

Course & Title:**HIM 421- Health Information Leadership and Management****Instructor:**

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Contact Information:

The best way to contact me is through email at Jan.hunt-shepherd@wku.edu. I will make every effort to respond within 24 hours.

Credit Hours:

Three semester hours

Prerequisites: Junior Standing in the HIM Program.

Course Description: Application, evaluation, and creation of operational, managerial, and strategic planning for health information including project management, budgeting, human resources, professional development, and other administrative functions.

Course Materials:

Mandatory: Health Information Management Concepts, Principles, and Practice, 6th Edition, Oachs & Watters, AHIMA Press, 2020, ISBN#: 978-1-58426-725-6 (hardcopy or e-edition)

Course Access: This course is completely on-line using the Blackboard Learning Management System and Flip; you are required to use a computer with Internet access and microphone/audio/camera.

Evaluation:

The final grade will be derived from the following:

All Assignments, quizzes, tests 100%

The following grading system will be used:

100% - 90% A
89% - 80% B
79% - 70% C
69% - 60% D
59% - 50% F

Attendance Policy: Students are expected to meet all due dates

Due Dates:

Refer to schedule below.

Regular and Substantive Interaction in Online and Distance Learning:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Timely and detailed feedback on assignments, as appropriate
- Direct instruction occurring through recorded course lectures/tutorials that are posted on Blackboard
- Responsive to questions about the course content in a timely manner
- Assignments and assessment deadlines set throughout the semester (for more information, see class schedule below)

Academic Misconduct: (Information below on Academic Misconduct, along with additional information, can be obtained from

<https://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>)

The University expects students to operate with the highest standard of integrity in all facets of the collegiate experience. Broadly defined, academic misconduct is any unethical self-serving action in the performance of an academic activity, deliberate or unintentional, that affords a student an unfair, unearned, or undeserved advantage. (Excerpt from the WKU Student Handbook, 2016)

The maintenance of academic integrity is of fundamental importance to the University. Thus it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts will be held accountable for violation of the student code of conduct.

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in a course without possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct.

Dishonesty

Such as cheating, plagiarism, misrepresenting of oneself or an organization, knowingly furnishing false information to the University, or omitting relevant or necessary information to gain a benefit, to injure, or to defraud is prohibited.

Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment or other project which is submitted for purposes of grade determination.

Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious act. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

Examples of Areas Where Academic Misconduct Most Likely Occurs

"Essentially, students are expected to do work that is assigned to them and submit products that represent personal and individual effort only."

1. In an exam setting

- a. Presenting as your work, test answers that are not your work, including the following:
 - i. Using resources other than those specifically allowed by the instructor (e.g., notes or another person)
 - ii. Copying from another student's test
 - ii. Using notes from any source during a test when notes are not allowed
 - iv. Using materials that the instructor is not making available to the whole class (Exception: students with disabilities needing accommodations)
 - v. Recycling an assignment that has been used in another course (unless approved by the instructor)
 - b. Acquiring a copy of the exam without permission
 - c. Providing answers for or soliciting answers from another student with or without permission of the other student (Note: This may either be an attempt to help or harm the targeted student)
2. On a written assignment
- a. Presenting as your own work duplicated work that you did not create
 - i. Purchasing written work from an external source
 - ii. Copying work from a free external source (online or otherwise)
 - iii. Presenting as your work something another person has created
 - b. Altering text from another source
 - i. Altering select words of some original text in order to conceal plagiarism
3. Academic dishonesty that is possible in various settings
- a. Providing money or favors in order to gain academic advantage
 - b. Falsely stating that work was given to the instructor at a certain time when it was not
 - c. Correcting the responses of a graded assignment and presenting them to the instructor as incorrectly graded material
 - d. Pretending to be someone you are not; taking the place of another
4. Or any other behavior that violates the basic principles of integrity and honesty

(Above is an excerpt from the Academic Integrity Statement Ad Hoc Subcommittee on Academic Integrity in the College of Education and Behavioral Sciences, 2012)

Program Policies state that "Unprofessional conduct or violation of the rules, regulations or policies of the University or Health Information Management Program may result in dismissal from the program."

Cheating:

I expect each student to submit their own work. Sharing your work, assignments, project, or answers with another student or receiving the information from another student constitutes cheating. Any student found to have shared information or obtained information from another student or other source will receive a 0% on that assignment and it may result in dismissal from the program.

Plagiarism

I expect each student to submit their own work or give credit to the appropriate source.

Refer to the wku.edu website <http://www.wku.edu/judicialaffairs/process-for-academic-dishonesty.php> for information on academic honesty, integrity, and plagiarism. It defines plagiarism as: "To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be his/her own. One must give any author credit for source material borrowed from him/her. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism."

Any student found to have plagiarized work from another source will receive a 0% on that assignment and it may result in dismissal from the program.

Title IX Misconduct/Assault Statement:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and **MUST** report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.*

ADA Accommodation Statement:

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Food Security: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue you, or someone you know, help is readily available. Contact the WKU Office of Sustainability at (270) 745-2508 or email sustainability@wku.edu.

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159

WKU Syllabus Statement:

All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center ([SARC](#)): [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

Syllabus Changes:

Class and exam schedules are subject to change.

12/2022