Spring 2017 Syllabus

INFO-B667: Seminar in Interprofessional Collaboration

School of Informatics & Computing (SOIC), Department of BioHealth Informatics (BHI)
Indiana University – Indianapolis, IN 46202

COURSE INFORMATION

Credit Hours: 3.0 CR
Meeting Time: 6:00PM – 8:40PM, WEDNESDAYS from January 11 2017 to April 26 2017.
Location: IT IT 357
Prerequisites: Graduate Standing

Course Websites*:  
https://iu.instructure.com/courses/1615719 (B667)  
https://iu.instructure.com/courses/1617451 (IE website)

*Note that there are two websites and we will be using both.

Instructor (Responsible Faculty)
Richard J. Holden, PhD
Assistant Professor, Department of BioHealth Informatics
Indiana University School of Informatics and Computing – Indianapolis
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Phone: 317-278-5323
Office: WK 190, Walker Plaza (719 Indiana Avenue)
Website: http://soic.iupui.edu/people/richard-holden/
Office Hours: By appointment. However, most weeks I will be in my office the hour before class starts.

Communication policies:
These policies are intended to minimize lost or delayed e-mails. They are not meant to create a barrier between you and your instructor.
1) If possible, use your instructor’s actual e-mail instead of writing through Canvas.
2) Your email should contain the course number in the subject line (no space, no dash). This is done so that your e-mail is flagged for your instructor’s attention.
3) Attend office hours or make an appointment if you wish to speak to the instructor in person. Phone- or Skype-based appointments are acceptable but must be made by appointment. Note that your instructor may not be able to accommodate evening or weekend meetings.

Brief Course Description
This course provides opportunities for students to tailor learning and deep immersion into areas aligned with their professional learning, practice, and career development goals. Students apply knowledge and skills gained in didactic and discussion-based coursework to an authentic case challenge from the healthcare field. Students collaborate in teams to synthesize, integrate, and apply knowledge about leadership, methods of inquiry, translation of evidence, business, engineering, design, visual and spoken/written communications, law, ethics, policy, and information/ technology management while developing their discipline-specific and leadership expertise.
COURSE OBJECTIVES

Through taking this course, students will be able to:

- Analyze a case study organization's problem and/or opportunity and propose solutions as an active and contributing member of a self-managed team.
- Construct a well-supported plan of action demonstrating integration and application of discipline-specific knowledge that addresses a high stakes management challenge; then convincingly present and argue the feasibility and applicability of your team’s proposed solution before a panel of judges.
- Create and assemble a series of learning artifacts that reveal the role of collaboration in innovation and solution building, and that illustrate the individual development of collaboration skills.
- Create and assemble a series of learning artifacts that reveal team-leadership skills in managing team meetings and in facilitating team interactions.
- Integrate learning from selected topical on-campus learning modules with didactic coursework.

TEXTS / READINGS

- For the Spring 2017 Integrative Experience (IE), students are to read Sam Quinones’ *Dreamland: The True Tale of America’s Opiate Epidemic* (Bloomsbury Press, 2015).
- Additional reading assignments will be provided to students ahead of time as modules or files on Canvas.

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:
Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. 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. Illness or a death in the immediate family is usually the only acceptable excuse for absence from class. Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition affects on your coursework.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Regardless of the reason, a third absence results in a 5% reduction in your final grade and a fourth absence results in a 10% reduction. Further absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation.

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.** Find out more about the University’s Incomplete policies at: [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html)

Deliverables:
You are responsible for completing any applicable deliverable by its deadline and submitting it by the specified method. Deadlines will be posted on Canvas or announced in class. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.
EVALUATION AND GRADING

Evaluation methods: The following components are evaluated, graded, and weighted according to the following scale to generate a final course grade:

- Presentation content 15%
- Oral presentation 15%
- Personal reflection paper 20%
- Informatics assignments 30%
- Self-peer evaluation 10%
- Participation 10%

Grading: The course is graded out of 100.00 percentage points. Please note that the percentage grading scale below is in pure percent and not points. The grading scale is based off of the official SOIC graduate grading rubric of Indiana University and is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Percentage Range</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>(Only at faculty's discretion)</td>
<td>Usually, exemplary quality of work and the #1 grade in the class.</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>93.00% and above</td>
<td>Work goes above and beyond all expectations for the class.</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90.00% to 92.99%</td>
<td>Work meets all requirements for the class; problems are minimal.</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87.00% to 89.99%</td>
<td>Average to slightly above average quality; problems are typical.</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83.00% to 86.99%</td>
<td>Somewhat marginal work; significant problems but acceptable.</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80.00% to 82.99%</td>
<td>Very marginal; LOWEST PASSING GRADE.</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77.00% to 79.99%</td>
<td>Unacceptable work. COURSE MUST BE REPEATED.</td>
</tr>
</tbody>
</table>

Note: Your grades will be updated on Canvas. It takes time to assign and enter grades, so there will be a bit of a delay. However, if you want your grade updated, please see the instructor.
CODE OF CONDUCT

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

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct.

Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/

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 student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   - A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   - 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.
   - 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.
   - A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   - A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   - 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.
   - A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2  **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3  **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.

A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever:
   - directly quoting another person’s actual words, whether oral or written;
   - using another person’s ideas, opinions, or theories;
• paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
• borrowing facts, statistics, or illustrative material; or
• offering materials assembled or collected by others in the form of projects or collections without acknowledgment

All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. [https://www.indiana.edu/~istd](https://www.indiana.edu/~istd)

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.

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**OTHER POLICIES**

**IUPUI course policies**: A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course_policies.html](http://registrar.iupui.edu/course_policies.html)

**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.

**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.

**Bringing children to class**: To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

**Disabilities Policy**: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving
accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

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 and up to date closure notices, visit the emergency management website: http://protect.iu.edu/emergency

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.