



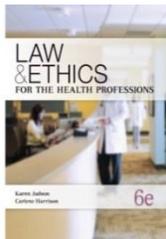
**MAST 1010 Legal and Ethical
Concerns in the Medical
Office
COURSE SYLLABUS
Online
Summer Semester 2016**

Semester: Summer 2016
Course Title: Legal & Ethical Concerns in the Medical Office
Course Number: MAST 1010
Credit Hours/ Minutes: 2/1500
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 9 wks
CRN: 60203

Instructor: Stephannie Waters, BAS, CMA (AAMA)
Office Hours: M-TH 2:00 – 5:00

Office Location: Room 731, Gillis Building
Email Address: swaters@southeasterntech.edu
Phone: (912) 538-3195
Fax Number: (912) 538-3106
Tutoring Hours: By appointment

REQUIRED TEXT: Law & Ethics For The Health Professions, 6th ed. by McGraw Hill
ISBN# 9780073374710



REQUIRED SUPPLIES & SOFTWARE:

Computer/Software/Hardware Requirements:

- A. Internet access- Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher
- B. Microsoft Word
- C. Adobe Acrobat Reader
- D. Printing capabilities

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 ANGEL nor 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: Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include: introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAJOR COURSE COMPETENCIES: Introduction to Medical Law for the Medical Assistant, Physician/Patient/Assistant Relationship, Ethical Considerations, Bio-Ethical Issues

PREREQUISITE(S): Program admission.

COURSE OUTLINE:

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient/Assistant Relationship
3. Ethical considerations
4. Bio-Ethical Issues

GENERAL EDUCATION CORE COMPETENCIES: STC 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS (Online): Students are required to post an introduction of him/her-self within the first three days of class.

Students are required to submit article summaries as assigned according to the syllabus. The requirements for these summaries can be found under the Course Work/Article Summary link. These articles can come from internet sources, magazines, or newspapers. All article summaries are required to be submitted in the designated drop box. Failure to submit article summary by the assigned date will result in a grade of zero. No late assignments will be accepted.

Students are required to complete a short research paper consisting of 300 words that includes a cover page as well as a work cited page. The available topics are listed under the "Medical Ethical Issues Research Project" link in Angel, under the Course Work tab.

Students are required to take weekly chapter tests. Chapter tests are posted in the weekly folders located in the "Weekly Assignment Schedule" link. Chapter tests must be taken by the due date posted in the lesson plan part of the syllabus. Students are allowed to take chapter tests early so no make ups will be given for missed tests. Any student who does not take a test by the due date will be given a zero.

Students are required to take a proctored test. The proctored test will take place after mid-term and must be taken at STC on either of the two designated dates. Failure to take this proctored test will result in a grade of F for this course and the student will be dropped from the course. See the "Proctored" section of this syllabus below for more detailed information.

A final unit test average of 75 or above is required to sit for the final exam. Students who meet this requirement must take the final exam. Failure to do so will result in a grade of zero for the exam. Due date for the final exam are located in the lesson plan portion of this syllabus. No make ups will be allowed.

No assignment opportunities will be given for extra credit. Any test grade will be entered is to the nearest 10th. No scores will be rounded up or down. This rule applies to every grade issued during the semester.

Students are required to participate in discussion board assignments. Students must respond to the discussion topic and are also required to reply to one other student's posts in order to get full credit for the assignments (See Discussion Board Grading Rubric below). Failure to post your response and reply by the week's due date will result in a grade of zero. No late posts/replies will be accepted. Discussion board responses and replies must be at least 4-5 sentences. Comments must be written in complete sentences using correct spelling, punctuation, and grammar. Simply stating "yes" or "no" or "agree" or "disagree" is not sufficient and will not be accepted. Proofread your comments before submitting.

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 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 Wednesday of 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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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 under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Thursday, July 14 between the hours of 2:00 and 4:00 in room 735 of the Gillis Building and Swainsboro Campus, Tuesday July 19 between the hours of 2:00 and 4:00 in room 8166 in the new Health building (room subject to change).

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.....

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

| | |
|---------------------|------|
| Tests | 35% |
| Articles/Paper | 10% |
| Discussion Board | 10% |
| Proctored Event | 20% |
| Work Ethics Assess. | 5% |
| Final Exam | 20% |
| | 100% |

GRADING SCALE

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|-----------|
| A: 90-100 |
| B: 80-89 |
| C: 70-79 |
| D: 60-69 |
| F: 0-59 |

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.*

The following is a table listing the core curriculum in according to the MAERB (Medical Assisting Educational Review Board) and how it pertains to Legal Aspects of the Medical Office.

Critical Thinking Core Curriculum for Medical Assistants (MAERB) 2008 Curriculum Plan
 Medical Law & Ethics

| IX.C Cognitive (Knowledge Base) | IX. P Psychomotor (Skills) | IX. A Affective (Behavior) |
|--|---|---------------------------------|
| <p>IX. Legal Implications</p> <ol style="list-style-type: none"> 1. Discuss legal scope of practice for medical assistants. 2. Explore issue of confidentiality as it applies to the medical assistant. 3. Describe the implications of HIPAA for the medical assistant in various medical settings. 4. Summarize the Patient Bill of Rights. 5. Discuss licensure and certification as it applies to healthcare providers. 6. Describe liability, professional, personal injury, and third party insurance. 7. Compare and contrast physician and medical assistant roles in terms of standard of care. 8. Compare criminal and civil law as it applies to the practicing medical assistant. 9. Provide an example of tort law as it would apply to a medical assistant. 10. Explain how the following impact the medical assistant's practice and give examples <ol style="list-style-type: none"> a. Negligence b. Malpractice c. Statute of Limitations d. Good Samaritan Act(s) e. Uniform Anatomical Gift Act f. Living will/Advanced directives g. Medical durable power of attorney 11. Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession. 12. List and discuss legal and illegal interview questions. 13. Discuss all levels of governmental legislation and regulation as they apply to medical assisting practice, including FDA and DEA regulations. 14. Describe the process to follow if an error is made in patient care. | <p>V. Legal Implications</p> <ol style="list-style-type: none"> 1. Respond to issues of confidentiality. 2. Perform within scope of practice. 3. Apply HIPAA rules in regard to privacy/release of information. 7. Apply local, state, and federal health care legislation and regulation appropriate to the medical assisting practice setting. | |
| X.C Cognitive (Knowledge Base) | X.P Psychomotor (Skills) | X.A Affective (Behavior) |
| <p>IX. Ethical Considerations</p> <ol style="list-style-type: none"> 1. Differentiate between legal, ethical, and moral issues affecting healthcare. 2. Compare personal, professional, and organizational ethics. 3. Discuss the role of cultural, social, and ethnic diversity in ethical performance of medical assisting practice. 4. Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others, 5. Identify the effect personal ethics may have on professional performance. | <p>X. Ethical Considerations</p> <ol style="list-style-type: none"> 1. Report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others to proper authorities. 2. Develop a plan for separation of personal and professional ethics. | |

MAST 1010 Legal and Ethical Concerns in the Medical Office Summer Semester 2015 Lesson Plan

****Instructor reserves the right to change the syllabus/lesson plan as necessary****

| Date | Chap / Less | Content | Comp Area |
|-----------------|-----------------------------|--|-----------------------------|
| May 18-25 | Pre-Class Assignment | <p>To Do:</p> <ul style="list-style-type: none"> • Read Academic Dishonesty, Attendance Policy, and Online Course Orientation located under the Required Reading link. • Read Course Syllabus/lesson plan located under the Course Work link. • Email the Summer Semester STC Policy and Procedures Acknowledgement form to instructor by Wednesday May 22 at midnight, located under the Library link. • Post Pledge of Understanding in the Course Work/Start Here link by May 22 at midnight. • Post a brief introduction of yourself in the Course Work/Start Here link by Wednesday May 22 at midnight. | |
| May 25 - June 1 | Week 1 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 1: Introduction to Law and Ethics • Read Chapter 2: Making Ethical Decisions • View the PowerPoint slides for chapters 1 and 2 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter(s). These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #1. • Take test 1 over chapters 1 & 2 <p style="text-align: center;">All assignments are due by Wednesday June 1 at 11:59 pm</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| June 1-8 | Week 2 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 3: Working in Health Care • Read Chapter 4: Law, The Courts, and Contracts • View the PowerPoint slides for chapters 3 and 4 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter(s). These are not for a grade but for you to use as a study guide for the test. • Turn in Article 1 via the designated drop box located under Week 2/Article 1 link • Take test 2 over chapters 3 & 4 <p style="text-align: center;">All assignments are due by June 8 at 11:59 pm</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| June 8-15 | Week 3 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 5: Professional Liability and Medical Malpractice • View the PowerPoint slides for chapter 5 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete the Discussion Board Topic #2 • Take test 3 over Chapter 5 <p style="text-align: center;">All assignments are due by June 15 at 11:59 pm</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| June 15-22 | Week 4 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 6: Defenses to Liability Suits • View the PowerPoint slides for chapter 6 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. | CC: 1, 2, 3, 4 GC: a,c,d |

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|------------------|--------|--|-----------------------------|
| | | <ul style="list-style-type: none"> • Turn in Article 2 via the designated drop box located under Week 4/Article 2 link • Email research paper topic to instructor • Take test 4 over Chapter 6 <p>All Week 4 assignments are due June 22 at 11:59 pm</p> | |
| June 22-29 | Week 5 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 7: Medical Records and Informed Consent • Read Chapter 8: Privacy Law and HIPPA • View the PowerPoint slides for chapters 7 & 8 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #3 • Take the Work Ethics Assessment • Take test 5 over Chapters 7 & 8 <p>All Week 5 assignments are due June 29 at 11:59 pm</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| June 29 – July 6 | Week 6 | SUMMER BREAK | |
| July 6-13 | Week 7 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 9: Physicians' Public Duties and Responsibilities • View the PowerPoint for chapter 9 • Complete the learning objectives and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Turn in Article 3 under the designated drop box located under Week 6/Article 3 • Take test 6 over chapter 9 • Sign up for your date/time to take the Proctored Event Exam, sign-up sheet located under the Course Work link <p>All Week 6 assignments are due July 13 at 11:59 pm</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| July 13-20 | Week 8 | <p>To Do:</p> <ul style="list-style-type: none"> • Read Chapter 10: Workplace Legalities • View PowerPoint slides for chapter 10 • Complete the learning outcomes and chapter review questions found at the beginning and end of the chapter. These are not for a grade but for you to use as a study guide for the test. • Complete the Discussion Board Topic #4 • Research paper must be submitted via the dropbox under the Week 8 folder on or before the due date. • Take the Proctored Event Test (Ch. 10) in person at the Vidalia Campus, Gillis Building Room 735 on Thursday July 14th, between 2:00 and 4:00 pm. It will be administered on the Swainsboro campus on Tuesday July 19th, between the hours of 2:00 and 4:00 in room 8166 in the new Health Building (room subject to change). You choose which day works best for you. <p>Assignments for Week 7 due by July 20 at 11:59 pm, except for Proctored Event Exam</p> | CC: 1, 2, 3, 4 GC: a,c,d |
| July 20-27 | Week 9 | <p>To Do</p> <ul style="list-style-type: none"> • Read Chapter 11: The Beginning of Life and Childhood • Read Chapter 12: Death and Dying • View the PowerPoint slides for chapter 11 and 12 • Complete the learning outcomes and chapter review questions found at the beginning and end of each chapter. These are not for a grade but for you to use as a study guide for the test. • Complete Discussion Board Topic #5 • Take test 7 over Chapter 11 | CC: 1, 2, 3, 4 GC: a,c,d |

| | | | |
|------------|------------|--|--|
| | | <ul style="list-style-type: none"> Take test 8 over chapter 12 <p style="text-align: center;">Assignments for Week 8 due by July 27 at 11:59 pm</p> | |
| August 1-2 | FINAL EXAM | <p>To Do:</p> <p>Take the final exam online posted under the Course Work, Final Exam link anytime between Monday August 1 at 8:00 am through Tuesday August 2 at 12:00 Noon</p> | <p>CC: 1, 2, 3, 4</p> <p>GC: a,c,d</p> |

*** Competency Areas: (will vary for each course/taken from state standards)**

1. Introduction to Medical Law for the Medical Assistant
2. Physician/Patient Relationship
3. Ethical Considerations
4. Bio-ethical Issues

****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.

| DISCUSSION BOARD RUBRIC | | | |
|--------------------------------|-------------------------|-------|---|
| # of discussion posts | # of discussion replies | Grade | Due date, length, grammar, and spelling requirements |
| 1 | 2 | 100 | Students who post their initial discussion board response to the discussion board topic and reply to at least 2 other student's posts will be given a 100 on the assignments if the post is turned in by the due date, contains 4-5 sentences, and free of grammatical errors. The student will receive a 1 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" |
| 1 | 1 | 75 | Any student that does not respond to at least one other student's post will not receive a grade above 75. The grade of 75 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 and spelling errors. The student will receive a 1 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. |
| 1 | 0 | 50 | 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 and spelling errors. The student will receive a 1 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. |
| 0 | 0 | 0 | Students will receive a grade of 0 on the discussion topic if the student does not post an answer or response to one other student's post by the due date. |

RESEARCH PAPER RUBRIC

| | | | | |
|---|---|---|--|--|
| PAPER SETUP 10% _____ points given | 10 POINTS: All 4 Reqs. ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins | 7 POINTS: 3 Reqs ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins | 5 POINTS: 2 Reqs ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins | 2 POINTS: 1 Req ____ Microsoft Word ____ Double spaced lines ____ 12" Times New Roman ____ 1" margins |
| CONTENT 60% _____ points given | Up to 60 Pts: All 5 Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Affect on Job ____ Personally | Up to 50 Pts: 2-4 Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Affect on Job ____ Personally | Up to 40 Pts: 1 Req ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Affect on Job ____ Personally | Up to 30 Pts: No Reqs ____ Pros/Cons ____ Opinion ____ Legal/Ethical Implications ____ Affect on Job ____ Personally |
| LENGTH 10% _____ points given | 10 POINTS _____ 500 or more | 7 POINTS _____ 499 to 400 words | 5 POINTS _____ 399 to 300 words | 2 POINTS _____ 299 or less |
| GRAMMAR/SPELLING/PUNCTUATION 10% _____ points given | 10 POINTS ____ 1-2 Grammar Errors ____ 1-2 Misspelled Words | 7 POINTS ____ 3-6 Grammar Errors ____ 3-6 Misspelled Words | 5 POINTS ____ 1-3 Punctuation Errors ____ 7-10 Grammar Errors ____ 7-10 Misspelled Words | 2 POINTS ____ 3 or more Punctuation ____ 11 or more Grammar ____ 11 or more Misspelled |
| REFERENCE PAGE 10% _____ points given | 10 POINTS 3 or more references cited in APA format on separate reference sheet | 7 POINTS 2 references cited in APA format on separate reference sheet | 5 POINTS 1 reference cited in APA format on separate reference sheet | 2 POINTS References cited in another type of format or no reference page turned in |

WORK ETHICS ASSESSMENT RUBRIC

| CRITERIA | ACHIEVEMENT LEVEL | | | | |
|---|--|--|--|--|---|
| | 5 POINTS | 4 POINTS | 3 POINTS | 2 POINTS | 1POINT |
| Sentence Length and knowledge (50%) | Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in scenario | Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in scenario. | Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in scenario. | Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethics topic addressed in scenario. | Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario. |
| Spelling/Grammar and Sentence Structure (50%) | Student has no more than 1 error in spelling, punctuation, and grammar | Student has no more than 2 errors in spelling, punctuation, and grammar | Student has no more than 3 errors in spelling, punctuation, and grammar | Student has no more than 4 errors in spelling, punctuation, and grammar | Student has 5 or more errors in spelling, punctuation, and grammar |

Article Summary Rubric

| Criteria | Levels of Achievement | | | |
|--|--|---|---|---|
| | Outstanding | Profient | Basic | Below Expectations |
| Critical Thinking  Weight 45.00% | 100 % Article summary is rich in content. Author has a grasp of the content and shows insight and great analysis of the subject. | 75 % Article summary is substantial in content. Author shows some insight and generic analysis has taken place. | 50 % Article summary is general. Information is generic and there is no insight or analysis on the subject. | 25 % Article summary is less than is required by instructor. No analysis or insight is displayed by the author. |
| Organization  Weight 25.00% | 100 % Information given in summary is in a well organized, well thought out manner and easy to follow. | 75 % Information given in summary is generically organized and reader is able to follow with little difficulty. | 50 % Information given in summary is somewhat organized and the reader has difficulty following it. | 25 % Information in summary is severely lacking in any type of organization. Reader cannot follow nor make sense of the writings. |
| Grammar  Weight 20.00% | 100 % 1 or 2 grammatical and/or spelling errors | 75 % 3 to 5 grammatical and/or spelling errors | 50 % 5 or more grammatical and/or spelling errors | 25 % So many grammatical and /or spelling errors that understanding the summary is impossible. |
| Formatting  Weight 10.00% | 100 % All formatting instructions were followed | 75 % 3 of 4 formatting instructions followed | 50 % 2 of 4 formatting instructions followed | |