Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Total Points</th>
<th>Letter Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>C</td>
<td>77-80</td>
</tr>
<tr>
<td>A-</td>
<td>91-92</td>
<td>C-</td>
<td>75-76</td>
</tr>
<tr>
<td>B+</td>
<td>89-90</td>
<td>D+</td>
<td>73-74</td>
</tr>
<tr>
<td>B</td>
<td>85-88</td>
<td>D</td>
<td>69-72</td>
</tr>
<tr>
<td>B-</td>
<td>83-84</td>
<td>D-</td>
<td>67-68</td>
</tr>
<tr>
<td>C+</td>
<td>81-82</td>
<td>F</td>
<td>0-66</td>
</tr>
</tbody>
</table>

Please note: A minimum of a “C” (77 points) is required to receive a passing grade

Statement of Belief Regarding Teaching and Learning
Courses will be interactive for motivated students to demonstrate knowledge gained through readings, to prepare them for placement in the health care workforce. Contact will be maintained through the use of email, assignment submission through Blackboard, group conference calls, phone calls, and in person appointments. The instructor is responsible for creating a learning environment and the student is responsible for completing reading assignments, informing the professor of challenges with concepts, the text, and the overall learning environment—this is a collaborative environment with shared responsibility.

Academic Misconduct
Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook. Students who plagiarize or cheat can be charged with academic misconduct. Penalties for academic misconduct can include up to dismissal from the University.
Misconduct includes:

Cheating: The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not.

Plagiarism: The use and appropriation of another's work without any indication of the source and the representation of such work as the student's own. Any student, who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism.

As a student taking a course in the Health Services Administration Program:

- I will not represent someone else’s work as my own.
- I will not cheat, nor will I aid in another’s cheating.
- I will be honest in my academic endeavors.
- I understand that if I am found responsible for academic misconduct, I will be subject to the academic misconduct procedures and sanctions as outlined in the Student Handbook.
- I promise to adhere to FIU’s Student Code of Academic Integrity.

Failure to adhere to the guidelines stated above may result in one of the following:

- **Expulsion**: Permanent separation of the student from the University, preventing readmission to the institution. This sanction shall be recorded on the student's transcript.
- **Suspension**: Temporary separation of the student from the University for a specific period of time.

**Consequences of Academic Misconduct**: Evidence of misconduct the first time results in a zero (0) for the assignment and a referral to the Office of Student Conduct and Conflict Resolution. Evidence of misconduct the second time results in a Failure (F) for the course and a referral to the Office of Student Conduct and Conflict Resolution. Evidence of misconduct the third time results in dismissal from the program and a referral to the Office of Student Conduct and Conflict Resolution.

**Academic Integrity**
To view our Code of Academic Integrity, please visit:

http://academic.fiu.edu/AcademicBudget/misconductweb/Code_of_Academic_Integrity.pdf

**Use of Internet Sources**: With the ability to cut and paste from the Internet, it has become easier to derive information by this method without citing the source. While much of what is found on the Internet does not seem to have an author or publication date, it is still considered plagiarism if one does not give credit. It may also mean that the information has little intellectual value since it is an unsigned source. *The Publication Manual of the American Psychological Association* (2010) has established very clear guidelines for the format of Internet citations (pp. 187-192). Please be advised that Turnitin.com, an Internet-based service for screening student papers for verbatim text and identifying the sources, may at the discretion of the instructor.
Students with Disabilities
If you have a disability and need assistance, please contact the Disability Resource Center (University Park: GC190; 305-348-3532) (North Campus: WUC149, 305-919-5345). Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

Sexual Harassment
For information on sexual harassment, please visit: http://regulations.fiu.edu/regulation

Policy on Changes to Course Syllabus
The course syllabus is a mutual agreement between the instructor and the student. In most cases, the instructor will propose changes to be approved by a majority vote. However, the instructor retains the right to make changes to the syllabus and to notify students without holding a voting session.

Policy on Mobile Phones and Other Electronic Devices:
Repeated ringing of mobile phones and other electronic devices is disruptive during lecture or discussion and is disturbing to peers and the professor. Please set all electronic devices to either flash, vibrate or silent.

Religious Holy Days
The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class.

- Each student shall notify his/her instructor (via blackboard email) at the beginning (first week) of the semester about observant a religious holy day of his/her faith.
- The student will be held responsible for the material covered in his/her absence.
- No major test, major class event, or major University activity are scheduled on a major religious holy day.
- Professors and University administrators shall not arbitrarily penalize students who are absent from academic or social activities because of religious observance.

Attendance Policy and Class Participation
Students are expected to attend all classes and are held responsible for content presented. Respect for diverse viewpoints is of utmost importance. Students are also expected to go to class prepared to participate. It is the student’s responsibility to obtain any information presented during a particular class. PowerPoint presentations may or may not be posted in Blackboard. Students are expected to read the material and make an outline before attending each of their classes. Faculty may present new materials during class that may be included in texts, in which case class lecture notes will supersede textbooks. Bringing laptops to class is permissible. However, if there is any indication that the laptop is being used for work that is not related to the course, the students may be requested by faculty to step out.
**Online Courses:** Most (if not all) coursework for online courses will be conducted online. Expectations for performance in online courses are the same as for traditional courses. In fact, online courses require a degree of self-motivation, self-discipline, and technological skills which can make these courses more demanding for some students.

**Policy on Examinations:** Students are expected to arrive on time for all classes, including those class periods with examinations. Quizzes and Exams may be taken online or in a live setting; it is at the discretion of the instructor whether or not make-ups are allowed. If taking an exam face to face, students must refrain from suspicious behaviors such as talking, looking around the room, tapping on their desk, etc. It is the responsibility of the student not only to abstain from cheating, but, in addition, to guard against making it possible for others to see their answers. Any student who helps another student obtain answers to the exams or quiz is as guilty of cheating as the student he/she assists. Faculty reserves the right to take the exam/quiz of any offender and give that person a 0 (zero) for the exam. If such behavior is observed, the responsible parties will be reported for Academic Misconduct.

**Policy on Late Submission of Assignments & Questions on Scores**
Due dates are established for reasons of equity. It is not fair to peers who complete assignments on time if other classmates have extra time to work on their assignments. It is also not fair to the professor who must grade assignments in a timely fashion. Therefore, plan on completing and submitting all assignments, exams and/or quizzes by the assigned due date. **NO Late assignments, exams, discussions, etc. are accepted - no exceptions.** Once grades are posted for assignments, students are expected to Blackboard email faculty with any issues regarding the graded assignments or scores earned within 7 days.

**Please note:** for fully online, web-assisted, or hybrid courses, If students “save” rather than “submit” assignments online, a score of zero will result as faculty are unable to view or grade “saved” assignments. Therefore, **students should be sure to select “submit” after uploading/completing assignments.**

*All students will have one week or more (depending on the course) to complete and submit their assignments, discussions, and/or exams. Therefore, NO MAKE-UPS and/or late submissions are accepted. It does not matter if the student has a legitimate reason and/or documentation. All assignments, discussions, and exams are due by the specified due dates or a “0” numeric grade will be calculated in the gradebook – no exceptions.*

**Policy on Email Correspondence**
Students shall exclusively use Blackboard email to communicate with faculty for all course correspondences. Only in the case of an emergency shall students contact faculty via the FIU (faculty email) account. Failure to do so may result in missed or unrecognizable correspondences. Students should be sure to state their full names, group numbers, if applicable, and class numbers when sending emails.
Please note: (1) students shall not reply to announcements on Blackboard – rather students shall send a separate and new email via Blackboard and (2) students shall not email faculty from Blackboard email to faculty’s FIU email address in case of an emergency – rather students shall send emails from their FIU email addresses to faculty’s FIU email accounts.

Faculty do not review or respond to student Blackboard emails on the weekends or Holidays. Students shall not email faculty after 5:00 p.m. E.S.T. on Fridays, during the weekend, or on Holidays. Faculty will make every effort to reply to student blackboard emails Monday-Friday within 48 hours of receipt.

Fzero Grade
Beginning fall, 2004, the Faculty Senate approved the addition of a course grade of F0 (Fzero). An F0 will be given to students who both earn a failing grade based on course standards and who fail to complete at least 60% of the course requirements or fail to attend at least 60% of class sessions. An F0 equals zero grade points per credit hour and is a permanent grade.

Incomplete Grades
An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student’s own negligence. An incomplete must be made up as quickly as possible; however, no later than two semesters, as it automatically defaults to an “F” grade in the course. See the FIU Undergraduate Catalog for additional policies/procedures related to an incomplete grade. **An Incomplete approved by the faculty member must include a contract developed and signed by both faculty member and student.**

It is the student's responsibility to ensure that the faculty member has received the missing materials in a timely fashion according to the signed contract for a grade change to be implemented.

FIU Library Support
The FIU library provides a number of services to distance learning students. For example:

• Students can request a chat session in Blackboard for an explanation on how to access library resources.

• Students can request detailed instructions on how to access library resources.

• One-on-One assistance from the Distance Learning Librarian

Don't struggle through your library search alone! Help is available. For further information, contact Alia Spencer at alia.spencer@fiu.edu or call 305-348-2415.
Alternately, you can contact Sarah Hammill, Distance Learning Librarian, via email at hammills@fiu.edu or call 305-919-5604. You can also visit the FIU Library at: http://library.fiu.edu.