS

A comprehensive final examination covers all student-learning outcomes.- N/A

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

Outcome	RBT	PLUS	Assessment
1. Analyze the components of Information Governance through delivery of health services, data management, health record content, and clinical classifications systems	4	2.3	Site Supervisor Evaluation (WK-15)
2. Analyze regulatory requirements to meet HIPAA guidelines	4	2.3	Site Supervisor Evaluation (WK-15)
3. Analyze the components of Informatics, Analytics and Data Use (such as statistics, research, health information technologies)	4	2.3	Site Supervisor Evaluation (WK-15)
4. Analyze the components of revenue cycle management (coding, reimbursement methodologies)	4	2.3	Site Supervisor Evaluation (WK-15)
5. Analyze the components of health law and compliance	4	2.1	Site Supervisor Evaluation (WK-15)
6. Analyze the skill set that is needed to be a leader (Project Management, Human Resources, Training, etc.)	4	2.3	Site Supervisor Evaluation (WK-15)
7. Demonstrate critical thinking and problem-solving skills	4	2.3	Capstone Final Draft (WK-15)

COURSE SCHEDULE-

This is the course schedule for the course.

You are responsible for clicking on the announcements each week!

Week	Chapter and	Assessment	Due
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	Topic		
1	<i>Syllabus Quiz and Practicum Site</i>	<p>Syllabus Quiz. 20 pts</p> <p>Plagiarism Tutorial- 20 pts</p> <p>Human Subject Research and HIPAA Test 30 pts</p> <p>Starting Resume- 20 pts.</p> <p>Each week, I want you to use the Course Networking Post for that particular week. Please create a Profile in CN. Make sure you have the correct name, add a headline, and an introduction at the minimum. When you post, you must use the # for each week. You must do an initial reflection (15 words) and response to your peers at least once (10) words. It is worth 15 points for each week. Please watch the CN Student Tutorial Video (in the Module section) for more information.</p> <p>Practicum Site Expectations Meeting (25 pts): XXXX- Zoom meeting- See assignment for the link.</p> <p>XXX -Zoom meeting if more than 60 miles away or . See assignment for the link.</p> <p>Capstone Project Expectations- Your capstone project is something major that you should work on throughout the semester. The clinical instructor may ask you for input on what you would like to do for your project. Sample projects could include doing an audit, updating policies and procedures, creating training materials etc.</p> <p>You will be responsible for the following deliverables:</p> <ul style="list-style-type: none"> • Capstone Project- It should include a introduction, purpose/problem statement, methodology, findings, conclusions, recommendations, and what you have learned • Capstone Presentation- You will give the presentation three times- once at your clinical site, once to the HIM faculty, and once at the SOIC Capstone Event. • Upload your presentation to the SOIC Gallery. More details will be coming from the SOIC Capstone Committee. You are responsible for all content that comes from this e-mail address- soiccaps@iupui.edu • Request to be selected to do your presentation live on the specified date. <p>#Introduction- 15 points</p>	5 pm

2	Practicum Site	Initial Reflection Written Paper- 30 pts Summary of hours worked for this week (Weeks 1 and 2)-50 pts #Lookforinajob- 15 points	5pm
3	Practicum Site	Summary of hours worked for this week (Week 3) 25 pts Practicum Oral Report One- 50 pts Practicum Site Projects #Vision-15 points	5pm
4	Practicum Site	Summary of hours worked for this week (Week 4)- 25 pts #Development-15 points Work on Practicum Site Projects	5pm
5	Practicum Site	Summary of hours worked for this week (Week 5)- 25 pts #Collaboration- 15 points Work on Practicum Site Projects	5pm
6	Break	There are no homework assignments due this week, but you may go to your practicum site if your clinical instructor approves it.	5 pm
7	Practicum Site	Summary of hours worked for this week (Weeks 6 and 7)- 50 pts Capstone Project Title Due 25 pts Submit time for Clinical Coordinator Visit-The visits should be scheduled between April 11-15, 2022. 25 pts Practicum Oral Report Two- 50 pts Work on Practicum Site Projects #Motivation- 15 points	5pm
8	Practicum Site	Summary of hours worked for this week (Week 8)- 25 pts Site Supervisor Midterm Evaluation-100 pts	5pm

		<p>Student Midterm Evaluation of Professional Practicum Site- 25 pts</p> <p>#DEI- 15 points</p>	
9	Practicum Site	<p>Summary of Hours worked for this week (Week 9)- 25 pts</p> <p>Work on Practicum Site Projects</p> <p>#Generations-15 points</p>	5pm
10	Break	<p>There are no homework assignments due this week, but you may go to your practicum site as long as it is approved by your clinical instructor.</p>	5pm
11	Practicum Site	<p>Summary of hours worked for this week (Week 10 and 11)- 50 pts</p> <p>Practicum Oral Report Three 50 pts</p> <p>Work on Practicum Site Projects</p> <p>#Strengths-15 points</p>	5pm
12	Practicum Site	<p>Work on Practicum Site Projects</p> <p>#Weaknesses- 15 points</p>	5pm
13	Practicum Site	<p>Capstone PowerPoint Presentation Project Rough Draft-100 pts</p> <p>IHIMA Annual Meeting Extra Credit Assignment- 150 points</p> <p>Summary of hours worked for this week (Weeks 12 and 13)- 25 pts</p> <p>#IHIMA - 15 points</p> <p>Work on Practicum Site Projects</p>	5pm
14	Practicum Site	<p>Practicum Oral Report Four- 50 pts</p> <p>Clinical Coordinator Site Visit Score-50 points</p> <p>Capstone PowerPoint Project Final Draft- 100 pts</p> <p>Capstone Presentation at Practicum Site Evaluation- 100 points</p> <p>Summary of hours worked for this week (Week 14)-25 pts</p> <p>#Skills-15 points</p>	5pm

15	Practicum Site	<p>Student Evaluation of Professional Practicum Site- 25 pts</p> <p>Capstone Presentation with IUPUI HIM Faculty TBD- 100 pts</p> <p>Site Supervisor Evaluation of Student- 100 pts</p> <p>Total Summary of hours worked for the semester (Week 15)- 25 points</p> <p>Job Placement Information 10 pts</p> <p>#Learned- 15 points</p>	
16	Practicum Site	<p>Capstone Project Presentation to all HIM students, Faculty, Advisory Board Members etc (Complete details will be given throughout the semester). 100 points</p> <p>Professional Practicum Thank you letter- 25 pts</p> <p>Updated Resume Assignment- 50 pts</p> <p>Summary of Professional Practice Experience- Written Report- 80 Points</p> <p>Capstone Evaluations of Peers-50 points</p>	

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- < 92.99% to 90%

B+	< 89.99% to 87%	
B	< 86.99% to 83%	Mastery and fulfillment of all course requirements; good, acceptable work
B-	< 82.99% to 80%	
C+	< 79.99% to 77%	
C	< 76.99% to 73%	Minimally acceptable performance and quality of work
C-	< 72.99% to 70%	<i>Unacceptable work/Failure</i>
D+	< 69.99% to 67%	<i>Unacceptable work/Failure</i>
D	< 66.99% to 63%	<i>Unacceptable work/Failure</i>
D-	< 62.99% to 60%	<i>Unacceptable work/Failure</i>
F	< 59.99% to 0%	<i>Unacceptable work/Failure</i>

GRADING CRITERIA/COURSE EVALUATION

Assessments	Number	Points Each	Total Group	PLUS Assessment
Capstone PowerPoint Presentation	2	100	200	1.1, 2.1
Capstone Project Title	1	25	25	1.4, 4.1, 4.3
Capstone Presentations	3	100	300	1.4, 2.3
Capstone Evaluations	1	50	50	1.2, B.1
Course Networking Posts	13	15	195	2.1
Human Subject Research and HIPAA Test	1	30	30	2.1, 4.3
Initial Reflection Paper	1	30	30	1.4, 2.1
Job Placement Survey	1	10	10	1.4
Oral Practicum Reports	4	50	200	1.1, 1.3, 2.1, 2.3, 3.1, 3.4, 2.1, 4.1, 4.2, 4.3
Plagiarism Tutorial Assignment	1	20	20	2.1, 2.3, 4.3
Practicum Site Expectations Meeting	1	25	25	1.2, 2.1, 4.3
Professional Practicum Summary	1	80	80	1.1, 1.4, 2.1, 2.3, 4.1, 4.3
Professional Practicum Thank you Letter	1	25	25	1.1, 1.4, 2.1
Site Supervisor Evaluation of Student	2	100	200	1.1, 3.4, 4.1, 4.3
Site Visit by Clinical Coordinator	2	Various	75	1.1, 1.2
Starting and Updated Resume	2	Various	70	1.4
Student Evaluation of Professional Practicum	2	25	50	1.1, 1.4, 1.4
Summary of Hours	11	Various	350	4.3
Syllabus Quiz	1	20	20	2.1
Total Possible	51		1955	

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:

*****Each student is expected to post each week in the CourseNetworking section of the course. This is how attendance will be taken in the class.**

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 be accepted, however, there will be a 10% reduction. Late assignments will be accepted until the week before final exam. A 10% reduction may not be given in the case of documented extenuating circumstances. 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

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- Examity is not used in this course. 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- We will use Course Networking Posts instead.

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

Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.
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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
Content Quality Initial Response	Submission does not relate to the topic.	Answers some question/topics, and most opinions and ideas are stated clearly.	Answers all questions, and opinions and ideas are stated clearly.	Answers all questions with opinions and ideas creatively and clearly using text and outside references.
Resources	Does not cite references and/or does not include required number of resources.	Cites source material but may not be accurately referenced. Does not include the required number of resources.	Source material cited with rare errors. All sources referenced accurately. Contains the required amount of resources.	Source material cited without errors. All sources are referenced accurately. Exceeds the required number of resources.
APA Format	Major errors and/or no APA format used.	Minor errors with APA format.	Rare errors with APA format.	No errors with APA format.
Spelling/ Grammar	Significant errors in spelling and/or grammar.	Poor spelling and grammar are apparent.	Uses Standard American English with rare errors and misspellings.	Consistently uses Standard American English with no misspellings.
Length	Submission does not meet length requirements.	N/A	N/A	Submission meets the length requirements.

CODE OF CONDUCT

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

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at 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. Students must be civil to their classmates, instructors, advisors, clinical instructors, etc. in all written and oral communication. 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, Tel. 317 274-3241). Visit Adaptive 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.

COVID-19 (You must follow IU and your practicum site guidelines regarding COVID-19)

Indiana University is concerned for the health and well-being of the entire community. The nature of COVID-19 is such that each of our individual actions affects not only our personal well-being but also those of every other person with whom we interact or share a space. Given the fluidity of the current situation, students and faculty alike will need to be adaptable and flexible as events may occur that necessitate a change in the course schedule or mode of

delivery. To minimize the disruption that might occur if a student falls ill or is unable to attend classes for some other legitimate reason, class materials must be made available electronically to students unless the nature of the work makes this impossible.

To keep the IUPUI community safe, it is expected that every member of this course acknowledges the following university guidelines.

Face coverings: All students are expected to sign the Student Commitment Form. Agreement to abide by the public health measures outlined in the form is a condition of physical presence on the campus this fall. Included in that commitment are requirements for wearing masks in all campus buildings and maintaining physical distancing in all campus buildings. Both are necessary classroom requirements that will help keep our community safe.

1. All students and instructors must arrive to class wearing a mask over their mouth and nose. If a student does not have a mask, the student must pick up a disposable mask (available throughout campus) before joining the class session.
2. If a student enters a class without wearing a mask, the student will be told by the faculty member that they must put one on.
3. If a student refuses to put on a mask after being instructed to do so, the instructor will request that the student leave the class and will file a report with the Office of Student Conduct in the Division of Student Affairs. If the student refuses to leave, the faculty member will end the class immediately, and file a report with the Office of Student Conduct in the Division of Student Affairs.
4. If a student comes to class without wearing a mask a second time and again refuses to put it on, the student will be told to leave and will be advised that they can only attend the online version of the course, if such option is available, for the remainder of the semester. The faculty member will again file a report with the Office of Student Conduct.
5. If the course is not available online, the student will be informed that the in-person course is the only option and they will be given one more opportunity to return to class and wear a mask.
6. If a student appears in class without a mask a third time the student will be administratively withdrawn from the course and will again be referred to the Office of Student Conduct. The student will not receive a refund of tuition or fees.
7. Students should check for additional syllabus guidelines regarding additional PPE for laboratory classes.
8. Students who have concerns about wearing masks for medical reasons should request an accommodation from Adaptive Educational Services. (Contact: aes@iupui.edu or 317-2743241.)

Student Absences: Consistent with the Student Commitment Form, students unable to attend class due to COVID 19 policy or another serious illness will:

1. notify their instructor and follow campus guidelines regarding a safe return to campus;
2. not be penalized for class absences assuming they make up missed assignments in a timely fashion, in consultation with (and at the discretion of) the instructor; and

3. be provided reasonable accommodations to access all course materials and will be given the opportunity to complete missed assignments online as is practicable.

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. 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 [Counseling and Psychological Services http://life.iupui.edu/caps/](http://life.iupui.edu/caps/). information, visit the emergency management website. Emergency Preparedness Link

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.