

**HI 5300 Introduction to Health Informatics
Syllabus Fall 2015
3 Semester credit hours**

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# Course Description

This introductory graduate level survey course provides an overview to Health Information Technology, Health Informatics and Biomedical Informatics introducing the student to the major areas of the evolving discipline. The competencies for graduate education in the discipline are presented as well as the definitions of health and biomedical informatics. A systems framework for understanding informatics is also considered. The course focuses on the application of health information technology for healthcare delivery, education and research as well as the multidisciplinary nature of informatics. The knowledge and skills presented in this course will help you progress to other more advanced or specialized courses throughout the curriculum since an understanding of health care, health information technology and recent governmental efforts is necessary in order to function in the health and biomedical informatics discipline.

# Learning Objectives

Upon successfully completing this course, the student will be able to:

* Describe the development of Health Information Technology and the emergence of Health and Biomedical Informatics as a discipline.
* Understand the core competencies needed in the discipline
* Explain the use of concepts, models, and systems thinking to order and understand informatics
* Define the discipline, data types and use of data, information and knowledge
* Describe the use of vocabularies, ontologies and semantics
* Describe the basic elements and concepts of health and biomedical Informatics.
* Explain the application of health information technology to healthcare, education and research
* Define and use basic informatics terminology
* Develop a beginning level competency in the literature of the discipline
* Develop a beginning level competency in structured query language (SQL)

# Prerequisite/Co-requisite

Admission to an SBMI program of studies.

Since this is an introductory graduate level class there is little expectation about your prior knowledge of the discipline or health information technology, although a basic understanding of the U.S. healthcare system and healthcare delivery may also be helpful, it is not required. For students with a clinical or healthcare background some elements of the course may be familiar, course resources provide additional information and insight into the discipline.

# Textbooks and Course Materials

The course materials are provided in weekly modules in Canvas, a course management software program and links are provided to other materials that are available. Throughout the course you will be provided with resources that are accessible from available Web links or files that are provided for your perusal. In addition you are encouraged to share resources with your classmates that you discover and find helpful.

## Required textbook

**Hoyt, R.E., Yoshihashi, A.K., & Bailey, N.J. (2014). Medical informatics: A practical guide for healthcare and informatics technology professionals (6th ed.).** **ISBN-13** 9781304791108 | 978-1-304-79110-8 **ISBN** 1304791106 | 1-304-79110-6 Paperback

http://www.amazon.com/Health-Informatics-Healthcare-Information-Professionals/dp/1304791106/ref=la\_B0030DL0YY\_1\_1?s=books&ie=UTF8&qid=1405096136&sr=1-1

## Optional textbooks

**Shortliffe, E. H., & Cimino, J. J. Biomedical Informatics: Computer Applications in Health Care and Biomedicine (Health Informatics) ISBN-13: 978-1447144731 ISBN-10: 1447144732 Edition: 4th ed. 2014**. This is also the course textbook for the course HI5310 Foundations 1.

**Gordon D. Brown, PhD, Timothy B. Patrick, & Kalyan Pasupathy (2013). Health Informatics: A Systems Perspective. Chicago: Health Administration Press**. This recently published text is written for students in health service management and a broad range of students in the healthcare professions some clinical or healthcare background would be helpful.

**McCormick, K. A. & Gugerty, B. (2013) Healthcare Information Technology Exam Guide for CompTIA Healthcare IT Technician and HIT Pro Certifications. McGraw-Hill: New York. ISBN: Book p/n 978-0-07-180227-2 and CD p/n 978-0-07-180278-9 of set 978-0-07-180278-9.** This text presents material for the six HIT certification tests and presents a broad overview of HIT, and the U.S healthcare industry and would be helpful for students with little or no background or work experience.

**Gill, C.M. Essential Writing Skills for College and Beyond. ISBN-10: 1599637596 ISBN-13: 978-1599637594. Writer's Digest Books (April 15, 2014).** This is an excellent book for improving your grammar and writing skills.

**Coiera, E., Magrabi, F., & Sintchenko, V. (2015). Guide to Health Informatics (3rd ed.)** ISBN-13:978-1444170498 You can [order the 3rd Edition from the publisher CRC Press](http://www.crcpress.com/product/isbn/9781444170498) or [Amazon](http://www.amazon.com/exec/obidos/ISBN%3D144417049X/theguidetomedicaA)  (ISBN-13:978-1444170498). A 20% discount is available when you order *The Guide to Health Informatics* 2nd Ed. direct from the publisher at [www.crcpress.com/product/isbn/9780340764251](http://www.crcpress.com/product/isbn/9780340764251) (Promotion code GMM44).

## Required readings

Additional links are provided in the weekly modules.

# Faculty Information

Faculty for this course are generally available by telephone during normal business hours (8-5, M-F).

Because this is a distance education course, standard office hours are not held; you are encouraged to set up an appointment to meet with faculty via telephone or GoToMeeting.

 After hours, please send email to the listed addresses. We will reply within 24 hours.

Faculty will not reply to text messages.

|  |  |
| --- | --- |
| **Kimberly Smith, PhD, MT(ASCP)**Assistant ProfessorThe University of Texas Health Science Center at HoustonSchool of Biomedical Informatics7000 Fannin, Suite 690KHouston, TX 77030Kimberly.a.smith@uth.tmc.eduVoice: 512-413-3793 mobile  | **Angela Ross, DNP, MPH**Assistant Professor The University of Texas Health Science Center at HoustonSchool of Biomedical Informatics7000 Fannin, Suite 690LHouston, TX 77030Angela.M.Ross@uth.tmc.eduVoice: 713-500-3900 |

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Office hours: T, W, Th 10 am-3pm

# Course Communications

The faculty will respond to student emails, monitor student progress, and answer questions posted on the discussion forums, and send out weekly announcements or emails to the class.

When contacting faculty, please list the course, week and assignment or issue you are discussing since we may be teaching in more than one course.

Generally, all course issues, questions and problems should be dealt with online using discussion forums provided in the Canvas course. Clicking on People on the left navigation pane will provide access to individuals registered in the course. However, for individual situations specific to a single student, contact the faculty regarding the issue at any time using the contact information provided in the syllabus by email, cell phone, using Skype or meeting in one of the two virtual worlds (Second Life or Avaya Live).

Federal law (FERPA) requires that the university maintain the confidentiality of your information. Therefore, we will only communicate with you using the official UTH email account that has been provided to you. It is your responsibility to check your UTH email account regularly (at least twice weekly) to make sure you receive announcements and information sent out by the School, the faculty, and teaching assistants in a timely manner.

# Course Content

Topics that will be covered in this course during Fall 2015 include the following (also refer to the weekly course outline posted in Canvas)

*Note: This list is for guidance only. The week for a particular topic could change during the semester for several reasons.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | ***Module*** | ***Topic*** | ***Instructor*** |
| August 31- Sept. 6 | 1 | Getting Started | Smith, Ross |
| Sept. 7- 13  | 2 | Introduction & overview: Health information technology & health informatics | Smith |
| Sept. 14- 20 | 3 | The language of biomedical informatics: data, information & knowledge; standards and vocabularies | Smith |
| Sept. 21- 27 | 4 | Databases and structured query language (SQL) | Smith |
| Sept. 28- Oct. 4 | 5 | Electronic health records (EHRs) | Smith |
| Oct. 5 – 11 | 6 | Evidence based practice (EVP) and clinical practice guidelines (CPG) | Ross |
| Oct. 12 – 18 | 7 | Clinical decision support systems (CDSS) and workflow*No class meeting: lecture will be recorded* | Ross |
| Oct. 19 – 25 | 8 | Health information privacy, confidentiality, security, and ethics | Ross |
| Oct. 26 – Nov. 1 | 9 | Quality improvement, patient safety, and computerized provider order entry (CPOE) | Ross |
| Nov. 2 - 8 | 10 | Usability: human factors and user-centered designCourse poster project - team activity | Smith |
| Nov. 9 - 15 | 11 | Health communications: consumer health, personal health information, social media, telemedicine, mobile technologyReflection paper | Ross |
| Nov. 16 - 22 | 12 | Informatics specialties and medical imaging systems*AMIA week: No class meeting; lecture will be recorded* | Smith |
| Nov. 23- 29[Thanksgiving week] | 13 | Health data transmission, HL7, health information exchange (HIE), and network architectures*Thanksgiving week: no class meeting; lecture will be recorded* | Smith |
| Nov. 30- Dec. 6 | 14 | Knowledge representation | TBD |
| Dec. 7- 13 | 15 | Bioinformatics, natural language processing, data analytics, and future directions | Ross |
| Dec. 14-18 | 16 | 12/14: Poster dayFinal assignments due | n/a |

* Overview of health and biomedical informatics
* Concepts, models and systems thinking
* Core competencies and definitions
* The language of Biomedical Informatics (Discipline framework), (DIK) and data types
* Vocabulary, Data Standards & Semantics
* Databases, Data mining, Analytics and Data Visualization
* Electronic Medical Records & Electronic Health Records
* Clinical Decision Support Systems
* Health Information Exchange & Architectures of information systems
* Health information privacy, security and ethics
* Personal Health Information & Consumer health informatics
* Knowledge representation & clinical ontology
* Evidence based medicine and clinical practice guidelines
* Quality improvement strategies, patient safety and health information technology
* Cognitive, Human Factors, Usability, and Human Centered Aspects
* Natural Language & Text Processing
* Bioinformatics
* Specialty Informatics: Medicine, Nursing, Dentistry & Public Health
* Translational Informatics
* Future directions

# Method of Instruction

This course is web-based, taught at a distance, and requires that you use a computer to access the course materials in Canvas, a course management system available through the SBMI school website. Course materials are available at <https://www.uth.edu/canvas/login.htm> (then click on the login button for UTHealth).

The course follows a weekly format. Every week a new instructional module will be presented, with each module containing a combination of the following elements:

* Introduction to the module and learning objectives
* Content presentation(s), readings, and other resources. This section has materials that you use to complete assignments, such as files with directions, checklists or rubrics. Resources are links to sites, articles, or files that will provide helpful information for completing assignments
* Activities including class discussions/forum postings
* Assignments
* Weekly quizzes

Assignments and quizzes are due by Monday of each week before 11:59 pm.

Instructions and expectations (rubrics) are provided for assignments and grading throughout the course as links. A rubric is an explicit set of criteria used for assessing a particular type of work or performance and usually includes levels of potential achievement for each criterion. A rubric may be used to indicate what should be included on an assignment and the elements that will be graded. It is critical for your success in this course to align your effort with the criteria in the rubrics when working on the assignments.

# Course Requirements

## Time commitment

The activities for each week should take you about 9 to 12 hours depending on your present study skills and previous experience with graduate education, technology, on-line learning and Canvas.  Dedicate at least 5 hours each week on the current assignment and 4 to 7 hours of work outside of the course each week.

It is expected that you will access the course for the first few weeks on a daily basis and thereafter at least twice each week. As the course progresses you will be able to determine how frequently you need to access the course site to complete and submit the assignments and meet the course objectives.  Canvas monitors your access and activities in the course and the course faculty may contact you if you do not access the course regularly and make reasonable progress in the course over a period of time.

In the online learning realm, trying to do things last minute is a sure way to fail and miss deadlines. It is your responsibility to allocate enough time to complete online course activities a timely manner so they are completed on time. Refer to the section on Grading on page 9 for information on penalties for late assignments.

## Required coursework

Successful course completion requireshaving access to current course resources and materials,reading the course materials, actively participating in forum discussion, group participation and required class activities as well as completing the weekly assignments. Completing all the assignments is required in order to receive a course grade.

The Brewsters ethics module is required for all UT-Houston students. Both the pre-test and post-test must be completed or an incomplete grade will be assigned.

## Required computer skills

This course is Web based, taught at a distance and requires that you use a computer to access the course materials in Canvas, a course management system. Computer requirements are listed on the SBMI website and on page 14 in this syllabus. You will be required to upload and download files, chat, and post comments to forums in Canvas. In addition, you will be expected to perform such tasks as word processing, use of spreadsheets, database and presentation software, access Web connections using a browser, and have an ability to navigate websites. You will also be expected to download, install, and use software as part of course assignments.

You may be asked to meet with faculty and other students electronically throughout the semester using such electronic means as email, GoToMeeting, or Skype.

# Grading

## Student performance evaluation

Assignments 45%

Quizzes 20%

Forum discussions / postings 10%

Course project/poster 15%

Reflection paper 10%

Total 100%

Due to the online nature of this course, your final class grade will largely be based on the results of all the assignments and activities (e.g., required course participation, online discussions, quizzes, course projects and completion the course project) that are designed to reflect your understanding of the course content. Reading and following directions and finishing all the assigned readings, assignments, and activities on time will enable you to achieve the objectives for this course. You must complete all the required course activities in order to receive a final course grade.

## Grading scale

A 90 - 100

B 80 – 89

C 70 – 79 \* See note

F < 70

*Note: a grade of C for master's and PhD students is considered unsatisfactory. Refer to* [*https://sbmi.uth.edu/current-students/student-handbook/academic-procedures.htm#probation*](https://sbmi.uth.edu/current-students/student-handbook/academic-procedures.htm#probation).

## Incompletes

Incompletes are given at the discretion of the instructor and only when all of the following criteria are met:

* When situations outside of the student’s control occur, and
* The student notifies the faculty in a timely manner, and
* The student has satisfactorily completed at least 50% of the course

School policy mandates that an Incomplete must be completed by the end of the following semester. An Incomplete that is not completed by the end of the next semester will turn into an F automatically. Refer to the section on Academic Standards, Policies, and Procedures / Grading in the student handbook at Refer to the section on Academic Procedures in the student handbook at <https://sbmi.uth.edu/current-students/student-handbook/> for more information.

## Quiz deadlines

Quizzes are usually available on Thursdays and the deadline for each quiz is usually 11:59pm on Monday evenings). Most quizzes allow three attempts, and the highest grade is kept. Once the quiz deadline is reached, the quiz is closed. Quizzes that have not been attempted will receive a grade of 0 (zero).

## Assignment due dates

Each assignment has a due date posted in Canvas. **Assignments submitted late will have their grade reduced by 3% for each day after the due date. No submissions will be accepted after 7 days after the due date, and a grade of 0 (zero) will be posted.**

***Example 1****:*

1. Assignment was submitted 4 days after the due date. 4 x 3% = 12%
2. Assignment will be graded as usual, and 12% will be deducted from that grade
3. The maximum grade that could be earned in this example would be 88%.

***Example 2:***

1. Assignment was submitted 6 days after the due date. 6 x 3% = 18%
2. Assignment will be graded as usual, and 18% will be deducted from that grade
3. The maximum grade that could be earned in this example would be 82%.

## Unsatisfactory assignment submissions

Submitted assignments that do not meet the minimum standards or requirements of the assignment or evaluation rubric will be returned for rework, and one letter grade will be deducted.

## Use of Wikipedia

Wikipedia is not an acceptable resource for written assignments for this course. Any written assignment that uses Wikipedia as a reference will have one letter grade deducted.

# Adding and Dropping Courses

For add-drop dates, see<https://sbmi.uth.edu/current-students/calendar.htm>**.**

For the procedure for adding and dropping courses, see the Student Handbook: <https://sbmi.uth.edu/current-students/student-handbook/academic-procedures.htm#dropping>

# Proctoring

Proctoring is the process of supervising students in an exam. HI5300 utilizes technology (webcams, microphones, and intelligent software) to monitor and assess student behavior during an exam. Webcams and microphones are turned on and the quality of these recordings is assessed at the beginning and throughout the session, and a report is generated.

## Closed-book quizzes

All quizzes in HI5300 are “closed-book"; that is, no resources other than your own brain are allowed during quizzes. You are not allowed to use books, notes, the internet, and other people – only your own knowledge.

## Practice quiz

Guidelines for students are provided in the course home module in Canvas. A practice / demonstration quiz is available for you to practice and test your equipment. **We strongly advise that you take the practice quiz well in advance of a real quiz,** so that you can get any computer issues resolved during normal business hours.

If you have problems with a proctored quiz, refer to the troubleshooting procedure in the student guidelines posted in Canvas.

If there is manipulation of the camera or microphone in any way, the software will flag it as tampering, requiring the instructors to manually review the recording. The software also tracks eye movement and flags recordings as suspicious if the student looks away from the screen. All noises in the location – including talking – are recorded. Wearing sunglasses also confuses the program and are usually not needed indoors, so sunglasses should not be worn.

Any student who is not able to be compliant with these guidelines and the use of the proctoring software needs to refer to the academic honesty statement in the syllabus and places themselves at risk for further sanctions as per the syllabus.

# Guidelines for Online Participation

Posting to the course site, such as the Forum, is expected for introducing yourself to your class mates and as required usually once or twice weekly, and as requested throughout the course. Posting requires a substantive contribution to the discussion at that time. Simply saying “hello” or “I agree” is not considered a substantive contribution. Students must support their position, begin a new topic or add somehow to the discussion when posting.

Active participation in the class and completion of the online activities is required. So establishing a presence electronically much like you would do in a traditional classroom is important for recognizing and knowing each other. A photo including a headshot is required for your course profile. This is done by updating your profile by clicking on People from the left side of the course page and then clicking on your name and then clicking the photo area on the upper left side next to your name. Your photo is shown each time you post or email in the course. If you have problems posting your photo let us know so we can help.

## Online etiquette

Use good “netiquette” such as:

* Check the discussion frequently and respond appropriately and on subject.
* Focus on one subject per message and use pertinent subject titles.
* Capitalize words only to highlight a point or for titles – otherwise, capitalizing is generally viewed as SHOUTING at others electronically so please be courteous, professional and careful with your online interaction.
* Cite all quotes, references and sources.
* When posting a long message or post, it is generally considered courteous to warn readers at the beginning of the message that it is a lengthy post. Long posts usually more than a page in length can be attached to the post in a file.
* It is considered rude to forward someone else’s messages without their permission or knowledge.
* It is fine to use humor, but use it carefully; the absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism). Feel free to use emoticons such as ☺ or :) to let others know that you’re being humorous.
* Multiple exclamation points should not be used.

(These Netiquette guidelines have been loosely adopted and modified over the years from several sources including Rinaldi, A.H. The Net User Guidelines and Netiquette, Florida Atlantic University, 1994.)

# Getting Help and Access to Additional Resources

Do not hesitate to contact the faculty or TA for help by email or by phone. If we are not available leave your contact information. If leaving numbers please repeat them. We will get back to you as soon as possible but at the latest within 24 hours. If you do not hear from us please try again, technology does not always operate perfectly and we appreciate the thought and will do the same for you.

If you have problems or concerns about the course please let us know so they can be addressed in a timely and constructive manner. We are open to your constructive feedback and responsive to adjusting the instruction if needed.

## Turnitin plagiarism software

Turnitin is online software used to scan documents for the prevention of plagiarism and is available to both students and faculty. Some of your assignments in Canvas may be submitted to Turnitin for review. A practice assignment has been provided for you to check your written documents for academic integrity and to avoid plagiarism before submitting assignments.

## APA formatting

APA formatting is required for written assignments in this course. For help with APA style formatting you can use OWL, the Online Writing Lab provided by Purdue University. It also provides information on academic writing and can be helpful with course assignments. Check it out at: <http://owl.english.purdue.edu/>

## The Texas Medical Center Library

The Houston Academy of Medicine TMC (HAM-TMC) Library located in the medical center is a great resource and is your access to the literature from databases of current journals and periodicals. You may use their online resources including electronic journals and research databases by registering at: <http://library.tmc.edu/resources/resource-access-registration/> and then selecting from the Institution drop down: University of Texas Health Science Center at Houston-Student.

# Technical Requirements and Support

Students are required to have access to the following for accessing course materials and to complete course activities

* Stable high-speed internet
* Personal computer
* See the requirements list posted at <https://sbmi.uth.edu/current-students/student-handbook/computer-requirements.htm>

Additional instructions may be provided in the course for accessing other technologies if needed.

This course also requires:

* Webcam for proctoring of online quizzes and exams
* The use of the Chrome browser for proctoring of online quizzes and exams in conjunction with Proctorio
* Headsets with microphones for voice chatting

Students must have the latest version of their operating system installed including latest security updates and service packs. SBMI recommends installing and using anti spyware, malware and virus control software, but does not recommend or endorse any particular product. Some examples include the following:

For real time protection:

* Microsoft Security Essentials: <http://www.microsoft.com/security/pc-security/microsoft-security-essentials.aspx>
* Bit Defender Antivirus Free Edition: <http://www.bitdefender.com/solutions/free.html>
* AVG: <http://free.avg.com/>

Other malware removal tools:

* Malwarebytes Anti-Malware: <https://www.malwarebytes.org/free/>
* Panda Cloud Cleaner: <http://pandacloudcleaner.pandasecurity.com/>

# Troubleshooting procedures for educational technologies

In case of technical difficulties with proctored quizzes and exams, follow the troubleshooting procedures provided to you in the course and inform the instructor and the TA.

For Canvas related questions, use the Help button located in the upper right corner in Canvas to email, chat or call for help. Canvas provides dedicated support to UTH users 24 hours a day, 7 days a week.


You can direct all other technology related questions to the Distance Education Team (de@uth.tmc.edu). Currently, Distance Education Team is able to provide technical support only during business hours US Central Standard Time. Requests submitted after 5pm CST may take until the next business day to resolve.

Please plan accordingly for time critical activities such as quizzes, exams, and submission dates for assignments. In the online learning realm, trying to do things last minute is a sure way to fail and miss deadlines. It is your responsibility to allocate enough time to complete online course activities on time.

# Student feedback / Evaluation of instruction

At the end of the semester, you will be asked to fill out an online “Course and Faculty Evaluation” survey.

**Instructors do not receive the aggregated results until all grading is done and course grades are submitted.**

**Instructors do not have access to the identity of the survey participants when they view the survey results.**

Please take time to finish the evaluation survey since it is helpful to evaluate the instruction and provide for revisions for future course offerings.

Your feedback is also encouraged at any time during the course and constructive feedback is always welcomed.

# Policies

Consult the student handbook at <https://sbmi.uth.edu/current-students/student-handbook/> for policies not discussed here.

## Excused absence on holy days

Students who wish to observe a religious holy day that conflicts with classes, examinations or completion of assignments, must inform the faculty of each class to be missed and/or of the planned absence(s) not later than the fifteenth day of the semester. The notification must be in writing and may either be delivered by the student personally to each instructor, with receipt of the notification acknowledged and dated by each instructor, or mailed by certified mail, return receipt requested, to each instructor. The full policy can be found at:
<http://www.uth.edu/hoop/policy.htm?id=1448072>

## Academic honesty

Academic honesty is the cornerstone of the academic integrity of a university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. Because honesty and integrity are such important factors, failure to perform within the bounds of these ethical standards is sufficient grounds to receive a grade of "F" in this course and be recommended for suspension from SBMI.

The following are examples of academic dishonesty:

* Cheating
* Plagiarism
* Unauthorized collaboration
* Collusion
* Falsifying academic records
* Misrepresenting facts (e.g. providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit)
* Any other acts or attempted acts that violate the basic standard of academic integrity (e.g. multiple submissions – submitting essentially the same written assignment for two courses without authorization to do so.)

You should submit only your own work unless group work is indicated in the assignment. To demonstrate academic honesty, you must always indicate the use of works other than your own. Plagiarism is prohibited. Remember that most instances of plagiarism can be avoided by simply citing the source for the material that is used and thus indicating that it is not your original material. Plagiarism may include:

* Words or ideas taken from someone else without acknowledgment
* Giving incorrect information about the source
* Changing the sequence or structure but using ideas without citation
* Not including material in quotes if directly taken from someone else’s material and/or copying amounts of other’s material and using it in violation of fair use copyright laws

With the advent of the Web and access to materials, the need to guard against using other’s material without acknowledgment is especially important. So, when in doubt, cite. Prevention is the best deterrent and thus avoids the academic consequences that may follow.

Per the [Exam and Written Paper Monitoring Policy](https://sbmi.uth.edu/current-students/student-handbook/exam-proctoring.htm), your submitted work may be subject to evaluation from [Turnitin](http://turnitin.com) for plagiarism and some courses may require the use of [Proctorio](https://proctorio.com), an online proctoring software that will monitor and record you when you take online quizzes and exams.

Refer to the [Student Conduct and Discipline](http://www.uthouston.edu/sbmi/current-students/student-handbook/student-conduct-and-discipline.htm) section in Student handbook concerning at plagiarism at <http://www.uthouston.edu/sbmi/current-students/student-handbook/unacceptable-conduct.htm>. More information regarding plagiarism and unacceptable conduct may be found at: [HOOP Student Conduct and Discipline](http://www.uthouston.edu/hoop/policy.htm?id=1448220) and <http://www.uthouston.edu/hoop/186-appendix-a.htm>. If you have questions or need additional information please let your instructor(s) know.

## Plagiarism training certificate

This course requires you to complete training on how to avoid plagiarism, and to submit a certificate of that training by the end of the second week of the course. Access to the remainder of the course will not be permitted until the certificate is successfully obtained and submitted.

## Copyright policy

Information on copyright policy issues may be found at: [HOOP Classroom and Research use of Copyrighted Material](http://www.uthouston.edu/hoop/policy.htm?id=1447942).

## Intellectual property

Information on intellectual property issues may be found at: [HOOP Intellectual Property](http://www.uthouston.edu/hoop/policy.htm?id=1701961).

## Course accommodation

Course accommodations are made in response to individual requests for accommodation. If you need accommodation please let your instructor(s) know. Information on disability issues may be found at: [HOOP Disability Accommodation](http://www.uth.edu/hoop/policy.htm?id=1447954).

If you believe you have a disability requiring an accommodation, please contact Dr. Susan Fenton, Assistant Dean for Academic Affairs at (713) 500-3591 or by email at Susan.H.Fenton@uth.tmc.edu.

Save a copy of this syllabus for your additional review throughout the course. If you have questions please contact the appropriate resource provided in the document or the instructor.