University of Florida
College of Public Health & Health Professions Syllabus
HSA 6198: Information Management in Health Administration (3 credit hours)
Semester: Fall 2021
Delivery Format: Blended
Course Website or E-Learning *if applicable* elearning.ufl.edu

Instructor Name: Matthew Cottler
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Teaching Assistant: Ruixuan Wang
Room Number: HPNP 3189
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Office Hours: By appointment
Phone Number: 352-872-8849

Preferred Course Communications: Email to TA or Instructor

The TA and Mr. Cottler have office hours by appointment for extra help. Note, though, that these are not intended as a venue for, in essence, re-teaching the course. The instructional staff is more than willing to help, but students must first complete these steps before requesting additional assistance:

Before sending an e-mail, please check the resources listed under the "Start Here" icon on the Welcome to HAS 6198

Preferred course communications:
- Canvas e-mail to TAs or instructor
- Our goal is to answer all e-mails within two business days; however, there may be a delay given the unique set of circumstances that we are all confronting. Weekend e-mails, we will try to respond on Monday and sent out an announcement if students have the same question about an assignment.
  Also, on Friday, an announcement will go out with the questions and updates from the week

Course meeting times and location:
  Thursdays 12:50p-3:50p (Per 6-8) Room HPNP G301

Prerequisites: N/A

PURPOSE AND OUTCOME

Course Overview
This course provides an introduction to the management of healthcare information systems. Topics include analyzing system requirements, system design and evaluation, selecting computer resources, and managing the implementation process.

Course Objectives and/or Goals and Relation to Program Outcomes
Upon successful completion of the course, students will be able to manage the analysis, planning, design, implementation, and evaluation of a health information system.

1. *Manage the planning, analysis and design activities of a health information system solution* [competencies: LP-0, LP-1, LP-2, LP-3, LP-4, LP-5, LP-6, HOP-0, HOP-1, HOP-2, HOP-4, BAT-1, BAT-3]

2. *Manage the implementation, support and evaluation activities of a health information system solution* [competencies: BAT-0, BAT-1, BAT-3, HOP-1, HOP-4, LP-2]

3. *Research and assess the impact of policy, technology, market and human resource capabilities on an organization's health information system adoption and use* [competencies: HOP-4, HEC-1, HEC-2]

4. *Research and describe the fundamental technological components of today's health information systems [competency*: HEC-1]

*A comprehensive map of MHA program competencies, course objectives and assessments can be found at the end of this syllabus.

Instructional Methods
The course is housed in UF e-Learning in Canvas. This course is blended taught through a discussion and lecture format synchronously in-person or on Zoom with asynchronous "Blended Learning" assignments. Therefore, your participation in the class is vital to its success. Be prepared and ready to participate in each class; if voluntary participation lags, students will be called on randomly. Unlike a traditional lecture-style course, this course involves a significant amount of in- class discussion and interaction among students and with the instructor. Typically, these interactions and discussions will be directly based on pre-assigned readings, videos, or assessments that must be completed in advance of each class meeting.

On-Campus Face-to-Face Instruction

If we have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

Professionalism and COVID

As students pursuing a path in the health professions or public health, it is crucial to demonstrate professional behaviors that reflect integrity and commitment to the health of patients, fellow health professionals, and to populations we serve. To accomplish this, a strong responsibility for the well-being of others must be evident in our decisions, along with accountability for our actions. Professionalism in the health disciplines requires adherence to high standards of conduct that begin long before graduation. This is particularly true during times of health emergencies such as the COVID pandemic, given our professional habits can have a direct impact upon the health of persons entrusted to us.

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

In response to COVID-19, the following professional practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to protect the health and safety of ourselves, our patients, our neighbors, and our loved ones.

- You are required to wear approved face coverings at all times while in Health Science Center classrooms and within Health Science Center buildings even if you are vaccinated.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
- Continue to follow healthy habits, including best practices like frequent hand washing.
- Avoid crowded places (including gatherings/parties with more than 10 people)

Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Hand sanitizing stations will be located in every classroom.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

COVID-19 Symptoms

See https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for information about COVID-19 symptoms, which may include fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and loss of taste or smell.

Recording Within the Course:

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party

note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy: http://facstaff.phhp.ufl.edu/services/resourceguide/getstarted.htm

Blended Learning
A Blended Learning class uses a mixture of technology and face-to-face instruction to help you maximize your learning. Knowledge content that, as the instructor, I would have traditionally presented during a live class lecture is instead provided online before the live class takes place. This lets me focus my face-to-face teaching on course activities designed to help you strengthen higher order thinking skills such as critical thinking, problem solving, and collaboration. Competency in these skills is critical for today's health professional.

What is expected of you?

You are expected to actively engage in the course throughout the semester. You must come to class prepared by completing all out-of-class assignments. This preparation gives you the knowledge or practice needed to engage in higher levels of learning during the live class sessions. If you are not prepared for the face-to-face sessions, you may struggle to keep pace with the activities occurring in the live sessions, and it is unlikely that you will reach the higher learning goals of the course. Similarly, you are expected to actively participate in the live class. Your participation fosters a rich course experience for you and your peers that facilitates overall mastery of the course objectives.

Online Synchronous Sessions
Please review these modifications in the course transitions from in-person to Zoom. Some examples might be a surge of the new delta variant, hurricane, or other unexpected events. In addition, our Zoom class sessions may be audio-visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilized a profile image during these Zoom sessions agree to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. Suppose you are not willing to consent to have your voice recorded during the course. In that case, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. Please contact your instructor immediately before any Zoom session if you do not consent to be recorded or if your internet bandwidth is < 1.5 Mbps because the expectation is that students have their cameras on during class. As in all courses, unauthorized recording and unauthorized sharing of recorded materials are prohibited.

You are expected to actively engage in the course throughout the semester. You must come to class prepared by completing all out-of-class assignments.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Readings
1	Aug. 26	Introductions; Internship review; Course syllabus; Introduction to Health Information Systems	Balgrosky – Chapter 1
2	Sept. 2	The Scope, Definition and Conceptual Model of HIS and its Alignment in the Dynamic Healthcare Environment	Balgrosky – Chapters 2, 3
3	Sept. 9	Virtual Class: HIS Strategic & Tactical Planning	Balgrosky – Chapters 4, 5
4	Sept. 16	Virtual Class: Applications Systems and Technology	Balgrosky – Chapter 6
5	Sep. 23	HIS Management and Technology Services	Balgrosky – Chapter 7
6	Sept. 30	Managing Change – HIS Implementation	Balgrosky – Chapter 8
7	Oct. 7	No Class – Florida Hospital Assoc. – Orlando	Topic Articles
8	Oct. 14	Adopting New Technologies	Balgrosky – Chapter 9
9	Oct. 21	Data	Balgrosky – Chapter 10
10	Oct. 28	Analytics, Business Intelligence and Clinical Intelligence	Balgrosky – Chapter 11
11	Nov. 4	HIS and Digital Health here and Around the Globe	Balgrosky – Chapter 12, 13
12	Nov. 11	No Class – Veterans Day	
13	Nov. 18	Future HIS: Key Issues and Opportunities	Balgorsky – Chapter 14
14	Nov. 25	No Class - Thanksgiving	
15	Dec. 2	Class Wrap-up	
16	Dec. 14	Exam	

Course Materials and Technology

Textbooks
1. (Required) Balgrosky, Jean A. (2020). Understanding Health Information Systems for the Health Professions. Burlington, MA: Jones & Bartlett Learning. ISBN: 9781284148626

Other readings
1. Additional readings will be distributed through the course website.
2. Subscription to Politico's Morning eHealth daily newsletter (free) https://www.politico.com/morningehealth/

Technology
Required Equipment: Computer with high-speed internet access, webcam, microphone, and use of a supported browser. To access this course, you will use your Gatorlink ID and password to log in to the course (via Canvas).
Also, several "freemium" software products will be used; only the free offerings will be used; you do not need to purchase any premium features.

For technical support for this class, please contact the UF Help Desk at:
- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

ACADEMIC REQUIREMENTS AND GRADING

Assignments

Due Date and Time	Assignment
Aug. 26, 12:50pm	Present Internship Recap, Individual Introductions, Discuss Questions Chapter 1
Aug. 27, 11:59pm	Online quiz Chapter 1
Sep. 2, 12:50pm	Project Assignment 1
Sep. 3, 11:59pm	Online quiz Chapter 2, 3
Sep. 9, 12:50pm	Project Assignment 2
Sep. 10, 11:59pm	Online quiz Chapter 4, 5
Sep. 16, 12:50pm	Project Assignment 3
Sep. 17, 11:59pm	Online quiz Chapter 6
Sep. 23, 12:50pm	Project Assignment 4
Sep. 24, 11:59pm	Online quiz Chapter 7
Sep. 30, 12:50pm	Project Assignment 5
Oct. 8, 11:59pm	Online quiz Chapter 8
Oct.14, 12:50pm	Project Assignment 6
Oct.15, 11:59pm	Online quiz Chapter 9
Oct. 21, 12:50pm	Project Assignment 7
Oct. 22, 11:59pm	Online quiz Chapter 10
Oct. 28, 12:50pm	Case Discussion
Oct. 29, 11:59pm	Online quiz Chapter 11
Nov. 4, 12:50pm	Case Discussion
Nov. 5, 11:59pm	Online quiz Chapter 12, 13
Nov. 11,12:50pm	No Class
Nov. 18,12:50pm	Final Case Presentations & Papers
Nov .19, 11:59pm	Online quiz Chapter 14
Nov. 25, 12:50pm	No Class
Dec. 2, 12:50pm	Class Wrap-up

Online Quizzes & Quiz Policy

Students will complete approximately 11 short quizzes throughout the semester. The exact number of quizzes is subject to change. Rather than assign lengthy, cumulative and high-stakes exams, these quizzes are meant to help students monitor their ongoing understanding and comprehension of the assigned course materials and be prepared for in-class lectures, discussions, and activities each week. The quizzes must be completed via the course website prior to the class meeting of each week. Tentative quiz due dates are on the schedule above. Quiz openings and due dates will be announced via the course website.

- Each quiz will contain two parts:
  - Part 1 will be approximately 5-10 multiple choice or true/false questions
  - Part 2 will be one open-ended question to be discussed in the next class.

- Quiz 1 is as practice and students will receive full credit by answering all questions.
- Quizzes 2-11 will be graded for correctness (multiple choice and T/F questions only)
- Students will be given two attempts to complete each quiz.
- Students must complete the quizzes individually with no aids. Disallowed aids include but are not limited to class notes, books, online resources, or other people.
- Students may NOT share any information about the quizzes with their classmates until after the quiz due date/time has passed.
- Each student's lowest quiz grade will be dropped from the final grade calculation.
- Potential schedule conflicts preventing a student from completing a quiz by the due date should be reported to the instructor as soon as possible before the quiz becomes available on the course website.

Any technical issues should be initially reported via email to the instructor prior to the quiz end date/time. Make-up quizzes due to technical difficulties will not be considered otherwise.

Project

The project will involve approximately seven individual or group assignments to be delivered throughout the semester. The project will then culminate in a final group paper and presentation. Through the project, students will gain experience in managing the planning, analysis, design, implementation, support, and evaluation activities of a health information system solution for a real-world problem. Details of each deliverable will be provided throughout the semester.

Class Participation

Your participation grade will be determined according to your level of participation during in-class activities, discussions, and attendance throughout the semester.
Attending but not actively participating during class discussions and in-class activities
will NOT earn full participation credit. The instructor will record attendance and participation weekly.
Students are encouraged to contact the instructor during the semester for updates on their recorded participation. In addition to the quantitative component, there is a qualitative component to participation. Thoughtful comments and/or questions that show evidence of reading and critical thinking will earn you more participation credit than off-topic, extraneous comments.

Grading

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Quizzes	11 Weekly quizzes* (see schedule)	10%
Project	Periodic deliverable (see schedule) Assignment 1	75% 5

	Assignment 2	5	
	Assignment 3	5	
	Assignment 4	5	
	Assignment 5	5	
	Assignment 6	5	
	Assignment 7	5	
	Case paper and presentation	20	
	Final	20	
Class Participation & Attendance	Weekly	15%	

lowest quiz score dropped from final grade.

Point system used (i.e., how do course points translate into letter grades).

Example:

Points earned	93-100	90-92	87-89	83-86	80-82	77-79	73-76	70-72	67-69	63-66	60-62	Below 60
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. The GPA for graduate students must be 3.0. In all 5000 level courses and above to graduate. A grade of C counts toward a graduate degree only if a sufficient number of credits in courses numbered 5000 or higher have been earned with a B+ or higher. In addition, the Bachelor of Health Science and Bachelor of Public Health Programs do not use C- grades.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

More information on UF grading policy may be found at:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Policy Related to Make-up Work

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from the help desk when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Late Submissions
Late submissions are not encouraged but will be accepted for up to 7 days, but with the following policies and penalty schedule:

Graders will not contact you about missing or incomplete assignments. It is your responsibility to check that the correct assignment has been submitted to Canvas on time. It may be possible to avoid a late penalty if you contact the instructor at least 24 hours in advance. This is particularly important if you are absent for a test because approved makeup tests are on the next scheduled testing date if you contacted the instructor. You should e-mail both the instructor and your teaching assistant and explain what issue (e.g., bereavement, illness) necessitates lateness. In some cases, documentation may be requested. If a lateness allowance is agreed to, this applies to a single assignment only. It does not allow you to delay future assignments.

If your assignment is late, you will lose 10% each day. Thus, if an assignment is worth 30 points, you will lose 3 points for each late day. "Late" begins one minute after the due time (e.g., an assignment due at 8:34 am is considered late at 8:35 am). Penalties are as follows:

1 minute to 24 hours late	10% of maximum deducted from the achieved grade
1 day + 1 minute late to 48 hours late	20% of maximum deducted from the achieved grade
2 days + 1 minute late to 72 hours late	30% of maximum deducted from the achieved grade
3 days + 1 minute late to 96 hours late	40% of maximum deducted from the achieved grade
4 days + 1 minute late to 120 hours late	50% of maximum deducted from the achieved grade
5 days + 1 minute late to 144 hours late	60% of maximum deducted from the achieved grade
6 days + 1 minute late to 168 hours late	70% of maximum deducted from the achieved grade
7 days + 1 minute late or longer	100% of maximum deducted from the achieved grade

Policy Related to Required Class Attendance

Class attendance is a critical component of the learning process. Students are expected to be present for all classes since much of the material will be covered only once in class. Please note all faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Excused absences must be consistent with university policies in the Graduate Catalog (http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance) and require appropriate documentation. Additional information can be found here:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Policy on Collaboration
Unless otherwise stated explicitly by written instructions, the preparation of all coursework should be done individually. If you are unsure about what level of collaboration is appropriate, ask the instructor before beginning any graded assignment.

Policy Related to Guests Attending Zoom Classes:
Only registered students are permitted to attend Zoom classes. Students are responsible for course material regardless of attendance.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

Electronic Device Policy:
- Do not engage in unauthorized communication or entertainment (web surfing, instant messaging, chat room chatting, DVD viewing, music playing, game playing, etc.) during the Zoom class unless it is part of the lesson.
- The expectation is any use of technology will be conducted professionally and appropriately.

When the use of electronic devices is permitted, please adhere to the following-

- Charge your device fully before coming to class.
- Set your laptop volume control to mute or off before coming to class.
- Remember to always keep your laptop closed during presentations and other specific in-class activities.
- During class, do not engage in unauthorized communication or entertainment (web surfing, instant messaging, chat room chatting, DVD viewing, music playing, game playing, etc.) unless it is part of the lesson.
- The expectation is any use of technology will be conducted professionally and appropriately.

Online Etiquette
For further clarification about appropriate e-mails, threads, chats and online collaborations, please visit *Netiquette Guidelines: http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf*

Zoom Etiquette
When attending a Zoom class or meeting:
- Do not share your Zoom classroom link or password with others.
- Even though you may be alone at home, your professor and classmates can see you! So while attending class in your pajamas is tempting, remember that wearing clothing is not optional. Dress appropriately.
- Your professor and classmates can also see what is behind you, so be aware of your surroundings. Make sure the background is not distracting or something you would not want your classmates to see.
- When in doubt, use a virtual background.
    - If you choose to use one, you should test the background out first to make sure your device can support it.
    - Your background can express your personality, but be sure to avoid using backgrounds that may contain offensive images and language.
- Mute is your friend, especially when you are in a location that can be noisy. Don't leave your microphone open if you don't have to.
- If you want to speak, you can raise your hand (click the "raise hand" button at the center bottom of your screen) and wait to be called upon.

Guest Lecturers
If we have a guest lecturer this semester, please be respectful and participate, make sure to arrive on time, and refrain from staring at your phone.

Attendance
Students are expected to arrive for class on time, prepare, and participate in class discussions.

Make-up Work
Students are responsible for obtaining notes, handouts, and a summary of the lesson/class activities from their team members if a class is missed. In addition, the syllabus and course schedule is subject to revision, so remember to always check Canvas for updates if you missed class

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

 "**We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity**."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

 "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
http://gradschool.ufl.edu/students/introduction.html

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Online Faculty Course Evaluation Process
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

Policy Related to Guests Attending Class:

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy:
http://facstaff.phhp.ufl.edu/services/resourceguide/getstarted.htm

SUPPORT SERVICES

Accommodations for Students with Disabilities
If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

U Matter, We Care
Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to,

Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. On line and in person assistance is available.
- You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/
- Crisis intervention is always available 24/7 from:
  Alachua County Crisis Center:
  (352) 264-6789
  http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx
- University Police Department: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

College of Public Health and Health Professions Inclusive Learning Environment

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu