

Course Syllabus

Syllabus for Management in Health Informatics 661

Winter 2024

Calendar

<https://umich.instructure.com/courses/655929/pages/calendar>

Policies

<https://umich.instructure.com/courses/655929/pages/list-of-policies>

**Assignments
& Grading**

<https://umich.instructure.com/courses/655929/pages/assignments-and-grading>

Modules

<https://umich.instructure.com/courses/655929/modules>

HEADER

Co-Instructors:

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Ejike Anusiem, MHI

Application Specialist

University of Michigan

Office Hours: 4:30-5:30 PM Fridays in 1286 North Quad

Email: eanusiem@umich.edu

Mondays, 6:00p-9:00p ... *live and in-person!*

Note: All sessions include at least one 15-minute break. See the [calendar](#)

Class Meeting

Days and Times:

<https://umich.instructure.com/courses/655929/pages/calendar>

Class Meeting Location:	1255 North Quad <i>Basement Level - Northwest Side of Building</i> <i>(Enter off State Street near the corner of State and Huron and head downstairs immediately to find this room.)</i>
Readings and Other Course Materials:	ALL READINGS & OTHER COURSE MATERIALS PROVIDED via CANVAS, or via YOUR MANAGEMENT PLAYBOOK, or will be made available DURING CLASS SESSIONS

[COURSE DESCRIPTION](https://umich.instructure.com/courses/655929/pages/course-description) (<https://umich.instructure.com/courses/655929/pages/course-description>)

This course prepares students to take on management challenges faced in health informatics leadership roles within a variety of organizational settings.

Through a combination of readings and presentations followed by in-class discussions, and intensive case study teamwork, it is a highly interactive course in which students have the opportunity to think about and discuss real-world health informatics scenarios from a variety of perspectives in order to gain familiarity with different leadership issues and managerial approaches.

The course also draws on some organizational and managerial theory to provide students with more generalized knowledge about how to be an effective leader.

The course covers a set of key project management skills and approaches to provide participants with a solid project management skillset.

Students build knowledge and develop skills to consider multiple dimensions of possible solutions to health informatics-related issues, arrive at decisions, and articulate the reasoning behind the approaches to their decision-making.

Overall, this course has strong organizational and project management orientations, and so it is appropriate for any student preparing for a health informatics career that includes managerial and leadership responsibilities.

[LEARNING OBJECTIVES](https://umich.instructure.com/courses/655929/pages/learning-objectives) (<https://umich.instructure.com/courses/655929/pages/learning-objectives>)

- Describe key management, organizational and leadership theories, thereby demonstrating generalized knowledge about how to be an effective leader in the field of health informatics.
- Apply knowledge of the field of health informatics and organizational and leadership theories to the analysis of a set of health informatics cases in which management plays a central role. The cases will

involve implementation & project management, IT & care transformation, big data & analytics, policy & market forces, and offer a chance for course participants to consider specific mechanisms through which their health informatics knowledge plus organizational and leadership theories can facilitate managerial decision-making.

- Successfully handle scenarios that capture real-world health informatics management decisions under challenging, uncertain, and ambiguous circumstances.
- Produce critical project management deliverables such as timelines, work breakdown structures, project budgets, and risk matrices.

[COURSE SECTIONS](https://umich.instructure.com/courses/655929/pages/course-sections) (<https://umich.instructure.com/courses/655929/pages/course-sections>)

This sessions of this course are organized into three major Sections, with each Section having 4 course sessions.

SECTION I: Managing and Leading Health IT Implementations

SECTION II: Managing and Leading Technology-enabled Care Services

SECTION III: Managing and Leading Innovation and Use of Emerging Technologies

The LAST COURSE SESSION focuses on Project Management while some time is reserved to reflect on and wrap-up the course.

[ASSIGNMENTS & GRADING](https://umich.instructure.com/courses/655929/pages/assignments-and-grading) (<https://umich.instructure.com/courses/655929/pages/assignments-and-grading>)

The assignments in this course are a mix of team-based and individual assignments.

For most sessions, two readings are assigned to be completed before each session begins.

For two sessions, three readings are assigned to be completed before each session begins.

For the three Case Competitions sessions, there are no added readings besides the case materials.

The five graded groups of assignments in the course are these:

1. Member Participation (see also, [Attendance policy](https://umich.instructure.com/courses/655929/pages/attendance) (<https://umich.instructure.com/courses/655929/pages/attendance>))
2. Teamwork (self-assessed)
3. Case Competition Presentations in Teams (Each course member to complete 3 of these)
4. Presentation Team Reading Summary Presentations and Discussions (Each course member to complete 1 of these)
5. Individual Management Playbook assignment with two parts:

(PART I) Three Management Playbook Reviews

(PART II) Creation of Five Project Deliverables for the APP-2-MARKET project

Many more details on these five graded assignments and how they are graded can be found [here](https://umich.instructure.com/courses/655929/pages/assignments-and-grading) (<https://umich.instructure.com/courses/655929/pages/assignments-and-grading>).

POLICIES (<https://umich.instructure.com/courses/655929/pages/policies>)

A complete list of the course-specific and institutional U-M policies is [here](https://umich.instructure.com/courses/655929/pages/policies) (<https://umich.instructure.com/courses/655929/pages/policies>).

The rest of this Syllabus also details these policies one-by-one.

ATTENDANCE (<https://umich.instructure.com/courses/655929/pages/attendance>)

To successfully complete the requirements for this course, students **must** attend regularly. Students are **strongly encouraged** to view coming to the course sessions as they would going to work in the offices of "661 Consultancy, LLC". While working together at the offices of the "661 Consultancy", the Instructors serve as two Senior Directors, and the students serve dually as highly-valued Directors and Project Managers for the consultancy business.

Because attendance, teamwork, and getting everyone's input are all **critical** to the '661 Consultancy's' success, students earn 10% of their final course grade by attending and participating throughout at least 11 out of the 13 course sessions. Remember! Each course session covers a whole week of work at the '661 Consultancy', and so each session is substantial in its scope and effort required!

For every course session, students will first sign-in and then (in essence) "get to work" for the "661 Consultancy" each Monday at 6pm sharp. Course sessions will wind-down and wrap-up between 8:45 and 9:00 pm.

Due to illness or for personal reasons, students may miss up to 2 course sessions without impacting the 10% participation portion of their grade.

Students who miss **more than 2** course sessions will **forfeit up to 10% of their final course** (<https://umich.instructure.com/courses/655929/pages/attendance>) grade **unless** special circumstances apply, e.g. extended illness. To receive part or all of the course participation credit, students who see they will miss more than 2 course sessions must communicate and make suitable arrangements with the Instructors of the course, i.e., with their Senior Directors at the "661 Consultancy."

To receive the maximum possible points for course Member Participation, students who see they will miss **more than 2 up to a maximum of 6** course sessions must communicate and make suitable make-up arrangements with the Instructors of the course, i.e., with the two "Senior Directors" at the "661 Consultancy."

IMPORTANT NOTE: Students who do not attend at least 7 of the 13 course sessions will receive a failing grade for the WHOLE 661 COURSE due to insufficient participation.

[COMMUNICATION \(https://umich.instructure.com/courses/655929/pages/communication\)](https://umich.instructure.com/courses/655929/pages/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.

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 and not going to Junk Mail.

Note: It is not uncommon for emails or Canvas Announcements to be sent by the instructors to students on Thursdays or on Fridays before 5:00 PM.

For Our Part as Course Co-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 the hours of Mondays starting at 8:00 AM through Thursdays at 4:00 PM. To assist us, it helps if you begin the subject line of all course-related emails with: **MGMT 661**

Emails sent after Thursday at 4:00 PM on Fridays or over the weekend may **NOT** receive a response until Monday.

And, 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.

[ACADEMIC INTEGRITY \(https://umich.instructure.com/courses/655929/pages/academic-integrity\)](https://umich.instructure.com/courses/655929/pages/academic-integrity)

Collaboration

We **require** strong collaboration while working on a variety of teams in this course! Collaboration with other students in the course is critical when analyzing cases together and preparing to present materials.

You must, however, complete your own unique Project Management deliverables and Management Playbook. These assignments in the course are individual assignments where you display your unique approaches to thinking through readings and cases, and where you showcase your personal project management skills.

Plagiarism

Depending on the assignment, all written work and presentations must either be the original work of your teams or your own, original work. All team submissions must be the work of your team members and no one else.

Original thoughtful case analysis work is more than mere paraphrasing of someone else's completed answer!

In your case analyses and other team work assignments, 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 on the ideas of prior authors, you must 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 that of your team members only, or be explicitly attributed to another person and source.

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.

[AUDIO AND VIDEO RECORDING \(https://umich.instructure.com/courses/655929/pages/audio-and-video-recording\)](https://umich.instructure.com/courses/655929/pages/audio-and-video-recording)

Class Session Recordings

We will be doing audio and video recording of all class sessions to enable those who cannot attend class in person on a given day to view that day's session. These recordings will not be made available publicly. Recordings of all sessions will be available on Canvas only to students registered for this class. As part of your participation in this course, you may be recorded. If you do not wish to be recorded, please contact the professor during the first week of class to discuss alternative arrangements.

Due to limits of the in-class technology, all 661 course session recordings will be less useful as tools for learning than attending class in person.

During teamwork and group time, 661 course session recordings may not be useful at all because there is no good way to record and capture many small team discussions that are going on at the same time, unfortunately.

The camera only picks up the front of the room (instructor and slides), and if you wish to avoid being recorded then this may require you to sit in a particular place in the room, outside the cameras' view.

Students may not copy and share the course session videos with those not in the class, or upload them to any other online environment (this is a violation of the Federal Education Rights and Privacy Act (FERPA)).

Personal recordings are prohibited except with permission

Students are prohibited from recording/distributing any 661 course session or in-class activity without written permission from the Co-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 educational use.

[DIVERSITY, EQUITY, AND INCLUSION \(https://umich.instructure.com/courses/655929/pages/diversity-equity-and-inclusion\)](https://umich.instructure.com/courses/655929/pages/diversity-equity-and-inclusion)

Across the University of Michigan, and during every moment of the Management in Health Informatics course, our dedication to academic excellence for the public good is inseparable from our commitment to diversity, equity and inclusion (DEI). DEI 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 classrooms and our campus are places 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/)**  **[\(https://expectrespect.umich.edu/\)](https://expectrespect.umich.edu/)**.

[GRADE APPEALS \(https://umich.instructure.com/courses/655929/pages/grade-dispute-resolution\)](https://umich.instructure.com/courses/655929/pages/grade-dispute-resolution)

To appeal a grade on an assignment, or a final grade for the course, first see one or both Co-Instructors for the course to discuss the relevant assignment and the grade you received. Often times, a short conversation is all it takes to clarify assignment requirements, surface expectations and assumptions students and instructors may have, identify possible options, and come to an acceptable agreement about a grade.

If an agreement cannot be reached about an assignment or final grade, then the School of Information has an appeals procedure for student disputes. If other avenues fail, these procedures may be used for complaints regarding the equity or fairness of grades, course or UMSI policies, or charges of unfair or unethical treatment (including discrimination on the basis of sex, race, age, disability status, national origin, religion, or veteran status, or on the basis of any other characteristic or status discrimination, against which is prohibited by law). More information about the School of Information appeals procedure is available in the **[MHI / MSI Student Handbook](#)**

(https://docs.google.com/document/d/1uTTCKPKueWEL8pGP2_IERSpgeSCsUWjRkYtqoOb6K4/edit?usp=sharing), starting on Page 23 with the Dispute Resolution section.

SUPPORT FOR STUDENTS WITH DISABILITIES

(<https://umich.instructure.com/courses/655929/pages/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.

STUDENT MENTAL HEALTH AND WELL BEING

(<https://umich.instructure.com/courses/655929/pages/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 your 661 Co-Instructors so that we can find solutions together.

For personal concerns, we offer this **linked list of student resources**

(<https://umich.instructure.com/courses/655929/pages/student-support-resources-at-u-m>).

END OF SYLLABUS