



SCHOOL OF INFORMATICS AND COMPUTING

INDIANA UNIVERSITY
Department of BioHealth Informatics
IUPUI

HIM-M425 Quantitative Analysis of Health Information Online Course

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

Section: 37934 *Credit Hours:* 3

Time: This is a full-semester online course. This fall semester runs from August 23, 2021, through December 19, 2021.

Location: Online.

First Class: The course will open Monday, August 23, 2021.

Instructor: Jennifer Bushnell, MBAHM, RHIA

Office Hours: Through Zoom. Link for Open Student Time: [Open Meeting Time](#)

Open Zoom Student Times: Tuesdays 12p-2p

Student time may also be booked by appointment, including evenings and weekends, and may also be booked in person.

Office: ICTC, 535 W. Michigan St., IT 485, Indianapolis

Phone: (317) 274-1572 (Office) Please leave a message. All messages will be forwarded to my email and cell phone.

Email: jennbush@iu.edu I will respond to emails within 24-48 hours. There may be a delay on weekends and holidays. Once the class begins, please email through Canvas for quicker response.

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

COURSE DESCRIPTION/OVERVIEW: This is an interesting course that will provide a basic understanding of healthcare statistics and data analysis. You will learn the statistical reporting requirements of for healthcare and other organizations. You will review null hypothesis, data validity, and reliability, and fully understand inferential and descriptive statistics, in addition to analyzing statistical data for decision making and applying data extraction methodologies. You will be able to apply the information learned in this course in many areas throughout your career!

We will proceed through the 16 weeks of this course in weekly modules that contain assignments that correspond or supplement the reading and lectures. Assignments are due each Monday at 5p Eastern time. You will take the midterm exam in Week 8 and the comprehensive final exam in the final semester week in December.

REQUIRED TEXTS AND RESOURCES:

Textbook: Basic Allied Health Statistics and Analysis, 5th Edition

Authors: Darche, Lorie; Koch, Gerda

Publisher: Cengage

Cengage Unlimited: <https://www.cengage.com/unlimited/>

There is “Cengage Unlimited” that you can purchase rather than the bundle. With one price you will get all of your Cengage books and MindTap for either the semester or the year. See which of your classes are using Cengage and compare to pricing separately. The Unlimited is usually a better price, and then you are covered for the Cengage books for a year. This can save a good amount of money.

Assignments will be completed using Cengage MindTap. When you purchase MindTap, you will receive an online access code. You should redeem the access code prior to the start of the course by following the instructions included when you purchase this access code. There is a “trial” period that allows you to start the class before paying, so you should be able to start the course right away.

Cengage Bundle Options:

- 1) MindTap for Darche/Koch's Basic Allied Health Statistics and Analysis, 2 terms Printed Access Card **9781337797214**
- 2) Bundle: Basic Allied Health Statistics and Analysis, Loose-leaf Version, 5th + MindTap, 2 terms Printed Access Card **9780357009727**

AHIMA Student Membership *only one needs to be purchased per year

EHR Go Subscription

Please create your EHR Go account by going to: <https://ehrgo.com>. Select **Subscribe** in the upper, right corner and enter the following HIM Student Program Key:

S96H79

Follow the on-screen instructions to create your account and apply your subscription. Refer to this [guide](#) for more information. ** Note: Once you activate your subscription it cannot be paused or extended. A valid subscription is good for all EHR Go activities in all of your courses.

TEACHING AND LEARNING METHODS: Lectures, assignments, discussions, and exams.

CORE COMPETENCIES: CAHIIM Curriculum 2018

Domain III. Informatics, Analytics, and Data Use

Subdomain III.3. Interpret statistics for health services

- * EHR Go Activity I: Orientation to Data Analytics I (5)
- * EHR Go Activity II: Applied Data Analytics II (5)
- * EHR Go Activity III: Applied Data Analytics III (5)
- * EHR Go Activity IV: Orientation to Data Visualization IV (5)
- * EHR Go Activity V: Clinical Reminder Data Visualization V (5)

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**

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

LEARNING OUTCOMES:

Upon completion of this course, the student will:	RBT	PLUS	Assessment
1. Interpret inferential statistics	5	3	EHR Go Activity I (WK 2)
2. Analyze statistical data for decision making	4	2	Statistics Project
3. Apply data extraction methodologies	5	3	EHR Go Activity II (WK 4)

4. Research data and presentation of findings	5	2	EHR Go Activity III (WK 6)
5. Develop a basic understanding of healthcare statistics and data analysis	3	3	Chapter Lectures/MindTap Assignments
6. Plan adherence to Institutional Review Board (IRB) processes and policies	3	3	Darche Chapter 13

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

COURSE SCHEDULE

Week	Chapter and Topic	Assessment	Due by 5p Monday
1 8/23-8/29	<p>Required Reading: Basic Allied Health Statistics & Analysis (Darche)</p> <p>Chapter 1: Health Statistics: Why Are They Important?</p> <p>Chapter 2: Mathematics: Reviewing the Basics</p>	<p>MindTap Chapters 1 and 2: Self-Tests and Chapter Final Exams</p> <p>CN Post</p>	8/30/21 @ 5p
2 8/30-9/5	Chapter 3: Health Data Across the Continuum	<p>MindTap Chapter 3: Self-Tests and Chapter Final Exam</p> <p>EHR Go Activity I: Orientation to Data Analytics I</p> <p>HIPAA and Biomedical Researcher Certificates (2) Plagiarism Certificate (1)</p>	9/6/21 @ 5p
3 9/6-9/12	Chapter 4: Hospital Census	MindTap Chapter 4: Self-Tests and Chapter Final Exam	9/13/21 @ 5p
4 9/13-9/19	Chapter 5: Hospital Occupancy	MindTap Chapter 5: Self-Tests and Chapter Final Exam	9/20/21 @ 5p

		EHR Go Activity II: Applied Data Analytics II	
5 9/20-9/26	Chapter 6: Hospital Length of Stay	MindTap Chapter 6: Self-Tests and Chapter Final Exam Lockdown Browser Practice Test	9/27/21 @ 5p
6 9/27-10/3	Chapter 7: Hospital Obstetric and Neonatal Statistics	MindTap Chapter 7: Self-Tests and Chapter Final Exam EHR Go Activity III: Applied Data Analytics III	10/4/21 @ 5p
7 10/4-10/10	Fall Break	Study for Midterm	
8 10/11-10/17	Midterm Exam	Midterm Exam Chapters 1-7 Lockdown Browser Exam open: Wed 10/13 at 12p ET Through Sat 10/16 at 5p ET	
9 10/18-10/24	Chapter 8: Miscellaneous Clinical and Nonclinical Statistics	MindTap Chapter 8: Self-Tests and Chapter Final Exam	10/25/21 @ 5p
10 10/25-10/31	Chapter 9: End-of-Life Statistics: Mortality and Autopsy Rates	MindTap Chapter 9: Self-Tests and Chapter Final Exam EHR Go IV Activity: Orientation to Data Visualization IV	11/1/21 @ 5p
11 11/1-11/7	Chapter 10: Community Health Statistics	MindTap Chapters 10: Self-Tests and Chapter Final Exam	11/8/21 @ 5p
12 11/8-11/14	Chapter 11: Statistics: Learning the Basics	MindTap Chapters 11: Self-Tests and Chapter Final Exam	11/15/21 @ 5p

		EHR Go V Activity: Clinical Reminder Data Visualization V	
13 11/15-11/21	Chapter 12: Organizing Data for Analysis	MindTap Chapters 12: Self-Tests and Chapter Final Exam	11/22/21 @ 5p
14 11/22-11/28	Thanksgiving Break	Have a great Holiday!	
15 11/29-12/5	Chapter 13: Displaying Data for Analysis Chapter 14: Fundamentals of Research	MindTap Chapters 13 and 14: Self-Tests and Chapter Final Exams Statistics Project Due	12/6/21 @ 5p
16 12/6-12/12	Study Week		
17 12/13-12/19	FINAL EXAM	Comprehensive Final Exam Lockdown Browser Exam open: Wed 12/15 at 12p ET Through Sat 12/18 at 5p ET	

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
MindTap Assignments	14 Chapters	varies	393
BHI Certificates	2	25	50
Plagiarism Certificate	1	25	25
Lockdown Browser Practice Test	1	20	20
EHR Go Activities	5	50	250
CN Post	varies	varies	200
Statistics Project	1	80	80
Midterm Exam	1	108	108
Comprehensive Final Exam	1	200	200
Total Possible			1326

WRITTEN ASSIGNMENTS: The assignments/papers will state if you must use APA formatting. ALL assignments require that you cite sources, including the text, in APA correctly. Submit written assignments in Word unless otherwise stated. All papers are sent through Turnitin. More than 20% un-originality will be automatic zero. If the paper is found to be plagiarized (over 30%) then you will get Zero for the whole assignment on first time as well as a warning; the second time it will be zero in the course and turned into the Academic Affairs Committee, and with the third offense you will be removed from the Health Information Management Program.

MIDTERM AND FINAL EXAMS: The Midterm and Final Exams will be taken through Lockdown Browser. Students must ensure that Lockdown Browser is installed on their computer and is working correctly. If you switch computers you will need to verify LDB on the newer

computer. See the note below regarding internet and connectivity issues which are NOT extenuating circumstances.

Note the Midterm and Final Exams are not fully graded until they have a comment from the Instructor, as in some cases answers must be manually graded and this might change your automatic score.

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. Note that assignments might not be graded until all approved late submissions have been received.

EXPECTATIONS, GUIDELINES, AND POLICIES:

Engagement: In order to help measure your engagement and participation in this course, you will be required to post comments in Announcements. These posts will be graded.

Attendance: A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and complete all required course activities and assignments.

LATE WORK POLICY: Late work will not be accepted unless there are clear and compelling extenuating circumstances with Documentation. Examples of extenuating circumstances may include but are not limited to: personal/family member hospitalization, childbirth or other medical emergencies, death in the family, weather/environmental evacuation due to fire/hurricane/tornado/earthquake/tsunami/volcano, or active military assignment where Internet connectivity is unavailable for an extended time period.

Please note that evaluation of extenuating circumstances is at my discretion and/or the discretion of the Program Director and documentation submitted 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 will 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 me to make alternative arrangements ahead of time. The possibility of alternative arrangements is at the discretion of myself and/or the Program Director.

Active communication is the key to overcoming any hurdles you may encounter during the semester. It is your responsibility to inform me (ahead of time, unless emergency circumstances prevent doing so) of extenuating circumstances that might prevent you from completing work by the assigned deadline (Monday 5p). Prior notification does not automatically result in granting alternative arrangements and/or a waiver of the late penalties.

***Computer-related issues and Internet connectivity issues are not considered extenuating

circumstances***

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

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. It is your responsibility to ensure that the assignment has posted to Canvas before the due date. Be sure you are submitting the correct assignment.

When your instructor 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](#).

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

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 Mondays at 5p unless otherwise specified by me. 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.

DISCUSSION ASSIGNMENTS:

Students are expected to post a **Minimum of two (2) posts to each weekly discussion thread** as follows:

1. One post in response to the initial discussion forum topic by Thursday. You will not

see any responses until you have made your initial post.

2. One more post between Friday and Monday at 5p in response to a classmate's post.
3. The initial response must be 200 words or more and response to classmate must be 75-100 words or more in length

TECHNOLOGY: Review the technology requirements on the course Home page.

UITS Tech Support: (Links to an external site.) Open 24/7 to help with your technology questions.

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* <https://studentcode.iu.edu/> and in particular the section on academic misconduct. 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" Midterm/Final 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 any Midterm/Final 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. This includes Course Hero, Quizlet, or any others.
 - 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 Midterm 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:^{SEP}
 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. **Administrative withdrawal:** A basic requirement of this course is that students complete all required course activities. 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. Learn more at IUPUI Administrative Withdrawal Policy (iupui.edu/withdrawal-policy.html)

2. **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in all course exercises. 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 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.
3. **Communication:** For online courses, the instructor or teaching assistant should respond to emails within two Indiana University working days, which excludes weekends and holidays. The instructor should accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.
4. **Conferences:** To present research at an academic conference as speaker is commendable and aligns with the educational and research mission of the school and university. However, instructors can only provide accommodations for absences if a student is presenting work, such as a paper or poster, or is supported by a school or campus-level scholarship. The student should request from the instructor accommodation for an absence as soon as possible upon paper, poster, or scholarship acceptance. In the request for accommodation for absence, the student should provide supporting documentation of acceptance as well as confirmation from their mentor or campus sponsor that the presentation is to meet a research, educational, or diversity objective. Permission is granted at the discretion of the instructor. Students should not expect an exception for nonacademic conferences or conferences at which the student is not presenting as speaker. Travel arrangements should not be made until the student has received permission from the instructor.
5. **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office at 274-2548 or capsindy@iupui.edu. For more information visit the CAPS website (iupui.edu/health-wellness/counseling-psychology/)
6. **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are not required to complete a course or instructor evaluation for any section in which they are enrolled at the School of Informatics and Computing. Course evaluations are completed in Canvas (Course Questionnaire). 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.

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. Students with learning disabilities for which accommodations are desired should contact the Adaptive Educational Services office on campus, and inform the instructor as soon as possible: Adaptive Educational Services (AES) (iupui.edu/) 317-274-3241.
8. **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
9. **Emergency preparedness:** Know what to do in an emergency so that you can protect yourself and others. For more information, visit the emergency management website at Protect IU (protect.iu.edu/emergency)
10. **IUPUI course policies:** Several campus policies governing IUPUI courses may be found at IUPUI Course Policies (registrar.iupui.edu/course_policies.html)
11. No class attendance without enrollment. Only those who are officially enrolled in this course may attend class unless enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. See Administrative Policy: No Class Attendance without Official Enrollment (iupui.edu/official-enrollment-class-attendance.html)
12. **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit IUPUI Policy on Religious Holidays (registrar.iupui.edu/religious.html).
13. **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.
14. **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit Stop Sexual Violence (iu.edu/)
15. **Student advocate:** The Student Advocate assists students with personal, financial, and academic issues. The Student Advocate is in the Campus Center, Suite 350, and may also be contacted at 317 274-4431 or studvoc@iupui.edu. For more information visit Division of Student Affairs (studentaffairs.iupui.edu/advocate)

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.