

Texas A&M University Central Texas
ONLINE - HEAD 5312- 110 – Health Eco, Fin, and Accounting –
Fall 2019 Aug. 26 – Dec. 14

INSTRUCTOR AND CONTACT INFORMATION
ONLINE

Instructor: Dr. Roe A. Roberts, PhD, MPH

Office: 107 Martin Bld located at the MWSU campus in Wichita Falls

Phone: (940) 397-4732

Email: roe.roberts@tamuct.edu (Utilize Canvas Messages for course communications)

Office Hours: You can contact me via email every weekday, or if you are in Wichita Falls, I am in my office on Monday morning and in and out of it Wednesday afternoon (if you contact me in advance I can confirm a time we can meet so you can more efficiency plan your time).

Mode of instruction and course access:

This course is 100% online.

CANVAS log in: <https://tamuct.instructure.com>

This is an intensive 16 week online graduate course. This means that you must budget your time wisely and accomplish work in advance so that your submissions will be on time.

All assignments, Discussion Topics, Quizzes, Exams, and Papers will be accessed and submitted in the class WEEK Module in Canvas. **Work is assigned each week, including WEEK 1** via the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Student-instructor interaction:

Welcome to HEAD 5312

This is an online course with no face to face meetings.

I will be checking Canvas and email several times a day, between 8:00 and 5:00, except Friday through Sunday. I will attempt to respond to your emails in less than 24 hours. Email or Canvas messages sent Friday through Sunday will receive a response no later than the following Monday. As I can't physically 'see' you, it's not possible for me to tell if you are confused about a section of the book, so it's up to you to contact me so I can assist you.

Assigned chapters must be read and chapter quizzes and exams taken by Sunday at 11:59. All quizzes, exams, and discussion topics will be available the weekend before the deadline. If you plan to work on weekends ensure that you plan to work ahead and try to read ahead so if you have a question you can pose it to me during the week prior to the weekend that work is due.

Learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the

Weekly Assignments are posted in the syllabus and on Canvas with due dates noted on the assignment and in the syllabus.

HELP WITH QUIZZ OR EXAM ANSWERS

If during the quiz or exam, you encounter a problem or question which you cannot determine the correct answer I will be glad to help you understand the problem. Just email me about it via Canvas.

Be sure to send me, via course Message, the exam or quiz number, the number of the problem you are having trouble with, the reason you chose the incorrect answer along with a reference to the page number in the text or the example you utilized in arriving at your answer. I will then be able to explain the error in your logic. The preceding method will also require you to understand why you chose the answer.

Graduate learning requires students to be very self-disciplined. Be sure you understand and are prepared to comply with all required class assignments and deadlines. For this course, the Weekly Assignment are posted in the syllabus and on Canvas with due dates controlled by the submission dates on Canvas. If there is a conflict in due dates, which I try to avoid, the Canvas date controls. Notice that the Canvas submission time is 11:59 pm and that you may not be able to make a submission, other than late submissions. Submissions are to be made on Canvas in the associated Assignment drop box, contained in the WEEK due. Late submissions, if allowed, will carry a 25% per day penalty.

You must be self-motivated, very disciplined, and an excellent planner of your time to complete an online course with satisfactory results.

Plan well and allocate sufficient time to complete the assignments, quizzes, exams, 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 have an emergency it is your responsibility to inform me as early as possible.**

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas 911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at 911Cellular [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

1.0 Course Overview and description:

This course provides for the highest cognitive and affective understanding of applied health care economics, finance and accounting 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.

2.0 Course Objectives:

2.1 Course Learning Outcomes & Student Learning Objectives(SLOs)

At the end of the course, students will;

1. Present through class participation, an appreciation of payments, and standard costs in health financing.
2. Demonstrate through tests, an understanding of health care cost effectiveness and benefit analyses.
3. Explain through course discussions, the increased need for productivity and quality of care improvement.
4. Present through tests, an understanding of acute/long-term care reimbursements.
5. Present through tests, the differences in financing alternatives and capital/debt financing in health care.
6. Demonstrate through tests, an appreciation of how health finances and economics contribute to the effectiveness of health service organizations.
7. Demonstrate through tests, an understanding of health economic tools and the implementation of results based on economic evaluations.
8. Demonstrate through tests, an understanding and ability to apply quantitative health economic techniques related to planning, managing and evaluating health services product lines.
9. Demonstrate the overall use of managed care in health organizations.
10. Demonstrate the role of the Health Reform Act and impact on healthcare financing.
11. Demonstrate a knowledge of the accounting process for health care by budget preparation.

3.0 Required Reading and Textbook(s):

3.1 Textbooks

Baker, J., Baker, R.W. and Dworkin N.R. (2018). Health Care Finance: Basic Tools for Nonfinancial Managers, Fifth Edition. Jones and Bartlett.
ISBN: 978-1-284-11821-6

COURSE REQUIREMENTS

4.0 Course Requirements:

Participation is essential to enhancing each student's awareness about the subject area and developing their knowledge base. You must participate in each class, turn in all assignments on time and complete all exams on time.

4.1 All Quizzes/Exams, unless otherwise specified, are due on Sunday by 11:59 PM.

The Quizzes/Exams will be open until Sunday. If you wait until the weekend the exam is due and encounter a problem there will be no resets until MONDAY and a late penalty will apply.

The quizzes/exams will be timed and may consist of multiple choice, short answer, and fill in the blanks questions. Once a quiz/exam is started it must be completed in the same setting. Exiting the quiz/exam for any reason will cause the exam to no longer be available. The quiz/exam will be open book, but will require you to understand the information in the chapters before attempting the exam if you are going to have time to consult your text book during the allotted time. The time allowed assumes that you have read the chapters and have studied sufficiently so as to be well prepared for the test.

I recognize many of you may also work, so have very busy schedules. So, I have scheduled twelve quizzes, instead of ten. I will drop the two lowest quiz grades from the grading score. So, if you are unable to take a quiz for any reason, there is no need to contact me, as that quiz will automatically become one of your lowest scores. The quizzes will help prepare you for Exams 1 and 2, so if at all possible it will benefit you to take all of them, if at all possible.

If you do not understand why your answer to a quiz or exam question is marked wrong:

Please send me your answer and the reason you chose the answer that you chose. Provide the quiz or exam number and the question number. Cite the example or page number that you used in the book to support your answer. This will allow me to evaluate your answer and your reasoning and either count your answer as correct or help you in your understanding of the chapter to assist you in finding the correct answer.

4.2 Research Paper – (250 points)

(Subject 10 points, Outline 10 points, Marked up paper 20 points, PDF files 1 points, Paper 200 points)

The research paper must be prepared utilizing APA guidelines.

The purpose of the research paper is to prepare you for research and writing projects you will encounter in your business career. The topic of the paper must explore *CURRENT ACCOUNTING, FINANCE Or ECONOMIC TOPICS WHICH RELATE TO THE CURRENT PRACTICE IN ANY HEALTH FIELD.*

Research Paper Steps and Requirements

Most future job promotions after graduation will be greatly influenced by your mastery of communication skills. A frequent comment concerning college graduates, during my teaching career, have been concerning their lack of effective communication skills. This paper is intended to help you develop and achieve the writing skills to ensure your future success.

Many of you have never been required to write a proper research paper, utilizing good research guidelines and the usage of accepted, professional English language in your writing. This is the reason writing a research paper is required to build your writing, research, and communication skills.

The steps listed below are required for this paper. You are encouraged to turn in each step early so that you can make corrections, if necessary.

No required steps can be skipped.

Succeeding steps, if a predecessor step is skipped, will not be graded until the predecessor step is turned in.

If this causes a delay in grading of an assignment the assignment will incur a late.

Any step turned in late will require at least 3 days to be graded.

Any delay in grading a succeeding step, including the research paper itself, caused by a late submission will incur the assessment of a late penalty of 20% per day.

Grading the paper, and each of the steps, requires much additional time on my part and this grading effort is intended to help you with your success. I read your sources to ensure that the paraphrasing and use of quotations are correct and accurate. Your future employers will check your work and your lack of factual detail properly presented, or less than professional writing may cause you to encounter severe consequences in your employment and job progression.

The Paper requires the completion of several sub-steps each of which are worth a set number of points. Due Dates for every step are noted in the syllabus and on Canvas.

Paper Requirements

The final completed paper will be composed of at least 6 full pages and will contain at least 8 articles. A perfectly written 6 page paper with 8 authoritative articles properly incorporated in the paper, that thoroughly covers the paper topic, can achieve a maximum grade of a "B".

To be eligible for an "A" the paper must be at least 8 full pages long with 10 authoritative articles. However, if your paper contains a lot of 'filler' and repetition, points will be deducted.

The paper must be completely up to date and cover the topic thoroughly. Please limit your paper to 15 pages, but this limit can be exceeded if necessary to cover your topic.

Step 1 Research Paper Subject (RPS) (5 points) (Required submission)

The research paper subject or title, followed by an annotated bibliography of five (5) sources you have selected to use in your paper.

Each source article used in this step and submitted in step 4 must be greater than 2 full pages in length. It should be a peer reviewed research article not an editorial.

The annotated bibliography must thoroughly cover the information in the article. If I cannot determine the applicability of your article, as presented in the annotated bibliography, I will return your submission.

The sources must support your subject. As your writing and research continues you can add or eliminate articles to ensure that you cover your subject properly.

Step 2 Research Paper Outline (RPO). (5 points) (Required submission)

You must prepare and submit an outline of your approved research paper topic.

You must include, under the proper outline heading, the annotated bibliographies of sources you intend to use and which will support your outline heading and your paper topic.

Step 3 Marked-Up Research Paper (MURP) (10 points) (Required submission)

It is required that you submit your completed paper to the "online tutor" provided by the university to mark up and correct your paper.

The tutor will alert you to various errors and help you correct grammar, sentence structure, and format in your paper.

It is best to sign in to "online tutor" and then submit your paper to the tutor who is helping you.

Once you correct your paper it is in your best interest to submit it again to ensure that your corrections are accurate and that something missed on the first session may be found.

While the tutor will offer you assistance, it is your responsibility to submit a paper which adheres to all guidelines and is well written.

If you have research, writing, grammar, or other deficiencies you should utilize other support sources as well as the online tutor.

The University Writing Center is an excellent source of help and will meet with you often to help you.

It is your responsibility to ensure that you devote sufficient time and effort to your research paper.

Remember: "Enough time" and effort must be devoted to any project to achieve your desired results. "A Lot of Time" is anything less than enough. Many people, even published authors, find it very helpful to have someone read their final paper and point out the errors and unclear or misleading sentences. If a proof reader does not understand your writing you have a problem.

Refer to TECHNOLOGY REQUIREMENTS AND SUPPORT in your syllabus for all university provided services including ADA and tutoring services A comment from a recent student on the use of online tutor is: "I've seen people complain that tutor.com has a character limit, I have never had this issue, I go to the site, click writing and live review, get connected to a tutor then I upload my paper and everything works."

Step 4 Research Paper Articles (RPA) (5 per article for a total of 25 points) (Required submission)

This step supports steps 1-3. You must use PDF format to submit each article utilized in your paper. Each file should be submitted separately.

Each individual file must be identified in the same format used for the first article citation in your paper. For example if your first cited file is (Adams, Jones, Smith, 2019, p. 321) the PDF will be identified as Adams, Jones, Smith, 2019.

Arrange your files alphabetically.

If you do not submit your properly identified PDFs on time as required, or the files are improperly identified, you will incur a 25 point penalty. Your paper will not be graded until all your PDFS are submitted

Step 5 Research Paper (RP) (200 points)

A Research Paper is a Required Submission for this course.
Not submitting a research paper will result in a 275 point deduction.
Submit your paper as a Word document using the APA style 6 Ed.

Research Paper – GUIDELINES

Closely read and ensure that you understand the following requirements for a successful research paper.

1. Prepare the paper utilizing APA guidelines. The Purdue Owl contains a great overview of research, writing, and APA 6th Ed style guidelines.

<https://owl.english.purdue.edu/owl/resource/558/01/>

3. A departure from APA guidelines is that this paper requires page numbers be included for paraphrasing as well as quote citations. The page numbers are used to find the source of the paraphrase so that the paraphrase can be checked for accuracy.

4. Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 40 point deduction and the paper being returned to you for correction and resubmission.

5. Use a cover page (A separate page) which will not count in paper length.

6. Place the Abstract on a separate page which does not count in paper length.

7. The Running Head must be within the one inch top margin.

8. Use a one paragraph, properly identified, Introduction and Conclusion in your paper. The Introduction and Conclusion are each limited to 10 lines.

9. The paper must be long enough to thoroughly cover the paper topic.

10. Refer to the Purdue Owl for all requirements of a research paper. The Purdue Owl covers the process from the initial research step to the writing of the paper.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

If you do not understand a requirement or suggestion please contact me or go to the Writing Center for assistance or refer to online sources.

11. All cited sources, except for landmark Court cases, must be less than 5 years old. If an article is not current, regardless of date, the information will be considered as filler, incur a 10 point penalty and the paper length will be reduced by the filler length. It's important to recognize that health care is a very dynamic field, so information changes constantly, as a result, what was accepted procedure yesterday may not be acceptable today.

Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 5 point deduction per occurrence and the paper being returned to

you for correction and resubmission. If the source does not have page numbers you must supply the page numbers for citations.

12. Acceptable references (sources) include:

Court Cases which have not been superseded, government publications, other than press releases, refereed journals, professional journals, and professional magazines published by recognized professional associations such as medical journals, State licensed law and accounting publications, and other reputable professional publications published in the United States, Canada, or Great Britain.

When utilizing acceptable current periodical publications such as professional journals ensure that you verify the information the article contains. Remember that trade journals, company publications, magazines, newspapers, politically motivated periodicals, presidential and other government press releases, and web sources are intended to provide the author's point of view which is not authoritative or verifiable and will not count in your total articles and will be counted as filler which will reduce your paper length.

All reference sources must be published in the United States, Canada, or Great Britain and must contain proper English. Elsevier is a Netherlands publishing company. Wiley also publishes foreign publications. You must research to find the publisher to ensure that the source is a valid source. Unapproved sources will result in a 10 point penalty each.

13. Quotations – any quoted material must be properly cited and noted.

Each paper will be submitted to Turnitin for review. Points will be deducted for any accidental, rare, uncited quotations. **Plagiarism will result in an "F" for the course**

Direct quotes used in your paper should be rare and very brief. They should be preceded by your own comments and followed by your own comments. Do not simply insert a quote without any explanation as it doesn't demonstrate to me that you understood the intended meaning of the author. Place lengthy quotes over 5 lines, pictures, illustrations, and tables in the appendix and then you can reference them in your paper.

14. Paragraph structure.

Every paragraph, should contain a 10 line maximum and a 5 line minimum. The paper should include an Introduction, and Conclusion. Each paragraph should include a 1 line introduction sentence at the beginning of the paragraph that identifies the subject of the paragraph. It should also contain a closing sentence that transitions the reader to the next subject and shows the relationship between the new paragraph and the current one. The paragraph must be identified by APA style citations to the source from which you obtained the information conveyed in your writing. Each paragraph will contain multiple citations.

15. The completed paper must be submitted through Canvas by the due date.

16. The PDF files of sources cited in the paper must be submitted through Canvas on the due date as separate, individual, PDF documents. The sources must be submitted as individual PDF files. NO ZIP FILES. If you submit your sources as one file, or as a word file or a zip file you will be charged a 30 point penalty and you will be required to submit the files correctly before your paper is graded. **SEE Step 4.**

17. A 10% per day late penalty for the paper will also apply if you must submit the corrected files after the paper due date.

18. Do not use books, blogs, periodicals, wiki, encyclopedias, or dictionaries as sources or for citations.

19. Do not cite the Abstract of a publication.

20. Do not use more than one article from any source document.

21. Do not use more than 3 government publications(U.S., State, or Local)

22. Do not use bullet points in writing the paper.

23. Do not use "I", "we", "you", "they", or other personal pronouns in the paper as this violates APA style guidelines.

24. Do not use "Common Knowledge". This is a research paper and not an essay. Every paraphrase must contain a citation. You obtained all of your knowledge from some source and are required to cite each source. **Personal knowledge or "common knowledge" is not acceptable in research for this course and will be treated as sources not cited for the determination of plagiarism.**

I read your attached articles, and will deduct for inaccurate paraphrasing and erroneous quotations. To prevent a loss of points be sure that you read and study your article until you understand what the author is trying to convey before using the information from the article. I know for some of you English is not your first language so if you have read and read the paper, but are still confused by parts of it you can contact me, but be sure to send me a copy of the paper and specify the exact section of the paper that is confusing you.

If you turn in a paper which is less than the required number of pages, contains less than the required number of citations, or is not properly cited, it will receive a minimum 100 point penalty and may incur a penalty of up to 250 points. If the articles are not submitted the paper will not be graded and you will receive no points for the paper.

If you do not cite an article do not use it in your references.

Along with OWL (see link on previous page) another good online source for writing a research paper can be found at - <http://writing.wisc.edu/Handbook/PlanResearchPaper.html>

Failure to include specific page numbers in all citations whether direct quotations or paraphrases will result in a 5 point deduction per occurrence and the paper being returned to you for correction and resubmission. If the source does not have page numbers you must supply the page numbers for citations.

Inadvertent Plagiarism, sources not properly cited, will result in deduction of 10 points for each occurrence. Refer to Inadvertent Plagiarism above. Personal knowledge or "common Knowledge" is not appropriate in research and will be counted as sources not cited for the determination of plagiarism.

GRADING RUBRIC

Specific point deductions are as listed on the previous page.

Research Paper Rubric

CONTENT (40% of paper grade) Criteria	"A" paper(90 – 100%)	"B" paper(80 – 89%)	"C" paper(70 – 79%)	"D" or lower paper (below 70%)
Content <i>Author produces accurate, logical, coherent, and well-structured writing and a proper conclusion for the research assignment.</i>	All ideas are presented accurately and in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. All authoritative sources are utilized correctly	Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. All authoritative sources utilized relate effectively to the research topic.	Most ideas are presented in a logical order. There is an indication of an organized research effort with properly cited authoritative data to support the research topic.	Weak research and few or no authoritative citations to support the research subject Details may be missing, disjointed, or inapplicable. Inaccurate or misleading paraphrases.
Inadvertent Plagiarism <i>(Negative Points for each occurrence) Sources not correctly cited Personal or "common knowledge" is not acceptable in research and will be treated as sources not cited for the determination of Plagiarism.</i>	All sources correctly cited. No points deducted	1-3 sources not cited.(-5 points per occurrence)	4-5 sources not cited.(-10 points per occurrence)	More than 5 sources not cited. (-100 point deduction and an F on the paper)

MECHANICS (60% of paper grade) Criteria	"A" paper(90 – 100%)	"B" paper(80 – 89%)	"C" paper(70 – 79%)	"D" or lower paper (below 70%)
<p>Format, Organization & Writing Standards</p> <p><i>Student produces logical, coherent, and well- structured writing.</i></p>	<p>All ideas are presented in a logical order. Ideas are clearly introduced and connected. Body includes sufficient level of detail, and conclusion summarizes main idea or effectively closes the presentation. Impeccable spelling, grammar, word usage, sentence structure, punctuation, and citation format. Page Numbers in all citations including quotes and paraphrases. This is an APA guideline departure.</p>	<p>Ideas are presented in an overall logical order. The writing includes introduction to, development of, and conclusion for the topic. There are no distracting shifts in presentation of ideas throughout the writing. 3-4 errors in spelling, grammar, word usage, and punctuation. Proficient use of proper APA citation format. 3 page numbers omitted in citations. This is an APA guideline departure.</p>	<p>Most ideas are presented in a logical order. There is an indication of an organizational pattern— introduction, body and conclusion— although they may not be equally effective. Level and organization of details may be weak with occasional distracting shifts in presentation of ideas. 5-6 errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. 4 page numbers omitted in Citations. This is an APA guideline departure.</p>	<p>Limited presentation in logical order. Writing occasionally fragmented with very weak considerations for presentation. Details may be missing, disjointed, or inapplicable. 7 or more errors in grammar, spelling, sentence structure, word usage, punctuation, or citations. Poor writing skills. 5 page numbers omitted in citations. This is an APA guideline departure</p>
<p>Spelling and misused words</p>	<p><i>Words are spelled correctly and used in a grammatically correct manner.</i></p>	<p>Words that are incorrectly spelled <u>or</u> used incorrectly will incur a 5 point penalty for each occurrence. As English is a tricky language I strongly urge you not to use words when you are not sure of their exact meaning.</p>		

4.3 Discussion Topics – 15% (10 points per initial responses plus 4 points for responses to 4 other students; 10 quality response points and additional bonus points(see below))

Discussion topics are intended to help your communication and writing skills which will be an integral part of your professional career. Well prepared posts will also help you and your classmates in the understanding of the course material.

Your first post is due by Tuesday each week. Waiting until the Friday deadline to finish your responses to your classmate's posts **DOES NOT ALLOW THEM TO BENEFIT FROM YOUR POSTS**. Ensure that you post your initial response by Tuesday to allow others to review your posting and comment. Posting your initial discussion topic post after Tuesday will result in a 25% penalty and will not allow you to earn extra points.

Posting all responses in one brief visit to the discussion board will result in a 50% penalty. Remember that Discussions are an ongoing process and if you do not hold up your side of the Discussion you are harming your Classmate's ability to participate.

Discussion topics will be posted eleven times during the term. You must participate in ten discussions.

Minimum participation, for a 70% credit, requires posting 1 original response, reading **all** posts by other class members, and responding to 4 class member's responses with a comment or question. Receiving more than 70% requires a quality response (see below for more information).

At least 5 quality responses are necessary to earn 100% of the points awarded for this activity. (Refer to response criteria below)

Quality Responses - To get the most learning from this course, you must actively participate in the online class experience. Participation means actively participating in the course discussions. 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. Participation accounts for 15% of your total grade. If the quality of your postings is not sufficient, the points will not be earned. A quality response:

- Contributes new and relevant information to the course discussion and online sources;
- Comments in a positive manner;
- Builds on the remarks of your fellow students;
- Poses questions of your fellow students; and sharing quotes, websites, and other supplementary information.
- Demonstrates 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

Additional credits, beyond the five quality response points noted on the previous page, will be rewarded at the discretion of the instructor. Well-researched, thoughtful, discussion with original responses (beyond the five noted previously), as well as in depth responses to other class member posts may receive addition positive credits; up to 2 additional points per response; and/or 1 additional point per in depth response to another student. So, it is possible to earn a total of 6 bonus points by posting extra, meaningful and well researched postings.

Weak initial responses and random, off topic responses to other students will also receive point deductions.

5.0 Grading Criteria Rubric and Conversion

Exam 1	(200 points)	
Exam 2	(200 points)	
Quizzes	(200 points)	A=90- 100%
Research Paper	(250 points)	B=80-89%
Discussion Topics	(150 points)	C= 70-79%
		D= 60-69%
		F= Below 60%

TOTAL (1000 points) 100%

5.1 Posting of Grades:

Quiz and Exam Grades will be posted within one week of completion of the submission due date. Discussion grades will be posted within ten working days after they are posted.

6.0 TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will be fully online utilizing Canvas for all assignments.

All written submissions will be made as Word docs.

All article submission will be in PDF format.

No zip files will be accepted

COURSE OUTLINE AND CALENDAR

7.0. Complete Course Outline

Course Schedule

Week	Date	Topic	Assignments
1	8/26	<p>Course Welcome – Introduction and Expectations</p> <p>Informal Discussion – Questions about the syllabus should be posted in the discussion area; other students may welcome to try to clarify the question</p> <p>Chapters 1-3</p>	<p>You should purchase your text before the end of the first day. Review research process as outlined in the Purdue Owl or another similar source.</p> <p>Begin Research to identify a topic for your Research Paper. READ AND UNDERSTAND THE ENTIRE SYLLABUS</p>
2	9/2	<p>Chapters 4-6 Discussion 1 Quiz 1 Chapters 1-6</p>	<p>Discussion Topic 1 Quiz 1</p> <p>Research Paper Subject, with at least 5 annotated bibliographies of authoritative sources which support your subject, due by Sunday</p>
3	9/9	<p>Chapters 7-8 Discussion 2 Quiz 2</p>	<p>Discussion Topic 2 Quiz 2</p>
4	9/16	<p>Chapters 9-10 Discussion 3 Quiz 3</p>	<p>Discussion Topic 3 Quiz 3 Research Paper Outline Due with at least 10 annotated bibliographies of authoritative sources listed under outline headings due by Sunday</p>
5	9/23	<p>Chapters 11-12 Discussion 4 Quiz 4</p>	<p>Discussion Topic 4 Quiz 4</p>
6	9/30	<p>Chapters 13-14 Discussion 5 Quiz 5</p>	<p>Discussion Topic 5 Quiz 5</p>
7	10/7	<p>Chapter 15 Exam 1 (Chapters 1-15)</p>	<p>Marked up research paper due</p>
8	10/14	<p>Chapters 16-17 Discussion 6 Quiz 6</p>	<p>Discussion Topic 6 Quiz 6</p>

Week	Date	Topic	Assignment
9	10/21	Chapters 18-19 Discussion 7 Quiz 7	Discussion Topic 7 Quiz 7
10	10/28	Chapters 20-21 Discussion 8 Quiz 8	Discussion Topic 8 Quiz 8
11	11/4	Chapters 22-23 Discussion 9 Quiz 9	Discussion Topic 9 Quiz 9 Research Paper is due before Sunday, 11:59PM Research Paper PDFs of articles in the research paper are due before Sunday, 11:59PM
12	11/11	Chapters 24-25 Discussion 10 Quiz 10	Discussion Topic 10 Quiz 10
13	11/18	Chapters 26-27 Discussion 11 Quiz 11	Discussion Topic 11 Quiz 11
14	11/25	Chapters 27-28 Thanksgiving Break	
15	12/1	Chapters 29-30 Quiz 12 (Chapters 27-30)	Quiz 12
	12/9- 12/10	Exam 2 (Chapter 16-30)	Exam 2 (Chapter 16-30)