



**BUSN 2340-Healthcare Administrative Procedures**  
**COURSE SYLLABUS**  
**Online**  
**Spring Semester 2019**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40162

Preferred Method of Contact: [Tina Jernigan tjernigan@southeasterntech.edu](mailto:tjernigan@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Adjunct Instructor Name: Tina Jernigan

Adjunct College Email Address: [Tina Jernigan \(tjernigan@southeasterntech.edu\)](mailto:tjernigan@southeasterntech.edu)

Campus/Office Location: Vidalia/Gillis Building Office 807

Office Hours: 2:00-4:30 p.m. Monday-Thursday or via appointment

Phone: (912) 538-3123

Fax Number: (912) 538-3106

Full-Time Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield \(lwhitfield@southeasterntech.edu\)](mailto:lwhitfield@southeasterntech.edu)

Campus/Office Location: Vidalia/Gillis Building Office 804

Office Hours: 2:00-4:30 p.m. Monday-Thursday

Phone: (912) 538-3158

Fax Number: (912) 538-3106

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Student Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**



Medical Office Procedures, 9<sup>th</sup> edition, McGraw-Hill. Connect Access code (includes e-book), ISBN: 978-1-260-15891-5.

**Note: Students may choose to purchase an actual textbook but instructor does not require it. The e-book is included with the Connect Access Code.**

## **REQUIRED SUPPLIES & SOFTWARE**

For the online class, there are no specific supplies required. Students will use Connect Plus to complete most assignments. Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

## **COURSE DESCRIPTION**

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics and the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to business healthcare procedures, healthcare regulation and ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

## **MAJOR COURSE COMPETENCIES**

Introduction to business healthcare procedures, healthcare regulation and ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

## **PREREQUISITE(S)**

ALHS 1090, ALHS 1011, COMP 1000 or Guided Elective

## **COURSE OUTLINE**

1. Introduction to business healthcare procedures
2. Healthcare regulation and ethics
3. Healthcare records management
4. Scheduling appointments
5. Health insurance
6. Billing/collection
7. Work area management
8. Resource utilization
9. Office equipment

## **GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

## **STUDENT REQUIREMENTS (ONLINE)**

Students will be required to complete assignments in Connect. Any assignments not submitted or completed by the due dates will be assigned grades of zero. Late work is not accepted.

## ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus. **Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday each week.** Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

## SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

## PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

### **Online Proctored Event Withdrawals**

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times and will be the exit exam for this class:**

**Swainsboro Campus: Tuesday, March 26 between the hours of 9-12 a.m., Building 2, Room 2113.**

**Vidalia Campus: Thursday, March 28 between the hours of 9-12 a.m., Lab 809 Gillis Building.**

## EXIT EXAM

All Business Healthcare Technology students are required to take the BUSN 2340 Exit Exam when enrolled in this course. Specific competencies and skills tested on the assessment include: scheduling patient appointments, medical records management, billing/collection, and work area management. Students are required to score a minimum of 70% on the exam to pass the BUSN 2340 course. **Students who do not pass this exam will not be able to graduate and the capstone course will need to be repeated and passed along with the exit exam.** Note: Students will not be allowed to take BUSN 2340 as a transient student since the exit exam is tied specifically to this course.

## MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Failure to complete assignments and/or tests will result in a grade of zero. **No makeup exams are allowed.** If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam.

## ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Student Handbook.

## PROCEDURE FOR ACADEMIC MISCONDUCT

The procedure for dealing with academic misconduct and dishonesty is as follows:

### 1. First Offense

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

### 2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

### 3. Third Offense

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## STATEMENT OF NON-DISCRIMINATION

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

Assessment/Assignment	Percentage
Connect Assignments	25%
Connect Chapter Quizzes/Exams	10%
Discussion Boards	10%
Proctored Exam	20%
Exit Exam	35%

### GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

# BUSN 2340-Healthcare Administrative Procedures

## Spring Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday January 7		First Day of the Semester	<b>Required Orientation Assignments:</b> -Click the <b>Getting Started</b> link on the course menu in the <b>Blackboard</b> course and complete the <b>Getting Started</b> items including the <b>Pledge Quiz</b> and <b>Student Introduction</b> . -Make contact with instructor via email to reserve spot and intent on completing the class.	
Week 1 January 8-14	Chapter 1	The Administrative Medical Assistant	Read Chapter 1 <b>Graded:</b> -Chapter 1 Projects in Connect -Chapter 1 Quiz and Exam in Connect -Discussion Board 1 <b>Chapter 1 assignments, Discussion Board 1, and tests due Monday, January 14, midnight.</b>	1 a,c
Week 2 January 15-21	Chapter 2	Medical Ethics, Law, and Compliance  <b>HOLIDAY-MONDAY, JANUARY 21</b> <b>Note: Week 2 assignments due Tuesday since Monday is a holiday.</b>	Read Chapter 2 <b>Graded:</b> -Chapter 2 Projects in Connect -Chapter 2 Quiz and Exam in Connect -Discussion Board 2 <b>Chapter 2 assignments, Discussion Board 2, and tests due Tuesday, January 22, midnight.</b>	2 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 3 January 22-28	Chapter 3	Office Communications: An Overview of Verbal and Written Communication	Read Chapter 3 <b>Graded:</b> -Chapter 3 Projects in Connect -Chapter 3 Quiz and Exam in Connect -Discussion Board 3 <b>Chapter 3 assignments, Discussion Board 3, and tests due Monday, January 28, midnight.</b>	2,9 a,c
Week 4 January 29-February 4	Chapter 4	Office Communications: Phone, Scheduling, and Mail	Read Chapter 4 <b>Graded:</b> -Chapter 4 Projects in Connect -Chapter 4 Quiz and Exam in Connect -Discussion Board 4 <b>Chapter 4 assignments, Discussion Board 4, and tests due Monday, February 4, midnight.</b>	4,8,9 a,c
Week 5 February 5-11	Chapter 5	Managing Health Information	Read Chapter 5 <b>Graded:</b> -Chapter 5 Projects in Connect -Chapter 5 Quiz and Exam in Connect -Discussion Board 5 <b>Chapter 5 assignments, Discussion Board 5, and tests due Monday, February 11, midnight.</b>	3,7,9 a,c
Week 6 February 12-18	Simulation 1	Simulation 1	Review the simulation 1 introduction/instructions in Connect before beginning. <b>Graded:</b> Simulation 1 assigned Questions in Connect	3-9 a,c
Week 7 February 19-25	Simulation 1	Simulation 1	Continue working on Simulation 1 in Connect	3-9 a,c
Week 8 February 26-March 4	Simulation 1	Simulation 1	<b>Simulation 1 assignments due Monday, March 4, midnight.</b>	3-9 a,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 9 March 5-11	Chapter 6 and 7	Office Management Insurance and Coding	Read Chapter 6 and 7 <b>Graded:</b> -Chapter 6 Projects in Connect -Chapter 6 Quiz and Exam in Connect <b>Graded:</b> -Chapter 7 Projects in Connect -Chapter 7 Quiz and Exam in Connect <b>Chapter 6-7 assignments and tests due Monday, March 11, midnight.</b>	1,2,5 a,c
Week 10 March 12- 18	Chapter 8	Billing, Reimbursement, and Collections	Read Chapter 8 <b>Graded:</b> -Chapter 8 Projects in Connect -Chapter 8 Quiz and Exam in Connect <b>Chapter 8 assignments and tests due Monday, March 18, midnight.</b>	3,5,6,7,9 a,c
Week 11 March 19- 25	Chapter 9	Practice Finances	Read Chapter 9 <b>Graded:</b> Chapter 9 Projects in Connect -Chapter 9 Quiz and Exam in Connect <b>Chapter 9 assignments and tests due Monday, March 25, midnight.</b>	3,5,6,7,9 a,c
Week 12 March 26- April 1	Proctored Exam	<b>Proctored Exam Dates:</b> <b>Swainsboro Campus: Tuesday, March 26, between the hours of 9-12 a.m., Building 2, Room 2113</b> <b>OR</b> <b>Vidalia Campus: Thursday, March 28, between the hours of 9-12 a.m., Lab 809 Gillis Building</b>	<b>Proctored Exam (Chapters 7, 8, and 9 in Blackboard).</b>	
<b>April 1-4</b>		<b>SPRING BREAK-NO CLASSES</b>		

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 April 9-15	Chapter 10	Preparing for Employment in the Medical Office	Read Chapter 10 <b>Graded:</b> Chapter 10 Projects in Connect -Chapter 10 Quiz and Exam in Connect <b>Chapter 10 assignments and tests due Monday, April 15, midnight</b>	8 a,c
Week 14 April 16-22	Simulation 2 (Exit Exam)	Simulation 2  <b>Note: Simulation 2 is the exit exam for this class. Students must earn a 70 or better on the exam to pass the class.</b>	Review the simulation 2 introduction/instructions in Connect before beginning. <b>Graded:</b> Simulation 2 assigned Questions in Connect	
Week 15 April 23-29	Simulation 2 (Exit Exam)	Simulation 2	<b>Simulation 2 assignments due Monday, April 29, midnight.</b>	3-9 a,c
Tuesday April 30		<b>SPRING SEMESTER ENDS</b>		

### **BUSN 2340 Competency Areas**

1. Introduction to business healthcare procedures
2. Healthcare regulation and ethics
3. Healthcare records management
4. Scheduling appointments
5. Health insurance
6. Billing/collection
7. Work area management
8. Resource utilization
9. Office equipment.

### **GENERAL CORE EDUCATIONAL COMPETENCIES**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**ADDITIONAL CLASS INFORMATION: (Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.)**

- **ASSIGNMENTS:** The chapter projects will be completed in Connect. Each chapter will have a number of questions (projects) to complete and submit. Dues dates are set and you will see these listed on the lesson plan above and in Connect. Late work will not be accepted for this class.
- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **TESTS AND PROCTORED EXAM:** Students will take chapter quizzes and exams in Connect covering the material in the textbook. Proctored Exam is assigned during week 12 and will be taken in the Blackboard course. Failure to complete tests or attend campus to take the proctored exam will result in a grade of zero. No exceptions. See proctored exam information in the course.
- **EXIT EXAM:** Simulation 2 during the last two weeks of class will be completed. This is the exit exam for this class. Students must earn a 70 or better to pass the exit exam and pass the class. In the Blackboard class under Course Resources link, students will find a check-off sheet and additional information concerning the exit exam. Review it carefully. The exit exam counts 35 percent of the final course grade.
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

**BUSN 2340 DISCUSSION BOARD GRADING RUBRIC**

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
0	1	50	<p>Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.</p>
0	0	0	<p>Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.</p>