Course Syllabus

Syllabus for Introduction to Health Informatics Fall 2023

The course Syllabus materials are all well covered at the links and by the summary table below!

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HEADER

Instructor: Allen Flynn, PharmD, PhD (Information Science)
Director, Masters in Health Informatics Program
Assistant Professor, Department of Learning Health Sciences
University of Michigan Medical School
Email: ajflynn@umich.edu
Mobile Phone: 734.223.7483

Regular Office Hours:
2:30 - 3:30 pm Wednesdays ***STARTING 9-6-23***
1278 North Quad

AND

Office Hours Right After Class:
5:30 - 6:15 pm Wednesdays
In CCCB 0420 or nearby this classroom
Note: if there are no attendees at after-class office hours for a period of 10 minutes, office hours will end early.

Graduate Student Instructor: Stephanie Preda, BCN-Neurosci, 2nd Year MHI
University of Michigan School of Information
Email: spreda@umich.edu (mailto:ajflynn@umich.edu)

Regular Office Hours:
5:20 - 6:20 pm Mondays ***STARTING 9-11-23***
In CCCB 0420 or nearby this classroom
Note: if there are no attendees at after-class office hours for a period of 10 minutes, office hours will end early.

Class Meeting Days and Times:
Mondays, 4:00p-5:20p
Wednesdays, 4:00p-5:20p

Class Meeting Location:
0420 Central Campus Classroom Building (CCCB)
*Basement Level - North Side - Modern Space!*
Building Street Address: 1225 Geddes Road
This building is on the northwest corner of the intersection of Geddes and Washtenaw Ave, a 5 to 7 minute walk from North Quad or the SPH buildings.

Map (https://umich.instructure.com/courses/618617/pages/map)

Readings and Other Course Materials:
ALL READINGS & MATERIALS PROVIDED VIA CANVAS or DURING CLASS

Required Textbooks
(https://umich.instructure.com/courses/618617/pages/textbooks)
(https://umich.instructure.com/courses/324377/pages/textbook)
(available at no added charge as PDFs)

COURSE DESCRIPTION (https://umich.instructure.com/courses/618617/pages/description)
This course offers a scientific-minded survey of the field of Health Informatics. The first half of the course introduces students to key concepts in the field and puts a focus on five major health informatics domains: 1) Health Information Infrastructure, 2) Biomedical Research Informatics, 3) Clinical Health Informatics, 4) Consumer Health Informatics, and 5) Public Health Informatics.

The second half of the course is topic-driven and focuses on a variety of relevant topics and methods that pertain to the field of health informatics. These include: Data, Standards, Design, Health equity, Policy, Health IT Management, Evaluation, and Computable Knowledge Management.

During the course, students will have an opportunity to complete several technical lab assignments to learn lessons relevant in the H.I. field.
LEARNING OBJECTIVES (https://umich.instructure.com/courses/618617/pages/learning-objectives)

The Introduction to Health Informatics course is a carefully-constructed survey of the landscape of the field of health informatics combined with relevant hands-on learning experiences.

Students who complete this course gain knowledge about the field and skills enabling them to:

1. Describe general challenges related to improving human health with information resources.
2. Articulate what is required to develop and deploy health information resources that truly assist and help users.
3. Explain how and why key methods used in health informatics - such as standards development, NLP, image processing, etc. - are essential to creating information resources that can improve health.
4. Explain what an Electronic Health Record (EHR) is and is not, and be able to describe how EHRs can be extended by apps and integration with other systems.
5. Effectively relate infrastructure, HIE, interoperability, and standards and explain how together these four things enable potentially improved health information resources.
6. Clearly and concisely explain confusing or challenging health informatics concepts through your own writing.
7. Describe, with depth of understanding and meaningful detail, what health informatics is and is not.

ASSIGNMENTS AND GRADING (https://umich.instructure.com/courses/618617/pages/assignments-and-grading)

Each week, readings and videos may be assigned to read and watch as an expansion of core content shared during class lectures.

There are five types of graded assignments in this course.

1. One Page Papers (https://umich.instructure.com/courses/618617/pages/one-page-papers) - These are individually-written, well-referenced responses to challenging health informatics questions.
2. Technical "Lab" Exercises (https://umich.instructure.com/courses/618617/pages/technical-lab-exercises) - These are short sets of procedures to follow with questions to answer.
3. The UN-Midterm for groups (https://umich.instructure.com/courses/618617/pages/the-un-midterm-in-groups)
4. Group Project (https://umich.instructure.com/courses/618617/pages/group-project)
5. Class Participation (Self-graded) (https://umich.instructure.com/courses/618617/pages/class-participation)
Click on the links provided in this section of the Syllabus for more detail about these assignments.

**Policies**
A complete list of the course-specific and institutional U-M policies is [here](https://umich.instructure.com/courses/618617/pages/policies).
The rest of this Syllabus also details these policies one-by-one.

**Attendance**
We do **NOT** keep track of attendance in class. Students are strongly encouraged to attend and participate when they are feeling well.

We understand that sometimes it is not possible to attend class.

If you are not feeling well, stay home, get better, and do not attend class in person.

Because group-work time is allotted and expected in select sessions of this course, when you are feeling well, attending class is critical for your group on these five dates: 10/18 (UN-Midterm) and for the Group Project: 11/15, 11/29, 12/4, and 12/6.

**Communication**
For Your Part as a Student in the Course:

Email and/or Canvas Announcements will be used to communicate important messages to all students throughout the course semester. You are encouraged to set up Canvas to send you emails of the Canvas Announcements for the course. Be sure to check that email sent from the instructors or from the course Canvas site is not inadvertently filtered into your junk email folder or deleted.

Students are expected to check for course emails and Canvas Announcements at least once a day, Monday through Friday, throughout the semester to ensure that emails and Canvas Announcements from the course instructors are read and responded to in a timely manner.

Note: It is not uncommon for emails or Canvas Announcements to be sent by the instructors to students between Wednesday and Monday.

For Our Part as Course Instructors:

Your emails to the instructors WILL receive priority attention! This means that your email to us will be acknowledged in no more than 24 hours if it is received between Monday morning through Thursday at
5:00 pm. To assist us, it helps if you begin the subject line of all course-related emails with: Intro To HI Course.

Emails sent after Thursday at 5:00 pm, or anytime on Friday or over the weekend, may NOT receive a response until the following Monday. (Sometimes they will but we cannot guarantee it.)

Because not all email gets through to its intended recipients, if 24 hours elapses and you have still not received a response to an email, we apologize in advance and ask that you please send your email again and/or contact us directly by other means, e.g., telephone.

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**NO DO-OVERS** ([https://umich.instructure.com/courses/618617/pages/no-do-overs](https://umich.instructure.com/courses/618617/pages/no-do-overs))

We cannot support do-overs or "re-do's" for graded work, including One Page Papers, technical "lab" exercises, the UN-Midterm, or for any part of the Group Project.

We cannot support do-overs because if one student gets to do an assignment over, then all students should have that same opportunity.

However, giving all students the opportunity to do assignments over creates more items than the instructors can reasonably grade.

So, once an assignment is turned in for grading and its due date has passed, it is considered final and will be graded once as such.

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**ACADEMIC INTEGRITY** ([https://umich.instructure.com/courses/618617/pages/academic-integrity](https://umich.instructure.com/courses/618617/pages/academic-integrity))

**Collaboration**

We strongly encourage collaboration while working on some assignments, including labs and group work. Active learning is effective. Collaboration with other students in the course will be especially valuable in summarizing the reading materials and picking out the key concepts. You must, however, write your One Page Paper and other individual homework assignments on your own, in your own words, before turning it in. Each course and each instructor may place restrictions on collaboration for any or all assignments. Read the instructions carefully and request clarification about collaboration when in doubt. Collaboration is almost always forbidden for take-home and in class exams.

**Plagiarism**

All individual (not group) written submissions including all One Page Papers must be your own, original work. All group submissions must be the work of your group. Original work does not include mere paraphrasing of someone else's completed answer, or of a completed answer provided by an AI LLM or other automated tool like ChatGPT or Claude, Cohere, Falcon, Llama, etc.

You may incorporate selected excerpts, statements or phrases from publications by other authors, but they must be clearly marked as quotations and must be attributed with citations. If you build directly on
the ideas of other authors, you must always cite their work.

You may obtain copy editing assistance, and you may discuss your ideas with others, but all substantive writing and ideas must be your own, or be explicitly attributed to another. See the (Doctoral, MSI, BSI) student handbooks available on the UMSI intranet for the definition of plagiarism, resources to help you avoid it, and the consequences for intentional or unintentional plagiarism.


**Class Session Recordings**

Some, but perhaps not all, class sessions will be recorded and made available in the Lecture Recordings tab on Canvas.

**Refrain from making Personal Recordings, Except with Instructor Permission**

Students are asked not to record any class activity without prior permission from the instructors, except as necessary as part of approved accommodations for students with disabilities. Any approved recordings may only be used for the student's own private use.


Across the University of Michigan, and during every moment of the Introduction to Health Informatics course, our dedication to academic excellence for the public good is inseparable from our commitment to diversity, equity and inclusion. It is central to our mission as an educational institution to ensure that each member of our community has full opportunity to thrive in our environment, for we believe that diversity is key to individual flourishing, educational excellence and the advancement of knowledge.

As members of the University of Michigan community, our DEI policy is expressed in the following three interrelated commitments:

We commit to increasing diversity, which is expressed in myriad forms.

We commit to working actively to challenge and respond to bias, harassment, and discrimination.

We commit to pursuing deliberate efforts to ensure that our campus is a place where differences are welcomed, different perspectives are respectfully heard and where every individual feels a sense of belonging and inclusion.

At Michigan, we Expect Respect ([https://expectrespect.umich.edu/](https://expectrespect.umich.edu/)).

**GRADE APPEALS** ([https://umich.instructure.com/courses/618617/pages/grade-appeals](https://umich.instructure.com/courses/618617/pages/grade-appeals))
Regular feedback on graded assignments and timely resolution of any grading concerns is helpful for student learning and an overall positive class experience.

**How Grade Disputes are Resolved**

For this course, grade disputes will be handled according to UM School of Information policy. After the student has had a discussion about any grade in dispute with the Instructor for the course, then, if resolution is not achieved, the [UMSI Academic Dispute Policies and Procedures](https://docs.google.com/document/d/1tv2u0-QOgrDzDlHZsXvBOJuM1-eTk2CunDxIHb66kdw/edit) will be followed.

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**SUPPORT FOR STUDENTS WITH DISABILITIES**

The University of Michigan recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students who are experiencing a disability-related barrier should contact Services for Students with Disabilities ([https://ssd.umich.edu/](https://ssd.umich.edu/); 734-763-3000 or ssdoffice@umich.edu). For students who are connected with SSD, accommodation requests can be made in Accommodate. If you have any questions or concerns please contact your SSD Coordinator or visit SSD’s Current Student webpage. SSD considers aspects of the course design, course learning objects and the individual academic and course barriers experienced by the student. Further conversation with SSD, instructors, and the student may be warranted to ensure an accessible course experience. The instructional team will treat any information that you provide in as confidential a manner as possible.

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**STUDENT MENTAL HEALTH AND WELL BEING**

Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, mental health, alcohol or other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help is a courageous thing to do for yourself and those who care about you. If the source of your stressors is academic, please contact me so that we can find solutions together. For personal concerns, U-M offers this [linked list of student resources](https://umich.instructure.com/courses/618617/pages/student-mental-health-and-wellbeing).

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END OF SYLLABUS