**HIM 2051**

**MoHealthWINs**

**Open Course Library**

**Assessment Tools**

**Instructional Methods/Methods of Evaluation:**

See PPE Orientation Paperwork. It is imperative that students have a reliable internet provider, computer hardware, and email address to succeed in this course.

The letter grade is based 25% on points awarded by your PPE Site Supervisor Evaluation and 75% on the points earned for your PPE Notebook, which must include Case Studies and a Reflection Paper (Instructions below)

A = 90 to 100%

B = 80 to 89%

C = 70 to 79%

D = 60 to 69%
F = 59% and below

###### PPE Attendance Policy

Attendance at your PPE site(s) is vital in order to complete the course and to develop necessary skills. Approach your time at a PPE site as if it were your place of employment. No more than 1 absence is allowed at any PPE site over the course of the semester. Upon your second absence at a PPE facility, you will be withdrawn from the course with a grade of “F”. In addition, it is the student’s responsibility to notify the PPE Supervisor and the PPE Instructor in advance of a planned absence or no later than 2 hours prior to your reporting time for an unplanned absence. Should you be withdrawn from the course for excessive absence, you will not be able to complete the course until it is offered again. This could be a full year and would require you to repeat HIM 1000, Preparation for Professional Practice Experience (PPE) with all associated expense and documentation.

If a student decides to withdraw from the course for any reason, It is the student’s sole responsibility to properly drop the course.

# **Assessment of Student Gain**

Student gain will be determined by PPE Site Supervisor evaluation of student performance and satisfactory submission of the required PPE notebook including a reflection paper addressing the course outcomes.

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