1. **COURSE TITLE: \*** Medical Law and Ethics
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION: \*** MAST 2205
3. **PREREQUISTITE(S): \*** NONE

**CO-REQUISITE(S): \*** NONE

1. **COURSE TIME/LOCATION/MODALITY:** (See Course Syllabus – Individual Instructor Specific)

|  |  |
| --- | --- |
| Course Time: | Course Location: |

# **CREDIT HOURS\*:** 2 **LECTURE HOURS\*:**  2

**LABORATORY HOURS\*:**  0 **OBSERVATION HOURS\*:**  0

1. **FACULTY CONTACT INFORMATION:** (See Course Syllabus – Individual Instructor Specific)

|  |  |
| --- | --- |
| Instructor: | Phone: |
| Email: | Term: |
| Office Hours: | Days/Time: |
| Office Room/Campus: | Class Room/Campus: |
| Course Webpage/Login: |

# **COURSE DESCRIPTION: \***

This course is an introduction to the legal and ethical challenges faced in the practice of health care. Topics include requirements for licensure, certification, and registration of medical professionals. Discussion and class exercises relate to the correlation of medical office employees to the public, civil and criminal acts, negligence, contracts, bioethics, litigation in the medical workplace, HIPPA, use of consent forms, patient rights and confidentiality, the medical record and related topics in the news.

# **LEARNING OUTCOMES: \***

* + To achieve proficient entry-level medical professional language skills for safe and effective performance of patient care, with the understanding of their application to real life and/or on-the-job situations.

Health Science students will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate cognitive knowledge in performance of psychomotor and affective domains in their practice as medical professionals and in effective communication, both orally and written.

**Upon successful completion of this course, the student will be able to:**

* + Explain the importance of ethics, law, and bioethics in the practice of medicine.
	+ Describe the characteristics that are important in a professional ambulatory health care employee.
	+ Identify physicians’ responsibilities to employees in medical practice management.
	+ Explain in a brief paragraph why knowledge of the law is necessary for ambulatory health care employees.
	+ Define the following terms:

(a) constitutional law, (b) common law, (c) statutory law, (d) administrative law, (e) plaintiff, (f) defendant, (g) felony, (h) misdemeanor.

* + Describe office procedures for administering and dispensing controlled substances.
	+ List the five schedules of controlled substances and give an example of each.
	+ Discuss confidentiality as related to the standard of care.
	+ List three elements necessary for a contract to be valid.
	+ Compare and contrast intentional and unintentional torts.
	+ Identify the terms negligence and malpractice.
	+ Identify the four D’s of negligence for physicians.
	+ Define and discuss res ipsa loquitur and respondent superior.
	+ Describe the process necessary for reporting communicable and notifiable diseases
	+ Discuss elder and child abuse laws
	+ Identify four types of professionals who are required to report suspected child abuse.
	+ Define the Good Samaritan Law.
	+ Give an example of verbal consent, nonverbal consent, and written consent.
	+ Compare informed and uninformed consent.
	+ Identity the following special situations in consent: minors, spouses, language barriers and when consent is not necessary.
	+ Discuss the role of the ambulatory health care employee in obtaining consent.
	+ Define the terms confidentiality and right to privacy as they relate to medical records.
	+ Identify two circumstances in which a release of information is unnecessary.
	+ Tell who owns medical records.
	+ Review the legal and ethical implications of sterilization.
	+ Define the terms abortion and miscarriage.
	+ Describe the process of fetal development.
	+ List five theories of when life begins.
	+ Analyze three major ethical issues on abortion.
	+ Describe the use of fetal tissue in research and transplantation.
	+ List at least eight generalizations about suffering and dying.
	+ Compare short- and long-term suffering.
	+ Describe the importance of medications for dying clients.
	+ Discuss the stages of dying as defined by Kubler-Ross.
	+ Describe the services of hospices for dying clients.
	+ Differentiate between active euthanasia and physician-assisted suicide.
	+ Discuss the Uniform Anatomical Gift Act.
	+ Explain the role of physicians and ambulatory health care employees in dying and death.

# **8A. COURSE LEARNING OBJECTIVES:**

This course follows the minimum standards of quality used in awarding accreditation to programs that prepare individuals to enter the medical assisting profession.

 CAAHEP/MAERB 2022 Entry Level Medical Assistant core curriculum:

* Cognitive Objectives: Example: *II.C.1. Define the basic units of measurement: a. the metric system, b. the household system.* (“C” represents Cognitive).
* Psychomotor Competencies: Example: *II.P.2.* *Record laboratory test results into the patient’s record.* (“P” represents Psychomotor).
* Affective Competencies: Example: *A.2. Reassure patients.* (“A” represents Affective).

# **FOUNDATIONS FOR CLINICAL PRACTICE**

|  |
| --- |
| **CONTENT AREA X: Medical Law and Ethics** |
| **Cognitive (Knowledge)****X.C. Legal Implications** |
| X.C.1 | 1. Identify scope of practice and standards of care for medical assistants |
| X.C.2 | 2. Identify the provider role in terms of standard of care |
| X.C.3 | 3. Identify components of the Health Insurance Portability & Accountability Act (HIPAA) |
| X.C.5 | 5. Identify licensure and certification as they apply to healthcare providers |
| X.C.6 | 6. Identify criminal and civil law as they apply to the practicing medical assistant |
| X.C.7 | 7. Define: |
| X.C.7.a | a. negligence |
| X.C.7.b | b. malpractice |
| X.C.7.c | c. statute of limitations |
| X.C.7.d | d. Good Samaritan Act(s) |
| X.C.7.e | e. Uniform Anatomical Gift Act |
| X.C.7.f | f. living will/advanced directives |
| X.C.7.g | g. medical durable power of attorney |
| X.C.7.h | h. Patient Self Determination Act (PSDA) |
| X.C.7.i | i. risk management |
| X.C.8 | 8. Identify the purpose of medical malpractice insurance |
| X.C.9 | 9. Identify legal and illegal applicant interview questions |
| X.C.10 | 10. Identify: |
| X.C.10.a | a. Health Information Technology for Economic and Clinical Health (HITECH) Act |
| X.C.10.b | b. Genetic Information Nondiscrimination Act of 2008 (GINA) |
| X.C.10.c | c. Americans with Disabilities Act Amendments Act (ADAAA) |
| X.C.11 | 11. Identify the process in compliance reporting: |
| X.C.11.a | a. unsafe activities |
| X.C.11.b | b. errors in patient care |
| X.C.11.c | c. conflicts of interest |
| X.C.11.d | d. incident reports |
| X.C.12 | 12. Identify compliance with public health statutes: |
| X.C.12.a | a. communicable diseases |
| X.C.12.b | b. abuse, neglect, and exploitation |
| X.C.12.c | c. wounds of violence |
| X.C.13 | 13. Define the following medical legal terms: |
| X.C.13.a | a. informed consent |
| X.C.13.b | b. implied consent |
| X.C.13.c | c. expressed consent |
| X.C.13.d | d. patient incompetence |
| X.C.13.e | e. emancipated minor |
| X.C.13.f | f. mature minor |
| X.C.13.g | g. subpoena duces tecum |
| X.C.13.h | h. respondent superior |
| X.C.13.i | i. res ipsa loquitor |
| X.C.13.j | j. locum tenens |
| X.C.13.k | k. defendant-plaintiff |
| X.C.13.l | l. deposition |
| X.C.13.m | m. arbitration-mediation |
| **CONTENT AREA XI: Ethical Considerations** |
| **Cognitive (Knowledge)****XI.C. Ethical Considerations** |
| XI.C.1 | 1. Define: |
| XI.C.1.a | a. ethics |
| XI.C.1.b | b. morals |
| XI.C.2 | 2. Identify personal and professional ethics |
| XI.C.3 | 3. Identify potential effects of personal morals on professional performance |
| **Affective (Behavior)** |
| A.6 | 6. Recognize personal boundaries |

**9. ADOPTED** **TEXT(S): \***

*Medical Law, Ethics, and Bioethics for the Health Professions, 8th Edition* (or most recent edition)

By: Marcia A. Lewis, Carol D. Tamparo and Brenda M. Tatro

F.A. Davis Company, 2022 [www.fadavis.com](http://www.fadavis.com/)

**ISBN:** 978-1-7196-4093-0 – Printed Paperback Textbook

Explore your favorite internet search engine or the publisher website for additional textbook options.

**10. OTHER REQUIRED MATERIALS:**

**For Online/Hybrid Supplemental Course & Resource Materials students will need**:

* My Canvas LMS - will be utilized as a classroom supplement (per instructor).
* Daily access to personal desktop PC, laptop or tablet (see Southern State Community College (SSCC) website minimum computer requirement recommendations); iOS/Android (cell phone) will not meet all requirements/recommendations)
* A working printer
* High speed internet access for access to course supplemental materials (not all required software/online resources are compatible with iOS/Android)
* A medical dictionary
* Other as determined by instructor to meet course objectives (refer to instructor syllabus)

Review and consider immediate enrollment in the free online offering of **CRDW 1100 Student Canvas Orientation**, for best success using your LMS.

**11. GRADING SCALE: \*\*\***

To satisfactorily progress in Health Science Programs, the student must achieve a grade of ‘C’ or above according to the following system:

A (4.0) = 90% - 100%

B (3.0) = 80% - 89%

C (2.0) = 70% - 79% \*

D (1.0) = 60% - 69%

F = 0 – 59%

*\*A minimum final grade of ‘C’ is required to apply toward Medical Assistant Technology (MAST) and/or Allied Health Technology (ALTH) program completion.*

**12. GRADING PROCEDURES OR ASSESSMENTS:**

This course maintains a no extension, no make-up policy for all course content (i.e., no make-up tests will be given). If you do not complete the course requirements as outlined, exceptions will not be made. The medical professional charged with care of others must remain diligent to meet career responsibilities and deadlines daily.

Students must earn a passing *average exam score* of 75% to progress in health science programs. A minimum final grade of ‘C’ is required for this course to apply toward MAST/ALTH program completion (refer to **11. GRADING SCALE,** see above, and Sample Final Grade Percentage Calculation below).

Knowledge of content is evaluated through performance of outlined core curriculum objectives by written examination (may be comprehensive), competency-based examination, performance of assignments, work projects, etcetera, to meet core curriculum objectives, per instructor (refer to table below).

Evaluation may include, but is not limited to:

* + Textbook Reading: Students are to come to class prepared for lecture. Read all assigned chapters before coming to class.
	+ Examination: All exams may be comprehensive; quizzes are not. Quizzes may be utilized at the discretion of the instructor. Students must earn a passing *average score* of 75% on examinations. Failure to obtain the required 75% *average* may result in failure to progress in health science programs (refer to **11. GRADING SCALE**, and Sample Final Grade Percentage Calculation below).
	+ Written Communication: Accurate spelling is required and will be graded. Spelling exams/quizzes may be administered at the discretion of the instructor. Points will be deducted on all course related work, exams, correspondence, assignments, quizzes, etcetera (including text and email), for incorrect spelling, punctuation and/or grammar.
	+ Participation: Evaluated by contribution(s) to class discussion; come prepared.
	+ Exercises/Assignments: Reinforce course content, cognitive objectives, and critical thinking skills. As assigned by the course instructor (refer to instructor syllabus/rubric).
	+ Work Projects:
		- Report(s)/Presentation(s) will be completed as assigned. Assignment and topic will be determined by the instructor (refer to instructor syllabus/rubric).
* Professionalism: Professionalism is required in both behavior and attire:
	+ Classroom attire – professional casual (refer to program handbook)

**Sample Coursework, Sample Final Grade Percentage Calculation** (passing score required as above; assignments may be added/graded to meet core objectives):

|  |  |  |
| --- | --- | --- |
| **CATEGORY** | **TOTAL POINTS** | **% OF FINAL GRADE****Passing Score required as above** |
| Chapter Exams (8 x 100) | 800 points | 30% |
| Coursework/Professionalism (2 x 100) | 200 points | 20% |
| Project/Presentation (2 x 100) | 200 points | 20% |
| Midterm/Final Exam (2 x 100) | 200 points | 30% |
| TOTAL | 1400 POINTS | 100% |

# **13. COURSE METHODOLOGY:**

This course may include a variety of learning experiences which may include, but is not limited to: lecture, class discussion and/or online discussion board, journaling, audio-visual materials, critical thinking exercises, chapter and workbook assignments, computer assisted learning, publisher supplemental materials, student projects/ presentations, group exercises/projects, research paper, skill demonstration, lab skills and peer practice, practical scenarios, human patient simulation, competency based examination (CBE), cognitive examinations (exams), and other as assigned by the instructor, may be utilized as appropriate to meet the course objectives.

|  |  |  |
| --- | --- | --- |
| **CAMPUS COURSE** | **CAMPUS HYBRID** | **ONLINE/ INDEPENDENT STUDY** |
| Attend/participate in course as scheduled | NA | Attend/participate in online course activities as scheduled |
| For each course credit hour (approximately 50 minutes) plan on approximately 2 hours outside class study/work | NA | For each course credit hour (approximately 50 minutes) plan on approximately 2 hours outside class study/work |
| Classroom delivery/supplemental resources | NA | Online delivery/supplemental resources |
| Complete all assignments and examinations within the due dates | NA | Complete all assignments and examinations within the due dates |
| Complete assigned discussion activities | NA | Complete assigned Discussion Board activities |
| Complete assigned reports and/or presentations | NA | Complete assigned reports and/or presentations |

Students are expected to apply information and knowledge gained in this course to other health science courses, including practicum assignments.

# **COURSE OUTLINE:**

Textbook Outline:

Diseases of the Human Body:

Chapter 1 Medical Law. Ethics, and Bioethics

Chapter 2 Medical Practice Management

Chapter 3 The Health-Care Team in Ambulatory Health Care

Chapter 4 State and Federal Regulations

Chapter 5 Professional Liability

Chapter 6 Law for Health Professionals

Chapter 7 Public Duties

Chapter 8 Consent

Chapter 9 Medical Records

Chapter 10 Reimbursement and Collection Practices

Chapter 11 Employment Practices

Chapter 12 A Cultural Perspective for Ambulatory Health Care

Chapter 13 Allocation of Scarce Medical Resources

Chapter 14 Genetic Engineering

Chapter 15 Reproductive Issues

Chapter 16 End of Life Issues

# **SAMPLE COURSE SCHEDULE \***

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **TOPIC /CONTENT** | **EVALUATION** | **LEARNING OBJECTIVE** |
| 1 | * **TOPIC:** Syllabus/Class Rules/Projects, Publisher Online Resources, Video Vignettes, Case Studies, Review Questions
* **TOPIC:** Medical Law. Ethics, and Bioethics – Assigned Vignettes, Case Studies, Review Questions
 | * Cognitive Objectives: Exam Questions
 | XI.C.1.a, XI.C.1.b,XI.C.2, XI.C.3, X.C.8 |
| * **TOPIC:** Medical Practice Management (2) –

Assigned Vignettes, Case Studies, Review Questions |
| 2 | * **EXAM:** Chapter 1,2
* **TOPIC:** The Health-Care Team in
* Ambulatory Health Care (3) – Assigned Vignettes, Case Studies, Review Questions
 | * Cognitive Objectives: Exam Questions
 | X.C.5 |
| * **TOPIC:** State and Federal Regulations (4) – Assigned Vignettes, Case Studies, Review

Questions* **DISCUSSION:** Trending Topic – In The News
 |
| 3 | * **EXAM:** Chapter 3, 4
 | * Cognitive Objectives: Exam Questions
* Presentation/Project: Rubric
 | X.C.2, X.C.7.a, X.C.7.b, X.C.7.i, X.C.8.a, X.C.8.b, X.C.13.h, X.C.13.i, X.C.13.j |
| * **TOPIC:** Professional Liability (5) – Assigned Vignettes, Case Studies, Review Questions
 |
| 4 | * **TOPIC:** Law for Health Professionals (6) – Assigned Vignettes, Case Studies, Review Questions

Work Project (WP): Report Topic Information/Rubric | * Cognitive Objectives: Exam Questions
 | X.C.6, X.C.7.c, X.C.13.g, X.C.13.j, X.C.13.k, X.C.13.l, X.C.13.m |
| * **EXAM:** Chapter 5,6
 |
| 5 | * **TOPIC:** Public Duties (7) – Assigned Vignettes, Case Studies, Review Questions
 | * Cognitive Objectives: Exam Questions
 | X.C.7.d, X.C.8.c,X.C.12.a, X.C.12.b,X.C.12.c, X.C.13.n, X.C.13.a, X.C.13.b,X.C.13.c, X.C.13.d,X.C.13.e, X.C.13.f |
| * **TOPIC:** Consent (8) – Assigned Vignettes, Case Studies, Review Questions
* **DISCUSSION:** Trending Topic – In The News
 |
| 6 | * **EXAM:** Chapter 7, 8
 | * Cognitive Objectives: Exam Questions
 |  |
| * Review for Midterm Review/Exam (1,2,3,4,5,6,7,8)
 |
| 7 | * **MIDTERM EXAM**
 | * Cognitive Objectives: Exam Questions
 |  X.C.3, X.C.10.a |
| * **TOPIC:** Medical Records (9) – Assigned Vignettes, Case Studies, Review Questions
 |
| 8 | * **TOPIC:** Reimbursement and Collection

Practices (10) – Assigned Vignettes, Case Studies, Review Questions | * Cognitive Objectives: Exam Questions
 |  X.C.10.c |
| * **TOPIC:** Employment Practices (11) – Assigned Vignettes, Case Studies, Review Questions
 |
| 9 | * **EXAM:** Chapter 9,10
 | * Cognitive Objectives: Exam Questions
 | X.C.7.h |
| * **TOPIC:** A Cultural Perspective for

Ambulatory Health Care (12) – Assigned Vignettes, Case Studies, Review Questions |
| 10 | * **TOPIC:** Allocation of Scarce Medical Resources (13) – Assigned Vignettes, Case Studies, Review Questions

**DISCUSSION:** Trending Topic – In The News | * Cognitive Objectives: Exam Questions
 | Listed Above |
| * **EXAM:** Chapter 11, 12
 |
| 11 | * **TOPIC:** Self Review – Final Exam Preparations/Study (Chap 1,2,3,4)
* **TOPIC:** Genetic Engineering (14) –

Assigned Vignettes, Case Studies, Review Questions | * Cognitive Objectives: Exam Questions
 | X.C.10.b, XI.C.3 |
| * **TOPIC:** Reproductive Issues (15) –

Assigned Vignettes, Case Studies, Review Questions |
| 12 | * **EXAM:** Chapter 13, 14
* **TOPIC:** Self Review – Final Exam Preparations/Study (Chap 5,6,7,8)
 | * Cognitive Objectives: Exam Questions
 | X.C.7.e, X.C.7.f, X.C.7.g, X.C.7.h |
| * **TOPIC:** End of Life Issues (16) – Assigned Vignettes, Case Studies, Review Questions
 |
| 13 | * **PRESENTATION:** Report Presentation
* **TOPIC:** Self Review – Final Exam Preparations/Study (Chap 9,10,11,12)
 | * Cognitive Objectives: Exam Questions
 | Listed Above |
| * **PRESENTATION:** Report Presentations
* **DISCUSSION:** Trending Topic – In The News, if/as assigned
 |
| 14 | * **EXAM:** Chapter 15,16
* **TOPIC:** Self Review – Final Exam Preparations/Study (Chap 13,14,15,16)
 | * Cognitive Objectives: Exam Questions
* Presentation/Project: Rubric
 | Listed Above |
| * **PRESENTATION:** Report Presentations
 |
| 15 | * **TOPIC:** Final Exam Prep (review weak areas twice)
 | * Presentation/Project: Rubric
 | Listed Above |
| * **TOPIC:** Publishers resources – Final Exam Practice Review
 |
| 16 | * **FINAL EXAM: PROCTORED (ZOOM OR CAMPUS – Per Instructor)**
 | * Cognitive Objectives: Exam Questions
 | Listed Above |

*\*The instructor reserves the right to adjust, rearrange, and/or maintain a different schedule of work (assignments, projects, exercises, exams/quizzes) to fulfill the objectives of the course and/or to revise course syllabus as needed according to circumstances during the semester. Changes will be announced/posted 24 hours prior to implementation; students are advised to read all announcements as they arrive.*

**15. SPECIFIC MANAGEMENT REQUIREMENTS: \*\*\***

* Instructor Responsibilities: 1). To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. 2). To prepare graduates for successful completion of appropriate credentialing examinations available to graduates of accredited Medical Assistant Technology programs. To this end, the instructor will develop a course of instruction to create a learning environment conducive to the achievement of professional competency. The student will develop information and insights that fill in this matrix. The instructor will highlight main points of the assigned text. The instructor will sensitize him/herself to individual student’s educational needs and make him/herself available for assistance.
* Student Responsibilities: 1). The student is responsible for reading, and being familiar with, the assigned material, prior to class presentation and/or discussion. 2). The student is responsible for bringing any misunderstandings they may have regarding the course content to the attention of the instructor in class. Participation in class discussion is mandatory.

**Classroom/Online Classroom Policies:**

* Academic Honesty Statement: Academic honesty is expected of all students in institutions of higher learning. Academic dishonesty includes (but is not limited to) cheating, plagiarism, or helping another student engage in academic dishonesty. If a student engages in academic dishonesty, at the discretion of the instructor, the student may receive an automatic failing grade for the assignment and/or course.

Honesty and integrity are a must in professional behavior and are expected of each Health Science Division student. Students observed or found to be cheating in any Health Science Division course will be given a failing grade for the test/assignment and/or the course. A written report of the incident, signed by the instructor and the student, will be placed in the student’s permanent program file. This notice will remain on file and in effect for the remainder of the student’s enrollment in the Health Science Division. Should a second incident of cheating occur in any Health Science Division course, the student will be dismissed from the Health Science Division for one year (all re-application guidelines apply; acceptance is not guaranteed).

The failing grade for dishonesty will not be used as the drop grade in a course in which a drop grade option is given. If a student allows another student to copy or cheat from their work, or assists a student to cheat, the same ramifications will be given to that student as well. The student witnessing cheating is morally obligated to report the incident to the instructor.

* Online/hybrid: Students registered for the online course must visit the Online Information Webpage and comply with the Online Course Requirements, Instructor Requirements and complete the Online Readiness Checklist available on the SSCC website. Students are strongly advised to complete the Online Success Workshops. To meet the objectives of the online/hybrid course, students must login to the online course the first day of the semester and complete the attendance assignment, or be dropped from the course.
* Attendance: To meet the objectives of each course students must attend scheduled classes. The class schedule is passed out the first day of the term. There are no excused absences, only absences. It is your professional responsibility to inform the instructor of your absence via phone, e-mail, or voice message.

There is no penalty for the first three (3) class absences. A fourth (4) absence will result in a drop of one full letter grade from the final grade; a fourth (4) absence will reduce a final grade of A to a B, a B to a C (therefore impacting MAST/ALTH program progress) and a D to an F.

The student is responsible for missed lecture and/or notes, assignments, handouts, etcetera, due to failure to attend/login into class.

The fall and spring terms are on a 16-week schedule: 15 class weeks and a final exam week.

15 weeks x 2 classes/week = 30 class days less holidays/closings (approximately 28-30 class days/term).

Five to six (5-6) absences equals 20% missed scheduled class time.

Summer term is 10-week schedule: 10 class weeks and a 2-day final exam week. With holidays, one to two (1-2) absences equal 20% missed scheduled class time.

Faculty may withdraw students who have missed 20% of the total scheduled classes of a course and issue a grade of WI to the student (refer to SSCC College Catalog). If you intend to drop the course you must complete the drop process (refer to SSCC College Catalog). *Do not* assume the instructor will drop you from the course should you stop attending class.

* Tardiness/Early Departure: Tardiness/early departure is extremely disruptive to the classroom. For every two (2) occurrences of tardiness/early departure, you will earn an absence (refer to Absentee Policyabove).
* Inclement Weather: In the event of campus delay (when this class start time is impacted by said delay) the class will begin at the scheduled campus opening time to complete any remaining class time permitted.
* Reading: To be prepared to participate fully in class, students are expected to complete the assigned reading before attending class lecture. Examination may cover 100% of presented content in the assigned readings.
* Quizzes: May cover spelling, medical abbreviations, course content, other as needed.
* Examination: Exams may be timed, fill-in-the-blank, true/false, oral, multiple choice, and/or essay.
* Work Products/Projects: As assigned to meet core curriculum objectives outlined for program accreditation.
* Missed Examination: This course maintains a no extension, no make-up policy. You will earn a zero for missed exams. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Midterm: This course maintains a no extension, no make-up policy. You will earn a zero for missed midterm. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Final: This course maintains a no extension, no make-up policy. You will earn a zero for missed final. If you need to complete an exam early, contact your instructor at least one week prior to the due date (refer to instructor syllabus).
* Missed Due Date: This course maintains a no extension, no make-up policy. You will earn a zero for the assignment (refer to instructor syllabus).
* Cell Phones: No cell phones are allowed in class. Put them away. If you have your cell phone out, you will be directed to leave class, and you will be marked absent.
* Sleeping: Sleep at home. If you are caught sleeping, you will be directed to leave class, and you will be marked absent.
* Disruptive Behavior: Any behavior that distracts other students from learning and participating is disruptive. If you are disruptive, you will be directed to leave class, and you will be marked absent.
* Plagiarism: Copying someone else’s ideas and/or words and passing them off as yours. This includes copying and pasting material from your group/peer work, books, the Internet, videos, and all copyrighted material without express permission and proper documentation (use quotation marks and citations/footnotes).
* See Three, Before Me (C3B4Me): To encourage students on the path to becoming self-directed learners, we endeavor to create an environment that will empower and encourage students, throughout their journey, to become more self-directed in their approach to learning.

Before contacting the instructor/professor, search three resources to determine if you can find the answer to your question on your own. Start with three of the following suggestions:

* + Think it through; you may know the answer.
	+ Read the textbook.
	+ Read the course syllabus and course handouts.
	+ Read/review the information posted in the online course.
	+ Search the internet/website.
	+ Ask a classmate to see if they know the answer.
	+ If available, post the question to a class forum to see if a classmate responds with the answer.
	+ If you do not locate the answer you need, it is time to contact the course instructor/professor (not support staff or another instructor). Most likely, at that point, it is a question that needs addressed with the whole class, and the instructor will determine the best way to share the information with everyone.

**16. FERPA:** \*

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**17.** **ACCOMMODATIONS: \***

Students requesting accommodations may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431 X 2604.

**18. OTHER INFORMATION: \*\*\***

* Classroom Conduct: Civility in the classroom is very important. As professionals, we expect students to conduct themselves in a courteous and respectful manner. Disruptive, rude, sarcastic, obscene or disrespectful speech or behavior have a negative impact on everyone, and will not be tolerated. Students need to remember that the online discussion boards and chat rooms in the online courses are considered classrooms and the same rules apply. Students will use these tools in the online classroom for information that pertains to the class; it is not to be used for personal exchanges of a social nature. If you engage in any such conduct you will be asked to leave and you will receive a “zero” for any work completed that day. The instructor reserves the right to permanently remove a student from the class for inappropriate conduct after consultation with the Department Coordinator and Academic Dean.

**SUPPORT SERVICES:**

* Student Success/Tutoring Services: Students seeking support in computer fundamentals, using the online LMS, or available learning resources for course success may contact the Student Success Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2281; or visit the SSCC website and search Student Success/Tutoring Services.
* Accommodation: Students in need of accommodations may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431, extension 2604; or visit the SSCC website and search Disability Services.
* Career Services: Students and alumni seeking guidance with resume and employment resources may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Career Services.
* Counseling Services: Students seeking guidance with career counseling and counseling services may contact Career Services, Central Campus, at 800-628-7722 or 937-393-3431, extension 2713; or visit the SSCC website and search Counseling Services.
* Campus Library:Students seeking assistance with reference and study materials may contact any campus library, at 800-628-7722 or 937-393-3431; or visit the SSCC website and search Library for online resources, hours of operation and contact information.

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.