



# SCHOOL OF INFORMATICS AND COMPUTING

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INDIANA UNIVERSITY  
Department of BioHealth Informatics  
IUPUI

**HIM M110**  
**Computer Concepts for Health Information**  
**Department of BioHealth Informatics**  
**Indiana University School of Informatics and Computing, Indianapolis**  
**Summer 2022 (Online Section)**

*Section No.:* 10569                      *Credit Hours:* 3

*Start of Class:*      *Tuesday, May 10<sup>th</sup>, 2022*

***Time/Day:*** This is an online class and will not have in person or virtual class meetings.

*Instructor:* Mallory Pate

*Office Hours:* Virtual appointments available by request.

*Zoom Office:* <https://iu.zoom.us/j/2016296330>

*Phone:*      (812) 322-6436

*Office Location:* IT 487

*Email:*      Murphmal@iu.edu

Will always respond to emails within 48 business hours (that is, 2 working days). Holidays and weekends responses will be given within 72 hours.

*Prerequisites:* None

## **COURSE DESCRIPTION**

This course provides an overview of productivity applications for the health and medical professionals. Topics include: Creating word processing documents, quantifying, and analyzing medical reports from spreadsheets, creating presentations for the healthcare field, and database design and querying. Students will present medically-related information in various formats, including written reports, spreadsheets, presentations, and databases.

## **Required Textbook and Resources:**

- Cengage Unlimited Subscription (1 Semester):

ISBN: 9780357700006

*\*This should be listed on the Campus Bookstore for purchase*

## **Add Required Text in Cengage After Activating Cengage Subscription:**

Title: Microsoft Office 365 Office 2016  
Author(s): Beskeen, Cram, Duffy, Friedrichsen, & Reding  
Edition: 1<sup>st</sup> edition  
Publisher: Cengage Learning  
ISBN: 978-1-305-87775-7

## **Additional Readings: (if required)**

Many sessions have required handout readings. These readings are available for free download and will be linked in announcements and assignments released on CANVAS.



## **Course Outcomes:**

*At the conclusion of this course the Health Information Management (HIM) student will be able to:*

1. Create professional looking documents in MS Word
2. Perform simple desktop publishing tasks.
3. Produce multi-page documents containing multiple types of content.
4. Build sophisticated spreadsheet applications
5. Format these spreadsheets for easier interpretations
6. Create and format charts
7. Design, create, and query a simple relational database
8. Produce queries to enter, retrieve, and modify information held in relational database
9. Use creative techniques to produce professional looking presentations
10. Acquire, cite, and insert properly licensed media to enhance document aesthetics

## **Core Competencies: Updated CAHIIM Model Curriculum 2018**

### **Domain III. Informatics Analytics and Data Use**

4. Examine health care findings with data visualizations
- \* Capstone Research Project (4)

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

A comprehensive final examination covers all student learning outcomes.  
Semester specific student learning outcomes are in boldface.

#### **A. Communicator**

- 1. Evaluates Information**
- 2. Listens Actively**
- 3. Builds Relationships**
- 4. Convey Ideas Effectively**

#### **B. Problem Solver**

- 1. Thinks Critically**
- 2. Collaborates**

3. Analyzes, Synthesizes, and Evaluates
  4. Perseveres
- C. Innovator
1. Investigates
  2. Creates/Designs
  3. Confronts Challenges
  4. Makes Decisions
- D. Community Contributor
1. Builds Community
  2. Respectfully Engages Own and Other Cultures
  3. Behaves Ethically
  4. Anticipates Consequences

### ESTIMATED CLASS TOPIC/ASSIGNMENT SCHEDULE WITH COMPETENCIES & PULs

This schedule does not reflect exact weekly placements of each assignment due to the fact that circumstances may require that assignments be moved on occasion. Participants currently enrolled must consult with posted syllabus summaries and current course schedule landing pages.

#### Course Schedule

Week	Topics	Assessments	IUPUI PULS	Due Date/Time
<b>Week 1</b> <b>May 10<sup>th</sup> – 16<sup>th</sup></b>	Class Orientation & Installing Office  Capstone Project Introduction  <b><u>Windows &amp; Office:</u></b>  Windows 10 Introduction Part 1  Windows 10 Introduction Part 2: Understanding File Management  Office 2016 Introduction	Essential Computer Concepts SAM Exam (25 points)  Windows Module 1 SAM Exam (25 points)  Windows Module 2 SAM Exam (25 points)  Office Module 1 SAM Exam (25 points)	1.1	Due Monday, May 16th at 5 p.m. EST

<p><b>Week 2</b></p> <p><b>May</b></p> <p><b>16<sup>th</sup> – 23<sup>rd</sup></b></p>	<p><b><u>Outlook:</u></b></p> <p>Outlook Introduction</p> <p>Managing Information Using Outlook</p> <p><b><u>Word:</u></b></p> <p>Creating Documents with Word 2016</p> <p>Editing Documents within Word</p> <p><b><u>Group Project:</u></b></p> <p>Capstone Topic and Group Selection</p>	<p><b><u>Outlook:</u></b></p> <p>Outlook Module 1 SAM Exam (25 points)</p> <p>Outlook Module 2 SAM Exam (25 points)</p> <p><b><u>Word:</u></b></p> <p>Word Module 1 SAM Project 2 (25 points)</p> <p>Word Module 2 SAM Project 2 (25 points)</p> <p><b><u>Group Project:</u></b></p> <p>Capstone Project Selection/Group Selection (5 points)</p>	<p>1.1, 3.1</p>	<p>Due Monday, May 23<sup>rd</sup> at 5 p.m. EST</p>

<b>Week 3</b>	<p><b><u>Word:</u></b>          Formatting Text and Paragraphs          Formatting Documents</p> <p><b><u>Excel:</u></b>          Excel Introduction          Working with Formulas and Functions</p> <p><b><u>Group Project:</u></b>          Capstone Proposal Introduction</p>	<p><b><u>Word:</u></b>          Word Module 3 SAM Exam          (25 points)</p> <p>Word Module 4 SAM Exam          (25 points)</p> <p>Word SAM Final Assessment          (50 points)</p> <p><b><u>Excel:</u></b>          Excel Module 1 SAM Project 1 (25 points)</p> <p>Excel Module 2 SAM Project 2 (25 points)</p> <p><b><u>Group Project:</u></b>          Capstone Proposal          (20 points)</p>	2.1, 3.1	Due on Monday, May 30th at 5 p.m. EST
<b>Week 4</b>	<p><b><u>Excel:</u></b>          Formatting Worksheets          Working with Charts</p> <p><b><u>Access:</u></b>          Access Introduction          Building and Using Queries          Integrating Word and Excel          Read Integration module 1</p>	<p><b><u>Excel:</u></b>          Excel Module 3 SAM Exam          (25 points)</p> <p>Excel Module 4 SAM Exam          (25 points)</p> <p>Excel SAM Final Assessment          (50 points)</p> <p><b><u>Access:</u></b>          Access Module 1 &amp; 2 SAM Exam</p>	2.1, 3.1	Due on Monday, June 6th at 5 p.m. EST

<b>Week 5</b>	<p><b>June 6<sup>th</sup> – 13<sup>th</sup></b></p> <p><b><u>Access:</u></b></p> <p>Using Forms</p> <p>Using Reports</p> <p>Access Review</p> <p><b><u>PowerPoint:</u></b></p> <p>Creating a Presentation</p> <p>Modifying Presentations</p> <p>Integrating Word, Excel, and Access</p> <p>Read Integration module 2</p>	<p><b><u>Access:</u></b></p> <p>Access Module 3 SAM Exam</p> <p>(25 points)</p> <p>Access Module 4 SAM Exam</p> <p>(25 points)</p> <p><b><u>PowerPoint:</u></b></p> <p>PowerPoint Module 1 SAM Project 2</p> <p>(25 points)</p> <p>PowerPoint Module 2 SAM Project 1</p> <p>(25 points)</p>	2.1, 3.1	Due on Monday, June 13th at 5 p.m. EST
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<b>Week 6</b>  <b>June 13<sup>th</sup> – 22<sup>nd</sup></b>	<b><u>PowerPoint:</u></b>  Inserting Objects into a Presentation  Finishing a Presentation  Read Integration Module 3	PowerPoint Module 3 SAM Exam (25 points)  PowerPoint Module 4 SAM Exam (25 points)  PowerPoint SAM Final Assessment (50 points)  Capstone Project Due (300 points)	1.1, 2.1, 3.1, 4.1	Due on Monday, June 22 <sup>nd</sup> at 5 p.m. EST
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## TECHNOLOGY REQUIREMENTS

### Learning Management System (LMS – CANVAS):

If you are unfamiliar with CANVAS LMS you may will need to read the [Quick Start Guide for Students](#) available online. For technology related questions, go <http://informatics.iupui.edu/> and click on the [Technology Services](#) link located under the TOOLS column. When submitting a Technology Ticket provide your name, class number, instructor and a detailed description of the problem.





**Anybody attending by distance, of course, absolutely must make sure that their computer meets certain specifications. In case of the in-person broadcast option being cancelled, all students must be prepared with the technology requirements needed by all distance students.**

**Specifications:**

- 1.5 GHz processor (preferably 2.0+ GHz)
- 2GB RAM (preferably 4+ GB)
- 10GB Free hard disk space (preferably 15+ GB)
- Needs to be an actual laptop or desktop – Tablets (including Surface) will *not* be acceptable for using the software that you will be learning.
  - (Exception: A tablet or smartphone is a good way for distance students to be able to participate live in online interaction while also performing class activities on their own computers.)
- Windows 10 OR MacOS 10.10+ \*\*\*
- Office 365 installed (see below)
- A very good network connection.
  - Examples: Home Wi-Fi, Campus Wi-Fi, Almost any wired Ethernet connection
  - Not recommended: Any other public Wi-Fi; Cell data

**Note that the above laptop requirements are required of all undergraduate HIM and SOIC students, regardless of class requirements. Source:**

<http://soic.iupui.edu/technology/laptop/>

*Contact the instructor immediately if your computer hardware does not meet the specifications. Your instructor can point you to resources on how to obtain the required computing hardware at reasonable prices, and possibly suggest computer lab opportunities. If you are unable to gain access to the required computing hardware, you will need to drop the class and pick another one.*

**Distance-Specific Recommendations:**

- A microphone is strongly recommended so that you can verbally participate in online meetings. If you do not have one, CANVAS has instructions on how you can join the presentation together via your computer and phone.
- If you do not have a smartphone or tablet to view the lecture, we recommend connecting your laptop to a second monitor or HDTV.

**You must also install Microsoft Office 2016 (aka Office 365). It is free. Directions:**

*You need this program installed on your computer **before or by the beginning of the first week of the course, which is May 10<sup>th</sup> at 5:00 p.m. EST. Best policy: Install it as soon as you read this!** To get Office for free on your own system:*

- <https://uits.iu.edu/office365> - Then click “Login”
- Log in with your IU CAS authentication if asked.
- On the next screen, find the button that says “Install Office 2016” near the top right.
- Download the installer, run it, and follow directions as it shows you.
- Problems installing? Contact UITS: <http://uits.iu.edu/>
  - *You can also email the instructor at [akulanth@iu.edu](mailto:akulanth@iu.edu), but it may take 48 hours for a response.*

## **EXPECTATIONS, GUIDELINES, AND POLICIES**

### **Attendance & Participation:**

A basic requirement of this course is that you will participate in class and conscientiously complete all required course activities and assignments. **Attendance during session time is required for this course. It entails being present and attentive for the entire class period. Students attending online need to note that even though the course is online, it is still synchronous, and that online attendance and participation are mandatory.**

**Attendance shall be taken in every class via online presence in online sections. Those who attend the broadcast in person will be accounted for via headcount.** 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** – Students should review the following attendance requirements for both 8 week and 16-week courses carefully:

- Students enrolled in an 8-week course may be absent one class period without reason or note. The second absence will be penalized unless it falls under one of the excused absences listed below.
- Students enrolled in a 16-week course may be absent two class periods without reason or note. The third absence will be penalized 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 reasons for excused 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 be literally impossible or 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.

**Participation:** Students are expected to participate passively and actively by observing the following rules:

- Students must ask questions and/or ask for help in a timely manner, whether during class, after class, or via email. During class, students can field questions via Zoom text chat or by voice chat.
- The instructor will pose questions and discussion points for students to respond to during the course session. **Students are expected to contribute equally to answering these questions and adding to discussions.**
- This course is intended to be a collaborative effort, so unlike in many other classes, students are welcome to answer each other's questions regarding homework assignments. There is a special discussion forum provided on CANVAS to do so, and students can prove participation by answering questions on the forum.

**Special conduct rules for those attending the broadcast in person (i.e. on campus in the lab):**

**Those who wish to attend the broadcasts in person must conduct themselves as if attending a traditional real-life class.** The instructor reserves the right to discontinue the in person/in class option if students do not follow the rules of conduct for the traditional classroom. Some specific points:

- During course time (between 9:15AM and session break, and between the end of session break and class dismissal) students watching the broadcast in person **are not allowed** to use lab computers for purposes other than doing classwork. Internet usage is only allowed during class if the student is using Canvas or needs to find a resource for class online.
- During the above-mentioned times, students who are watching the broadcast in person **are also not allowed** to use other devices (including cellular phones, smartphones, and tablets) unless required for assistive reasons. **Please place phones on silent mode and put them away for the duration of the class.** *Students who need to take urgent phone calls or text messages must leave the classroom immediately to do so and may return when finished.*
- Those attending the broadcast in person should also strive to arrive at the lab in a timely fashion as to not interrupt the broadcast.

**Campus Closures:** IUPUI will close campus if inclement weather, or any other safety hazard, threatens the campus. Such an event will not affect student attendance grades. *Although this course is online, in order to keep policy uniform (and due to the fact the instructor needs to come to campus to present over Zoom and that some students will choose to attend the broadcast in person), class is cancelled whenever campus closes. Safety is always the first priority of the University and instructor.*

**LATE WORK POLICY:** Late work will be accepted with a 10% late penalty up until one week before the finals.

Late work that you wish to have an extension on or work you know will be late will not be excused (with no late penalty applied) unless there are clear and compelling extenuating circumstances with Documentation.

The possibility of alternative arrangements is at the discretion of your instructor and/or administration. Active communication is the key to overcoming any hurdles you may encounter during the semester. **It is your responsibility to inform your instructor (ahead of time unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline.** In those situations, your instructor will work with you to establish alternative deadlines without late penalty. Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor and/or administration and documentation may be required for verification of the extenuating circumstance. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental, evacuation due to fire/hurricane/Tsunami (See Campus Safety above), or active military assignment where internet connectivity is unavailable for an extended time period.

**Computer-related issues and Internet connectivity issues are not considered extenuating circumstances. Participants who may have unreliable connections during travel, etc., should submit due assignments before departing or make alternate arrangements well in advance of travel with the instructor so that assignments can be turned in later if the instructor approves.**

### **Minimum Assignment Policy**

Due to offering amnesty for very late work (see below), the course also has a policy that will not allow students to pass for credit if they are missing 100 points (10%) or more worth of class assignments (not worth of course grade!) without valid reason. Example: *While a student with a score of 850/1000 and no missing assignments will get a B in the class, a*

*student with a score of 890/1000 and 100 points of missing assignments will get at maximum a C- and no HIM credit.* Students who find themselves in extenuating circumstances that will cause them to miss assignments must speak with the instructor in order to obtain a waiver of this policy.

### **Incomplete:**

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

### **Deliverables:**

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through CANVAS. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. **Please see late policy above.**

**All assignments will be posted in CANVAS with a COMPLETION DUE DATE.** Assignments will not be opened for review nor will grades be posted until after each assignment due date. When you take a test using the CANVAS Original Test and Survey tool, it is a good idea. **Most coursework will be completed in MindTap, and grades will be transferred over to Canvas for review.**

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.

As far as MindTap assignments, it is best practice to take a screenshot of your submission that way you have proof that you have submitted the assignment and submitted it within the deadline provided.

### **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](#).

Conduct over the CANVAS discussion forums provided is also expected to adhere to the Code (linked above). 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.

*Those attending the broadcast in person (if it is offered in person) must also conduct themselves as if taking a traditional classroom-based course. See the relevant section, located under “participation”.*

### **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.

***All times stated in this syllabus are local to Indianapolis, which is in the US Eastern Time (ET) Zone, shared with New York City – we are one hour ahead of Chicago.***

PLEASE NOTE

\*\*\* All unit material **is due by 5:00 p.m. EST** on the specified due date \*\*\*

### **ASSIGNMENTS OVERVIEW**

To keep up during class lectures and successfully complete the assignments/assessments you will need to read the assigned textbook sections, posted handouts, and other listed readings **before the start of each class**. Readings are part of homework that is “due” at the beginning of the following session! These readings are designed to orient the student with the new software so that students will know “where to click” during class lecture and activities.

Students who do not read the assigned readings before the corresponding lecture risk falling behind.

In addition to the readings, students should, before class, at least try to perform the activities that are in the readings (not the problems or case studies, only the steps that are covered in the readings). The textbook is an excellent step by step manual and will walk you through even the most complicated Office tasks in clear manner.

Both Homework and Class Activity Assignments are posted under “Modules” in CANVAS. Exams are posted under the CANVAS “Tests and Surveys” tab.

Exams are take-home and practical (meaning you will do an extended assignment based on the application that is covered on that exam).

The final will be a class project will be conducted at the end of the course to test how the students work together to apply different aspects of the Office applications to meet the criteria. Students will self-sign up for groups within Canvas during the first few weeks of the course and will have the entire course to start and complete this project. More specific details about the class project will discussed in the first week of the course.



## 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 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:

Letter	%	Description
A	93.0%+	Extraordinarily high achievement, quality of work; shows command of the subject matter
A-	90%-92.9%	Command of the subject matter (High)
B+	87%-89.9%	Command of the subject matter (Good)
B	83%-86.9%	Mastery and fulfillment of all course requirements; good, acceptable work
B-	80%-82.9%	Good, acceptable work
C+	77%-79.9%	Acceptable work
C	73%-76.9%	Minimally acceptable performance and quality of work
C-	70%-72.9%	Unacceptable work - No HIM credit given
D+	67%-69.9%	Unacceptable work - No HIM credit given
D	63%-66.9%	Unacceptable work - No HIM credit given
D-	60%-62.9%	Unacceptable work - No HIM credit given
F	< 60%	Unacceptable work & failing – No IU credit given

## INSTRUCTOR'S GRADING CRITERIA/TIMETABLE

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

### GRADING CRITERIA/COURSE EVALUATION

Assessments	Number of Each Assignment	Points each	Total Points
BHI Certificate	1	5	5
MindTap Assessments	22	25	250
Final Assessments	3	50	150
Capstone Project	1 (6 Parts Total)	5 - 85 (varies)	300
<b>Total Points</b>			<b>755 Points (100%)</b>

#### **BHI Certificate (1, each worth 5 points, total 5 points)**

The BioHealth Informatics program has courses that introduce health data into their course to help students get a better idea of how to view and manage health data. Students participating in the BioHealth Informatics program are required to complete a Human Subject Research and HIPAA tests as part of their course curriculum.

#### **MindTap Assessments (22, each worth 25 points, total 250 points)**

22 MindTap assessments are given (every week at the beginning of the semester). Students may consult with the instructor if there are parts of the assignment that need more clarification or if they have any questions or need help. Some homework assessments are somewhat longer and may require extra time to complete.

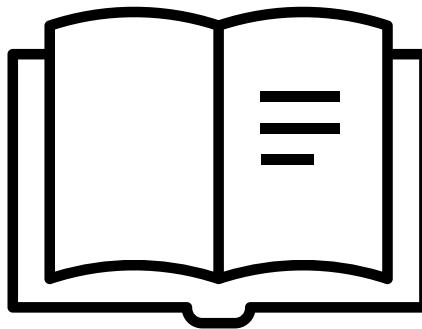
### **Final assessments (3 x 50 points = 150 points)**

Project assessments will be assigned after the completion of each topic area and will provide the students with a comprehensive project that has them apply what they learned from the topics in that area. The project assessment will determine how well the students understood that topic area.

### **Capstone Project (Group Project)**

#### **(1 assignment with 6 individual parts each worth between 5 - 85 points = 300 points)**

This course has one (1) group project that covers Word, Access, PowerPoint, Outlook, and Excel, respectively. The Capstone Project is used to put the students' knowledge about the relevant software application to real life use and to help them collaborate with fellow team members. Students are presented with the topic area of privacy and security and are tasked with coming up with solution(s) for a privacy and security issue that is present currently in health information management field. Students will collaborate together as a group through Outlook, work together to write up their findings in a written report on Word, create a presentation in PowerPoint to present to a "board of directors", and will analyze data and integrate data into their presentation and written report from Excel and Access to support their standpoint and research. Further details about the Capstone project will be discussed in the first few weeks of the course and a module will be available with all relevant information concerning the Capstone project that students are able to refer back to all semester.



## ASSIGNMENTS/PROJECTS

Assignments and/or Projects require you to submit coursework via CANVAS. Coursework will be graded according to either the rubric below or assignment-specific rubrics found in the course. Assignments and/or Projects are due Monday of their assigned unit unless otherwise specified by instructor. ALL ASSIGNMENTS AND/OR PROJECTS MUST BE SUBMITTED VIA CANVAS or MINDTAP TO ENSURE CREDIT.

### Example Criteria:

	Inappropriate	Below Average	Average	Above Average
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 <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors, apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

### Academic Misconduct:

1. **Cheating:** Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
  - a. A student must not use external assistance on any "in-class" or "take-home" examination unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
  - b. A student must not use another person as a substitute in the taking of 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.
  - 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 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. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
    - b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
 

1	directly quoting another person's actual words, whether oral or written;
2	using another person's ideas, opinions, or theories;
3	paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
4	borrowing facts, statistics, or illustrative material; or
5	offering materials assembled or collected by others in the form of projects or collections without acknowledgment
  4. **Interference:** A student must not steal, change, destroy, or impede another student's work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student's grade or the evaluation of academic performance. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
  5. **Violation of Course Rules:** A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
  6. **Facilitating Academic Dishonesty:** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

## OTHER POLICIES

1. **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
2. **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: [http://registrar.iupui.edu/course\\_policies.html](http://registrar.iupui.edu/course_policies.html)
3. **Classroom civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
4. **Bringing children to class:** To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

**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) only one student is 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. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

5. **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.
6. **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.
7. **Disabilities Policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: [aes@iupui.edu](mailto:aes@iupui.edu), Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
8. **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.
9. **Emergency Preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
10. **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>.
11. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at [capsindy@iupui.edu](mailto:capsindy@iupui.edu). For more information visit <http://life.iupui.edu/caps/>.



## **MISSION STATEMENT**

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

## **STATEMENT OF VALUES**

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

