RESPONSIBILITY OF THE STUDENT

The courses in the Health Information Technology program are designed for active participation by students and the instructor who share the responsibility for the learning process. Various modes of teaching/learning activities will be employed during these courses, including research, discussion, group projects, assignments and exams.

Each student is responsible for his or her own learning. Course competencies included within the course syllabi serve as the minimum standards for what students must master prior to completion of each course. Students are responsible for thinking critically, managing their time effective, and working to succeed in this program.

- The instructor is a facilitator for the course, and will guide the learners through the course or subject content. Instructor responsibilities include:

  ✓ To present, introduce, and facilitate discussion of topics, ideas, and concepts.

  ✓ To provide ideas and opinions during discussions, while listening to and learning from students.

  ✓ To promote an environment where all students actively participate, learn about presented topics, share and exchange ideas and resources, master course competencies, and develop critical thinking skills.

  ✓ To hold students responsible for their own learning.

  ✓ To instill a foundation of respect and professionalism in students.

- The student is an active participant in the teaching and learning activities. Student responsibilities include:

  ✓ Actively listening to others, thinking, making comments, discussing ideas, asking questions, reading course material, observing and striving for understanding.

  ✓ Appropriately scheduling and managing time.

  ✓ Supporting each other by respecting all ideas and points of view, encouraging each other to be successful, learning from each other, and using and building upon each other's ideas and opinions.

  ✓ Contributing to an environment of learning, by using and sharing past experience, knowledge, and relevant life experiences.

- ✓ Making a significant effort to be as successful as possible within all components of the curriculum.

- ✓ Not relying on the instructor for learning, but taking self-responsibility for this process.

- ✓ Thoughtfully and thoroughly considering course content. Learning is difficult to comprehend, and includes listening to and thinking about statements and concepts, while developing understanding and conclusions about them. Learning requires one to ask questions such as:

  - ➢ What exactly does this mean?
  - ➢ What is purpose?
  - ➢ How does this affect that?
  - ➢ What can be changed to accommodate this?
  - ➢ How can I learn more about this?

  Health Information Technology courses are not designed to always present direct answers. They are intended to guide each learner in developing their own understanding on concepts. This is a crucial element in learning. The instructor works to facilitate this learning process.