

Technical Standards and Information About Blackboard

The Department of Health Care Policy and Management (HCPM) utilizes Blackboard for all courses, regardless of whether the course meets on campus, as a hybrid, or online. Students will need certain computer components in order to participate in HCPM courses.

Equipment Requirement for Participation in HCPM Courses

- Computer which has either the latest version of Windows or Vista (Mac users: OS10 or higher).
- Students will need to utilize Microsoft Office (Word, Excel, PowerPoint). Students should have computer skills and be able to comfortably utilize any of these three Office products.
- Up-to-date version of Firefox or Explorer (Mac users: Firefox or Safari) in order to access Blackboard.
- All students are required to have an email account. If at any time a student's email address changes, the student must update his/her information with: (1) the HCPM department; (2) SOLAR; (3) Blackboard – each course you are currently enrolled in.
- Computers must have the ability to hear audio files which will be posted.
- Up-to-date internet modem and cable/internet connections.
- Students who take hybrid and/or online courses must have access to a webcam and a microphone (many are built into newer computers).
- Printers are available at Stony Brook SINC sites for students who do not own a printer.

Visit these Stony Brook web sites for additional/up-to-date technology information.

About Blackboard

<https://tlt.stonybrook.edu/Services/Blackboard/Pages/aboutbb.aspx>

Stony Brook's Division of Information Technology's website

http://it.cc.stonybrook.edu/student_guide

Expectations of Learners

Full participation is necessary for students to be successful in any course. Courses are an interactive learning experience with your peers and instructor. To acquire the knowledge and skills to meet the objectives of Health Care Policy and Management courses, learners are required and expected to meet the following expectations. Students are required to:

- Read and become familiar with the course syllabus including the learner expectations, objectives, and schedule.
- On a daily basis, check email and log on to each course (via Blackboard) for announcements and course updates.
- Papers must contain the student's name, class name, title, and use the APA style of formatting and citation; references must be included and cited correctly. Margins should be 1 inch on left and right. Font is size 12 and Times New Roman; paper must be double spaced.
- Refer to the course syllabus for additional information.

Plagiarism When Using Blackboard

Where appropriate, students may cite from relevant sources when posting to discussion board. This should only be done when the discussion warrants and the teacher permits it. Any information posted to discussion board which is not a student's original thought, **MUST BE** cited – just as if you were writing a paper. Appropriate references must be listed at the end of your posting.

Stony Brook's Library

<http://guides.library.stonybrook.edu/content.php?pid=114624&sid=1895775>

Plagiarism.org

<http://www.plagiarism.org/index.html>

Academic Dishonesty

Intellectual honesty is a cornerstone of all academic and scholarly work, including on-line format. Penalties for misconduct may vary according to the circumstances of each particular case. Penalties may range in severity from verbal warning to expulsion from the University with the reason recorded on the student's permanent transcript. Academic dishonesty is a serious offense and will be treated in accordance with the University's Policies and Procedures Governing Student Academic Dishonesty, which can be located at <http://www.stonybrook.edu/hscstudents/bulletin/hscbulletin2012.pdf>

Americans with Disabilities Act

If any student has a physical, psychological, medical, or learning disability that may impact his/her course work, the student is responsible for contacting Disability Support Services, 128 ECC Building, (631) 632-6748 (this building is on west campus). Disability Support Services will determine with the student what accommodations are necessary and appropriate. All information and documentation is confidential.