

## Collin College

### Success in Health Information Management Program

Collin College and the Health Information Management program places the success of our students as a top priority. In the HIM program, we gauge student success by determining workplace preparedness. It is our goal to ready our students for the real challenges of the fluid, ever changing Health Information field. In order to prepare students for success, we have expectations that must be met to facilitate a smooth, positive learning atmosphere. This is particularly challenging in an online environment.

Expectations for class involvement:

- ✓ Allow a professor 48 hours to respond to all questions and inquiries during the work week (M-F). Instructors are not expected to work weekends; therefore, response time will be extended. Please plan your time accordingly. Requesting to turn in an assignment late, because you are waiting on a reply from your instructor will not be considered an acceptable excuse. Deadlines are deadlines and it is imperative you plan your time accordingly.
- ✓ Communication with instructors should be kept brief. State the problem concisely as well as how you would like them to help. Instructors should always be addressed in a respectful and professional manner. Making demands, criticizing, and “yelling” (writing in a bold font and in all capital letters) are not acceptable forms of communication and do not support the Collin College statement of core values.
- ✓ If the student has an issue with the class, he or she must contact the instructor, individually. No student shall appoint themselves “spokesperson” for the class.
- ✓ The instructor has designed the class within the guidelines and objectives of our credentialing body. A student’s responsibility is to perform within the structure of the class. Any attempt by the student to change the structure of the class may be regarded as a violation of departmental and college policy.
- ✓ It is in good faith that faculty and students engage in the learning process and the activities provided by the instructor. It is expected that students perform in class with that philosophy in mind. Students are expected to make a good faith effort to read and understand the material and review all associated materials before contacting the instructor. The ability to research and discover answers independently is a skill used by health information professionals and requires practice. So, we are offering our students the opportunity to practice the skill before they venture out on their own.

Any violation of these expectations may result in disciplinary action and possible dismissal from the HIM program.

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Student Signature /Date

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Michelle Millen – Program Director/ Date