

HCM340 Health Law

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 10-25 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Course Description and Outcomes



Course Description:

This course will offer the student a basic overview regarding healthcare law in the United States. It will provide a systemic analysis of healthcare provider services, moral, ethical, and legal issues that may involve healthcare professionals, patients, hospitals, clinics, and other organizations. Discussions will include the current standards surrounding informed consent, patient confidentiality laws, and the legal parameters impacting healthcare workers concerning patient care. Further readings and discussions will focus on elder care and abuse, research on genetics, end-of-life-planning concerning the elderly and their families, malpractice suits, Medicare and Medicaid financial implications, and allowing students to familiarize themselves with basic legal terminology.

Course Overview:

HCM340 provides students with an introduction to healthcare law in the United States. The basic terminology used in health law is covered, along with current trends in healthcare, with emphasis on moral, ethical and legal issues. Medicare, Medicaid, and health insurance issues are discussed and compared, and special attention is paid to spotlight issues for the healthcare worker, such as confidentiality, mandatory reporting, death and dying, informed consent, and care for children and the elderly. Students are encouraged to question and consider the pivotal legal issues that impact the healthcare industry and the way healthcare workers function in the professional environment.

Course Learning Outcomes:

1. Summarize the importance of medical terminology and healthcare documentation as it applies to health law.
2. Discuss the current trends in health law and its applicability to hospitals, clinics, and organizations in healthcare.

3. Compare and contrast Medicare and Medicaid systems and the legal implications concerning reimbursement.
4. Describe the US legal system and its impact upon healthcare standards.
5. Explain patient confidentiality laws and the legal parameters binding healthcare workers
6. Analyze the issues surrounding elder care and abuse, end of life planning, malpractice suits, and genetic research.
7. Discuss the current standards regarding informed consent.

Participation & Attendance



Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Course Materials



Textbook Information is located in the CSU-Global Booklist on the Student Portal.

Course Schedule



Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.
- **Live Classroom:** Although participation is not required, Live Classroom sessions are held during Week 2 and Weeks 5 or 6. There are two total sessions.

| Week # | Required Readings | Assignments |
|--------|--|--|
| 1 | <ul style="list-style-type: none"> • Chapter 1 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> | <ul style="list-style-type: none"> • Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Critical Thinking (85 points) |

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| | | <ul style="list-style-type: none"> Portfolio Project Reminder (0 points) |
| 2 | <ul style="list-style-type: none"> Chapter 2 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> McGlynn, E. A., Asch, S. M., Adams, J., Kessey, J., Hicks, J., DeCristofaro, A., & Kerr, E. A. (2003). The quality of health care delivered to adults in the United States. <i>The New England Journal of Medicine</i>, 348, 2635-2645. Retrieved from http://www.nejm.org/doi/full/10.1056/NEJMs022615#t=article | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Critical Thinking (100 points) |
| 3 | <ul style="list-style-type: none"> Chapter 3 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Portfolio Project Milestone (25 points toward project total) |
| 4 | <ul style="list-style-type: none"> Chapters 4 & 5 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> Centers for Medicare & Medicaid Services. (2013). <i>HIPAA – General information</i>. Retrieved from http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/HIPAAGenInfo/index.html | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Live Classroom (0 points) Mastery Exercise (10 points) Critical Thinking (85 points) |
| 5 | <ul style="list-style-type: none"> Chapter 6 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> Centers for Disease Control and Prevention. (2014). <i>Healthcare-associated infections, data and statistics</i>. Retrieved from http://www.cdc.gov/HAI/surveillance/index.html | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Portfolio Project Milestone (25 points toward project total) |
| 6 | <ul style="list-style-type: none"> Chapter 7 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> Banks, P., Conger, J., & Cram, J. M (2014). Elder protection courts <i>Experience: the Magazine of the Senior Lawyers Division, American Bar Association</i>, (24)1, 12-16, 30. | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) Critical Thinking (100 points) Portfolio Project Milestone (25 points toward project total) |
| 7 | <ul style="list-style-type: none"> Chapters 11 & 12 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> Baker, J. Children's agency, interests, and medical consent. <i>HEC Forum</i>, 25(4), 311-24. Gunther-Murphy, C., Adams, K. M., & McCannon, J. (2013). Is your organization "conversation ready"? <i>Healthcare Executive</i>, 28(4), 62-65. | <ul style="list-style-type: none"> Discussion (25 points) Opening Exercise (0 points) Mastery Exercise (10 points) |

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| | <ul style="list-style-type: none"> • Siegel, A. M., Barnwell, A. S., & Sisti, D. (2014). Assessing decision-making capacity: A primer for the development of hospital practice guidelines. <i>HEC Forum</i>, 26(2), 159-68 • Varelius, J. (2013). Voluntary euthanasia, physician-assisted <u>suicide</u>, and the right to do wrong. <i>HEC Forum</i>, 25(3), 229-43. | |
| 8 | <ul style="list-style-type: none"> • Chapter 13 & 14 in <i>Health Law & Medical Ethics for Healthcare Professionals</i> • McLaughlin, D B. (2014). CMS 2015 final rules. <i>Healthcare Executive</i>, (29)6, 58-59. • McLaughlin, D. B. (2014). The elections: Health policy and politics <i>Healthcare Executive</i>, (29)5, 54-56. | <ul style="list-style-type: none"> • Discussion (25 points) • Opening Exercise (0 points) • Mastery Exercise (10 points) • Portfolio Project (350 points) |

Assignment Details



This course includes the following assignments/projects:

Module 1

CRITICAL THINKING ASSIGNMENT: Purpose, Process and Structure of Law (85 points)

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Option 1: Outlining the Purpose, Process and Structure of the Law

Instructions:

The law is examined in our first chapter of the Allen (2013) text. Using the purpose, writing and structure of the law as subject topics, develop an expanded outline that fulfills the following requirements for each of the three topics:

Example:

1. Identify the purpose of law.
 - a. Provide a substantive paragraph on the main purposes that law is written.
2. Continue this same process for how law is written.
 - a. Provide a substantive paragraph on how the law is written.
 - b. Explain the manners in which the law is written (definition, casuistry, apodictic).
3. Continue this same process for the structure of law.
 - a. Provide a substantive paragraph on the structure of law.

Project Requirements:

Your document outline should:

- Be well organized in a multi-leveled outline format, provide a substantive paragraph of discussion for each of the three topics
- Be at least two to four pages in length, double spaced
- Include at least two scholarly references in addition to the course textbook. The CSU-Global Library is a good place to find these references.

- Include a title and reference page
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric, which can be accessed from the **Module 1** folder. Reach out to your instructor if you have any questions about the assignment.

Option 2: Presenting the Purpose, Process and Structure of the Law

Instructions:

The Law is examined in our first chapter of the Allen (2013) text. Using the purpose, principles, writing and structure of the law as subject topics, develop a professional presentation (using PowerPoint or a similar format) that fulfills the following requirements:

Example:

1. Identify the purpose of law.
2. Identify the six principles of law from the text.
3. Identify how the law is written.
 - a. Provide information (definition, casuistry, apodictic) on how these laws are written.
4. Identify the structures of the law.

Project Requirements:

Your presentation should:

- Be well organized using a professional theme and transitions for each of the four topics
- Be at least six to eight slides in length
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Include a title and reference slide
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric, which can be accessed in the **Module 1** folder. Reach out to your instructor if you have any questions about the assignment.

PORTFOLIO PROJECT REMINDER

Portfolio Project Option #1/2: Reviewing the Portfolio (0 points)

Review the Portfolio Project description and the Portfolio Project Rubric, both accessible in the **Module 8** folder. Determine which option you want to complete. You will have milestones throughout the semester to help you work on this assignment throughout the term.

Module 2

CRITICAL THINKING ASSIGNMENT: Individual Healthcare Rights (100 Points)

Option 1: Essay on Healthcare Rights

Instructions:

In a well-written paper, research and examine individual healthcare rights. Specifically address each of the five rights noted below. Include citation of the law that established this right, a discussion of the legal requirements, and identify a national legal case that tested each of these rights.

- Right to healthcare (Emergency Medical Treatment & Labor Act; EMTALA)
- Right to healthcare finance (Medicare/Medicaid)

- Right to informed healthcare decisions
- Right to personal privacy
- Right to freedom from wrongful discrimination.

Paper Requirements:

Your document should:

- Be well written
- Consist of four to six double-spaced pages, not including the title and reference pages
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Option 2: Presentation on Health Law Terminology**Instructions:**

In a presentation (using PowerPoint or a similar format), examine the terminology list within the Chapter 2 Introduction of our text. Define each of these nine key terms on nine separate slides. Once you have defined each term, develop a multiple choice question that could be used in an employee post-education test.

Paper Requirements:

Your presentation should:

- Be organized, using professional themes and transitions
- Consist of nine slides, plus the title and reference pages
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric for more information about how your work will be assessed. Reach out to your instructor if you have any questions about the assignment.

PORTFOLIO PROJECT REMINDER**Portfolio Project Option #1/2: Further Review of the Portfolio (0 points)**

Review the Portfolio Project description, which is accessible from the **Module 8 Folder**, and the Portfolio Project Rubric. Be sure to work on this project throughout the term.

Module 3**Portfolio Project Milestone 1 (25 Points from 350 Portfolio Project total)****Option 1: Organizational Definition Preliminary Presentation****Instructions:**

The final Portfolio Project requires that you develop a legal handbook for new employees of a specific organization. The setting may be an acute care hospital or long-term care facility with 200-bed capacity.

In a well-organized presentation, first define the organization you are using to develop the handbook. Provide the organization's name, type, size, location, and the licensing organization.

Then, provide a listing of all employee professions for the organization you have selected for your Portfolio Project. You will use this professional directory in your final Portfolio Project.

Presentation Requirements:

Your *presentation* should:

- Be well written and organized, using professional themes and transitions
- Be six to eight slides in length, not including the title and reference pages
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment. Note that while this assignment is worth 25 points, the points will be awarded on your final Portfolio Project grade in Module 8; however this milestone must be submitted for feedback from your instructor in Module 3.

Option 2: Organizational Definition Preliminary Paper

Instructions:

The final Portfolio Project requires that you develop a legal handbook for new employees of a specific organization. The setting may be an acute care hospital or long-term care facility with 200-bed capacity.

In a well-organized written paper, first define the organization you are using to develop the handbook. Provide the organization's name, type, size, location, and the licensing organization. Then, provide a listing of all employee professions for the organization you have selected for your Portfolio Project. You will use this professional directory in your final Portfolio Project.

Paper Requirements:

Your *written paper* should:

- Be well written and organized
- Be two to three pages in length, not including the title and reference page
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment. Note that while this assignment is worth 25 points, the points will be awarded on your final Portfolio Project grade in Module 8; however this milestone must be submitted for feedback from your instructor in Module 3.

Module 4

CRITICAL THINKING ASSIGNMENT: Legal Documents (85 Points)

Option 1: Legal Document Ownership Paper

Instructions:

Read Chapter 4 in our textbook, identifying the legal medical record requirement. Discuss the purpose for a legal document, who "owns" the record, what is included (face sheet, H&P, clinical data, etc.), documentation, tracking care, privacy and security.

Paper Requirements:

Your paper should:

- Be well organized, using APA level headings to separate your topics
- Include a title page, reference page for four to six pages total
- Follow *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric and reach out to your instructor if you have any questions about the assignment.

Option 2: HIPAA Compliance Paper**Instructions:**

Examine the Federal Health Insurance Portability and Accountability Act (HIPAA). Discuss the history and purpose of HIPAA. Identify the concepts of privacy and security within the regulation and discuss methods that healthcare organizations must observe for compliance. Finally, discuss penalties for noncompliance with the HIPAA regulation.

Paper Requirements:

Your paper should:

- Be well organized, using APA level headings to separate your topics
- Include a title page, reference page for four to six pages total
- Follow *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Module 5**Portfolio Project Milestone 2 (25 points toward the 350 Portfolio Project total)****Option 1: Legal Handbook Outline Presentation**

In a well-organized presentation (using PowerPoint or a similar tool), prepare and define the outline for your employee legal handbook.

Include the following topics by title, using an outline format to break down your handbook entries.

Topics: legal principles, rights, credentialing/scope of practice, legal employment qualifications (I-9, EEOC, etc.), HIPAA (confidentiality, privacy, security), consent, legal representation (POA, Guardian, etc.), abuse reporting, organizational regulations (staffing, etc.), end of life, federal/state regulations and future implications in healthcare law. You will use this topic outline in your final Portfolio Project.

Presentation Requirements:

Your presentation should:

- Be well written and organized, using professional themes and transitions
- Use a separate slide for each topic
- Be –twelve to fourteen slides in length, not including the title page
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Example:

- I. Legal Principles
 - A. Title of first principle
 - B. Second principle
- II. Healthcare Rights
 - A. Title of first right
 - B. Etc.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment. Note that while this assignment is worth 25 points, the points will be awarded on your final Portfolio Project grade in Module 8; however this milestone must be submitted for feedback from your instructor in Module 5.

Option 2: Legal Handbook Outline Paper

In a well-organized written paper, prepare and define the outline for your employee legal handbook. Include the following topics by title, using an outline format to breakdown your handbook entries.

Topics: legal principles, rights, credentialing/scope of practice, legal employment qualifications (I-9, EEOC, etc.), HIPPA (confidentiality, privacy, security), consent, legal representation (POA, Guardian, etc.), abuse reporting, organizational regulations (staffing, etc.), end of life, federal/state regulations and future implications in healthcare law. You will use this topic outline in your final Portfolio Project.

Presentation Requirements:

Your presentation should:

- Be well written and organized, using professional themes and transitions
- Be six to eight double-spaced pages in length, not including the title page
- Follow the *CSU-Global Guide to Writing and APA Requirements*.

Example:

- I. Legal Principles
 - A. Title of first principle
 - B. Second principle
 - C. Etc.
- II. Healthcare Rights
 - A. Title of first right
 - B. Etc.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment. Note that while this assignment is worth 25 points, the points will be awarded on your final Portfolio Project grade in Module 8, however this milestone must be submitted for feedback from your instructor in Module 5.

Module 6

Critical Thinking: Abuse and Regulation (100 Points)

Option 1: State Regulations on Abuse and Neglect Paper

Instructions:

Examine the federal and your state's regulations on abuse and neglect. Discuss the purpose of the abuse regulation. Identify the concept of mandatory reporting within the regulation and discuss methods that

healthcare organizations must observe for compliance and the manner in which employees must report. Finally, discuss penalties for noncompliance with the mandatory abuse reporting regulation.

Paper Requirements:

Your paper should:

- Be well organized, using APA level headings to separate your topics
- Include a title page and reference page for four to six pages total
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Option 2:

Instructions: State Regulation on Eldercare and Legal Representation

Examine the federal and your state's regulation on eldercare and types of legal representation. Discuss the purpose or need for representation of vulnerable elderly populations. Identify the concepts of assessing adult competency and executive functioning, distinguishing when these documents are utilized. Within the regulation, discuss methods that families or responsible parties use for healthcare representation (Power of Attorney, Durable Power of Attorney and Legal Guardianship). Examine how healthcare organizations and employees must observe and document this type of representation.

Paper Requirements:

Your paper should:

- Be well organized, using APA level headings to separate your topics
- Include a title page and reference page for four to six pages total
- Include at least two scholarly references in addition to the course textbook; the CSU-Global Library is a good place to find these references.
- Follow *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Portfolio Project Milestone (25 points toward 350 points total)

Options 1 & 2: Annotated Bibliography

Generate your annotated bibliography for your Portfolio Project. Your annotated bibliography should contain at least four academic sources. Submit this bibliography with a description of how each reference supports your project and why you chose this resource to support your written handbook. Each source should be academic (no wikis, no About.com and no Answer.com sources will be accepted). Online academic sources include those followed by .org, .gov, or any articles found in the University library.

This milestone may be developed and submitted as either a presentation or a written document.

For an example of an annotated bibliography format, view the assignment in the **Module 6** folder.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

N/A

Module 8

Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Portfolio Project: Employee Legal Handbook (350 points)

Option 1: Employee Legal Handbook Presentation

For the final Portfolio Project, you will submit a professional presentation (using PowerPoint or a similar format), developing an organization's employee legal handbook that could be utilized during new employee orientation.

This presentation will include:

- An APA title page
- A description of the organization you developed
- A listing of all employee professions or disciplines
- A list of the topics developed in the Module 5 milestone
 - A paragraph or two defining and discussing the significance of this specific topic and how it applies to the new employee entering your healthcare organization
- A list of twelve multiple choice questions, one for each of the twelve topics from the Module 5 milestone, that could be used as a post-test following the new employee orientation to the legal handbook
- A minimum of four academic sources
- A reference slide(s) formatted in APA and utilizing the sources you outlined in the Module 6 milestone.

Presentation Requirements:

- Sixteen to eighteen slides in length, not including the title or reference page
- Correctly cited sources (including images, text, tables, etc.)
- Follow *CSU-Global Guide to Writing and APA Requirements*.

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Option 2: Employee Legal Handbook Paper

For the final Portfolio Project you will submit an academic written paper developing an organization's employee legal handbook that could be utilized during new employee orientation.

This paper will include:

- An APA title page
- A description of the organization you developed
- A listing of all employee professions or disciplines
- A list of the topics developed in the Module 5 milestone
 - A paragraph or two defining and discussing the significance of each specific topic and how it applies to the new employee entering your healthcare organization
- A list of twelve multiple choice questions, one for each of the twelve topics from the Module 5 milestone, that could be used as a post-test following the new employee orientation to the legal handbook
- A reference page(s) formatted in APA and utilizing the sources you identified in the Module 6 milestone

- A minimum of four academic sources.

Paper Requirements:

- Eight to ten pages in length, not including the title or reference page
- APA-level headings
- Follow *CSU-Global Guide to Writing and APA Requirements*

Review the grading rubric. Reach out to your instructor if you have any questions about the assignment.

Course Policies



Course Grading

- 20% Discussion Participation
- 0% Opening Exercises
- 0% Live Classroom
- 8% Mastery Exercises
- 37% Critical Thinking Assignments
- 35% Final Portfolio Paper

Grading Scale and Policies

| | |
|----|---------------|
| A | 95.0 – 100 |
| A- | 90.0 – 94.9 |
| B+ | 86.7 – 89.9 |
| B | 83.3 – 86.6 |
| B- | 80.0 – 83.2 |
| C+ | 75.0 – 79.9 |
| C | 70.0 – 74.9 |
| D | 60.0 – 69.9 |
| F | 59.9 or below |

In-Classroom Policies

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see *CSU-Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the *CSU-Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions on your course’s Assignments page.

Disability Services Statement

CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource

Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.

SAMPLE

