



**Credit Hours:** 3

**Contact Hours:** This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

**Faculty Information:** Faculty contact information and office hours can be found on the faculty profile page.

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## **COURSE DESCRIPTION AND OUTCOMES**

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### **Course Description:**

This course is designed to introduce students to the core knowledge and skills needed to oversee the information technology and informatics in a healthcare environment. This includes how to identify and solve organizational problems affecting the design, implementation, and use of health information management systems and data throughout the enterprise. Students discuss the functions and interoperability of various systems including regulatory requirements, how to assure the confidentiality of patient information, and recent trends in the changing healthcare landscape.

### **Course Overview:**

Four major topic areas are covered: The major environmental forces that has shaped the national health information system landscape; the selection, evaluation, and management processes needed to implement health information systems; a review of the laws, regulations, and standards that affect health information systems; and the leadership challenges of information technology alignment, strategic planning, and governance related to health information systems management. Students will have a thorough overview of the health information technology industry and an understanding of the project management processes that result in successful health information technology implementations.

### **Course Learning Outcomes:**

1. Discuss how healthcare information management systems are used in a healthcare setting.
2. Explain the role, responsibilities, and challenges of leadership in implementing effective healthcare information systems.
3. Understand the current information technology challenges and opportunities facing healthcare now and forward in transition to a value-based healthcare delivery system.
4. Explain challenges related to patient information protection, privacy, and confidentiality and the impact of regulations on healthcare information management systems.

5. Assess how new trends in healthcare information management technology will improve healthcare patient outcomes and improve organizational performance.

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## PARTICIPATION & ATTENDANCE

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Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

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## COURSE MATERIALS

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### Required:

Wager, K. A., Lee, F. W., & Glaser, J. P. (2017). *Health care information systems: A practical approach for health care management* (4th ed.). San Francisco, CA: Jossey-Bass. ISBN: 9781119337188

**NOTE:** All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

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## COURSE SCHEDULE

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### Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

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## WEEKLY READING AND ASSIGNMENT DETAILS

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### Module 1

#### Readings

- Chapter 1 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Aiken, L. H., Sloane, D. M., Barnes, H., Cimiotti, J. P., Jarrin, O. F., & McHugh, M. D. (2018). Nurses' and patients' appraisals show patient safety in hospitals remains A concern. *Health affairs*, 37(11), 1744-1751.
- Berwick, D. M. (2002). A user's manual for the IOM's 'quality chasm' report. *Health Affairs*, 21(3), 80-90.

- Makary, M. A., & Daniel, M. (2016). Medical error-the third leading cause of death in the US. *BMJ: British Medical Journal (Online)*, 353.

### Discussion (25 points)

#### Critical Thinking: (50 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Option 1: Annotated Bibliography Patient Safety**

Create an annotated bibliography by evaluating three articles written in the last five years on patient safety and the quality of patient care. Include the **title page, an introduction, and a conclusion** that demonstrates how health information systems help healthcare organizations meet the patient safety and quality goals.

Your paper should meet the following requirements:

- Be 2-3 pages in length.
- Include at least three scholarly references, in addition to the textbook.
- Be formatted according to the CSU-Global Guide to Writing and APA.

The CSU-Global Library is a good place to find references. For more information about annotated bibliographies, visit the CSU-Global library writing resource: [Tips for Writing Annotated Bibliographies](#). Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

#### **Option 2: Annotated Bibliography Healthcare Reforms**

Create an annotated bibliography by evaluating three articles on the major healthcare concerns since the 1990s that led to healthcare reform, this can include the factors that influenced the adoption of health information technologies and information systems. Discuss the regulations that were created as a result. Include a **title page, an introduction, and a conclusion** in addition to the articles reviewed.

Your paper should meet the following requirements:

- Be 2-3 pages in length.
- Include at least three scholarly references, in addition to the textbook.
- Be formatted according to the CSU-Global Guide to Writing and APA.

The CSU-Global Library is a good place to find references. For more information about annotated bibliographies, visit the CSU-Global library writing resource: [Tips for Writing Annotated Bibliographies](#). Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

## **Module 2**

### Readings

- Chapter 2 in *Health Care Information Systems: A Practical Approach for Health Care Management*

- Kaplan, B. (2016). How should health data be used? *Cambridge Quarterly of Healthcare Ethics*, 25(2), 312-329.
- Lesley, W., & Shmerling, S. (2015). Risks and opportunities of data mining the electronic medical record. *Physician Leadership Journal*, 2(4), 40-45.
- Shenoy, A., & Appel, J. M. (2017). Safeguarding confidentiality in electronic health records. *Cambridge Quarterly of Healthcare Ethics*, 26(2), 337-341.

### **Discussion (25 points)**

#### **Critical Thinking: (100 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission. Please do not create an annotated bibliography for this or other assignments going forward.

#### **Option 1: Study: Computerized Physician Order Entry**

Read: Pontefract, S. K., Coleman, J., Vallance, H. K., Hirsch, C. A., Shah, S., Marriott, J. F., & Redwood, S. (2018). The impact of computerised physician order entry and clinical decision support on pharmacist-physician communication in the hospital setting: A qualitative study. *PLoS One*, 13(11).

Using the above case study, research a minimum of four additional articles on CPOE, including one from an international source. Evaluate the benefits and challenges in the efforts to improve healthcare, explain how data drives clinical decision-making, and how these implementations help to achieve the goal of improving patient health outcomes. Discuss if other countries experience the same challenges that we have.

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 4 references, in addition the CPOE article and/or the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

#### **Option 2: Study: Public Health Information Systems**

Read: Gotham, I. J., Le, L. H., Sottolano, D. L., & Schmit, K. J. (2015). An informatics framework for public health information systems: A case study on how an informatics structure for integrated information systems provides benefit in supporting a statewide response to a public health emergency. *Information Systems and eBusiness Management*, 13(4), 713-749.

Using the above case study as your foundation of information on the Public Health Information Systems, attend a community meeting or go to the public health department to gather information on their emergency response plan. What data have they collected that guides their responses to protect the well-being of the population? Are their efforts only local or are they state-wide? Evaluate the benefits

and challenges of the efforts they are making to maintain or improve population health, explain how data drives public health decision-making and how these efforts improve patient health outcomes. Find one international article to discover how another country plan for their responses to emergency situations to protect their populations. Discuss if that country experiences the same challenges that we have. Experiential learning and internationalization in this module.

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 4 references, in addition the Information Systems article and/or the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

## Module 3

### Readings

- Chapters 3 & 4 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Christopoulou, S. C., Kotsilieris, T., & Anagnostopoulos, I. (2018). Assessment of health information technology interventions in evidence-based medicine: A systematic review by adopting a methodological evaluation framework. *Healthcare, 6*(3).
- De Georgia, M. A., Kaffashi, F., Jacono, F. J., & Loparo, K. A. (2015). Information technology in critical care: Review of monitoring and data acquisition systems for patient care and research. *The Scientific World Journal*.

### Discussion (25 points)

#### Critical Thinking: (100 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Option 1: Health Information Exchange (HIE) Presentation**

Explore the functionality of the health information exchange (HIE). Both regional and local exchanges can provide benefits to both patients and healthcare providers. Evaluate the benefits and level of adoption of these information exchanges. Relate these benefits to population health management. Evaluate the value and usefulness of information exchanges. Analyze and suggest how patient continuity of care can be improved by access to an HIE.

**Create a video presentation using Screencast-o-matic, Zoom, or the application of your choice.** The video should meet the following structural requirements:

- **Be 4-5 minutes in length.**
- Use slides/visuals formatted according to the CSU-Global Guide to Writing and APA.

- Be 7-8 slides in length, not including the cover or reference slides.
- Provide support for your statements with in-text citations from a minimum of four **(4) scholarly articles. Two (2) of these sources may be from the class readings, textbook, or lectures, but two (2) must be external.** The CSU-Global Library is a good place to find these references.
- **Presentation notes are required for each slide** and should be put in the notes section to support the slide content. These can be part of the presentation or delivered as a separate document. If you opt for the former, be aware that the presentation **cannot be submitted in PDF format**, which does not make notes visible to the instructor.
- Provide support for your statements with APA citations and a References slide.
- Utilize the following headings to organize the content in your work:
  - Title Slide,
  - Introduction,
  - HIE Capabilities,
  - Information Standards,
  - Interoperability Challenges,
  - Participation Barriers,
  - Recommendations,
  - Conclusion, and
  - References.
- Upload your video presentation by sharing you link from Zoom or uploading to YouTube or a similar video repository and submit the link to the video to your instructor.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

### **Option 2: EHR Adoption Challenges Presentation**

Research the key issues and challenges healthcare organizations face when adopting Electronic Health Records and focus on the challenges related to interoperability, usability, and health IT safety. What are the drivers, policy, and technical components that achieve the desired outcome?

**Create a video presentation using Screencast-o-matic, Zoom, or the application of your choice.** The video should meet the following structural requirements:

- **Be 4-5 minutes in length.**
- Use slides/visuals formatted according to the CSU-Global Guide to Writing and APA.
- Be 7-8 slides in length, not including the cover or reference slides.
- Provide support for your statements with in-text citations from a minimum of four **(4) scholarly articles. Two (2) of these sources may be from the class readings, textbook, or lectures, but two (2) must be external.** The CSU-Global Library is a good place to find these references.
- **Presentation notes are required for each slide** and should be put in the notes section to support the slide content. These can be part of the presentation or delivered as a separate document. If you opt for the former, be aware that the presentation **cannot be submitted in PDF format**, which does not make notes visible to the instructor.
- Provide support for your statements with APA citations and a References slide.
- Utilize the following headings to organize the content in your work:
  - Title Slide,
  - Introduction,
  - EHR Capabilities,
  - Meaningful Use and MACRA,

- Legacy Systems,
- Adoption Barriers,
- Recommendations,
- Conclusion, and
- References.
- Upload your video presentation by sharing you link from Zoom or uploading to YouTube or a similar video repository and submit the link to the video to your instructor.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

### **Portfolio Milestone (15 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Portfolio Project Milestone Option #1**

Provide ten potential questions to ask your hospital executive and a reference list of six articles to support your discussion statements after the interview. Be sure to include questions about HIT challenges, EHR adoption, patient safety, information security, and the challenges and barriers faced in healthcare organizations.

#### **Portfolio Project Milestone Option #2**

Provide an outline that includes at least 6 articles, in addition to your text, that will support your research on the competitive value of information technology. Indicate the resource you will use at each bullet point of your outline by including it as a citation- see example below:

Submit a preliminary outline of your paper, including the following:

- Preliminary notes, ideas, and/or possible sources for the required elements:
  - Required textbook for this course;
  - IT innovations;
  - Organizational processes;
  - Mission, vision, and strategic goals;
  - Data challenges;
  - Technology as a tool; and
  - Technology that provides value.

## **Module 4**

### **Readings**

- Chapters 5 & 6 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Jones and Bartlett, Navigate 2 simulation of Healthcare Delivery #1 New System.
- Lyytinen, K., & Grover, V. (2017). Management misinformation systems: A time to revisit? *Journal of the Association for Information Systems*, 18(3), 206-230.

### **Discussion (25 points)**

### **Critical Thinking: (100 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Option 1: Electronic Health Records (EHR) Case Study (pp. 482-487).**

Describe how you would approach the implementation of an Electronic Health Record (EHR), create a list of tasks that need to be done (project milestones) to achieve this implementation. Who are the subject matter experts that need to be included in this decision-making process?

Develop a high-level implementation plan that includes the project milestones (key tasks) that will need to be accomplished. Discuss how long you project this project will take by preparing a timeline for your tasks. Include a discussion of the role of the vendor in accomplishing this implementation.

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 3-5 references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

#### **Option 2: CPOE Implementation Case Study (pp. 492-494).**

Describe how you would approach the implementation of a Computer Physician Order Entry (CPOE), create a list of tasks that need to be done (project milestones) to achieve this implementation. Who are the subject matter experts that need to be included in this decision-making process? Develop a high-level implementation plan that includes the project milestones (key tasks) that will need to be accomplished. Discuss how long you project this project will take by preparing a timeline for your tasks. Include a discussion of the role of the vendor in accomplishing this implementation.

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 3-5 references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

## **Module 5**

### **Readings**



- Chapters 7 & 8 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Lucero, R. J. (2017). Improving health promotion and delivery systems through information technology. *Nursing Economics*, 35(3), 145-146.
- Wu, Z., Zhang, X., Chen, Y., & Zhang, Y. (2016). Technological ecosystems in health informatics: A brief review article. *Iranian Journal of Public Health*, 45(9), 1146-1148.

### **Discussion (25 points)**

#### **Portfolio Milestone (15 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Portfolio Project Milestone Option #1**

Your final portfolio project is due in Week 8. For Option #1, please submit a short, detailed description of the person to be interviewed and include the following:

- Name of person,
- Name of institution,
- Title and responsibilities,
- Why you chose this person,
- Specific time and date for the interview, and
- Interview method (telephone, face-to-face, Skype, etc.).

This submission is worth 15 points toward your final project.

#### **Portfolio Project Milestone Option #2**

Your final portfolio project is due in Week 8. For Option #2, use your earlier outline to expand the bullet points for your topics and references. Create a short draft of your paper by writing a couple of sentences for each bullet point with in-text citations.

This submission is worth 15 points toward your final project.

## **Module 6**

### **Readings**

- Chapter 9 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Anthony, D. L., & Stablein, T. (2016). Privacy in practice: Professional discourse about information control in health care. *Journal of Health Organization and Management*, 30(2), 207-226.
- Koontz, L. (2015). Health information privacy in a changing landscape. *Generations*, 39(1), 97-104.

### **Discussion (25 points)**

#### **Critical Thinking: (100 points)**

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

### **Option 1: HIPAA Administrative, Physical, and Technical Safeguards**

Describe the administrative, physical, and technical safeguards recommended by CMS. Discuss the administrative safeguards that include standards; security risk analysis; user controls (passwords, encryption, access based on job duties); policies; information access; the training program; and security incident procedures. Discuss physical safeguards that include controls on access, workstation security and use, and device and media controls. Discuss technical safeguards that control access, integrity, user authentication, and auditing.

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 3-5 references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

### **Option 2: Legislation Designed to Protect Health Information**

Research the Health Insurance Portability and Accountability Act (HIPAA), American Recovery and Reinvestment Act (ARRA), and Health Information Technology for Economic and Clinical Health (HITECH) Act legislations. Discuss how each of these acts influenced the changes that we have seen in healthcare. What healthcare goals have been achieved and what future legislation do you see as needed to help control costs and improve the security of health information?

Your paper should meet the following requirements:

- Be 4-6 pages in length, not including the title and reference pages.
- Include 3-5 references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

## **Module 7**

### **Readings**

- Chapters 10 & 11 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Gavil, A. I., & Koslov, T. I. (2016). A flexible health care workforce requires a flexible regulatory environment: Promoting health care competition through regulatory reform. *Washington Law Review*, 91(1), 147-197.

- HealthIT.gov. (2014). *Change management primer*. Retrieved from [https://www.healthit.gov/sites/default/files/resources/changemanagementprimer\\_feb2014.pdf](https://www.healthit.gov/sites/default/files/resources/changemanagementprimer_feb2014.pdf)
- Wickersham, M. E., & Basey, S. (2016). Is accreditation sufficient? A case study and argument for transparency when government regulatory authority is delegated. *Journal of Health and Human Services Administration, 39*(2), 245-282.

### Discussion (25 points)

## Module 8

### Readings

- Chapters 12 & 13 in *Health Care Information Systems: A Practical Approach for Health Care Management*
- Agate, S. (2017). Unlocking the power of telehealth: Increasing access and services in underserved, urban areas. *Harvard Journal of Hispanic Policy, 29*, 85-96.
- Sparks, R., Celler, B., Okugami, C., Jayasena, R., & Varnfield, M. (2016). Telehealth monitoring of patients in the community. *Journal of Intelligent Systems, 25*(1), 37-53.

### Discussion (25 points)

### Portfolio Project (320 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

#### **Portfolio Project Option 1: Healthcare Interview (experiential)**

Visit an IT department in a healthcare facility in your community and interview the CIO or Information Technology/Information Systems department director. Examine the IT department's organizational structure. What functions or services does the IT department provide? How centralized are IT services within the organization? Does the organization employ a CMIO, CISO, or CTO? If so, what are each person's job qualifications and responsibilities? Find out the individual's roles, responsibilities, qualifications, background, experience, and challenges. Ask questions about HIT challenges, EHR adoption, patient safety, information security, and the challenges and barriers faced in healthcare organizations.

Due to the time-sensitive nature of this project, by Week 3, you must submit your interview questions. And, by Week 5, you must have confirmed your interviewee and submitted the information to your instructor. (See the milestones in the respective weeks for more information). A minimum of six articles are needed to support your discussion statements after the interview.

***Most critically, you must be prepared for the possibility that your contact will be unable to commit to an interview even after confirming. In this case, it is recommended to select a new interviewee.***

Your paper should meet the following requirements:

- Be 8-11 pages in length, not including the title and reference pages.
- Include 6 or more references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.

- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

### **Portfolio Project Option 2: Competitive Value of Healthcare IT**

Evaluate the sources of the competitive advantage and improvements in organizational performance. Discuss how these improvements help to leverage organizational processes and new business models. Describe the leveraging of IT innovations to improve organizational processes to help the organization meet its mission, vision, and strategic goals. Discuss the critical issues around data, new business models, and technology as a tool. Present your findings on how technology provides value and gives the organization an advantage.

Your paper should meet the following requirements:

- Be 8-11 pages in length, not including the title and reference pages.
- Include 6 or more references, in addition to the textbook. Remember, you must support your thinking/opinions and prior knowledge with references; all facts must be supported; and in-text references used throughout the assignment must be included in an APA-formatted reference list.
- Be formatted according to the CSU-Global Guide to Writing and APA.

Review the grading rubric, which can be accessed from the module folder, for more details. Be sure to reach out to your instructor if you have questions about the assignment.

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## COURSE POLICIES

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Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

### Course Grading

20% Discussion Participation  
45% Critical Thinking Assignments  
35% Final Portfolio Project

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## IN-CLASSROOM POLICIES

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For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

### **Academic Integrity**

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

### **Citing Sources with APA Style**

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

### **Disability Services Statement**

CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email [ada@CSUGlobal.edu](mailto:ada@CSUGlobal.edu) for additional information to coordinate reasonable accommodations for students with documented disabilities.

### **Netiquette**

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.