HCAD-5390.W01
Topics in Healthcare Administration: Health Insurance
Course Syllabus - Spring 2017

FACULTY: Jonny F. Hipp, ScD, FACHE

OFFICE: No on-campus office or office hours.

OFFICE HOURS: Tuesdays, 5:30 – 6:30 PM during the period 24 January – 2 May; Instructor’s office hours are held online using TAMUCC’s WebEx web-conferencing service at https://iol.tamucc.edu/webex.html; no office hours during Spring Break and as may be additionally announced. Instructor’s office hour’s procedure above may change at any time during the semester to be on an appointments-only basis; if the procedure changes such will be announced.

TELEPHONE: (361) 444-3644 – For emergencies only; leave voice mail message if not personally answered; no text messages.

TAMUCC E-MAIL: Jonny.Hipp@tamucc.edu

CONTACT METHOD: TAMUCC electronic mail (required by University policy); Instructor will generally respond to student emailed inquiries within 24-36 hours Monday-Thursday and within 48 hours Friday-Sunday. Do not send telephone text messages or messages from Blackboard’s Bb Messages feature; only use TAMUCC’s electronic mail system to send messages to the Instructor.

CREDIT HOURS: 3 semester hours (3:0)

BLACKBOARD URL: https://bb9.tamucc.edu

BLACKBOARD ID: 21083.201701: [SP-17] HCAD-5390-W01 - Topics in Healthcare Administration

COURSE DESCRIPTION: This semester’s topic of HCAD-5390 presents an overview of major health insurance systems and concepts, including demand, supply, employment based coverage, the uninsured, government sponsored programs, managed care, and various financing and organization approaches used internationally. The analysis based in part on microeconomic tools and is intended for management- or policy-oriented students with an interest in health insurance and health insurance systems.

COURSE FORMAT: This course is an electronic learning course fully delivered via the Internet using the Blackboard Learn+™ 9.1 System operated by Texas A&M University-Corpus Christi. Blackboard is a web-
based learning management system designed to support fully online courses. Students can access Blackboard and Islander email through TAMUCC’s Central Authentication Service using their Island ID and password. Within Blackboard, this course is shown in the student’s “My Courses” section of the webpage tab-identified as “My Island Online” and has the Blackboard ID shown above; inside Blackboard students should click the above labeled link to access this course. It is strongly recommended that students become proficient at logging into Blackboard and navigating the course within Blackboard in advance of the course assignments’ due dates/times.

**COURSE OBJECTIVES:**
1. Discuss the U.S. Health Insurance market from a structural perspective.
2. Identify economic issues relevant to the health care policy debate.
3. Discuss health policy related concepts involving efficiency and equality.
4. Evaluate policies from an economic perspective.
5. Evaluate the health care market place from a “systems” perspective.
6. Evaluate the incentive structures underlying health care plans.
7. Evaluate the government and private sector roles pertaining to health insurance.
8. Compare the U.S. health care market place to that of other westernized countries.

**REQUIRED TEXTBOOK AND RESOURCES:**

**COURSE ORGANIZATION:**
The course is organized within Blackboard into 11 Units covering 14 weeks. Except for the first Unit, each Unit spans one or more 7-day periods beginning on Monday at 12:00 AM and ending on Sunday at 11:59 PM; each Unit’s beginning and ending dates are shown in the Course Schedule. The individual week(s) within each Unit contain the essential course content, including required textbook readings, supplemental readings, other readings, assignments, discussion board posts, quizzes, exams, and course research project information. The individual Units and their weeks are reachable within Blackboard via the “Units/Lessons” link shown in the sidebar menu of the course home page.

**BLACKBOARD INFORMATION:**

*New Users Taking Online Courses*
New users taking TAMUCC courses online need to activate their Island ID; to activate, browse to [https://bb9.tamucc.edu/](https://bb9.tamucc.edu/) and click the “New Users” link shown in the “Login Information” section of that webpage.

*Blackboard Login Help*
For login help, call (361) 825-2692 (local number).

*Blackboard Availability*
Every early Friday morning from 1:00-5:00 AM Central Time has been allotted by the University for Blackboard infrastructure maintenance. During these maintenance windows students may notice Blackboard performance issues or intermittent connectivity issues, but no service interruptions are expected by the University. If a service interruption/downtime is expected, the University will post a System Announcement on the bottom of the Blackboard login page at [https://bb9.tamucc.edu/](https://bb9.tamucc.edu/).
Browser Compatibility
Your internet browser must be compatible with Blackboard to sign in and access course material. To check your browser’s compatibility with Blackboard, go to https://bb9.tamucc.edu and click the Browser Check link shown.

Blackboard and Online Learning
Student resources for online learning and using Blackboard are available and easily accessible from at https://iol.tamucc.edu/.

COURSE GRADING SCALE:
The Texas A&M University-Corpus Christi’s College of Nursing and Health Sciences’ (CONHS) Student Handbook obliges use of the following grading scale for all programs of the College. In this course, the CONHS grading scale is applicable to both the course assignments and the final course letter grade as shown below:

<table>
<thead>
<tr>
<th>Course Assignments</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Introduction Discussion Board Post: 1 @ 15 points</td>
<td>15</td>
<td>1.5%</td>
</tr>
<tr>
<td>Course Orientation Quiz: 1 @ 50 points</td>
<td>50</td>
<td>5.0%</td>
</tr>
<tr>
<td>Chapter Quizzes: 20 @ 15 points each</td>
<td>300</td>
<td>30.0%</td>
</tr>
<tr>
<td>Multi-Chapter Exams: 2 @ 150 points each</td>
<td>300</td>
<td>30.0%</td>
</tr>
<tr>
<td>Unit Discussion Board Posts:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Initial Post to Assigned Discussion Question: 9 @ 10 points each</td>
<td>135</td>
<td>13.5%</td>
</tr>
<tr>
<td>2. Reply Post to Different Discussion Question: 9 @ 5 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Research Project:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Course Research Paper Proposal: 1 @ 50 points</td>
<td>200</td>
<td>20.0%</td>
</tr>
<tr>
<td>2. Course Research Paper: 1 @ 150 points</td>
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</tbody>
</table>

Total 1,000

COURSE GRADE:
This course’s Grading Criteria and Final Course Letter Grade are based on the course grading scale policy in the CONHS Student Handbook. The CONHS Student Handbook is available at https://conhs.tamucc.edu/current-students/assets/student-handbook-2017.pdf.

Students’ final course letter grade will be determined based on total course points earned and accrued from Course Assignments according to the Grading Criteria and Grading Scale tables shown below.

- Grading Criteria. Points applied toward students’ final course letter grade will accrue from the points awarded from the Course Assignments shown in the Grading Criteria table below:
• **Grading Scale for Final Course Letter Grade.** Students’ final course letter grade will be determined based on total points accrued from the Course Assignments shown in the Grading Criteria table above; final course letter grades are assigned according to the accrued assignment points-to-course letter grade conversion table shown in the Grading Scale For Final Course Letter Grade table shown below; the accrued assignment point ranges are based on the College of Nursing and Health Sciences’ grading scale shown on the preceding page:

<table>
<thead>
<tr>
<th>Accrued Assignment Points</th>
<th>Final Course Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 1,000</td>
<td>A</td>
</tr>
<tr>
<td>830 – 899</td>
<td>B</td>
</tr>
<tr>
<td>750 – 829</td>
<td>C</td>
</tr>
<tr>
<td>670 – 749</td>
<td>D</td>
</tr>
<tr>
<td>0 – 669</td>
<td>F</td>
</tr>
</tbody>
</table>

EXTRA POINTS CREDIT:
No extra course point credit work will be considered or accepted from students.

COURSE COMPONENTS:

*Course Orientation Quiz*
Completion of a Course Orientation Quiz is required in this course; the purpose of the Quiz is to assure that students have reviewed and methodically oriented themselves to essential course elements shown in the Course Syllabus, Course Schedule, Course Research Project Assignment document, and other related course information. The Course Schedule and Course Research Project Assignment document are integral components of this Course Syllabus and are designated addendums to the Syllabus. Students must correctly answer all questions contained in the Course Orientation Quiz in order to receive credit for the Quiz; no partial Quiz credit is awarded and students may repeat the Quiz as many times as necessary prior to its due date/time. The Course Orientation Quiz may consist of fill-in-the-blank, multiple choice, and/or true-false types of questions and its due date/time are shown in the Course Schedule; the Quiz is located in and is to be taken within Blackboard; the Quiz is not timed and may be repeated as often as necessary prior to its due date/time.

*Course Research Project*
Submission of a formal Course Research Project is required in this course. The Course Research Project will demonstrate the student’s knowledge and application of course learning on an Instructor-designated topic relating to health insurance provisions of the Affordable Care Act; the actual provision for the student’s Course Research Project is selected by the student from a particular chapter in the course’s required textbook; the chapter is identified by the Instructor within the body of the Course Research Project Assignment document. The Course Research Project Assignment document is a course document that details the requirements of both the Course Research Paper Proposal and Course Research Paper; the Course Research Project Assignment document is available in Blackboard as shown in the Course Schedule. The Course Research Project consists of two interrelated documents and requires submission of both documents to satisfy the Course Research Project requirement. The two required documents are the Course Research Paper Proposal and
Course Research Paper. Submission of the Course Research Paper Proposal occurs first and is a condition precedent to the student’s submission of the Course Research Paper. Students may not collaborate on the Course Research Project with any other students enrolled in the course.

- **Course Research Paper Proposal.** Student’s Course Research Paper Proposals are to be uploaded to the Instructor via the Blackboard Course Research Paper Proposal Submittal link embedded in the identified Unit in Blackboard as shown in the Course Schedule; the Proposals are not to be submitted to Turnitin®. The Instructor will grade and provide feedback on the student’s Proposal. The Course Research Paper Proposal’s due date/time are shown in the Course Schedule. Additional instructions for submitting the Course Research Paper Proposal are contained in the Course Research Project Assignment document;

- **Course Research Paper.** Upon submission, the Course Research Paper will be automatically screened using Turnitin® linked through Blackboard; the Course Research Paper submission link is embedded in the identified Unit of Blackboard as shown in the Course Schedule. Turnitin is a plagiarism prevention program that provides TAMUCC faculty the ability to screen student papers and written assignments for originality/similarity against Internet sources, other student submissions, academic databases, and other similar sources. Turnitin provides Instructors (and students) an “Originality Report” which is a color-coded report matching student writing with matched sources that used identical strings of words. Students are required to submit the Course Research Paper directly to Turnitin using the upload link provided within the identified Unit of Blackboard as shown in the Course Schedule. After successful submission, a digital receipt will be displayed on the student’s screen and a copy will be sent via electronic mail to the address of the user login. Students should save the receipt and the paper ID it contains, as it is proof of a completed submission. Students may evaluate the originality/similarity of their preliminary Course Research Paper any number of times in advance of the Paper’s due date/time by submitting their preliminary Paper through the course Turnitin link in Blackboard. Students can view their preliminary and final Turnitin screening reports. Turnitin’s originality/similarity report resulting from its screening of the preliminary Course Research Paper is generated quickly only on the first submission. For all subsequent submissions, the screening reports will be delayed by Turnitin at least 24 hours. Any preliminary Course Research Paper submissions previously submitted to Turnitin will be overwritten by subsequent submissions until occurrence of the Course Research Paper’s due date/time. The version of the student’s Course Research Paper last uploaded to Turnitin prior to the Paper’s due date/time will be the version retained by the Instructor for grading.

The due dates/times for the Course Research Paper Proposal and Course Research Paper are shown in the Course Schedule. The Course Research Paper Proposal and Course Research Paper shall observe, in all respects, the University’s policy on academic honesty and integrity, including related policies on academic misconduct, cheating, originality, plagiarism, multiple submissions, collusion, fabrication, falsification, or misrepresentation, and professional integrity.

**Chapter Quizzes**

Chapter Quizzes are required in this course; the Quizzes cover assigned textbook chapter readings and their associated due dates/times are shown in the Course Schedule; the Quizzes are taken within the related Units of Blackboard and do not cover the supplemental or other readings although students are encouraged to read them. The Chapter Quizzes may consist of randomized fill-in-the-
blank, multiple choice, and/or true-false types of questions; the Quizzes are not timed, however, students are expected to submit by their Quizzes by the respective due dates/times shown in the Course Schedule. Students may repeat their Quizzes once prior to the due date/time, if needed. Upon submission of their initial Quiz, students will have a one-time opportunity to view their incorrect answers then. After the Quiz’s due date/time has passed, students will then be able to return to their Quiz results and view the correct answers, and any associated answer feedback. Student’s particular Chapter Quiz scores will be available to them via the “My Grades” link shown in the sidebar menu of the course’s home page in Blackboard.

**Multi-Chapter Exams**
Multi-Chapter Exams are required in this course. The Exams cover readings from all textbook chapters covered since the last Exam; the Exams are administered near the mid- and end-points of the course with their due dates/times shown in the Course Schedule. The Exams are taken within the designated Units of Blackboard as shown in the Course Schedule. The first Exam covers textbook Chapters 1-9 and the other covers textbook Chapters 10-14, 16-17, 21-23, and 25; the Exams do not cover the supplemental or other readings although students are encouraged to read them. The Exams may consist of randomized fill-in-the-blank, multiple choice, and/or true-false question types with an approximately equal number of questions taken from each textbook Chapter. Students may repeat their Exams once prior to the due date/time, if needed. The Exams are not timed and the questions are randomized by textbook Chapter. Upon submission of their initial Exam, students will have an opportunity to view their incorrect answers then. After the Exam’s due date/time has passed, students will then be able to return to their Exam’s results and view the correct answers, and any associated answer feedback. Student’s particular Exam scores will be available to them via the “My Grades” link shown in the sidebar menu of the course’s home page in Blackboard.

**Final Exam**
A final exam is not required in this course.

**Discussion Board Postings**
There are three types of Discussion Board postings required in this course: student introduction post, initial post to an assigned discussion question, and reply post to an initial post for a discussion question that is different from your own. Discussion Boards are a central element of online courses. The three types are described below.

- **(1) Student Introduction Post.** Within the Course Schedule in Blackboard, students will see a discussion board titled *Student Introductions Post* which is where you will post your student introductions; click “Create Thread” to initiate your introduction post. The student’s introduction should include their name, educational background, planned career goals, and how this course and the TAMUCC’s Health Sciences curriculum relates to their career goals. Please do not post any personal, confidential, or health-related information in this introductions post. Students are welcome, but are not required, to attach their facial image so their classmates and the Instructor can associate your name. The due date/time of the student introductions post is shown in the Course Schedule.

- **(2) Initial Discussion Question Posts and (3) Reply Posts to Different Discussion Questions.** Discussion Board postings answering specific discussion questions assigned to the student are required in this course; a student’s particular assigned discussion question is provided within each applicable Unit in Blackboard. All students are required to post their
discussions within the discussion boards located in the individual Units within Blackboard. The weekly Discussion Board postings consist of two required types of posts: initial discussion board posts responding the student’s assigned discussion question and reply discussion board posts to an initial post from a different discussion question from that of your own. The two posts are performed sequentially as follows. First, each student is required to have an initial post that “factually” and “succinctly” answers the assigned discussion question; a student’s particular assigned discussion board question is provided within each Unit within Blackboard. Second, each student is required to enter a “meaningful” reply post to an initial post from a discussion question different from their own. The course’s Discussion Board rules set in Blackboard by the Instructor requires that the student create an initial discussion board post prior to creating a reply post. The due dates/times for the initial and reply posts are shown in the Course Schedule.

For the initial discussion board post, the student is expected to make a post that factually and succinctly answers the assigned discussion question. A “factual” initial post is one that states correct or indisputable information and does not include opinions, interpretations, or reactions, unless specifically requested by the assigned question. A “succinct” initial post is one that is characterized by clear, precise expression in as few words as possible. For the reply post, the student is also expected to place a post that is meaningful. A “meaningful” reply post is one that presents new, additional, or updated factual information about the subject of the discussion question; the reply post should help the reader expand his or her knowledge of the subject addressed by the initial post. Meaningful posts contain new, additional, or updated factual information not previously cited in the original answer post. Reply post comments such as, “I agree with this posting,” or “I really like your idea” or “I (or a family member) experienced that also,” or “Good post” or other similar words or phrases are not considered by the Instructor to be meaningful and should be avoided.

Both the initial and reply discussion board posts should be American Psychological Association (APA), 6th edition format cited and referenced as needed. Copying and pasting of material from another source without citation, including the Internet, is considered plagiarism (a failure of academic integrity), and will be treated by the Instructor as such. If you find material you wish to post, please summarize it in your own words, and cite the reference from which the material was obtained as stated above.

Each student is expected to observe discussion board posting etiquette which means to act, in all respects, civilly, responsibly, ethically, and respect the rights of others in their discussion board postings. Students are also expected to observe the “Netiquette,” including the linked “set of core rules,” and “Online Communication Guidelines” shown in TAMUCC Communicating Online document available at https://iol.tamucc.edu/assets/StudentFiles/communicating_online.pdf. Any student’s failure to do meet the discussion board postings expectations of this section will be judged a violation of professional integrity under the University’s Student Code of Conduct and sanctions for the violation will be instituted. No exceptions will be granted.

GENERAL COURSE POLICIES:

Evaluation Input from Students
The faculty of the College of Nursing and Health Sciences places great value on evaluative input from students. Evaluation of courses, instructors, and clinical facilities provides the College with important data which is used to strengthen the program. Data is analyzed as to trends and themes and
is important to curriculum and sequencing decisions. All evaluations for courses posted are online. The online mechanism allows us the opportunity to tabulate and store information in order to analyze trends within the curriculum. Please be assured that this information is secured and not released until after grades are submitted. No names are available to faculty. In order to garner some reliability and validity, the College must have representative data from the student population. That representation, based on the literature, has been set at 70%. The College is anticipating that students will thoughtfully participate in the evaluation process which will assist the faculty with the growth of the program. A link to evaluations will be available on Blackboard toward the end of the semester. Thank you in advance for your assistance with the evaluation process.

**Academic Integrity and Honesty**

It is expected that University students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to a penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, forgery, or plagiarism. Please see the following University sites for additional related documentation and information:

- University Student Handbook and Student Code of Conduct: http://falcon.tamucc.edu/~students/Student%20Resources.html
- University Catalog related to Academic Integrity and Academic Honesty: http://catalog.tamucc.edu/

**Students with Disabilities**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Services office at (361) 825-5816 (local number), or visit the office in Corpus Christi Hall, Room 116. Additional information about Disability Services is available at http://disabilityservices.tamucc.edu/.

Disability Services is committed to providing veteran students with disabilities assistance in ensuring equal access to facilities, programs, services, and resources of the university. Services and auxiliary aids (i.e., materials in alternative format, assistive technology software and computers, classroom and exam accommodations, etc.) are provided to students with physical, sensory, neurological, chronic health, learning, psychological, and other impairments who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Veteran students with temporary medical and/or psychological impairments may also receive services on a short-term basis. If you are a veteran and are experiencing physical access and/or cognitive issues in the classroom or on campus, please contact the Disabilities Services office for assistance at (361) 825-5816 (local number).
If you need disability-related accommodations during this course, please contact the Instructor as soon as possible. Please submit a copy of your Texas A&M University–Corpus Christi Disability Services-issued accommodation letter for the current semester to the Instructor.

**Title IX**

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Texas A&M University-Corpus Christi (TAMUCC) is committed to providing an environment free from discrimination, including discrimination based upon sex. TAMUCC provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, and sex discrimination. As part of the Texas A&M University-Corpus Christi policy, students who experience pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom are urged to contact the Title IX office for facilitation of academic issues impacted by such conditions. Title IX office contact information: Mr. Samuel Ramirez, Title IX Coordinator or Ms. Rosie Ruiz, Title IX Deputy Coordinator at (361) 825-5826 (local number), Corpus Christi Hall, Room 130.

**Active Military Duty**

Active duty military personnel, military spouses, and veterans with special circumstances (e.g., deployment, drill requirements, disabilities) are welcome and encouraged to communicate these, in advance if possible, to the course and clinical instructor.

**Grade Appeals Process**

The College of Nursing and Health Sciences (CONHS) adheres to the University’s student grade appeal procedures described in Section 13.02.99.C2.01 (revised May 13, 2013) and follows those guidelines; see [http://academicaffairs.tamucc.edu/rules_procedures/index.html](http://academicaffairs.tamucc.edu/rules_procedures/index.html) for the University procedure. Also see the CONHS Student Handbook [https://conhs.tamucc.edu/current-students/assets/student-handbook-2017.pdf](https://conhs.tamucc.edu/current-students/assets/student-handbook-2017.pdf) for the CONHS grade appeal policy and process and student grade appeal form.

**Support Services**

Students are encouraged to seek faculty assistance in accessing University Services, including tutoring, health services, personal counseling, degree counseling, financial aid, learning resources, job/work placement, career guidance, and computer/technical support/instruction. If a student is interested in other support services provided by the University, the student is encouraged by the College of Nursing and Health Sciences and the University to seek these services.

**SPECIFIC COURSE POLICIES:**

**Use of Turnitin for Plagiarism Prevention**

Students at Texas A&M University-Corpus Christi are accountable for the integrity of the course work they submit. Therefore, students should be familiar with the University documents and information shown in the Academic Integrity and Honesty section above in order to meet the academic expectations concerning appropriate documentation of sources within course assignments. In addition, TAMUCC has made Turnitin, a learning tool and plagiarism prevention system, available to instructors for use in their courses. In this course, students will submit their and Course Research Project Proposal and Course Research Project to Turnitin from within Blackboard as shown in the Course Schedule. When grading students’ submitted work, the Instructor will interpret the assignment’s Turnitin’s Originality/Similarity Report following the Student Code of Conduct along
Plagiarism

Article III of TAMUCC’s Student Code of Conduct states that plagiarism is one of the violations of the Student Code of Conduct and defines it as “intentionally, knowingly, or carelessly presenting the work of another as one’s own work without proper acknowledgement of the source, with the exception of information that is generally accepted as common knowledge.” See also the aforementioned “Academic Integrity and Honesty” section.

Submission of Course Assignments and Penalties for Late Submission

Course assignments may be submitted any time prior to the assignment’s due date/time. Assignments submitted prior to their due date/time may be amended, replaced, or withdrawn any time prior to the assignment’s due date/time.

Point penalties for late submission of the various course assignments are assessed as follows:

- **Quizzes, Discussion Board Posts, and Course Research Project.** Course assignments identified as quizzes, discussion board posts, including the student introduction, initial, and reply posts, and course research project-related, including the course research paper proposal and course research paper, that are received any time within the 24-hour period immediately following the assignment’s due date/time will be graded, but a late-submission point penalty will be assessed against the assignment’s graded points according to the following:
  
  o Assignments submitted up to 12 hours immediately following the assignment’s due date/time will have those assignment’s graded points reduced by twenty-five percent (25%);
  o Assignments submitted more than 12 hours, but not more than 24 hours immediately following those assignment’s due date/time will have those assignment’s graded points reduced by fifty percent (50%); and
  o Assignments received later than the 24-hour period immediately after their due dates/times will not be graded and will be assigned zero (0) points.

  **Example #1:** If a student’s chapter quiz is received 3 hours past its due date/time and the quiz’s original graded points were 95, then the late submission penalty points that will be deducted from the quiz’s graded points are \( 95 \times .25 = 23.75 \). Thus, the quiz’s final points, adjusted for lateness, would be \( 95 – 23.75 = 71.25 \).

  **Example #2:** If a student’s chapter quiz is received 15 hours past its due date/time and the quiz’s original graded points were 98, then the late submission penalty points that will be deducted from the quiz’s graded points are \( 98 \times .50 = 49 \). Thus, the quiz’s final points, adjusted for lateness, would be \( 98 – 49 = 49 \).

- **Multi-Chapter Exams.** Course assignments identified as multi-chapter exams that are received after the assignment’s due date/time will be graded, but a late submission point penalty will be assessed against the assignment’s graded points according to the following:
For each one (1)-minute time increment and fractions thereof that the assignment is received after the assignment’s due date/time:

1. Multiply the sum of all the one-minute increments and fractions thereof by the answer value of the assignment’s questions (yields product of points to be deducted for late submission);
2. Subtract the late submission points from the assignment’s graded points.

Assignments received later than the 24-hour period immediately after their due dates/times will not be graded and will be assigned zero (0) points.

Example: If a student’s multi-chapter exam is received 5½ minutes past its due date/time and the answer value of each of the exam’s questions is 2, then the late submission penalty points to be deducted from exam’s graded points are 5.5 x 2 = 11. Thus, if the exam’s original graded points were 91, then the exam’s final points, adjusted for lateness, would be 91 – 11 = 80.

- No Course Assignments Accepted After Last Day of Classes. Notwithstanding the above, any and all course assignments received after 11:59 p.m. on the semester’s official last day of classes will not be graded and will be assigned zero (0) points.

Assignment Due Date/Time Inconsistencies
If in the event any inconsistency occurs concerning a particular course assignment’s due date/time as shown in any course materials made available to the student by the Instructor and provided to the student in any manner, including through Blackboard, or as shown in the Course Syllabus or Course Research Project Assignment document, then the assignment’s date/time inconsistency will be resolved by the Instructor in favor of the particular assignment’s due date/time as it is shown in the Course Schedule.

Assignment Due Dates/Times Stated in Local Time
All course assignments are due on the assignment’s due date/time as shown in the Course Schedule and such are stated in local time then observed in Corpus Christi, Nueces County, Texas.

Addendums to Course Syllabus
The Course Schedule and Course Research Project Assignment document are addendums to and integral components of the Course Syllabus and are both are incorporated into the Course Syllabus by reference to them in the Course Syllabus.

Changes to Course Syllabus and Course Schedule
This Course Syllabus is the course completion and grading guide and the Course Schedule is the time sequence for completing the course’s requirements. Every attempt has been made to provide an accurate overview of the course and its requirements through the Course Syllabus and Course Schedule. However, certain circumstances (e.g., extended Blackboard inaccessibility, local weather events, University power shut downs or failures) may make it necessary for the Instructor to adjust one or more sections of the Course Syllabus or Course Schedule during the course of the semester. The Instructor reserves the right, to modify, supplement, and otherwise make changes to the Course Syllabus and Course Schedule as needs may arise from time to time. The Instructor will announce when changes are made to the Course Syllabus or Course Schedule, if any, and will make electronic copies of the revised Syllabus or Schedule available in Blackboard at the time of the announcement.
**Electronic Mail Course Communications**

The Texas A&M University System’s standard administrative procedures require that all official Texas A&M University-Corpus Christi emails to/from student, faculty, and staff be sent through the TAMUCC faculty and staff email domain (i.e., @tamucc.edu) or the student email domain (i.e., @islander.tamucc.edu) as applicable. Accordingly, all student course communications are to be sent to the Instructor through the TAMUCC student email domain. The Instructor will not accept student communications sent from email domains other than the TAMUCC student email domain. During this course, the Instructor will use TAMUCC faculty and staff email system to communicate with students. Email messages sent by students from within Blackboard using its email function route through the student’s @islander.tamucc.edu email account. Similarly, email messages sent by the Instructor from within Blackboard using its email function route through the faculty and staff @tamucc.edu email account. Students are responsible for at least once daily monitoring and review of email sent by the Instructor to the student’s assigned @islander.tamucc.edu email account.

**OTHER INFORMATION:**

**Course Questions & Answers**

The discussion area labeled *Course Q&A* is available under the “Information” link in the sidebar menu of the course home page in Blackboard. Students are encouraged to post course-related questions here and to be a resource for one another. The Instructor will review this discussion area regularly and post responses to student’s questions as needed.

**Course Announcements:**

The “Announcements” link is located in the *Communication Tools* section of the sidebar menu on the course home page. This area is where the Instructor will post course information, updates, etc. Students will be notified via University email of any announcements posted in this area.

**Spring Session University Academic Calendar Information**


Below are selected dates from the 2016-2017 Academic Calendar that may be of particular interest to students:

- January 18, Wednesday: Classes begin
- January 25, Wednesday: Last day to register or add a class
- February 28, Tuesday: Last day to apply for Spring graduation
- March 13-17, Monday-Friday: Spring Break
- April 7, Friday: Last day to drop a class
- May 1, Monday: Last day to withdraw from the University
- May 2, Tuesday: Last day of classes
- May 3, Wednesday: Reading Day
- May 4-5, Thursday- Friday: Final examinations
- May 8-10, Monday-Wednesday: Final examinations
- May 13, Saturday: Spring Commencement
- May 15, Monday: Spring grades due by faculty
ACCESS TO INSTRUCTOR’S OFFICE HOURS:

Access Methods
There are two methods for students to participate in the Instructor’s WebEx Conferencing office hours, by voice with video (video only if your computer is camera-equipped) or by voice-only:

Access to Office Hours by Voice and Video:
To access the Instructor’s office hours via WebEx Conferencing using voice with video:
1. Activate Internet browser;
2. Copy and paste this link into your browser address bar and then navigate to https://tamucc.webex.com/tamucc/j.php?MTID=mbd9909268b754bf40f29e823ed4687ae;
3. Click the “I Will Call In” button;
4. Call into the conference using the toll-free telephone number shown on the WebEx screen;
5. Enter the access code shown on the WebEx screen
6. Enter your Attendee ID as shown on the WebEx screen
7. If your computer is camera-equipped, click the camera icon shown under the video screen to activate the camera; and
8. When finished conferring with the Instructor, click Leave Meeting button; your call will be automatically disconnected.

Access to Office Hours by Voice-only
To access the Instructor office hours via WebEx Conferencing using voice-only:
1. Activate Internet browser;
2. Copy and paste this link into your browser address bar and then navigate to https://tamucc.webex.com/tamucc/j.php?MTID=mbd9909268b754bf40f29e823ed4687ae;
3. Click the “I Will Call In” button;
4. Call into the conference using the toll-free telephone number shown on the WebEx screen;
5. Enter the access code shown on the WebEx screen
6. Enter your Attendee ID as shown on the WebEx screen
7. When finished conferring with the Instructor, click Leave Meeting button; your call will be automatically disconnected.

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