Instructor: Akrati Gupta, DrPH, MPH

Email:
D2L Email Only. My D2L email is akrati.gupta@d2lmail.msutexas.edu. Please use the D2L email for all class related inquiries, but if you need to discuss something unrelated to the class, my university email is akrati.gupta@msutexas.edu. Please note that I may not reply to email during weekends, or evenings (after 5:00 PM), so please plan accordingly. **Most emails will be returned within 48 hours, except on weekends. If you do send me an email and either do NOT hear from me within 48 hours, please resend your email or post your question under 'general discussion' created for the course. No excuse for grade adjustment based on your inability to understand the expectations of the course or the assignments will be accepted if you haven't emailed me and posted your question under the general discussion section (if unable to reach me via email for some reason). If you send me an email after 5:00 PM Thursday, I will not respond until Monday. It is always a good policy to plan and not expect help at the last minute.**

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. Notice that the D2L submission time is 11:59 pm for most discussions and assignments; after the posted D2L date you may no longer make submission, other than late submissions.

You must be self-motivated, very disciplined, and an excellent planner of your time to complete a course with satisfactory results. Plan well and allocate sufficient time to complete the assignments, exam, and research paper in a timely manner. Late submissions are not accepted without severe penalties. No late submissions will be allowed once the assignment is graded. If you scheduled for a deployment, business trip, or have an emergency it is your responsibility to inform me as early as possible. All assignments are available early so you can work ahead.

Office Hours:
There are no official office hours since I am an online instructor, but if you need to discuss anything, we can always schedule a phone or a zoom call. Please send me an email and we will work on scheduling or post under 'general discussion section'.

Class Meets: Class will be online so there are no face-to-face meetings

Expectations from Students: Responsibility to carefully read the syllabus and other contents of the course relies on students. If there is any doubt about expectation of an assignment or readings or any other matter, it MUST be communicated to the instructor. If a student does NOT reach out to the instructor, it will be assumed by the instructor that the student does NOT have any questions about assignments and the course and knows what is expected of them. No claim of not being able to reach the instructor will be entertained if you have NOT posted your question under 'general discussion' board after attempting to reach out to the instructor via email and failed. You must wait 48 hours for an email response and responses to general discussion post questions.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Academic Accommodations

Services for Students with Disabilities

It is the policy of Midwestern State University that no otherwise qualified person, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program, activity, or employment of the University. It is MSU's policy to provide equal access and opportunity to individuals with disabilities in compliance with federal law to include sections 504 and 508 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008.

Disability Support Services provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. A student/employee who seeks accommodations on the basis of disability must register with Disability Support Services, Clark Student Center Room 168. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and assistance will be provided by Disability Support Services. Specific information on filing a grievance is available in Disability Support Services.

The Director of Disability Support Services serves as the ADA Coordinator and may be contacted by email at disabilityservices@msutexas.edu, by phone at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 168. The web address is https://msutexas.edu/student-life/disability/index.php.

The Section 508 Coordinator may be contacted by email at disabilityservices@msutexas.edu, by phone at (940) 397-4140, TDD (940) 397-4515, or 3410 Taft Blvd., Clark Student Center Room 168. The web address is https://msutexas.edu/student-life/disability/index.php.

Writing Center

The MSU Writing Center is committed to serving the university's academic mission. They do this by providing trained writing tutors, facilitating writing workshops, hosting writing outreach events, and conducting ongoing writing center research, and modeling the values of intellectual curiosity and critical thinking that form the foundation of a public liberal arts institution. The Writing Center at MSU provides both walk-in tutoring and consultation for all MSU students and faculty. To locate the hours the center is open visit T their homepage at https://msutexas.edu/writing-center/

If you are a **distance education student who is unable to come to campus**, you may make use of the center's email submission system!

In an email addressed to writing.center@msutexas.edu, with "Online Submission: [last name]" in the subject line, please provide the following information:

- Your full name and M#
- Course and Instructor name
- A copy or description of the assignment
- The due date
- 2-3 specific questions you have for the tutor. Use questions provided on our link "How to Focus Your Session."

COURSE INFORMATION

Course Overview and description:
This course provides for the highest cognitive and affective understanding of applied health care informatics in health services organizations. Theoretical frameworks and empirical analyses will be used to emphasize organizational and provider services. These services will be assessed in relation to capacities and competencies within the health care industry and patient/client needs and wants.

Prerequisites: Graduate Status or permission of instructor.

COURSE and TEXTBOOK OBJECTIVES

Textbook
      Required: Health Informatics, 2nd Edition
- Authors: Brown, Pasupathy, Patrick
- Publisher - Health Administration Press
- ISBN: 9781640550056

The same textbook may also be available from an independent retailer.

GRADING
A: 90-100 mean points, B: 80-89 mean points,
C; 70-79 mean points, D; 60-69 mean points, F; Below 60 mean points

(C is Barely Passing at Graduate Level; You must obtain 3.0 GPA to Graduate)

COURSE ASSESSMENT PERCENTAGE
Class Participation/Discussions (12x3) = (36 pts)
Final Paper (1X34) = (34pts)
Final Exam (1X30) = (30pts)

Discussion Questions (36 points)

D2L discussions are graded based on weekly discussion questions posted with replies/answers. At a minimum you must post a response to the question posted by the professor, as well as comment to at least one other student's response. All responses are due by the due date listed on the course schedule.

All posts must be supported with APA reference(s). If you do not post by the deadline for each week as noted in the discussion, you will not receive credit for that week. You may post throughout the semester in the event you want to post to a previous discussion, but it will not count in your participation.

We will have Discussion Questions every week of the course. Each discussion question will have its own threaded discussion space. You are expected to offer responses to these questions and/or comments on your classmates' responses. I will monitor the quantity and quality of your responses. If the quality of your postings is not sufficient, the points will not be earned. You are expected to contribute to the class discussions in meaningful ways. That means:
☐ Contributing new and relevant information to the course discussion and online sources;
☐ Commenting in a positive manner;
☐ Building on the remarks of your fellow students;
☐ Posing questions of your fellow students; and sharing quotes, websites, and other supplementary information.
☐ Demonstrating practical application of the week's key concepts from your professional/personal experience.
☐ "Substantive" does not include "I agree," "Great point" or "You're wonderful" type postings. These types of postings are examples of positive "teaming" and are fine but not by themselves. They do not add depth or breadth to the discussion.
☐ A "substantive" posting should include:
☐ Your thesis (main point)
☐ Your supporting arguments
☐ A reference to class or outside material to support your thesis - provide an example to support your thesis.

Final Exam (30 points)
The Final exam will be available in D2L.

The exam(s) will be timed and can consist of multiple choice, short answer, and fill in the blanks questions. Once the exam is started it must be completed in the same setting. Exiting the exam

for any reason will cause the exam to no longer be available. Additional details on the exam will be provided later in the semester.

Research Paper - (34 points)
Prepare a research paper relating to CURRENT Health Care Information Systems TOPICS. You must research current authoritative literature and obtain sufficient competent information to substantiate your conclusions. **There is a Rubric available under the table of contents to help you through the process.** The paper should be a minimum of 10 pages (cover and reference pages do not count toward the total). If you need me to comment on your topic before you decide to start writing, please send me an email after the Spring break as I believe that would be an ideal time to start forming your term paper as you have all the knowledge from the weekly readings.

Due to the rapidly changing nature of the health care field, at least 10 of your sources cannot be over 4 years old. These sources should be composed of at least 10 articles from authoritative literature. Authoritative literature includes refereed journals, Court Cases, government regulations, and professional publications such as professional journals, and other reputable publications. Do not cite blogs, internet sources other than professional journals, magazines, newspapers or Wikipedia. Do not cite an abstract. Do not cite the textbook used for this course or other books. Citing inappropriate sources will result in a point deduction as they will be considered as "Filler to increase paper length", and will be subtracted from your paper's length.

Read and learn the information regarding the APA format at: https://owl.english.purdue.edu/owl/

Read and ensure you understand the process and requirements found under "General Writing" and "Research and Citation" on the Purdue Owl website. Any departure from the Owl requirements except for the additional requirement in this class that you have a page number citation on each paraphrase or summary of a page, in addition to the requirements for page numbers in a direct quote.

The purpose of the research paper is to prepare you for research and writing projects you will encounter in your business career.

You must conduct sufficient initial research on a proposed topic to ensure that there are sufficient articles available to support your topic. During the initial research you may find a different topic that is more interesting and better supported. Do not submit a topic for approval until you have accomplished your initial research.

Be aware that I submit all papers to Turnitin for review. A rubric is provided in the table of contents for your reference.

POSTING OF GRADES
All grades will be shown in your D2L grade area. The grading turnaround time in 15 days from the date of the submission. However, please note that other research and academic commitments may delay the timeline. If you at any time during the semester have any questions about grading, please send me an email.

Tentative Class Schedule Spring 2024:

Week	Topic and Readings	Assignment
Week 1 (16th to 22nd Jan)	INTRODUCTION AND SYLLABUS REVIEW	Complete Week 1 on D2L (due by 11:59 22nd Jan) Discussion 1 Due
Week 2 (23rd Jan to 29th Jan)	Read Chapter 1	Complete Week 2 on D2L (due by 11:59 29th Jan) Discussion 2 Due
Week 3 (30th Jan to 5th Feb)	Read Chapters 2	Complete Week 3 on D2L (due by 11:59 5th Feb) Discussion 3 Due
Week 4 (6th to 12th Feb)	Read Chapter 3	Complete Week 4 on D2L (due by 11:59 12th Feb) Discussion 4 Due
Week 5 (13th to 19th Feb)	Read Chapters 4 and 5	Complete Week 5 on D2L (due by 11:59 19th Feb) Discussion 5 Due
Week 6 (20th Feb to 26th Feb)	Read Chapters 6	Complete Week 6 on D2L (due by 11:59 26th Feb) Discussion 6 Due
Week 7 (27th Feb to 4th March)	Read Chapters 7 and 8	Complete Week 7 on D2L (due by 11:59 4th March) Discussion 7 Due
Week 8 (5th to 8th March) Week 9 (18th March to 25th March)	SPRING BREAK NO CLASSES (March 9th to 17th) Read Chapters 9 and 10	Complete Week 9 on D2L (due by 11:59 25th March) Discussion 8 Due
Week 10 26th March to 31st March)	EASTER BREAK	

Week	Topic and Readings	Assignment
Week 11 (1st April to 8th April))	Read Chapters 11 and 12	Complete Week 11 on D2L (due by 11:59PM by 8th April) Discussion 9 Due
Week 12 (9th April to 15th April)	Read Chapters 13 and 14	Complete Week12 on D2L (due by 11:59 15th April) Discussion 10 Due FINAL RESEARCH PAPER Due
Week 13 (16th April to 22nd April)	Read Chapters 15 and 16	Complete Week 13 on D2L (due by 11:59 22nd April) Discussion 11 Due
Week 15 (23rd April to 29th April)	FINAL WEEK	FINAL EXAM will open April 30th 8:00 AM and close 8:00 PM May 4th 8:00 PM CST. Students can take their exam any day and time between these two dates/time. Additional Details about the Final Exam will be available as we get Closer to the Date Discussion 12 Due

∗ **Please note that above schedule does not contain the list of additional supplemental and required readings and materials. To view additional required readings, please refer to each module.**