



NORTHWESTERN
UNIVERSITY

SCHOOL OF
CONTINUING
STUDIES

MED_INF 498 Capstone Syllabus

section 55, Summer 2012

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Office Hours: Please e-mail with questions or to schedule an appointment. I am available to “meet” with teams as you plan your Capstone projects.

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Office Hours: Please e-mail with questions or to schedule an appointment.

Course Description

This course provides an opportunity to create a professional portfolio and a team project to demonstrate your knowledge and skill in medical informatics, grounded in the MMI program courses.

Text

None.

Software

An HTML Web page building and hosting software product is recommended for your portfolio assignment. The suggested option is free: www.weebly.com.

Prerequisites

Completion of all required coursework for the MED_INF Distance Learning degree is required.

Learning Goals

The goal of this course is to:

- Demonstrate mastery of previous course goals.

Evaluation

The student’s final grade is determined as follows:

- Participation (5%): This includes participation in group blackboard discussions and active contribution to the team project.
- Peer Evaluation (5%): Students will provide feedback on each individual’s performance in their culminating capstone team project.
- Learning Portfolio and Reflection Paper (40%)
- Team Capstone Project (50% total): Team projects will be evaluated on the weekly progress reports posted on the discussion board (10%) and the content of the final product, including depth of analysis of the issues, and thoughtfulness of the solutions and or recommendations (35%), and annotated bib (5%). The Blackboard Work Group file exchange is provided for each team to share documents and drafts.

Grading Scale

A = 94%–100%
A- = 90%–93%
B+ = 86%–89%
B = 83%–85%
B- = 80%–82%
C+ = 76%–79%
C = 73%–75%
C- = 70%–72%

F = 0%–69%

Discussion Board Etiquette

The purpose of the discussion boards is to allow students to freely exchange ideas. Please respect all viewpoints and positions and, when necessary, agree to disagree. Active and meaningful participation is encouraged. Frequency is not unimportant, but content of the message is paramount. Please remember to cite all sources—when relevant—in order to avoid plagiarism.

Proctored Assessment

None.

Attendance

This course will not meet at a particular time each week. All course goals, session learning objectives, and assessments are supported through classroom elements that can be accessed at any time. To measure class participation (or attendance), your participation in threaded discussion boards is required and graded. Please note that any scheduled synchronous or “live” meetings are considered supplemental and optional. While your attendance in sync sessions is highly encouraged, it is not required and you will not be graded on your attendance or participation.

Late Work

With at least one week advance written notice, work will be accepted up to one week after the due date. Approved late work will incur a 10% of the project grade penalty. Late work without prior written approval will lose 10% of the grade each day. Late group projects affect every member of the group. Due to graduation requirements, late work will not be accepted after the Sunday in Session 10.

Learning Groups

Learning groups are utilized in this course for the team project. Sign up for your learning group according to your selected Scenario on the Blackboard discussion board Week 1. Ideally, each group will have 3 or 4 members, with a mix of clinical and technical expertise.

Academic Integrity at Northwestern

Students are required to comply with University regulations regarding academic integrity. If you are in doubt about what constitutes academic dishonesty, speak with your instructor or graduate coordinator before the assignment is due and/or examine the University Web site. Academic dishonesty includes, but is not limited to, cheating on an exam, obtaining an unfair advantage, and plagiarism (e.g., using material from readings without citing or copying another student's paper). Failure to maintain academic integrity will result in a grade sanction, possibly as severe as failing and being required to retake the course, and could lead to a suspension or expulsion from the program. Further penalties may apply. For more information, visit <www.scs.northwestern.edu/student/issues/academic_integrity.cfm>.

Plagiarism is one form of academic dishonesty. Students can familiarize themselves with the definition and examples of plagiarism, by visiting <www.northwestern.edu/uacc/plagiar.html>. A myriad of other sources can be found online.

Some assignments in this course may be required to be submitted through SafeAssign, a plagiarism detection and education tool. You can find an explanation of the tool at <<http://wiki.safeassign.com/display/SAFE/How+Does+SafeAssign+Work>>. In brief, SafeAssign compares the submitted assignment to millions of documents in large databases. It then generates a report showing the extent to which text within a paper is similar to pre-existing sources. The user can see how or whether the flagged text is appropriately cited. SafeAssign also returns a percentage score, indicating the percentage of the submitted paper that is similar or identical to pre-existing sources. High scores are not necessarily bad, nor do they necessarily indicate plagiarism, since the score does not take into account how or whether material is cited. If a paper consisted of one long quote that was cited appropriately, it would score 100%. This would not be plagiarism, due to the appropriate citation. However, submitting one long quote would probably be a poor paper. Low scores are not necessarily good, nor do they necessarily indicate a lack of plagiarism. If a 50-page paper contained all original material, except for one short quote that was not cited, it might score around 1%. But, not citing a quotation is still plagiarism.

SafeAssign includes an option in which the student can submit a paper and see the resultant report before submitting a final copy to the instructor. This ideally will help students better understand and avoid plagiarism.

Other Processes and Policies

Please refer to your SCS student handbook at <www.scs.northwestern.edu/grad/information/handbook.cfm> for additional course and program processes and policies.

Course Schedule, section (Wednesday)

Important Note: Changes may occur to the syllabus at the instructor's discretion. When changes are made, students will be notified via an announcement in Blackboard.

Session 1: Literature Review & Library Resources

Course Content

Handouts

- MMI Program Course Goals
- Team Project Scenario Options

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Students must sign up for a team for the Capstone Group Project Assignment and select a case study by Sunday, June 24, 2012 at 11:55 p.m. (central standard time). The final Group Project Assignment is due Sunday, August 26, 2012 at 11:55 p.m. (central time).

The final E-Portfolio assignment is due Sunday, July 22, 2012 at 11:55 p.m. (central standard time).

The final Peer Evaluation is due Sunday, August 26, 2012 at 11:55 pm (central time).

For more information, click Assignments on the left navigation panel in Blackboard, and scroll to each assignment item.

Sync Session

An optional, ungraded sync session will be held on the first day of the course, Wednesday June 20, 2012, 7-9 pm central time. We will review introductions, course syllabus, and Northwestern University library resources.

Session 2: Professional Electronic Portfolio

Course Content

- Portfolio creation

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

- None.

Sync Session

- None

Session 3: Thesis Statement & Audience Analysis

Course Content

- Thesis Statement & Audience Analysis

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Submit your *draft* E-Portfolio on the Discussion Board Week 3, Sunday, July 8, 11:55 pm for feedback. This draft is not graded—it is to show your progress.

Sync Session

None.

Session 4: Obtaining feedback**Course Content**

Obtaining feedback

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Post your *beginning* annotated bib on your Team File Exchange. Due by Sunday July 15, 11:55 pm.

Sync Session

None.

Session 5: Portfolio Presentation**Course Content**

Networking

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

The *final* E-Portfolio assignment is due Sunday, July 22, 2012 at 11:55 p.m. (central time). Post on Blackboard discussion, week 5. Post a respectful critique of your own and 3 classmates' portfolios on the respective discussion threads. For more information, click Assignments on the left navigation panel in Blackboard, and scroll to the assignment item.

Sync Session

An optional, ungraded sync session will be held Wednesday, July 25, 7-9 pm central time. Students who wish to present their portfolios will have time. This is a good opportunity to practice presenting and to get peer feedback before you post your final portfolio. Please sign up on Blackboard discussion board. We will also discuss any questions about the Capstone project.

Session 6: Networking**Course Content**

Presentation Skills

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Team project outline is due Sunday August 5, 11:55 pm. Please submit on your Team File Exchange. This is not graded—it is to show your team's progress.

Sync Session

None.

Session 7: Presentation skills**Course Content**

Portfolio Presentation

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Annotated Bibliography (one per team) is due. Please post to the Blackboard discussion board.

First draft of your team project paper is due Sunday August 12, 11:55 pm central time. Please submit on your Team File Exchange. *This is not graded separately.* It is to show your team's progress.

Sync Session

None.

Session 8: Team Project Draft and Challenges**Course Content**

Team Project Draft and Challenges

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Work time.

Sync Session

None.

Session 9: Team Project Final Touches; Program & Course Feedback**Course Content**

Team Project Final Touches; Program & Course Feedback.

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Work time.

Sync Session

None.

Session 10: Final Group Project & Course Wrap-up**Course Content**

Final Group Project & Course Wrap-up

Discussion Board

Each session you are required to participate in the session-specific discussion board forum. Your participation in both posting and responding to other students' comments is graded. For this session's discussion topic(s), visit the discussion board in Blackboard.

Assignments

Final Team project write up and presentation slides are due Sunday, August 26 at 11:55 pm (central time). Please submit on your Team File Exchange.

Final Peer Evaluation is due Sunday, August 26 at 11:55 p.m. (central time). Please submit in the Assignments area on the left navigation panel in Blackboard.

Sync Session

An optional, ungraded sync session will be held Wednesday, August 22, 7-9 pm central time. Your team is welcome to present your team project. Please reserve the order of presentation on the discussion board (each team and each member).