BIOMEDICAL AND HEALTH INFORMATION SCIENCES

COLLEGE OF APPLIED HEALTH SCIENCES

UIC

2016-2017

Student Handbook

University of Illinois at Chicago

Department of Biomedical and Health Information Sciences

Graduate Programs Health Informatics

Master's

Post-Master's Certificate

CONTENT AND DATES SUBJECT TO CHANGE

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Contents

Introduction

Biomedical Health Information Sciences Department

Department Mission

The mission of the Department of Biomedical and Health Information Sciences is to advance the quality and efficiency of health care through improved generation, management, and communication of biomedical and other health care data. The goals of the Department are leadership, innovation, initiative, and quality with strong focus on the unique arena of health informatics at the University of Illinois at Chicago.

Department History

In 1994, the Department of Biomedical and Health Information was created within the College of Applied Health Sciences at the University of Illinois at Chicago to signify the united commitment of health information management and medical laboratory sciences. The establishment of the Department created a unit strong in focus about the study, practice, and facilitation of health information technology, education, research, and bioscience.

Program Accreditation

The University of Illinois at Chicago is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA). The Master of Science in Health Informatics program is accredited by the [Commission on Accreditation for Health Informatics and Information Management Education](#) (CAHIIM). The Post Master's Certificate is accredited by the Illinois Board of Higher Education.

Purpose of the Student Handbook

Welcome to the Department of Biomedical and Health Information Sciences (BHIS)! The faculty and staff welcome you to the health informatics program.

The Student Handbook is a reference guide that provides a centralized repository of academic policies and resources for the health informatics program and certificate. The content is subject to change. The handbook should direct you to UIC website links and resources for your reference and additional details. Graduate students are governed by the policies of the University of Illinois at Chicago, the Graduate College, and the Biomedical and Health Sciences Department, and are expected to become familiar with these policies. When a department requirement is approved by and exceeds that of the Graduate College, it replaces the Graduate College standard. Joint degree students must also conform to the requirements of their respective programs.

The Graduate College's policies and procedures can be accessed at the following site:

> http://catalog.uic.edu/gcat/graduate-study/graduate-study/

Health Informatics Program Admission Requirements

Application Requirements and Instructions

The Health Informatics degree/certificate programs admit three times a year per the admission deadlines on the UIC Graduate College's website, go to year, then to Section II: http://grad.uic.edu/deadlines

Application Instruction Steps:

1. The application process is 100% online. https://admissions.uic.edu/grad/apply_grad.html
2. Approximately 2-3 days after you apply, you'll receive an application confirmation email from UIC Admissions to upload your documents. Follow the directions provided in the following link:
   http://www.uic.edu/depts/oar/grad/document_upload.html#e_doc_criteria
3. While you wait for the application confirmation email, prepare your personal statement, resume and a list of references for letters of recommendation (for Master's applicants only). See requirements below.
4. Fill out the FAFSA if you are applying for financial aid. Use code number 001776 to designate the University of Illinois at Chicago. http://www.fafsa.ed.gov

Incomplete applications will not be considered.

Admission Requirements- Masters in Health Informatics (MSHI) and Post Master's Certificate (PMC HI)

Applicants will be considered on an individual basis by anonymous submission to the Biomedical Health Information Sciences (BHIS) Committee for Academic Affairs.

Individuals determined to be deficient in one or more areas may be recommended to the Graduate College for limited standing admission upon the condition that the deficiencies are completed through appropriate course work or pre-requisites, prior to starting the program course work.

The applicant must meet the UIC Graduate College admission requirements and specific program admission requirements. Program requirements supersede the graduate school requirements.

	Masters Health Informatics	Post-masters Certificate Health Informatics
Application fee	Non-refundable application fee (required at the time of application submission)	
Degree Requirements	Bachelor's Degree from an accredited institution that equals a U.S. bachelor's degree.	Bachelor's degree from an accredited institution that equals a U.S. bachelor's degree and *Master's or Professional degree from an accredited institution.
	*For those with an MBA, the degree must be granted either by UIC or another school accredited by AACSB International—The Association to Advance Collegiate Schools of Business (http://aacsb.edu/)	
Grade Point Average (GPA)**	Grade Point Average (GPA) minimum 3.0/4.0 cumulative for all undergraduate degrees, graduate and professional degrees and any additional post-degree coursework.	
	**A final cumulative GPA of 3.0/4.0 for UIC's Post-Baccalaureate Certificate in Health Informatics will also be accepted. Credit for courses taken in the program no more than 5 years in the past.	
Transcripts	Transcripts- registrar-issued transcripts (copies) from the following: • All colleges or universities attended that contributed to the degree(s) • All coursework taken after the first bachelor's degree • Transcripts must state degree conferred from awarding institution • Mark sheets or grading scale legends • International students refer to: https://admissions.uic.edu/grad/international_requirements_grad.html	

English Proficiency Requirements for International Students See link for exceptions: https://admissions.uic.edu/graduate-professional/requirements-deadlines/international-requirements	These are program required levels which differ from the graduate college levels.							
	TOEFL iBT internet based		IELTS		PTE Academic		TOEFL PBT	
	Total Score	95	Overall Score	7	Overall Score	54	Total Score	585 or higher
	Listening	22	Listening	6.5	Listening	51		
	Writing	24	Writing	6.5	Writing	56		
	Reading	24	Reading	6.5	Reading	51		
	Speaking	24	Speaking	6.5	Speaking	53		

English Proficiency Waiver Letter Instructions	The request for English Proficiency test scores automatically populates in the checklist for International applicants. If the international applicant intends to submit a waiver letter please select that option on the application. For a domestic or permanent resident applicant that is required to fulfill the English proficiency requirement, the request for test scores does not populate. Admissions audits the application, and then adds the option of the test score requirement or a waiver letter.	
Work Experience	Two years minimum in relevant industries. Clinical rotations or internships do not count toward work experience.	
Resume	Current resume, includes the applicant's education, work experience and any employment gaps.	
Personal Statement	Complete the personal statement form.	
Letters of recommendation forms	Letters from three persons that can comment on the applicant's professional or academic abilities, such as supervisors or professors. Provide names and email addresses. (links expire in 30 days or by the application deadline)	Not required

Limited Status Admission

Limited admission status students must meet the conditions imposed by this status and progress to full degree status within three semesters or any shorter amount of time set forth in the letter of acceptance. Students accepted to Health Informatics programs under the condition of limited status may receive no grade below an A or a B in any of the 400-/500 level courses taken until 16 hours have been accumulated in the program, excluding required pre-requisite courses. Other conditions may also apply. Failure to do so will result in automatic dismissal from the university.

Deferred Admission Start- Students who have been recommended for admission, but cannot attend for valid reasons, may request to defer their admission. An admitted application can only be **deferred once and only up to one year**. (Applicants for the fall term may defer to the following spring, summer, or fall terms, but no further.) Admission to the term is contingent upon departmental admissions practices for that term. Students do not need to submit a new application, fee, or set of academic credentials in order for a deferral to be granted.

Only students who have been officially admitted by the Graduate College are eligible to defer admission. Denied applications and those cancelled due to missing academic credentials cannot be deferred.

To request a deferral, please contact your academic program.

http://www.uic.edu/depts/oar/grad/domestic_requirements_grad.html#Deferring

Concurrent Enrollment

Concurrent Enrollment

Department policy does not permit concurrent enrollment in other campus programs during matriculation in BHIS graduate health informatics programs. Students wishing to enroll in other campus programs may petition the department for a leave of absence from BHIS graduate studies. Forms may be requested from the department office at 312-996-733.

HI and PMCHI Program- Degree/Certificate Requirements

	MSHI Degree Requirements	PMC HI Certificate Requirements
Credit Hours	45 semester hours minimum * Additional pre-requisite hours may be required based on applicant's academic background and are not included in the 45 credit hours required to graduate	24 semester hours minimum * Additional pre-requisite hours may be required based on applicant's academic background and are not included in the 45 credit hours required to graduate
Grade Point Average (GPA)	3.0/4.0	3.0/4.0
If a student's cumulative program GPA (this does not include prerequisites) falls below 3.00, the student is automatically placed on probationary status by the Graduate College and/or by the program. The Graduate College's policy is that a student has two semesters to raise his/her GPA to a 3.0. The departmental policies are as follows. All the rules apply if the student is registered for term: • A minimum grade of "B" is expected. • One grade of "C" or Unsatisfactory may result in a letter of warning from the Director of Graduate Studies (DGS) and possible repetition of the course during the next period of registration in which it is offered. • Two grades of "C" or Unsatisfactory will lead to a formal review of the student's academic record by the program director and DGS, resulting in a recommendation of either repetition of the courses during the next period of registration in which they are offered, or dismissal from the program. • A grade of "D" or "F" grade, will lead to a formal review of the student's academic record by the program director and DGS, resulting in a recommendation of possible repetition of the course during the next period of registration in which it is offered, or dismissal from the program. • A student who fails to make progress toward a certificate or degree may be dropped. (Examples include failure to complete required courses, accumulation of an excessive number of Incomplete (I) and/or unsatisfactory grades, failure to earn credit in any semester, failure to maintain a "B" average in BHIS). • A student admitted to the program on "limited standing" must receive a grade of A or B in all courses, excluding prerequisites, during the first 16 hours of matriculation or face dismissal by the Graduate College. In all cases, a student must have a 3.0 cumulative GPA to graduate from the Master of Science or the Post-master certificate in Health Informatics programs. The Graduate College monitors progress toward and assures the integrity of the University of Illinois at Chicago graduate degree. If a graduate student's grade point average (GPA) falls below 3.0 at the end of any semester, the Graduate College will send the student a warning of probation letter notifying the student he/she has two semesters to raise the GPA above 3.0 or risk being dropped from his/her graduate program.		
Pre-Requisite Courses	*Pre-requisites are determined upon admission and must be completed prior to taking program courses, and do not count toward degree credit hours or Limited Standing requirements. It is the student's responsibility to complete all pre-requisites.	

		Possible MSHI Pre-Requisites		Possible PMC Pre-Requisites	
	HIM 486	Foundations of Health Information Management	HIM 486	Foundations of Health Information Management
	BHIS 406	Medical Terminology for Health Information Management	BHIS 406	Medical Terminology for Health Information Management
			BHIS 460	Introduction to Health Informatics
	36 Semester hrs. core credits *	Core Courses	24 Semester hrs. core credits *	Core Courses
Core Courses	Required Core Courses for All HI Tracks		Required Core Courses for All PMC Tracks	
	BHIS 437	Health Care Data	BHIS 437	Health Care Data
	BHIS 499	Information Sources in Biomedical & Health Information Sciences	BHIS 499	Information Sources in Biomedical & Health Information Sciences
	BHIS 503	Communication Skills in Health Informatics	BHIS 510	Health Care Information Systems
	BHIS 505	Ethics and Legal Issues in Health Informatics	BHIS 515	Management of Health Care Communication Systems
	BHIS 510	Health Care Information Systems	BHIS 520	Health Information Systems Analysis and Design
	BHIS 511	Application of Health Care Information Systems	BHIS 525	Social and Organizational Issues in Health Informatics
	BHIS 515	Management of Health Care Communication Systems	BHIS 530	Topics in Health Informatics
	BHIS 520	Health Information Systems Analysis and Design		
	BHIS 525	Social and Organizational Issues in Health Informatics		
	BHIS 530	Topics in Health Informatics (required for course work track)		
	BHIS 537	Health Care I.T. Vendor Management		
	BHIS 593	Health Informatics Capstone Experience ** required for students who were admitted Fall of 2012 and after.		
	Electives			
	Choice of electives to reach the minimum 45 semester hours should be guided, in consultation with the advisor, by the area of interest and the student's professional experience.			
	Course-Work-Only Track Electives			
	BHIS 508	Q Research Methodology Qualitative Research		
	BHIS 509	Informatics for the Clinical Investigator		
	BHIS 514	Patient Safety Topics in Health Informatics		
	BHIS 517	Health Care Information Security		
	BHIS 522	Mobile Health Informatics		
	BHIS 527	Knowledge Management in Healthcare Organizations		
	BHIS 528	Consumer Health Informatics		

	BHIS 529	Transforming Healthcare using Business Intelligence and Predictive Analytics		
	BHIS 532	Theoretical Concepts of Clinical Decision Support Systems		
	BHIS 534	Health Information Technology and Patient Safety		Offered in even numbered year
	BHIS 538	Health Care I.T. Administration		
	BHIS 543	Health Care Project Management		
	BHIS 546	Leadership Development in Health Informatics		
	BHIS 554	Health Informatics Business Intelligence Tools and Application		
	BHIS 580	Practicum in Health Informatics		
	Required Courses for Project and Thesis Research Tracks			
	Statistics course	Research track students must take or show completion of a statistics course		
	BHIS 500	Strategic Inquiry in Biomedical and Health Information Sciences		
	BHIS 595	Seminar in Biomedical and Health Information Sciences		
	BHIS 597 OR	Project Research in Biomedical and Health Information Sciences		
	OR BHIS 598	Thesis Research in Biomedical and Health Information Sciences		
	Electives for Research Track			
	BHIS 530	Topics in Health Informatics (elective for research track)		
	Thesis, Project-Options			
	Thesis: Students must earn at least 8 hours in BHIS 598			
	Project: Students must earn at least 4 hours in BHIS 597			

BHIS 593 Capstone

Course Description: The BHIS 593 Capstone course is required for all master's degree students, admitted fall, 2012 and thereafter. Students take this as their final, required course in the program. The course is a one credit hour research paper guided by a faculty mentor.

Course Objective: Students apply knowledge learned from the health informatics coursework, combined with professional experience to identify and research a relevant trend, issue or problem in health informatics and write a paper summarizing their research, delineating opportunities and challenges of the topic as viewed from the perspective of a health informatician. Grading is a satisfactory/unsatisfactory rating for a 3000 word, ten page paper.

MS HI Research Track Option

All students are initially admitted into the MS HI course-only option to pursue their UIC MS HI degree. Students need to declare their intent to do research by the 8th week of the fall semester of their master program so they can register for BHIS 500 and BHIS 597/598 in the upcoming spring semester and BHIS 595 in the summer semester. At the end of every

semester, faculty are requested to identify those students who may potentially be good MS HI research-option candidates. The names of these students are then communicated to the student advisors, who tell the students they are being invited to participate in MS HI research. Particular emphasis will be placed on those students who have completed their second semester in the program.

If a student does not receive an invitation from the faculty, after 15-20 hours of matriculation in the MS HI program and if the student's GPA is > 3.5, a student may declare his/her intent to be considered for the research option. The student must contact the student advisor and state their intent to pursue research and formally declare intent to pursue research by emailing the MS HI program director a personal statement indicating desire for research, area of research interest, and future plans for using knowledge gained in completing the research project.

Subsequently, the MS HI program director will explain and discuss the following considerations and expectations for students in the MS HI research-track:

- Students are required to take a statistics course or demonstrate completion of a statistics course before initiating the research track.
- Additional trips to campus are required for project development, research committee meetings, and project defense.
- Institutional Review Board (IRB) training and HIPAA training certifications may be necessary.
- The options of identifying an individual project or working with faculty who have existing research projects.
- The research will require student to have extensive writing, organizational, and time management skills.
- BHIS 500 (offered in the spring semester) and BHIS 595 (offered in the summer semester) will be substituted for BHIS 530. If a student drops research after taking these two courses, s/he must take BHIS 530.
- During BHIS 500, the student will interview, identify, and mutually select a faculty member to be the chair of the student's research committee
- The designated chair will contact the student about next steps
  - o Identification of other committee members
  - o IRB requirements to be completed
  - o Need to communicate regularly and often
  - o Scheduling of committee meetings
  - o Defense presentation requirements
  - o Continuous registration requirements
- Enrollment in BHIS 597 in the PD's section for 1 CH during spring term concurrent with enrollment in BHIS 500 (credit can be applied to BHIS 598 if the student decides for thesis research).
- The project may require at least an additional year, or more, to complete.
- The program director will present the students declaration of intent to pursue research to the HI faculty. The HI faculty will consider each student's application and approve the student's curriculum change to matriculate in the research option. The MS HI program director will then communicate the outcome to the student applicant and student advisor.
- The student advisor and the program director will be copied on all correspondence
- The student advisor will work with the student to make sure he/she completes BHIS 500 and BHIS 595, as well as the required BHIS 597/598 hours (with continuous registration) until research project completion.

Students need to declare their intent to do research by the 8th week of the fall semester of their master program so they can register for BHIS 500 and BHIS 597/598 in the upcoming spring semester and BHIS 595 in the summer semester.

Course Tracking Guides

Students can copy and use this tracking guide for planning and recording courses in order to complete the degree/certificate. You should receive a similar guide from your student adviser.

MSHI PROGRAM -COURSE TRACKING GUIDE

Masters of Science in Health Informatics Required: 36 core course credit hours, 9 elective hours = 45 hours

Student Name:		NetID:			
Prerequisites:					
Course #	Course Name	Credits	Semester/Year Offered	Grade	Earned
HIM 486	Foundations of Health Information Management	2			
BHIS 406	Medical Terminology for Health Information Management	2			
Courses Required: 36 credit hours					
Course #		Course Name			
BHIS 437	Health Care Data	3			
BHIS 499	Information Sources BHIS	1			
BHIS 503	Communication skills in Health Informatics	3			
BHIS 505	Ethics and Legal Issues in HI	3			
BHIS 510	Health Care Info Systems	4			
BHIS 511	Application of Health Care Info Systems	2			
BHIS 515	Mgmt of HC Comm. System	4			
BHIS 520	Health Info Systems Analysis & Design	4			
BHIS 525	Social and Org Issues in HI	4			
BHIS 537	Health Care IT Vendor Management	3			
BHIS 530	Topics in Health Informatics (required for Course-Only-Work track)	4			
BHIS 593	Health Informatics Capstone Paper	1			
Electives (9 credit hours required) Note: check course catalog for updates to the list of electives.					
BHIS 509	Informatics for the Clinical Investigator	3			
BHIS 514	Patient Safety Topics in Health Informatics	2			
BHIS 517	Health Care Information Security	3			
BHIS 527	Knowledge Management in Healthcare Organizations	3			

BHIS 528	Consumer Health Informatics	3				
BHIS 529	Transforming Healthcare using Business Intelligence and Predictive Analytics	3				
BHIS 530	Topics in Health Informatics (Research track elective)	3				
BHIS 532	Theoretical Concepts of Clinical Decision Support Systems	3				
BHIS 533	Health Information Technology and Patient Safety	3				
BHIS 538	Health Care I.T. Administration	3				
BHIS 543	Health Care Project Management	3				
BHIS 546	Leadership Development in Health Informatics	3				
BHIS 554	Health Informatics Business Intelligence Tools and Application (Effective Spring 2015)	3				
BHIS 580	Practicum in Health Informatics	3				
Total Credit Hours Applied to Degree (45 credit hrs. required)						
Expected Graduation:						

PMC-HI PROGRAM COURSE TRACKING GUIDE

Post-Master's Certificate in Health Informatics 24 credit hours					
Student Name:			NetID:		
Prerequisites:					
Course #	Course Name	Credits	Semester/Year Offered	Grade	Earned
HIM 486	Foundations of Health Information Management	2			
BHIS 406	Medical Terminology for Health Information Management	2			
BHIS 460	Intro to Health	1			
Courses Required: 24 credit hours					
Course #	**Course Name**				
BHIS 437	Health Care Data	3			
BHIS 510	Health Care Info Systems	4			
BHIS 499	Information Sources BHIS	1			
BHIS 515	Mgmt of HC Comm. System	4			
BHIS 520	Health Info Systems Analysis & Design	4			
BHIS 525	Sociological and Organizational Issues in HI	4			
BHIS 530	Topics in Health Informatics	4			
Total Credit Hours Applied to Degree (24 credit hrs. required)					
Expected Graduation:					

Registration

Concurrent Enrollment

Department policy does not permit concurrent enrollment in other campus programs during matriculation in BHIS graduate health informatics programs. Students wishing to enroll in other campus programs may petition the department for a leave of absence from BHIS graduate studies. Forms may be requested from the department office at 312-996-733.

Advisor

At the beginning of your graduate program, each student will be assigned an advisor. The advisor is a resource person for information about registration, program requirements, courses, text books and graduation.

Registration Schedule

Refer the registration time ticket schedule link for the registration schedule. Newly admitted students are scheduled in Open Registration times.

http://registrar.uic.edu/current_students/calendars/time_ticket_schedule.html

Registration Definitions

https://registrar.uic.edu/registration/policies_procedures.html#prerequisite

This is very important:

When you register for online courses, each course is eight weeks long. A spring or fall semester = two eight week periods, Term A (first eight weeks) and Term B (second eight weeks). Withdrawing from a course in one eight week period may also affect your credit and refund in the next or previous eight week period since you are registering for a semester! See the academic calendar links in this handbook regarding deadlines.

A Summer Term for online courses is eight weeks. Summer Term 1 is the first eight weeks, Summer Term 2 is the second eight weeks. These summer terms overlap by 4 weeks.

Holds on Registration

Students will be restricted from registration if they have the following holds:

- **Online orientation and statistics modules are not completed. (Both non-fee pre-requisites).**
- **Financial**- owe money to the university, requests to register after the registration deadline will **not** be approved if the student failed to clear a hold during the regular registration periods.
- **Program** – program admissions paperwork is not complete. (Example- official transcript is not received)
- **Academic**- pre-requisites not completed before the student will be permitted to advance in the program, academic holds.
- **Instructor approval required**- class dependent

Students can access their account through my.UIC.edu portal for more details regarding a financial hold. For information on any other holds, contact the program advisor at **312 996-5785.**

Health Informatics Course Descriptions (2016 - 2017)

Subject to Change*

Pre-requisites

https://registrar.uic.edu/registration/policies_procedures.html#prerequisite

Students are responsible for planning, registering and completing all prerequisites prior to enrolling in program courses per the academic integrity standards. The University is not responsible for a student's failure to complete the prerequisites. Pre requisite credits do not count toward required credit hours for graduation.

Course Descriptions

Refer to the Graduate College catalog for a list and description of all courses.

http://catalog.uic.edu/gcat/colleges-schools/applied-health-sciences/him/#courseinventory

Academic Calendar and Deadlines

Adds, Drops, Withdrawals, Deferrals

Please register for your courses in advance of the course start date so you can also purchase any required texts. Courses do fill to capacity so register early. You can register via *my.UIC.edu* from the UIC home page. Please speak with your student adviser if you have any questions. He or she will provide a full course plan for your specific program of study. Please follow the plan so you don't miss any requirements for graduation. It is the student's responsibility to track all courses required for completion of the program, including the pre-requisites. **Not all courses are offered every term.**

This is very important:

When you register for online courses, each course is eight weeks long. A spring or fall semester = two eight week periods, Term A (first eight weeks) and Term B (second eight weeks). Withdrawing from a course in one eight week period may also affect your credit and refund in the next or previous eight week period since you are registering for a semester! See the calendar below. A Summer Term for online courses are eight weeks. Summer Term 1 is the first eight weeks, Summer Term 2 is the second eight weeks. These summer terms overlap by 4 weeks.

Program Policy: After the university's official drop period, but through the end of the fourth week (Friday at 5 p.m.) of a fall/spring semester eight-week course or summer-B eight-week course, students can drop a course with director of graduate study (DGS) approval. Tuition refunds will be prorated according to published UIC policies. After the four-week deadline, a petition process is required and may only be applied to an extenuating circumstance (this does not include an unsatisfactory grade or a sudden work-related problem). The petition must be approved by the DGS. Please speak with your student adviser if you have any questions.

NOTE: Refer to the Add/Drop/ Withdraw deadlines included on the following academic calendars. If you have questions contact your student adviser.

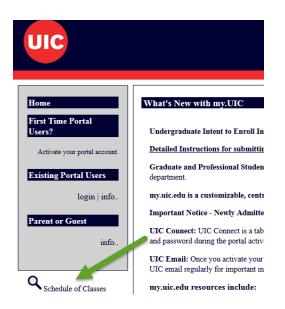**Summer, 2016** http://grad.uic.edu/academic-calendar-0#Su16

Fall, 2016 http://grad.uic.edu/academic-calendar-0#Fa16

Spring, 2017 http://grad.uic.edu/academic-calendar-0#Sp17

Course Schedules 2016 -2017

You can access the course schedules from the my.UIC.edu site.

Look for this link >Schedule of Classes> Department View>BHIS Department. You can view two semesters of course schedules for planning purposes.

BHIS = Biomedical Health Information Sciences

	University of Illinois at Chicago					
	Health Informatics Programs					
	Academic Calendar 2016					
	Subject to change					
Course No.	**Course Title**	**Instructor**	**Credits**	**No. of Weeks**	**Instruction Schedule Start Date**	**InstructionSchedule End Date**
Spring 2016						
Full Semester (16-weeks)						
BHIS 580	Practicum in Biomedical and Health Information Sciences	L. Pawola	3	16	1/11/16	5/6/16
BHIS 593	Health Informatics Capstone Experience	E. Swirsky	1	16	1/11/16	5/6/16
BHIS 596	Independent Study	TBD	1 to 4	16	1/11/16	5/6/16
BHIS 597	Project Research in Biomedical and Health Information Sciences	TBD	0 to 5	16	1/11/16	5/6/16
BHIS 598	Thesis Research	TBD	0 to 16	12	1/11/16	5/6/16
Spring A 2016 (8-weeks)						
HIM 486	Foundations of Health Information Management	L. Hitchcock	2	8	1/11/16	3/4/16
BHIS 406	Medical Terminology	J. Wencel-Drake	2	8	1/11/16	3/4/16
BHIS 460	Introduction to Health Informatics	E. Swirsky	1	8	1/11/16	3/4/16
BHIS 499	Information Sources in BHIS	J. Wencel-Drake	1	8	1/11/16	3/4/16
BHIS 500	Strategic Inquiry in BHIS	J. Abraham	3	8	1/11/16	3/4/16
BHIS 505	Ethics and Legal Issues in Health Informatics	E. Swirsky	3	8	1/11/16	3/4/16
BHIS 509	Informatics for the Clinical Investigator	A. Boyd	3	8	1/11/16	3/4/16
BHIS 510	Health Care Information Systems	C. Bimmerle	4	8	1/11/16	3/4/16
BHIS 515	Management of Health Care Communication Systems	A. Ponder	4	8	1/11/16	3/4/16
BHIS 520	Health Information Systems Analysis and Design	J. Orzechowski	4	8	1/11/16	3/4/16
BHIS 527	Knowledge Management in Healthcare Organizations	M. Dieter	3	8	1/11/16	3/4/16
BHIS 533	Practical Implementation of Clinical Decision Support Systems	J. Krive	3	8	1/11/16	3/4/16
BHIS 537	Health Care IT Vendor Management	C. Bimmerle	3	8	1/11/16	3/4/16
BHIS 543	Health Care Project Management	J. Krive	3	8	1/11/16	3/4/16
BHIS 546	Leadership Development in Health Informatics	J. Cutts	3	8	1/11/16	3/4/16
Spring B 2016 (8-weeks)						
BHIS 406	Medical Terminology	J. Wencel-Drake	2	8	3/7/16	5/6/16
BHIS 437	Health Care Data	J. Orzechowski	3	8	3/7/16	5/6/16
BHIS 460	Introduction to Health Informatics	E. Swirsky	1	8	3/7/16	5/6/16
BHIS 503	Communication Skills in Health Informatics	C. Bimmerle	3	8	3/7/16	5/6/16
BHIS 511	Application of Health Care Information Systems	C. Bimmerle	2	8	3/7/16	5/6/16

BHIS 514	Patient Safety Topics in HI	O. Kalagidis	2	8	3/7/16	5/6/16
BHIS 517	Health Care Information Security	J. Krive	3	8	3/7/16	5/6/16
BHIS 525	Social and Organizational Issues in Health Informatics	A. Valenta	4	8	3/7/16	5/6/16
BHIS 528	Consumer Health Informatics	M. Dieter	3	8	3/7/16	5/6/16
BHIS 529	Transforming Healthcare using Business Intelligence and Predictive Analytics	M. Isola	3	8	3/7/16	5/6/16
BHIS 530	Topics in Health Informatics	L. Pawola	4	8	3/7/16	5/6/16
BHIS 554	Health Informatics Business Intelligence Tools and Applications	S. Shah	3	8	3/7/16	5/6/16
Summer 2016						
Full Semester (12-weeks)						
BHIS 597	Project Research in Biomedical and Health Information Sciences	TBD	0 to 5	12	5/16/16	8/6/16
BHIS 598	Thesis Research	TBD	0 to 16	12	5/16/16	8/6/16
Summer A 2016 (8-weeks)						
HIM 486	Foundations of Health Information Management	L. Hitchcock	2	8	5/16/16	7/8/16
BHIS 499	Information Sources in BHIS	J. Wencel-Drake	1	8	5/16/16	7/8/16
BHIS 509	Informatics for the Clinical Investigator	A. Boyd	3	8	5/16/16	7/8/16
BHIS 510	Health Care Information Systems	C. Bimmerle	4	8	5/16/16	7/8/16
BHIS 515	Management of Health Care Communication Systems	A. Ponder	4	8	5/16/16	7/8/16
BHIS 522	Mobile Health Informatics	S. Kitsiou	3	8	5/16/16	7/8/16
BHIS 527	Knowledge Management in Healthcare Organizations	M. Dieter	3	8	5/16/16	7/8/16
Summer B 2016 (8-weeks)						
BHIS 406	Medical Terminology	J. Wencel-Drake	2	8	6/13/16	8/5/16
BHIS 437	Health Care Data	J. Orzechowski	3	8	6/13/16	8/5/16
BHIS 460	Introduction to Health Informatics	E. Swirsky	1	8	6/13/16	8/5/16
BHIS 505	Ethics and Legal Issues in Health Informatics	E. Swirsky	3	8	6/13/16	8/5/16
BHIS 534	Health Information Technology and Patient Safety	A. Valenta	3	8	6/13/16	8/5/16
BHIS 529	Transforming Healthcare using Business Intelligence and Predictive Analytics	M. Isola	3	8	6/13/16	8/5/16
BHIS 593	Health Informatics Capstone Experience	Faculty	1	8	6/13/16	8/5/16
BHIS 595	Seminar in BHIS	J. Abraham	1	8	6/13/16	8/5/16
BHIS 596	Independent Study	TBD	1 to 4	8	6/13/16	8/5/16
Fall 2016						
Full Semester (16-weeks)						
BHIS 580	Practicum in Biomedical and Health Information Sciences	M. Isola	3	16	8/22/16	12/10/16
BHIS 593	Health Informatics Capstone Paper	Faculty	1	16	8/22/16	12/10/16
BHIS 596	Independent Study	TBD	1 to 4	16	8/22/16	12/10/16
BHIS 597	Project Research in Biomedical and Health Information Sciences	TBD	0 to 5	16	8/22/16	12/10/16
BHIS 598	Thesis Research	TBD	0 to 16	12	8/22/16	12/10/16
Fall A 2016 (8-weeks)						
HIM 486	Foundations of Health Information Management	L. Hitchcock	2	8	8/22/16	10/14/16
BHIS 406	Medical Terminology	J. Wencel-Drake	2	8	8/22/16	10/14/16
BHIS 460	Introduction to Health Informatics	E. Swirsky	1	8	8/22/16	10/14/16
BHIS 499	Information Sources in BHIS	J. Wencel-Drake	1	8	8/22/16	10/14/16
BHIS 505	Ethics and Legal Issues in Health Informatics	E. Swirsky	3	8	8/22/16	10/14/16
BHIS 510	Health Care Information Systems	M. Isola	4	8	8/22/16	10/14/16
BHIS 515	Management of Health Care Communication Systems	A. Ponder	4	8	8/22/16	10/14/16
BHIS 520	Health Information Systems Analysis and Design	J. Orzechowski	4	8	8/22/16	10/14/16
BHIS 532	Theoretical Concepts of Clinical Decision Support Systems	J. Krive	3	8	8/22/16	10/14/16
BHIS 537	Health Care IT Vendor Management	C. Bimmerle	3	8	8/22/16	10/14/16
BHIS 543	Health Care Project Management	J. Krive	3	8	8/22/16	10/14/16
BHIS 546	Leadership Development in Health Informatics	J. Cutts	3	8	8/22/16	10/14/16
Fall B 2016 (8-weeks)						
BHIS 406	Medical Terminology	J. Wencel-Drake	2	8	10/17/16	12/9/16
BHIS 437	Health Care Data	J. Orzechowski	3	8	10/17/16	12/9/16
BHIS 460	Introduction to Health Informatics	C. Bimmerle	1	8	10/17/16	12/9/16
BHIS 503	Communication Skills in Health Informatics	C. Bimmerle	3	8	10/17/16	12/9/16
BHIS 511	Application of Health Care Information Systems	C. Bimmerle	2	8	10/17/16	12/9/16
BHIS 514	Patient Safety Topics in HI	O. Kalagidis	2	8	10/17/16	12/9/16
BHIS 517	Health Care Information Security	J. Krive	3	8	10/17/16	12/9/16
BHIS 525	Social and Organizational Issues in Health Informatics	A. Valenta	4	8	10/17/16	12/9/16
BHIS 528	Consumer Health Informatics	M. Dieter	3	8	10/17/16	12/9/16
BHIS 529	Transforming Healthcare using Business Intelligence and Predictive Analytics	M. Isola	3	8	10/17/16	12/9/16
BHIS 530	Topics in Health Informatics	M. Isola	4	8	10/17/16	12/9/16

BHIS Grade Scale

https://registrar.uic.edu/student_records/grading_system.html

Grade	Equivalent	Grade Points per hour
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0

Other Grade Symbols

Grade	Equivalent
DFR	Deferred
W	Withdrawn
I	Incomplete

Withdrawn- The grade of W is *officially withdrawn without penalty* according the policies outlined in the withdrawal policy. This grade "W" will remain on the transcript but does not affect the grade point average or the degree grade point average.

Incomplete- Course work is incomplete when a student fails to submit all required assignments or is absent from the final examination due to crisis circumstances approved by your instructor. **Inform your instructor immediately if there is circumstance beyond your control. If you cannot inform the instructor, please have a representative or alternate proxy inform the instructor. A student receiving a failing grade is not eligible for an *Incomplete*.** Incomplete course work will normally result in a failing grade if it is not completed within the designated time limit.

https://registrar.uic.edu/student_records/grading_system.html

The *Incomplete* may be assigned in lieu of a grade only when *all* of the following conditions are met:

The student has been **making satisfactory progress** in the course; failing work in a course does not merit consideration of an *Incomplete* grade.

The student is unable to complete all course work due to very unusual crisis circumstances that are beyond personal control and are acceptable to the instructor. **The student or his/her representative must contact the instructor immediately. Notification date of the problem initiates the paperwork;** and

The student presents these reasons prior to the time that the final grade roster is due.

The instructor informs the department head who evaluates each situation. If approved, the final grade of "*I*" is recorded. An incomplete grade may be given only if, for reasons beyond the student's control, required work has not been completed by the end of the term. An *Incomplete* must be removed by the end of one calendar year after the term in which the *Incomplete* was received. When the student submits the course work, the instructor will grade it and change the *Incomplete* to the appropriate grade.

> **Note**: *Course instructors may require an earlier deadline.* An *Incomplete* that is not replaced by a letter grade by the deadline will remain on the student's record as an *Incomplete* (***I***), with no credit earned. A course in which an *Incomplete* was received and not removed by the deadline may be repeated for credit only once.

Deferred Grade

DFR - Deferred. Grade deferred (independent study courses).

Academic Requirements

The academic standards of the Department of Biomedical and Health Information Sciences (BHIS) are consistent with those of the Graduate College; however, the Department of BHIS has developed additional policies for academic standards that are essential for a professional practice discipline.

A basic premise of these policies is that graduate students are expected to achieve a minimum GPA of 3.00 (out of 4.0) in all academic pursuits. If a student's cumulative program GPA (this does not include prerequisites) falls below 3.00, the student is automatically placed on probationary status by the Graduate College and/or by the program. The Graduate College's policy is that a student has two semesters to raise his/her GPA to a 3.0.

The BHIS departmental policies are as follows. All the rules apply if the student is registered for term:

A minimum grade of "B" is expected.

Multiple grades of "C" or Unsatisfactory may result in a formal review of the student's academic record by the program director and DGS and possible repetition of the courses during the next period of registration in which it is offered.

A grade of "D" or "F" grade, may lead to a formal review of the student's academic record by the program director and DGS, resulting in a recommendation of possible repetition of the course during the next period of registration in which it is offered, or dismissal from the program.

A student who fails to make progress toward a certificate or degree may be dropped. (Examples include failure to complete required courses, accumulation of an excessive number of Incomplete (I) and/or unsatisfactory grades, failure to earn credit in any semester, failure to maintain a "B" average in BHIS, and multiple course withdrawals).

A student admitted to the master's health informatics program or post master's certificate program on limited standing must receive a grade of A or B in their first 10 credit hours, including prerequisites, within the first two semesters of matriculation (including summer). Students on limited standing who receive a grade below a B and/or do not complete 10 credit hours within their first two semesters face dismissal by the Graduate College.

Students admitted to the post-baccalaureate program on limited standing must receive a grade of A or B in their first 12 credit hours, including prerequisites, within the first two semesters of matriculation (including summer). Students on limited standing who receive a grade below a B and/or do not complete 12 credit hours within their first two semesters face dismissal by the Graduate College.

In all cases, a student must have a 3.0 cumulative GPA to graduate from the Master of Science or the Post-master certificate in Health Informatics programs.

The Graduate College monitors progress toward and ensures the integrity of the University of Illinois at Chicago graduate degree. If a graduate student's grade point average (GPA) falls below 3.0 at the end of any semester, the Graduate College will send the student a warning of probation letter notifying the student he/she has two semesters to raise the GPA above 3.0 or risk being dropped from his/her graduate program.

Limited Standing Status

Students admitted to the master's health informatics program or post master's certificate program on limited admission status must meet the conditions imposed by this status and progress to full degree status within two semesters or any shorter amount of time set forth in the letter of acceptance. **Students accepted to Health Informatics programs under the condition of limited status must**

complete 10 credit hours in their first two semesters (including summer) and receive no grade below a B in any courses. Other conditions may also apply. Failure to comply with conditions of admission may result in dismissal from the University.

Students admitted to the post-baccalaureate certificate program (health information management program) on limited admission status must meet the conditions imposed by this status and progress to full degree status within two semesters or any shorter amount of time set forth in the letter of acceptance. **Students accepted to post-baccalaureate programs under the condition of limited status must complete 12 credit hours in their first two semesters (including summer) and receive no grade below B in any courses.** Other conditions may also apply. Failure to comply with conditions of admission may result in dismissal from the University.

Transfer credits may not be used to satisfy limited status requirements. Students admitted to any program on limited status may not take a semester off until the requirements are met and the student is placed on full academic standing.

Probation and Academic Dismissal

Visit the Graduate College website for information pertaining to probation as well as other topics related to academic standing:
http://grad.uic.edu/probation-and-academic-dismissal

Attendance

Students are expected to "attend" asynchronous classes and participate as outlined in the course syllabus/policies and rubrics since most of the courses involve interaction with other students and group work. **The student or his/her proxy is responsible for advising the instructor immediately** of his/her absence from the course due either to unusual personal circumstances or events such as local natural disasters, which disrupt Internet access and preclude class attendance. The instructor will decide if/how the work can be made up.

Leaves of Absence for Medical, Family Reasons or Military Service

http://grad.uic.edu/leave-absence

Dress Code

While on campus or while representing the health informatics program in a practicum, at a research site or during a presentation, appropriate behavior and dress is required. If the student fails to meet these standards, as determined by the program director, the student will be asked not to wear the inappropriate item again and may be sent home to change clothes.

For those students participating in campus visits/course, clinical, research or practicum setting, the dress code of the institution is appropriate.

- Clothing must cover cleavage, back, chest, stomach and undergarments.
- Provocative clothing styles are not appropriate.
- Avoid clothing that has words, terms or pictures that may be offensive.

Clinical Setting

- Appropriate respect, conduct and appearance are expected of students as they engage with patients, families, and health care professionals.
- For those students participating in clinical, research or practicum setting, the dress code of the institution is required.

Final Presentations, research defense, offsite meetings, practicum site attire:

- Personal attire should be clean, pressed, free from holes, tears or stains and businesslike.
- Clothing must cover cleavage, back, chest, stomach and undergarments.
- Skirt and dress hems should be at or below the knee.
- Provocative clothing styles are not appropriate.

UIC Student Records Policy

https://registrar.uic.edu/campus_policies/records_policy.html

Confidentiality of Student Records

Class schedules are not released to unauthorized persons. UIC Student Records policy governs record keeping and release. http://registrar.uic.edu/student_records/record_confidentiality.html

Access to Records/Transcripts

Current or previous University of Illinois students are entitled to examine their educational records under the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA as amended). As custodian of student records, the University assumes an implicit trust and, accordingly, uses extreme care and concern in recording and disseminating information about students. The University policy is in compliance with the Family Educational Rights and Privacy Act. The Office of Admissions and Records issues transcripts in one of four ways outlined in the following website:

https://registrar.uic.edu/student_records/transcripts.html

BHIS Academic Integrity and Standards of Conduct

http://grad.uic.edu/university-regulations

Students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the university community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the UIC Standards of Conduct. The conduct for which students are subject to disciplinary action includes, but is not limited to, the following standards of conduct.

Student Standards of Conduct –Version 3/29/2016

Office of the Dean of Students: http://dos.uic.edu//

Students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution and suitable to members of the university community. The University may at any time exclude a student or impose disciplinary sanctions on a student for violations of the UIC Standards of Conduct.

Students agree that by taking a BHIS course they agree to abide by the following standards. The instructor may need to take immediate action upon observing academic dishonesty or class disruption. The student will comply with any and all requests made by the instructor or other associated personnel.

A.   Academic Integrity

Academic integrity is the submission of one's own work with properly acknowledged contributions of others. Any violation of this principle constitutes academic dishonesty and may result in disciplinary action including referral to the university student conduct process (available at Office of the dean http://www.uic.edu/depts/dos/conductforstudents.shtml

The conduct for which students are subject to disciplinary action includes, but is not limited to, the following:

Pre-requisites—Students are responsible for being aware of and meeting all academic prerequisites prior to enrolling in a course. Instructors reserve the right to remove students who fail to meet prerequisites for their courses. In certain instances, instructors may elect to waive a prerequisite based upon a student's ability to demonstrate the competency embodied in the prerequisite. However, a student who enrolls in a course without explicitly meeting all course and program prerequisites is considered to have committed a form of academic dishonesty, and assumes responsibility for all possible subsequent outcomes including course grade performance and termination from the program.

Academic Dishonesty

Any violation of the, "Guidelines Regarding Academic Integrity" which includes but is not limited to: giving or receiving unauthorized aid in any assignment or examination, plagiarism, tampering with grades, or other academic irregularities.

1. PLAGIARISM OR SELF-PLAGIARISM--Submitting all or part of another's work as one's own work or resubmitting one's own previous work as new work in an academic exercise such as an examination, computer program, image, or written assignment. For more information on proper use of references/citations see the following:
    i. http://researchguides.uic.edu/styleguides
    ii. http://library.uic.edu/home/services/copyright-and-permissions

2. CHEATING-Using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining (or attempting to obtain) copies of written assignments, examinations or answers to examinations.

3. COLLUSION-Helping another commit an act of dishonesty, such as substituting for an examination, completing an assignment for someone else, or providing other students with completed materials such as papers, essays, discussion posts, or examination questions or answers.

4. FABRICATION-Altering or transmitting without authorization, academic information or records.

5. BRIBES/FAVOR/THREATS--Bribing or attempting to bribe; promising favors to or making threats against any person with the intention of affecting a record of a grade, grade, or evaluation of academic performance. This also includes any conspiracy with another person who then takes or attempts to take action on behalf or at the direction of the student.

6. EXAMINATION BY PROXY- Taking or attempting to take an exam for an enrolled student by a third party is a violation by both the student enrolled in the course and the third party.

    i. http://catalog.uic.edu/gcat/graduate-study/graduate-study/

7. PARTICIPATION BY PROXY: Participating or attempting to participate in any online course activity of any type for an enrolled student by a third party is a violation by both the student enrolled in the course and the third party.

8. GRADE TAMPERING: Any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

9. NON-ORIGINAL WORKS: Submission or attempt to submit any course work authored or created, in whole or part, by someone other than the student.

Note on Copyrights: UIC, its employees, and students are legally required to adhere to copyright law; consequently, they may not use copyrighted material for an online course unless its use is consistent with copyright law. Violations of copyright law include unauthorized access to or use of copyrighted material (THIS INCLUDES COPYRIGHTED MATERIAL FOUND ON THE INTERNET). When violations of copyright law are suspected, a description of the suspected violations will be referred to the appropriate UIC office and may result in sanctions

For more information on the appropriate uses of copyrighted material, the UIC Library has created an online resource that offers detailed information. The resource is available at:

http://library.uic.edu/home/services/copyright-and-permissions

Sanctions for Academic Dishonesty:

First Violation:

- At the first documented violation of any of the nine aspects of Academic Dishonesty a student(s) will be notified in writing by email of the incident of academic dishonesty. The notification will outline each detail with evidence of the offense.
- The first violation will be reported via email to the student's program director and academic advisor, and for students from other colleges, to their program directors. The instructor may file an incident report with the university student conduct process http://www.uic.edu/depts/dos/conductforstudents.shtml).
- The student(s) will be provided with details that clearly explain the nature of the offense and explain the sanction for the violation. The student(s) will have 72 hours to respond by email to the instructor that the explanation of and sanction for the violation have been understood and agreed to. If the student does not send an email within 72 hours or does not agree with the sanction, the instructor may file an incident report with the Office of Dean of Students to resolve the matter.
- Depending on the degree of the violation, the student will receive a minimum of 10% reduction of the grade to a maximum of a "F" grade on the assignment and at the sole discretion of the instructor of record.

Second Violation:
- Upon the second documented violation of the Academic Dishonesty policy student(s) will be notified in writing by email of the incident of academic dishonesty. The notification will outline each detail with evidence of the offense.
- The second violation will be reported via email to the departmental DGS, the student's program director and academic advisor, and for students from other colleges, to their program directors. The instructor will file an incident report with the university student conduct process http://www.uic.edu/depts/dos/conductforstudents.shtml).
- Depending on the degree of the violation, the student will receive a minimum of a "F" grade for the assignment to a recommendation to the Graduate College for the student's removal from the BHIS program.

B. Behavioral Integrity

Each student is expected to conduct himself/herself in a manner that facilitates learning in the academic environment. This is particularly important for BHIS courses since they are discussion-centered.

Communication with other learners should reflect a professional attitude on the part of the learner; however, "professional" does not mean formal or stilted. Informality provides the optimal communication strategy. Humor, when used with care, will add value to the discussion when it helps mitigate dry, abstract discussions. Students are reminded that postings to a discussion forum are similar to e-mail messages in that they lack the visual or audio clues that designate humor. Sarcasm is almost never appropriate and often provokes conflict.

Attitudes and behaviors that nurture character and ethical behavior include but are not limited to the following core values:

- RESPECT – Showing regard, consideration, and courtesy for the rights and feelings of other students and employees and conducting oneself in a mature, professional manner.
- RESPONSIBILITY – Distinguishing between right and wrong and being held accountable for one's actions.
- HONESTY – Being truthful, respecting the property of others, and demonstrating integrity.
- SELF-DISCIPLINE – Controlling one's actions and attitudes so as not to inflict emotional and physical harm on others.
- NETIQUETTE – Engaging in socially acceptable conduct in online or digital environments.

In the first disregard for Behavioral Integrity, the course instructor shall initiate a discussion with the student when that student fails to display the attitudes and behaviors described above. The instructor will follow-up with the student via email, reviewing the Behavioral Integrity issue and the substance of their formal discussion.

In the second disregard for Behavioral Integrity, the behavioral disruption will be reported in writing/email to the program director and academic advisor, and for students from other colleges, to their program directors. Depending on the degree of the offense, the student could minimally receive a further reprimand and warning from any or all the administrators noted above, and as much as a recommendation to the Graduate College for the student's removal from the course and or suspension from the BHIS program.

Student Disciplinary Policy-Office of the Dean site
http://www.uic.edu/depts/dos/studentconductprocess.shtml

The instructor may, at any point, initiate the university student conduct process. As a result of this action, a recommended consequence will be given to the instructor and student. Consequences for behavioral disruption include but are not limited to warnings, probation, and removal from the program. In cases of behavioral misconduct, instructors do not have the prerogative to make a final decision on the outcome. The decision rests solely within the student conduct process.

Student Academic Grievance Procedures
http://grad.uic.edu/grievance-procedures

First instituted in 1983, the University of Illinois at Chicago's Academic Grievance Procedures define a process by which students, faculty and academic employees can seek resolution of complaints. Not all actions are grievable so it is important that these procedures be reviewed for both eligibility and process.

There are strict deadlines, steps, and guidelines for eligibility that must be followed by both graduate students and the faculty or administrators involved. For a complete description of the procedures, students should consult the website'

Financial Information
Online Tuition and Fees
Online programs are assessed UIC's e-Tuition, which is a single-rate, per credit hour tuition.

https://admissions.uic.edu/graduate-professional/tuition-fees

Graduate Tuition, $750 per credit hour, subject to change.

Financial Aid / Scholarships/Fellowships
Graduate students in Health Informatics are eligible for financial support from a variety of sources: *Board of Trustee waivers, assistantships, the HIMSS Foundation Scholarship Program, the Martin Luther King, Jr. Financial Award,* the Beverly Fiorella Award, t*he Van Doren Scholarship Fund, and fellowships*. An attempt is made to see that all students benefit from available funds at some time during their two years of study. A description of each financial award is listed below along with their eligibility requirements. Refer to http://grad.uic.edu/funding-your-education for an overview of opportunities.

Office of Financial Aid
http://www.uic.edu/depts/financialaid/index.shtml

College of Applied Health Sciences Scholarships, Fellowships and Awards
http://www.ahs.uic.edu/academics/admissions/financialaid/scholarshipsawards/

HIMSS Foundation Scholarship Program

The HIMSS Foundation Scholarship Program annually awards $5000 scholarships to Master's student members studying in the healthcare information or management systems field. Visit the HIMSS site at http://apps.himss.org/foundation//schlr_hims.asp for additional information.

AHIMA Merit Scholarship

The AHIMA Foundation annually offers $2000 merit scholarships to currently enrolled outstanding students in HIM and health information technology (HIT) as well as those professionals pursuing masters or doctoral degrees in areas related to health information http://www.ahimafoundation.org/education/MeritScholarships.aspx

Board of Trustee Waivers- full time and part-time students

For more information, go to: http://grad.uic.edu/graduate-college-tuition-and-fee-waivers

Students who are interested in receiving an allocated Graduate College waiver must speak to the Director of Graduate Studies, Eric Swirsky (eswir@uic.edu) or the Student Coordinator (Ms. Monica Rassoul at monair@uic.edu) for their academic program. All programs have a limited and fixed number of allocated waivers available; programs that have a high percentage of part-time students also have PT waivers available (requiring 8-11 hours of enrollment). All Graduate College waivers are requested by the academic program, not directly by the student. The Graduate College communicates these waiver recipients' information to Financial Aid each semester.

University Resources

Disability Resources

The Office of Disability Services works to ensure the accessibility of UIC programs, classes, and services to students with disabilities. Services are available for students who have documented disabilities, including vision or hearing impairments and emotional or physical disabilities. Students with disability/access needs or questions may contact the Office of Disability Services at (312) 413-2183 (voice) or (312) 413-0123 (TTY only).

http://www.uic.edu/depts/oaa/disability_resources/index.html
http://www.uic.edu/uic/studentlife/studentservices/disability.shtml

Graduation

You must apply online to graduate. http://grad.uic.edu/graduation-deadlines

Students cannot be cleared for graduation until they have filed their declaration and have had their academic records reviewed for progress in completing degree requirements.

Commencement

For more information, visit the Website at: http://grad.uic.edu/commencement-ceremony

Online Student Resources my.UIC.edu

Many student resources are located on the my.UIC.edu landing page via the Current Student link. This includes schedule of classes, graduate catalog, registering for a class, ACCC (Computer and Blackboard computer helpdesk) and more.

http://www.uic.edu/life-at-uic/current-students

Computer/ Technical Requirements for Online Courses

Students can purchase software at a discounted rate through http://webstore.illinois.edu/home/

Students are required to have the minimum computer hardware, software, network and technical requirements to access online courses via the Blackboard Learn online learning system. The system requirements are listed on the following link https://uic.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_136_1

Blackboard Learning Management System (LMS)

Blackboard System Requirements- refer to this link to

https://uic.blackboard.com/webapps/portal/execute/tabs/tabAction?tabId=_111866_1&tab_tab_group_id=_140_1

Blackboard Helpdesk

For problems with Blackboard, contact blackboard@helpdesk.uic.edu

Or call 312-996-9824.

Academic Computing and Communications Center

The Academic Computing and Communications Center (ACCC) is responsible for all computing and communications services. It manages the Blackboard Helpdesk, computer labs, email, passwords and more.

For more information about the Academic Computing and Communications Center, visit their website at:
http://accc.uic.edu/

University Library Resources Online

University Library System
The University Library of the University of Illinois at Chicago (UIC), consisting of the Richard J. Daley Library and four sites of the Library of Health Sciences, provides collections for students in all curricular areas, for graduate programs, for faculty research and for health care. Library holdings number more than 8.7 million items, including 2.7 million books and bound periodicals, and over 6 million other items. The University Library currently receives over 65,000 print or electronic serials. Students and faculty have full access to books and other materials shelved on the open stacks, and both on-site and remote access to the library's rich collection of electronic databases, books and journals. Visit the library website:
http://library.uic.edu/

Library of the Health Sciences is located at 1750 West Polk Street, the Library of the Health Sciences (LHS) serves the faculty, staff and students of the UIC as well as members of the general public seeking health information. The LHS collection of over 500,000 volumes and over 20,000 health sciences journals supports education, research and clinical practice in the Colleges of Medicine, Dentistry, Nursing, Applied Health Sciences and Pharmacy, and the School of Public Health; the University of Illinois Hospital and Clinics; and other affiliated health care institutions. LHS also serves as the Regional Medical Library for ten Midwestern states under a contract awarded by the National Library of Medicine.

Online Library Services
Online and distance education students can schedule research consultations with a librarian and access a majority of the library's resources remotely. You can chat with a librarian using the "Ask a Librarian" chat tool.

Ask a Librarian

Professional Organizations

Student Membership

Participation in professional society activities is a defining characteristic of a professional. Graduate students are therefore strongly encouraged to join an organization such as the Healthcare Information and Management Systems Society (HIMSS) and a specialty organization of their choice. Some organizations offer reduced rates for student members. Consult the society websites listed in this manual for membership information.

HIMSS - Healthcare Information and Management Systems Society
http://www.himss.org

A not-for-profit organization representing information and management systems professionals in healthcare, serving its members, customers, and the industry by providing leadership, education, and networking. It has more than 43 chapters and more than 12,000 members working in healthcare organizations throughout the world. Members include healthcare professionals in hospitals, corporate healthcare systems, clinical practice groups, vendor organizations, healthcare consulting firms, and government settings in professional levels ranging from senior staff to CIOs and CEOs.

It publishes a quarterly journal, the *Journal of Healthcare Information Management*, and a monthly newsletter. National meetings are held in large U.S. cities. Student membership is recommended and encouraged.

AHIMA - American Health Information Management Association
http://www.ahima.org

Represents more than 40,000 health information management professionals who work throughout the healthcare industry. Health information management professionals serve the healthcare industry and the public by managing, analyzing, and utilizing data vital for patient care.

AHIMA produces three important periodicals--*Journal of AHIMA*, *AHIMA Advantage*, and *Keeping Pace*. National meetings are held in one of the larger U.S. cities. Student and associate membership is available.

AMIA - American Medical Informatics Association
http://www.amia.org

Dedicated to the development and application of medical informatics in the support of patient care, teaching, research, and health care administration. Since its inception in 1991, it now has nearly 4,000 members from 42 countries worldwide. Together, these scientists, educators, researchers, physicians, nurses, students, biomedical engineers, medical librarians, and health care administrators who make up the organization's membership represent all basic, applied and clinical interests in health care information technology. It publishes a peer-reviewed, bimonthly journal, the *Journal of the American Medical Informatics*, and a newsletter. National meetings are held in one of the larger U.S. cities. Student membership is recommended and encouraged.

Health Informatics Faculty and Staff: 2016-2017

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Independent Study, Practicum, Thesis, Research Project

Independent Study Guidelines and Forms

The following guidelines are used in implementing the requirements for BHIS 596 Independent Study Learning Agreement.

1. A student may elect to perform individually arranged activities designated as Independent Study. Such activities may include the following projects:

   a. A research project
   b. An in-depth study of a health informatics related topic
   c. Participation in various community institutions

2. In arranging such activities, the student is responsible for the following tasks:

   a. Identifying a topic and organizing a preliminary outline of activities for that topic
   b. Meeting with the instructor to discuss the feasibility of the topic, its scope and depth, and available resources

3. After a mutually acceptable "project/activity" has been agreed upon, the Independent Study Learning Agreement form will be drafted (by either the student and/or faculty member) containing the following elements:

   a. A brief summary of the project/activity
   b. The time frame for the independent study
   c. The grading criteria

4. The completed Independent Study Learning Agreement is to be signed and dated by all involved parties by the second week of the term (first week summer semester) in order to enroll in BHIS 596.

5. The signed Independent Study Learning Agreement is placed in the student's file until the project is completed.

6. The Independent Study Learning Agreement must be prepared prior to undertaking the project.

7. Submission of a completed agreement form is required before a student may register for credit in BHIS 596 Independent Study.

8. The student is responsible for completing all Independent Study requirements. The instructor will act in an advising/consulting role and will monitor the student's progress. It is the student's responsibility to communicate regularly with the instructor.

9. After completion of the project, the final portion of the Independent Study Learning Agreement form must be completed and signed by the instructor, and submitted with the Grade Report.

Department of Biomedical and Health Information Sciences

Independent Study Learning Agreement

NAME: _____   UIN: _____

I elect BHIS 596 Independent Study for Term/Year: _____Credit Hours:_____

Following the guidelines below, I will perform the independent work described below to earn the credit listed for a letter grade.

Describe your independent work. (If you need more space, please feel free to use an additional sheet)

Guidelines for BHIS 596 Independent Study

10 pages, double spaced, 1" margins; provides new knowledge for the student; min 5 peer reviewed references; must generate an opinion; paper is well written (has clarity, is organized, has correct grammar/spelling/punctuation); indicates an intended audience for the paper; early on, clearly articulates the purpose of the paper.

20 pages, double spaced, 1" margins; provides new knowledge for the student; min 10 peer reviewed references; must generate an opinion; paper is well written (has clarity, is organized, has correct grammar/spelling/punctuation); is publishable; indicates an intended audience for the paper; early on, clearly articulates the purpose of the paper.

30 pages, double spaced, 1" margins; provides new knowledge for the student; min 15 peer reviewed references; must generate an opinion; well written (has clarity, is organized, has correct grammar/spelling/punctuation); is publishable; indicates an intended audience for the paper; early on, clearly articulates the purpose of the paper.

I understand if I do not complete the work described to the satisfaction of the instructor by the beginning of the examination period for the term, a grade of **F** will be recorded. A deferred grade requires the instructor's approval prior to the beginning of the examination period.

This form must be completed, signed by the student and the instructor and submitted to the independent study coordinator by the second week of the term (first week summer term) in order to enroll in BHIS 596.

Student Signature _____ Date Signed _____

Instructor Signature _____Date Signed _____

Grade_____   Instructor name (printed or typed) _____

Date_____

cc: Student, Instructor, Student File

        Revised: 06/14/2013

Department of Biomedical and Health Information Sciences

BHIS Practicum Guidelines

Purpose

The purpose of the practicum is to provide a structured field experience that is a valuable educational component and link between the didactic education and a student's career. The practicum provides the student with a foundation for professional development and assists in refining skills and behaviors necessary for successful practice in the complex health care environment. As such, it is best taken after the majority of core and area of study courses are complete.

Goals

The goals of the practicum encompass three broad areas: the mentoring relationship, observation, and application.

Mentoring Relationship: Through a mentoring relationship between the preceptor and the student, the student is able to develop a personal philosophy of leadership that exploits new opportunities for managing technology and organizational transformation in a continuous environment of change. Through the mentoring relationship, the student is able to enhance understanding of organizational behavior and skills in interpersonal relationships, communication, negotiation, and strategic thinking.

Observation: Through observation and selected participation, the student is able to develop an appreciation of the relationships between organization culture, structure, and behavior and how these enhance the effectiveness of the health care system.

Application: The practicum experience should provide the student with an opportunity to develop confidence in the application of acquired knowledge and skills. Furthermore, the student should gain enhanced project planning and management skills.

Objectives and Activities

The following are activities normally expected to occur during the practicum: Mentoring, observation and application.

The Mentoring Relationship

A mentoring relationship should be established between the preceptor and the student in which the preceptor assumes a role of professional guide or counselor. The relationship should provide opportunities for guiding student's professional development and provide for periods of dialog between the student and the preceptor on critical issues in the discipline. Techniques for fostering the mentoring relationship may include, but are not limited to, formal and informal discussions or debriefings, "shadowing" the preceptor, critique of student affective and professional behavior or presentation, or appraisal of application of student's knowledge and skill set.

Among general activities that can foster the mentoring relationship are the following:

Working with the preceptor on assignments, projects, or assuming a role of "assistant to" the preceptor;

Attending organizational meetings with the preceptor; and

Defining regular periods of time for formal or informal discussions and/or evaluations.

Observation

Through observational activities, the student should gain an understanding of the organization, its mission, goals, objectives, structure, and culture. The student should be able to observe and assess complex interrelationships within the organization, gaining an understanding of the organization, management, scope of responsibilities, functions, and strategic planning.

General activities may include

- Review of mission, goals, and organizational strategic plan;
- Review of mission, goals, and operational plan of the <u>unit</u> to which the student is assigned;
- Review of enterprise organizational chart, information systems or the unit organizational chart and job descriptions;
- Review of organizational policies and procedures;
- Tour of organization's facilities;
- Attendance at meetings internal to the organization and to function in the following ways: observation, active participation in discussion if appropriate, presentation of reports if appropriate;
- Observation of information system activities and/or project management;
- Observation of activities relating to human resources management including planning for human resources, hiring, interaction with employees; and
- Observation of team-building processes/activities.

Application

Through projects or studies, knowledge and skills in planning, management, design, integration, implementation or evaluation should be enhanced. The project or study should be appropriately focused so that a deliverable product can be achieved within the practicum period.

Examples of areas for projects or studies include but are not limited to the following:

- Management
- Design
- Integration
- Implementation
- Evaluation

Students should also have the opportunity of developing affective behaviors through interaction with employees, delivering formal and informal presentations, and participating in meetings as appropriate.

Practicum Format

The practicum is a structured field experience with oversight provided by a BHIS faculty member and conducted under the supervision of a preceptor. Practicum sites are established based on the goals of the individual student.

The practicum is usually 16 weeks in length. Credit hours are related to the amount of time expended by the student and are determined by the preceptor, the student and the practicum coordinator. The student is expected to maintain regular working hours consistent with the facility's policy and the nature of the project(s) and responsibilities assigned.

Practicum site

The organization must provide the following in order to serve as a practicum site:

Offer opportunities that will give the student a productive experience and assist the student in continued professional development;

Provide a preceptor who is a recognized expert in the field and who is committed to providing a valuable educational experience to the student;

Provide mentoring and evaluation to help the student develop a personal philosophy of leadership that exploits new opportunities in the field of study; and

Agrees to the purpose, goals, and philosophy of the BHIS graduate practicum experience.

Stipend

Students are permitted to accept a suitable stipend; however this issue is negotiated between the student and the preceptor. Preceptor sites are not required to pay a stipend.

Roles and Responsibilities

Preceptor

It is the preceptor's responsibility to provide the University of Illinois at Chicago practicum coordinator with the preceptor's own resume. In those cases in which the direct supervisor is not the preceptor, the resume of the direct supervisor should be submitted.

The preceptor is responsible for facilitating the continuing educational development of the student during the practicum.

An initial task for the preceptor is to assist the student in planning the internship experience through the development of a Practicum Plan (PP). This is done during the beginning of the practicum and will clarify expectations on the part of the involved parties.

Second, the preceptor is expected to provide supervision, guidance and counseling. This is accomplished by conducting regular conferences with the student. These meetings are used to share the preceptor's understanding of the ethics, philosophies, management, and leadership practices required of an informatics professional.

Finally, the preceptor reviews the progress of the practicum experience with the student and other key staff members and evaluates the student's performance. Along with specific written evaluations that reflect the performance of the student, the preceptor reports a letter grade to the University of Illinois at Chicago.

Practicum Coordinator

The responsibility of the practicum coordinator is to facilitate the practicum planning and implementation through site development and assessment, identification and development of preceptors, and overall coordination of the practicum process.

The coordinator is available to provide assistance in the development of the Practicum Plan (PP). The coordinator will be kept informed of the student's progress during the practicum. The coordinator is responsible for review of preceptor and student evaluations and for assigning and submitting the final grade. The final grade is composed of grades for the practicum plan, the preceptor's evaluations, assessment of any professional activities checklists, and the student's evaluation of the practicum experience.

Intern

The intern is a student enrolled in one of the BHIS practicum courses to accomplish the learning objectives outlined in this manual and more specifically what has been defined in the Practicum Plan (PP). In addition, the student is an ambassador and a representative of the Department of Biomedical and Health Information Sciences at the University of Illinois at Chicago.

The intern is responsible for taking the initiative to complete the PP with the consultation and approval of the preceptor. The intern is also responsible for the completion and submission of the *Student Evaluation of Practicum Experience*, due at the end of the semester.

The student is expected to always act in a professional manner; comply with all standards and regulations, policies and procedures of the practicum site.

Department of Biomedical and Health Information Sciences

BHIS PRACTICUM REQUEST TO ENROLL FORM

The first step to enroll in practicum is for the student to submit this request to enroll. This request must be at least 6 months in advance of when the student will begin working on the practicum. Along with this form, the student will submit a current resume and summary of goals and career objectives

Date:

1. Name and address of the Practicum site organization

2. Contact information for the person who will be the preceptor

3. Contact information for Legal contact person

4. Write a short summary of your goals and career objectives

This request will be reviewed by the Practicum Coordinator to determine if UIC has an active Student Placement Agreement (SPA) with the requested practicum organization.

_____ UIC has a Student Placement Agreement

_____ New SPA is required – a minimum of 6 months needed to establish a new SPA

Statement of objectives:

At the conclusion of this practicum, the student will:

1. Be able to apply academic education to …..
2. Produce skills that demonstrate ……
3. Understand the ………   to include but not limited to: Demonstrate a solid understanding of …………

Action plan with dates/hours:

A. 24 hours (XX/XX/16-XX/XX/16)   (Bi-weekly face to face meetings)
B. XX hours (XX/XX/16- XX/XX/16)
C. XX hours (XX/XX/16-XX/XX/16)
D. XX hours (XX/XX/16-XX/XX/16)
E. Evaluation handled by preceptor for practicum duration of XX/XX/16-XX/XX/16

    Total hours: XXX

Action plan:

A. Standing meetings with preceptor for practicum progression   <u>24 hours</u>

B. {*Insert a description of the task or activity*}:   <u>XX hours</u>
   1. *Activity*
   2. *Activity*
   3. *Activity*
   4. *Activity*

C. {*Insert a description of the task or activity*}:   <u>XX hours</u>
   5. *Activity*
   6. *Activity*
   7. *Activity*
   8. *Activity*

D. {*Insert a description of the task or activity*}:   <u>XX hours</u>
   9. *Activity*
   10. *Activity*
   11. *Activity*
   12. *Activity*

E. The student will be evaluated by:

Deliverables:

    •

A Student Placement Agreement (SPA) must be in place between any practicum site and the University of Illinois. If such an agreement does not exist, students should be aware that the minimum lead-time to establish an SPA is six months.

The practicum placement is an on-going activity. Potential sites and preceptors are identified and contacted as to their interest in practicum placement throughout the year. Students preparing for practicum compile a resume and summary of goals and career objectives at least one semester prior to the anticipated practicum. Potential practicum sites can be contacted directly by the student through letters and follow-up phone calls.

When a student has identified a practicum site, willing to accept the student, the student notifies the practicum coordinator. Preceptor guidelines and a written letter to confirm participation are sent to the preceptor from the Director of Graduate Studies.

Practicum plan (pp): The student is responsible for initiating and completing the PP with the assistance and approval of the preceptor. The plan should be completed by the end of the first week of the practicum and one copy submitted to the University of Illinois at Chicago practicum coordinator. The PP provides documentation of the practicum goals and objectives, describes the activities to be performed, identifies the project or study to be conducted, describes the deliverable(s), and provides a structure by which the student will be evaluated.

The PP should be based upon the overall objectives of the practicum program as noted in this manual, and the specific needs, interest and professional goals of the student. The plan should provide a clear understanding and specification of what the student expects to obtain from the practicum. The PP must be approved in writing by the preceptor, student, and practicum coordinator.

The PP is composed of a Statement of Objectives and an Action Plan.

Statement of objectives: The Statement of Objectives should address the general goals of the Mentoring Relationship, Observation and Application. Objectives should be measurable and quantifiable.

Action plan: The Action Plan should specify what the student will do in terms of defined tasks and activities relating to each of the stated objectives. For each objective, the Action Plan should describe:

- The activities for achievement of the objective (e.g., attendance at meetings, special assignments, projects);
- Schedule of time frame for completion of activities; and
- The person responsible for reviewing and evaluating the student's performance of each activity.
- The PP is a planning tool to enhance the practicum experience and may be changed and re-negotiated based on the changing needs of the preceptor site.

Preceptor Evaluation of the Intern

Each preceptor will be evaluating the intern by completing a *Professional Behaviors Evaluation*. The preceptor also reports a letter grade, based on the progress of the student in attaining the goals and objectives delineated in the PP and the quality of work on projects or studies performed. The final grade for the practicum is calculated by the practicum coordinator, based on the following:

Practicum Plan (20%)

Professional Behavior Evaluation (30%)

Professional Activities Evaluation (40%)

Student Evaluation of Practicum Experience (10%)

Student Evaluation of Practicum

The student is required to submit the *Student Evaluation of Practicum Experience* at the end of the practicum experience. The coordinator will share the evaluation with the preceptor.

This evaluation provides the student the opportunity to reflect on the internship activities and review and evaluate progress in attaining the educational goals and objectives of the practicum.

Practicum Termination

If the preceptor or the student determines that the association of the intern with the institution should be terminated, the practicum coordinator must be notified by the most expeditious method and provided the reasons for making such a recommendation. If the recommendation ends in termination, the event(s) must be documented by the practicum coordinator and placed in the student's file.

BHIS Practicum Forms
Department of Biomedical and Health Information Sciences (BHIS)

BHIS PRACTICUM GRADING SHEET

STUDENT NAME_____

PRACTICUM SITE_____

PRECEPTOR_____

SEMESTER / YEAR_____

Practicum Plan grade (20%)

Submitted on time	(10) ___	
Clarity and organization of writing	(15)___	
Grammar, spelling, sentence structure is appropriate	(15)___	
Establishes relevant and attainable goals	(20)___	
Breaks down assignment into simple tasks or activities	(15)___	
Establishes timetable with supervisor	(10)___	
Selects work methodologies appropriate to the assignment	(15)___	

Plan points (100 maximum)   _____ x 0.20 = _____

Professional behaviors grade (30%)   _____ x 0.30 = _____

From Professional Behaviors Evaluation form

Professional activities grade (40%)

Determine points using professional activities checklist or assessment of a deliverable as specified in the student's practicum plan.   (100 maximum)   _____ X 0.40 = _____

Student evaluation of practicum experience (10%)

Students receive 100 points when evaluations are completed and returned.

_____ X 0.10 = _____   **Final course total points** _____

The following method of conversion from final course points to a final course letter grade will be used:

A   = 90 to 100
B   = 80 to 89
C   = 70 to 79
D   = 60 to 69
F = below 60

FINAL GRADE _____   **DEPARTMENT OF BIOMEDICAL AND HEALTH INFORMATION SCIENCES**

Department of Biomedical and Health Information Sciences

BHIS PRACTICUM PROFESSIONAL BEHAVIOR EVALUATION

STUDENT NAME_____

PRACTICUM SITE_____

PRECEPTOR _____SEMESTER / YEAR_____

A midterm rating can be given at any time during the practicum to notify students of and to document unacceptable behavior. Midterm ratings provide an opportunity to remediate student attitudes and behaviors. Midterm ratings are not required for students consistently exhibiting acceptable professional behaviors. Only the final rating is used as part of the final grade calculation. The behavior in bold print is the minimal acceptable level for an entry-level professional and is equivalent to a grade of "B." Any rating below 8.0 denotes unacceptable behavior in that category and explanatory comments should be made on a separate sheet of paper.

<div align="right">

RATING: <u>MIDTERM</u> <u>FINAL</u>

</div>

HIPAA/OSHA:

Compliance with occupational safety and informational privacy protocols for protection of self and others.

9.0 - 10 Adheres strictly to such protocols without any or with few reminders. Never puts self or others at risk

8.0 - 8.9 Adheres to such protocols with occasion reminders. Never puts self or others at risk.

0 - 7.9 Ignores such protocols or continually puts self or others at risk.

<div align="right">

_____ _____

</div>

ADHERENCE TO RULES/REGULATIONS/SOPs:

Compliance with policies on punctuality, attendance and professional appearance.

9.0 - 10 Rarely absent. Always on time. Promptly returns from breaks. Always gives proper notice of whereabouts. Has a professional appearance.

8.0 - 8.9 Rarely absent. Seldom late. Always gives proper notice of whereabouts. Usually has a professional appearance.

0 - 7.9   Habitually late or absent. Seldom gives proper notice of whereabouts. Unacceptable attire/unkempt.

<div align="right">

_____ _____

</div>

ASSIGNMENT RESPONSIBILITY AND DOCUMENTATION:

Compliance with completing work or assignments. Completeness, correctness and neatness of documentation.

9.0 - 10 Accurately and independently completes work or assignments by established deadline. Documentation is always correct and complete with minimal properly corrected errors.

8.0 - 8.9 Independently completes work or assignments with few errors by established deadline. Documentation is usually correct and seldom incomplete.

0 - 7.9   Fails to work independently. Does not complete work or assignments or completes with many errors even when deadline is extended. Documentation is frequently incomplete and incorrect, and corrections are sloppy.

<div align="right">

_____ _____

</div>

CARE AND MAINTENANCE:

Cleanliness and orderliness in maintaining the work area. Also consider the economical use of supplies and care of equipment.

9.0 - 10 Excellent. Work area orderly and uncluttered. Equipment and materials are   put back in the proper place. Economical with supplies and restocks supplies without being asked.

8.0 - 8.9 Student usually keeps area clean and orderly. Equipment generally handled carefully. Supplies not wasted and restocked if necessary.

0 - 7.9   Messy. Student produces chaos in work area. Blatantly wastes supplies. Disposal of material and clean up usually left for someone else. Equipment roughly or carelessly handled.

<div align="right">

_____ _____

RATING: <u>MIDTERM</u>   <u>FINAL</u>

</div>

ORGANIZATION OF WORK:

Ability to work in a productive and efficient manner with minimum supervision.

9.0 - 10 Rapid worker. Can adjust to workload pressures such as emergent deadlines. Excellent organizational skills. Needs little supervision. Prioritizes well.

8.0 - 8.9 Completes assigned workload with minimal help. Works at a reasonable pace. Organizes work well and carefully manages time. Occasional assistance may be needed.

0 -7.9   Slow. Unprepared. Completely disorganized. Does not seem to know where to start. Lacks basic sense of organization.   _____ _____

COMMUNICATION SKILLS:

Ability to express ideas and answer questions with instructors, peers, clients or patients.

9.0 - 10 Presents ideas in a clear and concise fashion. Actively listens and gives appropriate feedback.

8.0 - 8.9 Actively listens and gives appropriate feedback. Asks for clarification when uncertain.

0 - 7.9 Has difficulty expressing ideas and answering question. Unintelligible.   _____ _____

INTERRELATIONSHIPS WITH PROFESSIONAL PERSONNEL AND PEERS:

Ability to work well with others.

9.0 - 10 Pleasant. A good team worker. Demonstrates leadership ability; manages user/client expectations.

8.0 - 8.9 Pleasant and cooperative. Shows potential leadership ability.

0 - 7.9 Argumentative, critical, unpleasant, uncooperative, insolent or disrespectful.   _____ _____

JUDGEMENT:

Ability to make decisions and seek appropriate sources of help.

9.0 - 10 Makes sound decisions independently after careful consideration. Clarifies all perceived discrepancies. Seeks information from appropriate sources when in doubt.

8.0 - 8.9 Makes good decisions with guidance. Adheres to established procedures and clarifies all perceived discrepancies. Usually seeks information from appropriate sources when in doubt.

0 - 7.9   Tends to make decisions detrimental to patients and co-workers. Seldom clarifies perceived discrepancies. Seeks information from inappropriate sources when in doubt.

                                                                                                 _____ _____

INITIATIVE:

Motivation toward work activities.

9.0 - 10 "Self-starter." Starts work activities without reminder. Seeks new tasks.

8.0 - 8.9 Starts work activities with only an occasional reminder. Often seeks new tasks.

0 - 7.9   Waits to be told what to do. Seldom, if ever, seeks new tasks. Has a "Do I have to" attitude. Produces only enough to get by.

                                                                                                 _____ _____

HONESTY AND ACADEMIC INTEGRITY:

Honesty and academic integrity regarding mistakes and submission of work.

9.0 - 10 Willingly admits and corrects mistakes. Does not plagiarize, fabricate, or take credit for the work of others.

8.0 - 8.9 Admits and corrects mistakes. Does not plagiarize, fabricate, or take credit for the work of others

0 - 7.9   Ignores or covers mistakes. Blames others. Fabricates or plagiarizes documentation. Takes credit for the work of others.   _____ _____

REACTION TO STRESS:

Reaction to stress under pressure and criticism.

9.0 – 10 Maintains composure under stress. Reacts positively to constructive criticism.

8.0 - 8.9 Usually maintains composure under stress. Reacts positively to constructive criticism.

0 - 7.9   Rarely maintains composure under stress or reacts negatively to constructive criticism.

_____ _____

RATING: MIDTERM FINAL

PROFESSIONAL GROWTH:

Participation in activities fostering professional growth.

9.0 - 10 Willingly participates in professional activities or continuing education.

8.0 - 8.9 Participates in professional activities or continuing education only as assigned.

0 - 7.9   Shows no interest in professional activities and continuing education or discourages others from attending.

_____ _____

****

MIDTERM EVALUATION COMMENTS (optional):

Preceptor Signature: _____   **Date:**
_____ I have seen my midterm ratings and have had the opportunity to discuss any deficiencies.

Student's Signature: _____   **Date:**
_____

Professional Behaviors Grade =   _____ x 10 = _____ (100 point maximum)
average of final ratings

****

FINAL EVALUATION COMMENTS:

Summary of strengths, improvements, and areas needing further work:

_____
_____
_____
_____
_____
_____

Preceptor Signature: _____   **Date:**
_____ I have seen my final evaluation and have had the opportunity to discuss any deficiencies.

Student's Signature: _____   **Date:**
_____

STUDENT NAME_____

PRACTICUM SITE_____

PRECEPTOR_____

SEMESTER / YEAR_____

What Letter Grade do you feel this student should receive for his or her work this semester?   _____

Do you have any suggestions to improve the practicum process?   _____

Preceptor Signature: _____ Date: _____

We thank you for your work effort during this practicum experience.

BHIS STUDENT EVALUATION OF PRACTICUM EXPERIENCE

STUDENT NAME_____

PRACTICUM SITE_____

PRECEPTOR_____ _____

SEMESTER / YEAR_____

Please complete this evaluation form and submit directly to your BHIS practicum coordinator. The practicum coordinator will not share the results of this evaluation with the preceptor until AFTER your grades are submitted.

A. Orientation to Practicum Site

1.   The orientation to your practicum site should have included a tour of the facilities, an introduction to the organization's rules and regulations, and an introduction to your co-workers. Please check one of the following to describe how you were oriented to the practicum site.

_____ Orientation was provided, well organized and planned

_____ Orientation was provided, but disorganized

_____ Orientation was provided, but too late

_____ Orientation was not provided

2.   State what you would add, change, or delete from the orientation phase either in content or timing.

B. Structure of Practicum

3.   Were the goals and objectives outlined in your practicum plan:

Used by preceptor in planning learning experiences? **Yes | No**

Used by preceptor in assessing your progress?   **Yes | No**

Comments:

4.   In your opinion, were your responsibilities and activities reflective of real world assignments, based on the level of your professional training and experience? **Yes | No -Please Explain:**

5.   Did you have adequate resources to accomplish your responsibilities and activities, e.g., supplies, equipment, references, space, etc.? **Yes | No**

Please Explain:

6.   Were your scholarly and/or creative talents utilized? **Yes | No**

Please Explain:

7.   Did you have the latitude to investigate areas outside the scope of your practicum plan? **Yes | No**

-   **Please Explain:**

C. Preceptor Supervision/Guidance/Counseling

8. Was the frequency of interaction with your preceptor sufficient? **Yes | No**

9. Did the preceptor help you in your practicum activities? **Yes | No**

   Give Specific Examples

10. What method was used to review your progress on work assignments?

11. Did you receive from your preceptor an evaluation of your strengths and weaknesses as a professional, with specific suggestions to improve your skills? **Yes | No**

12. Was the amount of responsibility you were given adjusted as you progressed professionally during the practicum? **Yes | No**

   By the end of your practicum, did you feel your workload was comparable to an entry level professional? **Yes | No**

13. Could you suggest alternative or additional methods to improve the supervision or guidance?

D. **Professional Relationships**

14. Did you plan or produce assignments with other professionals? **Yes | No**

If so, how effective were those experiences?

E. **Academic Preparation**

15. Did your BHIS coursework prepare you for this practicum? List particularly relevant courses and give specific reasons.

What additional information did you need?

16. Did you find a correlation between theories and concepts learned in school and their practical application at this site? **Yes | No - Please Explain**

F. **Summary**

17. What did you like MOST about your experience?

18. What did you like LEAST about your experience?

19. If you were responsible for this experience for future students, what changes would you make and why? **G. Further Comments:**

Signature of student _____   Date _____

Research Project Guidelines

Department of Biomedical and Health Information Sciences

The project option meets the professional goals of students who choose an applied emphasis of study to prepare for their careers. Project research must be an independent investigation that engenders the responsibilities of professionals to contribute to their body of knowledge. Students investigate a topic/problem in their field, write and prepare an article for submission to a peer reviewed journal, and deliver a formal defense. The project option maintains rigorous standards of academic preparation equal to that of the thesis, befitting the MS degree. Students should not register for project research until completion of BHIS 499, BHIS 500, BHIS 595 and the majority of required coursework. A statistics course completion is required of all research students.

Project Committee

Before undertaking research leading to a project, a student, with the assistance and approval of an academic advisor, must select a project advisor, who is a member of this department. After conference with the project advisor, the student proposes the members of the project committee**.** This committee consists of at least three members. One member of the committee may be from either outside of the academic unit or outside the university; the member must demonstrate equivalent academic standards and his/her curriculum vitae must accompany the *BHIS Project Committee Recommendation Form*. A certificate of completion for Investigator Training 101 must be attached to the *BHIS Project Committee Recommendation Form* before the DGS approves the committee. Final committee structure is subject to the approval of the academic advisor, the program director, and Director of Graduate Studies (DGS).

Project Proposal and Protocol Approval

The members of the project committee will meet with the student to approve both the research topic and project proposal, determining if the student is adequately prepared to undertake the project. The project research may emphasize theoretical, laboratory, field, or computer-based investigations, but it should be feasible to complete in three semesters. The members of the committee then provide guidance and assistance throughout the research experience of the student. The student is responsible for convening the committee once a semester. The student must sign the *Project Research Agreement Form* each semester s/he is enrolled in 597.

Federal regulations mandate that any research involving the use of human subjects, animals or Recombinant DNA must be approved by the Institutional Review Board (IRB), the Animal Care Committee (ACC) and/or the Institutional Biosafety Committee (IBC) before the research is started. The student must attend the UIC Investigator 101 training session and be recertified every two years. The student is responsible for initiating all protocol approval applications. If the work is completed without protocol approval, it cannot be published. It is University policy that all research must be in compliance with the Office of Protection of Research Subjects (OPRS). The project advisor will indicate written approval of the research topic, project proposal, and research protocol on the *Master's Degree Completion Checklist.*

Proposed Sequence of Project Activities

- Work with project advisor to identify a topic area and to select committee members
- Conduct a literature review and write a project proposal
- Convene committee and obtain research topic and project proposal approval
- Apply for protocol approvals if required
- Conduct and complete project
- Select peer-reviewed journal and review the journal's instructions for authors
- Write draft(s) of an article using the peer-reviewed journal's format
- Convene committee for at least a mid-project evaluation
- Begin to prepare formal defense
- Complete article and convene committee for final review

- Deliver formal defense
- Convene committee and obtain final approvals

Article Approval and Formal Defense

Throughout the writing phase, the committee may review the drafts as individuals or as a committee. When the project advisor determines the article is near completion, s/he will have the student assemble the project committee one last time to evaluate the student's progress and approve the article for submission to a peer-reviewed journal. All committee members should attend the meeting. Committee members confer with the student in this private session and indicate whether any further revision of the article is required. When revision is required, it is the student's responsibility to incorporate suggestions into the article. A member of the project committee will be assigned to verify that changes were made in accordance with the intent of the project committee.

Students who choose the project option are required to summarize and discuss their research in a seminar setting. The formal defense is open to faculty, students, and invited guests.

After the project committee approves the article and is satisfied with the student's formal defense, the project committee reports to the Director of Graduate Studies that the student has or has not passed. A candidate cannot be passed if more than one vote of "fail" is reported. The report to the Graduate College is made by the committee members who sign and date the *Certificate of Approval Master's Project*. The Director of Graduate Studies then indicates department approval by signing the *Certificate of Approval Master's Project* and sends the document to the Graduate College.

Research Project Forms

Department of Biomedical and Health Information Sciences

Project Committee Recommendation Form

Name of Student _____ UIN: _____ Graduate Program: ____

MS in HI Project title:

_____

<div style="border:1px solid black; padding:10px;">

Regulatory Issues

Does the student's research involve human subjects?

                                              Yes ___ or No ___

If yes, has the Institutional Review Board approved the proposal?   Yes ___ or No ___ Approval # _____

Does the student's research involve animals in any way?   Yes ___ or No ___

If yes, has the Animal Care Committee approved the proposal?   Yes ___ or No ___ Approval # _____

</div>

Please note that SBHIS requires that the committee have a minimum of three members, one of which can be from outside of the academic unit.

We recommend that the following be approved as members of the committee for the student named above:

Name   Department

_____

Project advisor

_____

_____

_____

_____

Member outside of UIC   Name of institution or agency, etc.

_____ Date _____

Academic advisor

_____   Date _____

Program director

_____ Date _____

Director of graduate studies

Health Informatics Program Research Project Form

Department of Biomedical and Health Information Sciences

University of Illinois at Chicago

PROJECT RESEARCH AGREEMENT NAME: _____

PROJECT RESEARCH ADVISOR: _____

I elect BHIS 597 Project Research:

Term/Year: _____ UIN: _____

Work to be completed by _____

Description of work/goals for the semester:

I agree to perform the described work by the designated date to earn an S (Satisfactory) in the course.

Should I not achieve the agreed upon goals, I understand I will receive a grade of "U." In this event, my Status will be reviewed by the advisor, the director of graduate studies, and the Graduate College, and I may be dismissed from the Graduate College. A grade of "I" (Incomplete) may only be given if, for reasons beyond the student's control, required work has not been completed by the end of the term. An *Incomplete* must be removed by the end of the next term in which the student is registered (including summer), or within twelve months of the end of the term in which the IN was received, whichever occurs sooner.

This form must be completed, signed by the student and the project research instructor, and submitted to the Program Director by the second week of the term (first week summer term) in order to enroll in BHIS 597.

This form must be completed each semester the student is enrolled in project research.

_____   _____
Student Signature   Instructor's Signature

_____   _____
Date Signed   Date Signed
 Cc: Student
      Instructor
      Student File
BHIS Academic Affairs approved 6/14/2014

BHIS Thesis Policy

Thesis Committee

Before undertaking research leading to a thesis, students, with the assistance and approval of an academic advisor, must select a thesis advisor. In conjunction with the thesis advisor, the student proposes the members of the thesis committee. This committee consists of at least three members. Following UIC Graduate College policy, the chair must be a member of the UIC Graduate College faculty and at least one member must be a tenured full member of the UIC Graduate College faculty. One member of the committee may be from outside of the academic unit, or outside the university, in which case the member must demonstrate equivalent academic standards and his/her curriculum vitae must accompany the *Committee Recommendation Form*. A certificate of completion for Investigator Training 101 must be attached to the *Recommendation Form* before the DGS approves the committee. Final committee structure is subject to the approval of the student's academic advisor, program director, Director of Graduate Studies (DGS), and the UIC Graduate College. Students should not register for thesis research until completion of BHIS 499, BHIS 500, and the majority of required coursework.

Thesis Proposal and Protocol Approval

The members of the thesis committee will meet with the student to approve both the thesis topic and the thesis proposal, determining if the student is adequately prepared to undertake the research. The thesis research may emphasize theoretical, laboratory, field, or computer-based investigations, but it should be feasible to complete in three semesters. The members of the committee then provide guidance and assistance throughout the research experience of the student. The student is responsible for convening the committee once a semester.

Federal regulations mandate that any research involving the use of human subjects, animals or recombinant DNA must be approved by the Institutional Review Board (IRB), the Animal Care Committee (ACC) and/or the Institutional Biosafety Committee (IBC) before the research is started. The student must attend the UIC Investigator 101 training session and be recertified every two years. The student is responsible for initiating all protocol approval applications. If the work is completed without protocol approval, it cannot be published, even as a thesis. Copies of the IRB, ACC and/or IBC approval must be included in the Appendix of the final draft of the thesis submitted for review by the Graduate College. It is University policy that theses that are not in compliance with the Office of Protection of Research Subjects (OPRS) will not be accepted for fulfillment of graduation requirements. The thesis advisor will indicate written approval of the thesis topic, thesis proposal, and research protocol on the *Master's Degree Completion Checklist.*

Thesis Preparation

Students should seek the guidance of their advisors and the Graduate College at an early stage of thesis preparation. Before beginning work on their thesis, students should obtain a copy of the *Thesis Manual* available from the Graduate College. The manual contains instructions on the format of the thesis and samples of Graduate College forms to be filed upon thesis and oral examination approval. It is the responsibility of the student to abide by all Graduate College deadlines and guidelines for preparation, duplication and submission of the thesis.

Thesis Defense

When the student and thesis advisor agree that the student is prepared, the thesis advisor assembles the **thesis committee** to conduct the thesis defense. Prior to the oral defense, the Thesis Advisor should request two *Certificates of Approval* (red bordered pages), the *Examination Report* form and the *Department/Program Format Approval* form from a designated graduate program support person. All committee members must be present at the defense. The thesis committee examines the student in a private session and indicates to the student whether any further work or revision of the thesis is required.

After the examination, the thesis committee reports to the Graduate College that the student has or has not passed and thus, has or has not satisfied all requirements for the MS degree. A candidate cannot be passed if more than one vote of "fail" is reported. The report to the Graduate College is made by the committee members who sign and date the Certificates of Approval for the thesis and the Examination Report form.

When further work or revision is required, it is the student's responsibility to do the work and incorporate suggestions into the thesis. A member of the thesis committee will be assigned to verify that work was performed and changes were made in accordance with the intent of the thesis committee. When everything is completed, the thesis advisor and Director of Graduate Studies will indicate department approval by signing the *Department/Program Approval* form.

All students are required, before commencement, to summarize and discuss their research in a seminar setting. This oral presentation is open to faculty, students and invited guests. The Department also requires that the student submit one bound copy of the thesis to their program coordinator. The thesis advisor may also request a bound copy.

Graduate College Thesis Submission Deadlines

http://grad.uic.edu/graduation-deadlines

http://grad.uic.edu/thesis

http://grad.uic.edu/academic-calendar-0

The thesis must be submitted to the Graduate College for formal approval. The Certificates of Approval and the

Department/Program Approval forms must accompany the thesis. After Graduate College approval is obtained, students must submit the final, corrected thesis (two copies) by the deadline for final approved thesis submission, as advertised by the Graduate College for that semester.

MULTI-AUTHORED PUBLICATION

The following are guidelines for all scholarly collaborations in which multiple authorship is anticipated:

Determining authorship

1. Authorship can be diluted if the list of contributors is excessive; authorship should be limited to those with significant roles.

2. Authorship is not warranted for a commentary on a draft of a paper, one or two consultations to a project, editorial assistance that focuses on grammar, punctuation, and composition, compensated data collection, or limited voluntary data acknowledgment. Authorship should not be used to reward limited assistance to a project.

3. The person who has major responsibility for the published contents should be the primary author. In the event that two people equally share the first level of responsibility, alphabetic order is the protocol for entry of names.

4. The second author usually assists in the development of ideas, method and instrumentation, data reduction, analysis and in writing.

5. The third author may be someone who assists or carries out data collection of a significant portion of the data or who makes a substantial contribution to one or more phases of the project such as statistical analysis and interpretation. In instances when authors other than the first author have made equal contributions, alphabetic order is the protocol for order of entry of names.

6. A journal's or discipline's protocol for author order may take precedence over items 3-5.

Group practices

1. Principal investigators and senior faculty have special responsibilities to assure the overall cohesiveness and validity of the publications on which they appear as coauthors.

2. All authors in a group effort have a shared responsibility for the published result and should have the opportunity to review all sample preparation procedures and data, as well as all data acquisition and analysis procedures.

3. Each author in a group effort should have access to the manuscript prior to its being submitted for publication, and should agree to his or her inclusion as a coauthor. All the participants in the program should know that the paper is being prepared for publication.

4. Early in the project, each research group should define appropriate practices for the maintenance of data.

Student project research

1. The student must be primary author of the final manuscript, except in the final circumstances:

When participating in an ongoing grant that is not his/her idea, the student must recognize that s/he may not be primary author. Multiple articles may be generated from the project research. It is the decision of the committee members if they wish to be listed as contributing authors of the ensuing articles. The student will not remain primary author after the initial publication unless s/he writes the ensuing articles.

2. The project research committee members must indicate if they wish to be contributing authors (but not primary author) on the student's manuscript. Generally, the project research advisor is the secondary author.

3. Multiple articles may be generated from the project research. It is the decision of the committee members if they wish to be listed as contributing authors of the ensuing articles. The student will not remain primary author after the initial publication unless s/he writes the ensuing articles.

4. All copyright and intellectual property laws will be followed for all written materials, as well as graphical representations and illustration contributions.

5. Project committee members must sign acknowledgement of these guidelines prior to the initiation of the project research.

Student:

_____   Date_____

Project Research Committee Head:

_____   Date_____

Committee Members:

_____   Date_____

_____   Date_____

_____   Date_____

BHIS Academic Affairs approved 6/14/2013