**HIM 2003**

**MoHealthWINs**

**Open Course Library**

**Assessment Tools**

**HIM 2003**

**Method of Student Evaluation**

A student’s grade will be determined based strictly on points earned through the course of the semester. Points available will be discussed in class and posted to this syllabus after the first week of classes.

The student learning outcomes will be measured by the instructor. A student’s final course grade will be determined according to the following breakdown and scale:

5 Tests X 100 = 500

20 Assignments X 30 = 600

1 Comprehensive final exam X 100 = 100

15 Weekly discussion board postings X 10 = 150

1 Introduction discussion board postings X 10 = 10

5 Adobe Connect sessions X 20 = 100

1 Orientation quiz X 40 = 40

1 Pre-test X 10 = 10

1 Post-test X 10 = 10

2 Mandatory phone calls X 5 = 10

Total Possible Points for HIM 2003 - WEB Online: 1530

Grading is based on points earned during the semester:

1377 points - 1530 points = A

1224 points – 1376 points = B

1071 points – 1223 points = C (Must have a minimum grade of “C” to pass this course)

918 – 1070 points = D (Repeat the course)

917 points and below = F (Repeat the course)

\*NOTE\* This scale may change over the course of the semester based on additional assignments or point adjustments.

**Late Work Policy:**

All students are responsible for completing all reading and writing assignments by the assigned due dates. With Internet access for submitting assignments, there is no excuse for late work. Late work will not be accepted and missed tests, exams, homework, and discussions cannot be made up.

**Attendance**

ECC is an attendance taking institution. Student attendance in class, regardless of the delivery modality, is important for student success. Attendance will be taken at each class meeting and recorded in a class record.

The instructor will take action as stated in the course syllabus up to and including administrative withdrawal (WX) from the class for any student not considered attending but still officially enrolled in the class. Regardless of any action, the faculty member will report the last date of attendance as noted in the class record.

For a student to be considered attending the following conditions must be met:

• A student cannot be absent for all the class meetings held within 14 consecutive calendar days (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

• A student cannot be absent for the equivalent (intermittent, nonconsecutive absences) of two weeks of class meeting time (or a prorated amount based on a reduced class meeting calendar) without having made regular and frequent contact with the instructor regarding class progress.

• A student cannot exceed the absences permitted under a more restrictive and specific course attendance policy, discussed below.

**Attendance Policy**:

Attendance is required for successful completion of the course. As an online course, the class will only meet face to face at the mandatory orientation. Students are expected to log into the class a minimum of three times a week to complete assignments, take tests, and contribute to classroom discussions. In order to maintain academic quality:

• Students are responsible for the material covered in Moodle, tests, and the assigned homework

• Students must log into Adobe Connect on time and should not leave the virtual class early – either may result in being considered absent.

• Adobe Connect attendance will be recorded. Do not log in for another student or ask another student to log in for you. To do so can result in removal from the course and a grade of “F” at the instructor’s discretion.

• If a student misses logging in class ten days, the instructor **may** drop that student from the course. If you decide not to complete the course you need to officially withdraw. Failure to do so will result in a semester grade of “F”.

This is an online class that will hold Adobe Connect sessions and a mandatory orientation. Four Adobe Connect sessions will be held.

**Class Participation:**

The evaluation of the student’s participation will be made using the following criteria:

• Active participation in class through discussions and email to faculty.

• The accuracy of statements made, as well as their relevance to the topics under discussion.

• The interest in class as shown by logging in and participation in online discussions.

• The willingness to listen to opinions and views that differ from one’s own and the willingness to change views when one’s own has been found faulty.

**Other Policies:**

The student must complete each assignment prior to due dates (deadlines to meet the objectives of each lesson. At the college level, a minimum of two hours of study is strongly recommended for each hour of class. Should there be any question regarding the content of the lesson, the student should exhaust all sources of information to gain the answer or solution.

If you begin to experience difficulty with this course, please contact the instructor immediately. I will attempt to help you succeed. I can guide you, but I need to know that you need help. You will be your own best resource for success. The amount of time invested in study in this course will be returned in satisfaction of a job well done. Please do not hesitate to call or email me if I can be of any assistance. You are encouraged to make appointments to meet virtually during my posted office hours.