2021-2022

Applied Health Informatics
Masters of Science

Student Orientation Handbook

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I. Applied Health Informatics Curriculum

The MS in Applied Health Informatics curriculum (AHI) is comprised of 52 total credit hours including a clinical internship. The AHI Core Curriculum is 24 credit hours, 12 credit hours for specialty, and 16 credit hours of practicum. The program is offered as a full-time course of study. Course offerings are subject to change, without prior notification.

MS Applied Health Informatics Core Curriculum (24 credits)
The core curriculum is common to all students regardless of specialization.

- HHA 500 Health Care Delivery System (3 credits)
- HHA 501 Biomedical and Health Informatics Essentials (3 credits)
- HHA 502 Health Information Systems and HIT (3 credits)
- HHA 503 Regulations, Confidentiality, Privacy and Security (3 credits)
- HHA 504 Database Design and Development for Health Informatics Professionals (3 credits)
- HHA 505 Leadership and Management Essentials (3 credits)
- HHA 506 Research Design and Methodology for the Health Informatics Professionals (3 credits)
- HHA 507 Statistics for Health Informatics Professionals (3 credits)

Specializations (12 credits)
Students select a specialization of study in one of the three specialty areas below. Each specialization requires students to complete 12 course credit hours.

1. **Clinical Informatics (Project Management) Specialization Curriculum**
   The goal of this specialization is to develop the knowledge, skills, and competencies required of clinical informatics personnel. The curriculum aligns with domains and learning outcomes put forth by Gardner, et al. (2009) in the Journal of American Medical Informatics Association's article entitled, core content for the subspecialty of clinical informatics.

   - HHA 530 Clinical Decision Making and Process Improvement (4 credits)
   - HHA 531 Health Information Systems (4 credits)
   - HHA 532 Leading and Managing Clinical Information Systems Change (4 credits)

2. **Data Analytics (Data Science) Curriculum**
   The goal of this specialization is to develop the knowledge, skills, and competencies required by data analyst personnel (i.e. the ability to perform analysis and present data using various software tools).

   - HHA 550 Applied Health Analytics (4 credits)
   - HHA 551 Big Data Technologies in Healthcare (4 credits)
   - HHA 552 Data Visualization (4 credits)

Specialization Practicums (16 credits)

Curriculum for specializations requires the students to complete 16 course credits composed of three practicums: (HHA-584, HHA-586, HHA-588). Students will be matched to a practicum site based on their interests, and will align with student selected specializations.

1. HHA 584: Specialization Practicum I (4 credits)

This is the first course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. The 120-hour experiential experience will require students to apply knowledge and skills acquired during the core and specialization course work.

2. HHA 586: Specialization Practicum II (6 credits)

This is the second course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. This 180-hour practicum is a progressive experiential learning experience. Students are expected to demonstrate increasing proficiency of integration and application of didactic and experiential learning with the goal of demonstrating mastery of the chosen health informatics specialization. Prerequisites: Successful completion of HHA 584 and departmental approval.

3. HHA 588: Specialization Practicum III (6 credits)

This is the final course in a three-part experiential learning sequence designed to provide significant hands-on immersion into the practice of health informatics within a chosen specialization. This 180-hour practicum is a progressive experiential learning experience. Students are expected to demonstrate increasing proficiency of integration and application of didactic and experiential learning with the goal of demonstrating mastery of the chosen health informatics specialization. Prerequisites: Successful completion of HHA 586 and departmental approval.

II. SHTM Academic Standards

Please refer to the School of Health Technology & Management policy and procedures manual.
https://healthtechnology.stonybrookmedicine.edu/students/incoming/orientation

III. MS/AHI Special Academic Requirements

In addition to the academic policies of the school, refer to SHTM policy and procedure manual, each student must achieve a minimum grade of B- in each course. A student that receives a grade of below B- in a course may repeat the course one time. Additionally, students must maintain a 3.0 cumulative grade point average to remain in good academic standing and participate in practicum placements.

IV. Rules & Regulations

Advising/Office Hours:
An appointment is recommended when in-depth advising is necessary, so time can be dedicated to addressing specific student questions or concerns. If a student is experiencing a problem in a course, it is recommended that she/he speaks with the course instructor. If the problem cannot be resolved at this level, it is recommended that the student consult the Program Director.

Examination Policies:
During examinations, all books and notebooks must be placed face down on the floor. Students are not permitted to talk during exams unless they are given permission from their instructor. Sometimes, an exam will be proctored by a MS/AHI staff member who will be responsible for implementing the examination policies of the program. If a student is asked to move seats during an exam, s/he must comply. In addition, the use of programmable calculators is prohibited. All electronic devices must be turned off and put away. It is the student's responsibility to make sure that all test questions have been answered prior to leaving the examination area. Students cannot review or make changes to exams once they have left the room in which the examination is being given. If a student arrives late to an exam, they may not be permitted to take the exam. When scantron answer forms are used, students are required to return both their scantron and test copy. Only scantron answers will be considered for grading purposes. Student code of conduct and responsibilities apply for all remote and online examinations.

Grading Scale
Course grades on a 100-point scale are:
- A (100 – 93)
- A- (92 - 90)
- B+ (89-87)
- B (86-83)
- B- (82-80)
- C+ (79-77)
- C (76-73)
- C- (72-70)
- F (69 OR LOWER)

Classroom Policies:
- Respect for the instructor and fellow students throughout class is expected
- Students must be on time
- Cell phones ringers must be set to vibrate only
- Individual instructors may prohibit food, electronic devices, etc. Please check with instructor as to their individual policy
- As per instructor's rules, students may be permitted to use their laptops or other electronic devices during classroom time for academic purposes only. Checking email, surfing the web for entertainment purposes is not permitted. Failure to adhere to this policy will result in the laptop being placed in the front of the room until the class has ended.
- Professional behavior, as defined in a subsequent section of this manual, is required. Students must conduct themselves accordingly regardless of classroom environment or setting (in-person, hybrid, online).

Note: *Individual faculty members may determine additions to and variations from these standards for each class.*

Attendance Policy:
The MS/AHI faculty believes in the importance of attendance at all classes. It is recognized that from time to time students may need to be absent from a class. Students are responsible for learning any educational information missed during any absence. The following program policy regarding absenteeism is adopted and applied to all absences/lateness regardless of the reason:

- The attendance record of a student who is absent from more than 15% of the classes in any one course, or is late (defined as arriving after class is scheduled to begin) or returns to class late from break or fails to return to class after break or leaves class early (defined as before instructor has officially ended class) to more than 15% of the class sessions in any one course may result in a decrease in the student's final grade for any subsequent absence/lateness for the course in which the original absence/lateness occurred. In addition, excess absences may be brought to the attention of the Program Director for further action.

Testing Accommodations for Absences due to Religious Holidays:
Students who are absent from class because of religious holidays and are therefore unable to take a midterm or final examination must, by law, be given an opportunity to take the examination at another time.

Procedures to Ensure Compliance:
- Faculty will keep attendance records. It is at the discretion of the instructor regarding the frequency in which attendance will be assessed. For example, an instructor might retake attendance after break without prior warning.
- Students must provide the appropriate documentation (ex. doctor's note, subpoena, etc.) for absences from examinations due to medical and/or family emergencies with their submitted petition.
- An absence may result in an adjustment (decrease) of the final grade for that course.

Note: *Signing a handwritten attendance sheet or submitting attendance electronically (e.g. electronic class clickers) for another student is an act of academic dishonesty and will result in disciplinary action.*

Honesty and Integrity:
Academic integrity is the foundation of instruction, research and genuine learning. Faculty and students have the responsibility to maintain the highest levels of academic integrity for themselves and for the University. SBU regards acts of academic dishonesty as serious offenses against the educational community and the quality of scholarship, defrauding those who depend upon its integrity.

Privacy of Course Material:
When participating in social electronic communication (Twitter, You Tube, Facebook, Email, Text Messaging, etc.):

a. A student assumes total responsibility for the content (photos, comments, videos, etc.) and monitoring.
b. Students are prohibited from photographing or video or audio recording any part of Health Science coursework unless they have permission from the course instructor.
c. All academic materials (exams, assignments, student projects and presentations, case studies, lectures, etc.) are confidential and must not be disseminated in any way unless the student receives approval from the Program Director, in writing.
d. Students retain the same rights to privacy in online classes as they would in a traditional classroom environment. Confidential information (including grades, private contact information, or personal information directly attributed to a student) should be transmitted only through secure interaction.

Academic Integrity:
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website at http://www.stonybrook.edu/commcms/academic_integrity/index.html

Since this is an HHA course, you will be held accountable to the academic dishonesty policies and procedures of SHTM. Please review the policies posted at https://healthtechnology.stonybrookmedicine.edu/sites/default/files/2019%20SHTM%20Student%20%20Handbook%20for%20Professional%20Programs_3.pdf

Professional Behavior:
Professional behavior is required from MS/AHI students at all times they are present on campus.

Performance Skills and Attitudes - Assessment Procedures:
In addition to mastery of cognitive skills and knowledge, students will be evaluated on their performance skills and attitudes. These include the following:

- Adherence to the University Code of Conduct
- Ability to work with and relate to peers, faculty and other members of the health care team
- Attitude
- Attendance and punctuality

- Appearance and professional demeanor

Successful completion of each course requires that students continuously maintain high standards. Regardless of the level of achievement in cognitive skills and knowledge, if professional behavior is not appropriate, students may not meet minimum requirements for successful completion of the course.

Unsatisfactory Performance Skills or Attitudes:
Unsatisfactory behavior such as disruption of class activities, expression of derogatory, disrespectful remarks to the instructor, other faculty, students or staff, inability to work with peers, or excessive unexcused absences may be cause for disciplinary action.

A student who has exhibited unsatisfactory behavior that may affect his or her final evaluation and academic standing shall receive a written warning that stated behavior may jeopardize successful completion and lead to failure of the course.

The details of these policies and procedures can be found in the Academic Standing Policy of the School of Health Technology and Management posted on the Health Science website. (http://healthtechnology.stonybrookmedicine.edu/programs/hs/information) In addition, all students are expected to adhere to the University's Student Conduct Code.

Critical Incident Management:
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn, as per the School of Health Technology and Management's Academic Policies and Procedures.

Records Review:
Students are responsible for reviewing their own academic profile on a regular basis to ensure that they have met all the requirements for graduation. Students who are unsure of their status should meet with an Applied Health Informatics advisor for an academic profile review. Program files are confidential. Students may request file material from their advisors.

FERPA/Access to Student Records:
Directory information (i.e., name, date of birth, major, class, dates of attendance, degrees, etc.) is available to the public upon request through the Registrar's Office. Students who wish to have their directory information suppressed from public view must file a request at the Registrar's Office using the Request to Suppress/Release Directory Information Form. Students' academic records are private and confidential according to the Family Educational Rights and Privacy Act (FERPA). If you wish to grant access of your academic records (grades) to your parent or guardian, you must submit a notarized FERPA form to the Registrar's Office. Blank forms may be obtained by visiting the Registrar's office during regular operating hours. You may also access some forms online.

Office Policy:
Students may not use SHTM faxes, phones, photocopiers or any office equipment without the express permission of administrative staff.

Student Accessibility Support Center (SASC) Syllabus Statement

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, 128 ECC Building, (631) 632-6748, or at sasc@Stonybrook.edu. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to the following website: https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-people-physical-disabilities and search Fire Safety and Evacuation and Disabilities.

SASC Accommodations:
Faculty members are required to provide accommodations for students outlined by SASC. Once SASC reviews the documentation, SASC will advise the faculty member of the accommodation to which the student is entitled. Readers, scribes and proctors, as well as the use of a computer and/or other assistive devices can be provided. Students must make the necessary arrangements with both faculty and SASC in a timely manner according to SASC guidelines. Please request that the accommodation letter also be sent to the program director, as the department plays a direct role in the facilitation of your accommodation.

Financial Aid:
Contact the HSC Office of Student Services for financial aid questions. 631-444-2111, Health Sciences Center, Level 2, Room 271.

E-mail/Blackboard Account:
Students should check their Stony Brook e-mail and Blackboard accounts on a daily basis to remain current on what is happening in the program. Correspondence is often sent via e-mail or through Blackboard which requires prompt attention (e.g., requests for meetings with faculty, graduation notices, classroom changes etc.). Failure of a student to check his/her e-mail account will not be accepted as an excuse for missing any deadlines that may come with the notices. Blackboard accounts are to be used exclusively for academic purposes. Students are not permitted to use or share class distribution lists to promote non-academic endeavors (e.g., fundraisers, social or religious events, etc.)

Laptops:
All students in the MS/AHI program are required to have a laptop. Laptop *recommendations*:
- Windows (8 or newer (32 or 64 bit)), Mac OSX (Sierra or newer), Linux (Ubuntu 16.04 or newer)
- i5 Processor or better
- 4GB of RAM minimum
- 250GB Hard Drive or larger
- Internet access
- Computer headset with microphone for online classes
- Webcam (most laptops have built-in webcams)

V. Practicum Education

The practicum is designed for students to apply the knowledge and skills acquired during the graduate program in Applied Health Informatics. It provides students with the opportunity to demonstrate skills in informatics in a real work healthcare IT setting, enhancing the development of critical thinking, and providing students with practical work experience. The practicum program exists to provide students with the appropriate health IT experiences in which they will:

- observe and demonstrate professional behavior
- apply the body of knowledge and skills acquired during core and/or specialization to practical experience
- interact with health IT professionals
- develop administrative skills required for practice in a health IT environment

Coordination of Practicum Education:
The MS/AHI program has established contracts with practicum sites on long island and within the five boroughs of New York. The practicum component of the MS/AHI program is a coordinated effort between the educational institution (Stony Brook University), and the practicum sites. The practicum site is a setting in which health IT is practiced with experienced personnel. The program Director and/or Practicum Coordinator is responsible for establishing and maintaining quality practicum sites, maintaining the necessary lines of communication with the practicum sites, coordinating the student placement process, providing support to the student, and providing the latest information to students regarding changes in practicum sites. Students are assigned to practicum sites by the academic institution. At the practicum site, there is a site supervisor employed by the organization that is responsible for organizing the practicum program. It is the academic program's expectation that site supervisors have experience working in health IT. The site supervisor is responsible for planning the learning experiences and providing direct instruction, supervision, and evaluation of the student during the practicum experience.

Internship Site Selection Process:
The internship placement process is initiated during the fall semester for the following calendar year. The program **will match** students to practicum sites that they have affiliation agreements with. **Students may NOT contact clinical sites that the university/program has affiliation agreements with.** Students are matched based on the project/needs of the clinical site (i.e. communication skills, technical skills, interpersonal skills, etc.) and on the faculty assessment of the student's skills, academic performance in courses/assignments, and professionalism in the class. Students must submit the top three preferences for a practicum site placement, a brief biographical statement, and a well-crafted skills list to the Program Director or Practicum Coordinator by **August 31, 2019**. **ALL Internships MUST be approved by the Program Director and/or Practicum Coordinator; in addition, students are NOT allowed to switch their internship site between the spring and summer semesters without approval from the Program Director and/or Practicum Coordinator.**

The department will make every attempt to match students to one of their preferred sites, but there is no guarantee, ultimately it is the program Director/Practicum Coordinator in collaboration with the site that determines whether a student is matched to a specific site.   The program Director/ Practicum Coordinator will begin the matching process by reviewing student's skills and practicum site needs. The program Director/Practicum Coordinator will schedule an interview for the student with the site. The site has the option of accepting or rejecting the student subsequent to the interview. Students that have been

rejected by a site (subsequent to interview) will be matched to one other site. If the student is rejected by the second site (subsequent to interview) the student may be subject to alternative course work to complete the degree program.

Note: Students have been rejected by sites for poor interview performance; therefore, it is strongly recommended that students schedule interview practice sessions and/or a mock interview with the Career Center located on west campus prior to their interview with the clinical site.

Students are required to update their resumes prior to the internship placement process. Faculty will provide a workshop and/or office hours to discuss tips for formatting resumes and review/critique student resumes. If students fail to meet with faculty to review their resumes during the timeframe offered, they will be required to make an appointment with the career center to have their resumes reviewed. **Note:** *Your resume is a reflection of you, your writing skills and your attention to detail. The punctuation, grammar and formatting should be consistent and flawless.*

Students are also given the opportunity to establish practicum sites in a setting or geographic location of interest. Students must give the program Director/Practicum Coordinator a list of possible sites in the geographic location they wish to be placed in order of preference. **Students interested in identifying a practicum site for their internship must submit a contact and site location to the program Director/ Practicum Coordinator by** <u>August 31, 2021</u>. The program Director or Practicum Coordinator will contact the site to request a practicum experience. If the site agrees to accept the student, the contract process will be initiated. **This process generally requires a minimum of 3-6 months to complete.**

It is understood that the student voluntarily agrees to abide by and be responsible for completing the additional requirements for practicum sites. Additional requirements may include completion of criminal background checks, fingerprinting, drug screens, and/or physical examinations. When these requirements are known by the program Director/Practicum Coordinator, it will be included with the site information so that the student is aware.

Practicum Schedule:
Practicum I is a fifteen-week part-time experience scheduled during the spring semester. During the spring semester practicum students will be enrolled in classes three days/week. Practicums II & III is a part-time experience scheduled for an average of 30 hours/week, or 4 days/week during the second year, summer I & II sessions.

Costs of Practicum:
Students are responsible for tuition for practicum I, II & III. The practicum courses are a total of 16 credits, and is scheduled during the spring semester and summer sessions. Students are also responsible for housing and all costs associated with transportation to/from practicum sites.

Some clinical sites have additional requirements such as drug testing, fingerprinting, two step PPDs, criminal background checks, etc., these are associated with an additional cost that is passed onto the student. The student will be made aware of any additional financial cost at the time of the practicum placement process, as long as this cost has been disclosed to the academic program.

Housing during clinical experiences is the responsibility of the student.

On-site Practicum Visits:

All students within a two-hour drive from Stony Brook University will have an onsite visit from a faculty member. Students outside of the metropolitan area will be contacted via telephone unless there is a request from the student or clinical site for an onsite visit. The objectives of the visit are twofold: (1) to meet with the student to discuss the practicum experience; and (2) to support the site supervisor involved in the practicum educational experience. When meeting with the student, the faculty will discuss practicum strengths, areas requiring improvement, and goals for the remainder of the practicum experience. The faculty member will advise and make recommendations as needed. The meeting with the site supervisor is tailored to discuss student performance; as well as, general issues regarding practicum education. Additional visits or telephone follow-up are scheduled as needed.

Student & Faculty Communication:
Students are strongly encouraged to contact their assigned faculty in the MS/AHI program at any time during the practicum experience if they are encountering difficulties or have a question about their particular situation. The faculty will discuss their situation/concerns and counsel the student on the best course of action. The student can request an onsite visit or telephone contact with faculty. If a student is experiencing a difficult situation at the practicum site, it is their responsibility to contact their assigned faculty. The faculty will work with the student to create the best learning experience possible. Difference in personality, learning styles, or treatment approaches are expected during the practicum experiences, and are not reasons to be placed in another clinical site. Students are required to be in contact with their assigned faculty on a regular basis during the practicum experience, in a specified journal format to foster communication, and reflective thinking during the practicum experience. Specific guidelines and format for the journal entries are outlined on the course syllabus for each practicum course and will be posted on Blackboard.

Guidelines for Evaluations of Student Performance:
An evaluation tool was developed and provided for each site supervisor to assess student performance ranging from beginner performance, to beyond entry level performance. A list of sample behaviors is included for each category, but is not intended to be a complete list of possible behaviors to be considered for evaluation. A section for written comments is available on the evaluation tool for site supervisors. The site supervisors are required to consider the following aspects of student performance in their final assessment: affective skills, informatics or health IT skills, consistency and efficiency of performance.

These categories (Safety, Professional Behavior, Accountability, Communication and Reasoning) are considered foundational elements in practicum practice. Difficulties identified in these areas should be immediately reported to the faculty, and may result in dismissal from the practicum site, or failure of the practicum course if not remediated by the completion of the practicum experience. It is the expectation that students pass their practicum

Practicum Course Requirements:
Progressive Portfolio: Students must submit weekly or biweekly reflective journals demonstrating their progressive development in integration, application, and mastery of core and/or specialization knowledge, skills, and competencies of the domains and/or facets of the specialization. Failure to submit journals on time or in the proper format may result in up to a full letter grade deduction from the student's final grade.

Dress Code:
Students are expected to arrive at the clinical site in appropriate attire and well groomed. Hair should be neat. Jewelry may be worn but should appear professional. NO JEANS ARE PERMITTED. Shoes should be

clean, closed-toed, with a minimal heel. For women, shirts should have at minimum a short sleeve and not reveal any 'cleavage'. These clothing requirements are to be followed unless the practicum site has specific dress requirements. Clarify the dress code at the practicum site, especially if it is vague and general (i.e. business casual). Be aware that an unkempt, dirty, rumpled, careless appearance may lead to dismissal from the practicum site. The student may expect only one warning about appearance.

Hours & Punctuality:
Students are expected to follow the hours of the practicum site and/or coordinated by MS/AHI faculty. Students are expected to arrive early, ready to begin on time, and stay until their clinical instructor gives permission to leave. Lateness or failure to abide by the established hours must be reported to the MS/AHI program and may lead to dismissal and failure of the practicum experience.

Attendance:
Attendance is required each day of the scheduled period. The student is expected to make up every missed day as a requirement to successfully complete a practicum experience. ABSENCES ARE NOT PERMITTED. There are no allowable days off from practicum courses. Students will be required to report the number of hours that they worked weekly on a timesheet that must be signed by their site supervisor. All timesheets must be submitted to the assigned faculty.

Absence due to illness must be reported to the practicum site the start of your scheduled workday. The assigned faculty from Stony Brook University must also be notified. All missed time must be rescheduled at the discretion of MS/AHI faculty.

In order to achieve an optimal learning experience, it is best to have no time lapses during the practicum experience. If time off is required due to a medical problem, family emergency, or extenuating circumstances during a practicum experience, it must be discussed with MS/AHI faculty. If more than one week of time off is required, it will be up to the discretion of the MS/AHI program to determine whether the practicum experience will be rescheduled for a later date. This may require a change in practicum site placement. Students are not permitted to take time off for vacations/honeymoons during practicums. It is strongly recommended that students not plan vacations for the days immediately following practicum experiences in case missed time must be rescheduled.

Onsite Supervision & Communication:
Students are responsible for reporting to the onsite supervisor. Either the student or the site supervisor must notify the MS/AHI faculty should a situation arise. If a problem arises in the practicum setting, it is the student's responsibility to discuss the situation with the site supervisor. Following this discussion, the issues may be brought to the attention of the MS/AHI faculty assigned if it has not been resolved. If the situation is still not adequately addressed, the student and the site supervisor should refer the matter to the program Director. If the student does not feel comfortable going to their site supervisor with a problem, they are encouraged to contact the MS/AHI faculty assigned. If they are unable to talk while at the practicum site, the student should leave a message for the Stony Brook faculty, including a phone number where they can be reached after business hours. The MS/AHI faculty will contact the student in the evening. The student should not wait for small problems to spontaneously resolve, but instead should contact the MS/AHI faculty to address the problem at the onset.

Behavior:
A student can be dismissed from the practicum site if the student's behavior is disruptive, unprofessional or unsafe. The site supervisor will immediately contact the MS/AHI faculty. Both the site

supervisor and MS/AHI faculty must approve the student's return to the practicum site. If the student is judged to have issues that cannot be easily resolved during the practicum experience, the MS/AHI faculty may remove the student from the practicum site. The student may be referred for remediation or counseling.

VI. Miscellaneous Information

Inclement Weather:
Classes at the University are only cancelled under extraordinary circumstances. Cancellation of classes or alteration of work schedules for non-essential employees are announced by the Office of the President following consultation among the President, the Vice President for Administration and other campus officers. The Governor of New York is the only official authorized by law to close the University. Students are to assume classes are in session unless the University cancels classes. This information can be obtained by calling 631.444.SNOW.
Note: Announcements will also be made on radio stations on Long Island and in New York City, including WABC (770 AM), WALK (1370 AM, 97.5 FM), WBLI (106 FM), WINS (1010 AM), WNBC (660 AM), and WUSB (90.1 FM).
If an individual instructor needs to cancel class due to weather conditions, please check the class Blackboard account for faculty announcements.

Emergency Management: Evacuation Guidelines & Planning:
To report an emergency, dial 632-3333, to connect with University Police (on campus) and, dial 911, to connect with Suffolk County Police Departments (off campus). Stony Brook Southampton will provide an orientation on the Evacuation Guidelines and Planning. Emails with the date and time of this orientation will be emailed directly to students. Information for students with disabilities who may require emergency evacuation is in the Americans with Disabilities Act section of this manual.

SB Alert:
SB Alert is a comprehensive emergency notification system used to alert members of the campus community about major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. When activated, the system sends a voice, alphanumeric page, email and/or text message to ALL the devices entered into the SB Alert- Contact Information section. Enrollment is not automatic. Individuals must register for the program on SOLAR. To find out more about SB Alert, to register or to elect not to receive emergency notifications: http://www.stonybrook.edu/commcms/emergency/alerts.shtml

FAILURE TO ENROLL WILL RESULT IN A NEGATITVE SERVICE INDICATOR ON YOUR SOLAR ACCOUNT.

Please note that cell phone providers may charge fees for delivery of text messages based on current calling plans. Bear in mind, that messages are sent only when there is a real emergency. The benefit of receiving vitally important safety information will far outweigh the cost of a text message.

University Police:
University police officers have full police powers in the performance of their duties and have the same responsibilities as other New York State law enforcement officers. University police officers enforce campus parking regulations as well as vehicle and traffic law regulations. Vehicle, bike and/or foot patrols are radio equipped and are dispatched to respond to all incidents reported to the department.

IN AN EMERGENCY:
Emergency University/Campus Police Hotline: 632-3333
Southampton Town Police: 728-3400 or 911
On-call duty phone: 704-1305
General Information: 632-8000

Counseling and Psychological Services
Located at Student Health Services, Second Floor
Stadium Road
Stony Brook, NY 11794-3100
- Across from H Quad
- Wheelchair accessible, elevator to 2nd floor
- Parking available next to the SHS building

Sexual Assault:
Title IX prohibits sex discrimination in all forms. For information, counseling, or to file a complaint of discrimination or harassment on the basis of sex, which includes sexual violence, sexual assault, and sexual harassment, notify the Director for Title IX and Risk Management, using the contact information at: http://studentaffairs.stonybrook.edu/cpo/wgrc_links.shtml

Note: For more information and/or to report an incident please visit: www.stonybrook.edu/titleix.

Sexual Harassment
The University is fully committed to the prevention and elimination of sexual harassment within the institution. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made, whether explicitly or implicitly, 1) a term or condition of an individual's employment or 2) when submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; or 3) when such behavior has the purpose or effect of substantially interfering with an individual's work performance or 4) creates an intimidating, hostile, offensive work environment. Department chairs, directors, administrators, managers and supervisors are charged with the responsibility of maintaining a professional work environment in which all forms of harassment are prohibited.

Further, the use of the student-teacher professional relationship to seek personal relationships is an abuse of power and is specifically prohibited; individuals who fail to adhere to these guidelines will be subject to the penalties attached to unprofessional behavior.

The professionally trained staff in the Office of Diversity and Affirmative Action (ODAA) investigates and makes recommendations on allegations of sexual harassment. Individuals who are affected by or are aware of suspected cases of sexual harassment are urged to bring such situations to the University's attention by contacting the ODAA. Any person who believes that s/he has been subjected to sexual harassment or has any questions regarding the University's policy or procedure is invited to contact the ODAA at 632.6280.

Discrimination:
Stony Brook University prohibits unlawful discrimination and harassment on the basis of race, sex, age, color, religion, national origin, sexual orientation, disability, marital status or status as a disabled or Vietnam-era veteran in the implementation of any of its policies, procedures or practices regarding the terms, conditions, and privileges of employment for students, faculty, and staff. This nondiscrimination policy affects all employment practices including, but not limited to, recruitment, hiring, transfers, promotions, benefits, compensation, training, educational opportunities and terminations.

Should any person believe that he or she has been discriminated against, has been subjected to sexual harassment or has any questions regarding the University's policy or procedure, please contact the Office of Diversity and Affirmative Action (ODAA) at 631.632.6280.

Stony Brook Southampton Library:
The Stony Brook Southampton Library (631.632.5171) serves faculty, staff and students. The Library is generally open Monday – Thursday, 9 a.m. – 9 p.m. and Friday, 9 a.m. – 5 p.m. The Southampton library only lends materials to those holding Stony Brook identification cards.

Exceptions to regular library hours typically include Labor Day, Thanksgiving, semester break periods, and Finals extended hours. Students should check for online updates at: http://guides.library.stonybrook.edu/Southampton

Books:
Books for the MS Applied Health Informatics program can be purchased at the Stony Brook Bookstore, or online.

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Comments regarding this manual are always welcome. Suggestions can be sent to hants.williams@stonybrook.edu

The information provided in this manual is a general description of the MS Applied Informatics major at Stony Brook University. Certain requirements and characteristics of course offerings are subject to change due to emerging developments. The Applied Informatics Program reserves the right to amend any typographical errors that may have occurred in the compilation of this handbook. Students are encouraged to contact the Program Director with any concerns or discrepancies.
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AHI STUDENT ORIENTATION HANDBOOK CHANGE LOG:

VERSION	DESCRIPTION OF CHANGE	DATE / PERSON
V1.0	N/A	05/2019
V1.2	Updated for class of 2020	05/01/2020 Hants Williams, Ph.D., R.N.
V1.3	Updated academic integrity section	05/26/2020 Hants Williams, Ph.D., R.N.
V1.4	Updated for class of 2021-2022	04/19/2021 Hants Williams, Ph.D., R.N.