



2015 Executive Student Handbook



Department of Health Management and Informatics
www.hmi.missouri.edu

STATEMENT OF NONDISCRIMINATION

The University of Missouri does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, genetics information, disability, or status as a protected veteran. The University's nondiscrimination policy applies to all phases of its employment process, its admission and financial aid programs, and to all other aspects of its educational programs and activities. Further, this policy applies to sexual violence and sexual harassment (forms of sex discrimination) occurring both within and outside of the University context if the conduct negatively affects the individual's educational or work experience or the overall campus environment. Retaliation directed to any person who pursues a discrimination complaint or grievance, participates in a discrimination investigation, or otherwise opposes unlawful discrimination is prohibited.

Any person having inquiries concerning the University of Missouri's application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972*, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, or other civil rights laws should contact one of the following:

Associate Vice Chancellor of Human Resource Services/Affirmative Action Officer
University of Missouri
1095 Virginia Avenue, Room 101
Columbia, MO 65211
573-882-4256;

Director of MU Equity/Title IX Coordinator
[Equity Office](#), Memorial Unions S303
englishno@missouri.edu or bennettli@missouri.edu
573-882-9069

Assistant Secretary for Civil Rights
(regarding race, color, sex, national origin, disability, and age issues),
[U.S. Department of Education](#)

*Title IX prohibits sex discrimination, including sexual harassment and sexual violence, in all educational programs and activities. For more information please visit our [Title IX Compliance page](#).

HEALTH MANAGEMENT & INFORMATICS EXECUTIVE STUDENT HANDBOOK

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UNIVERSITY *of* MISSOURI

SCHOOL OF MEDICINE
DEPARTMENT OF HEALTH MANAGEMENT AND INFORMATICS

January 12, 2015

Dear Executive Student:

Welcome to the University of Missouri Department of Health Management and Informatics! We are delighted that you have chosen our Executive Program to advance your educational and professional goals.

The department is recognized nationally for its excellence in the field. Through our educational programs in Health Administration and Health Informatics, we produce leaders who possess the knowledge, professional values, and technological competence to guide the nation's health care system in the new millennium. The educational programs of Health Management and Informatics prepare professionals to meet the challenges of the changing and complex world of health care.

In this handbook, you will find information regarding the Health Services Management and Health Informatics degree programs, as well as descriptions of the services and facilities that are available to support your student activities. Please review carefully the handbook and all other materials that you receive. If you have questions, please ask one of us. The Faculty and the Student Services staff are here to assist you in meeting your educational goals during the next two years and beyond.

Respectfully,

A handwritten signature in black ink that reads "David Moxley".

David Moxley, MLS
Clinical Instructor
Associate Director of Executive Programs

A handwritten signature in black ink that reads "Sue Boren".

Sue A. Boren, PhD, MHA
Associate Professor
Director of Academic Programs



UNIVERSITY OF MISSOURI STATEMENT OF VALUES

<http://www.missouri.edu/about/values.php>

The University of Missouri, as the state's major land-grant university, honors the public trust placed in it and accepts the associated accountability to the people of Missouri for its stewardship of that trust. Our duty is to acquire, create, transmit, and preserve knowledge, and to promote understanding. We, the students, faculty, and staff of MU, hold the following values to be the foundation of our identity as a community. We pledge ourselves to act, in the totality of our life together, in accord with these values.

RESPECT

Respect for one's self and for others is the foundation of honor and the basis of integrity. A hallmark of our community is respect—for the process by which we seek truths and for those who engage in that process. Such respect is essential for nurturing the free and open discourse, exploration, and creative expressions of truth and honesty. Respect is demonstrated by a commitment to act ethically, to welcome difference, and to engage in open exchange about both ideas and decisions.

RESPONSIBILITY

A sense of responsibility requires careful reflection on one's moral obligations. Being responsible imposes the duty on us and our university to make decisions by acknowledging the context and considering consequences, both intended and unintended, of any course of action. Being responsible requires us to be thoughtful stewards of resources—accountable to ourselves, each other, and the public we serve.

DISCOVERY

Learning requires trust in the process of discovery. Discovery often fractures existing world views and requires acceptance of uncertainty and ambiguity. Therefore, the university must support all its members in this life-long process that is both challenging and rewarding. As we seek greater understanding and wisdom, we also recognize that knowledge itself has boundaries—what we know is not all that is.

EXCELLENCE

We aspire to an excellence that is approached through diligent effort, both individual and collective. Pursuing excellence means being satisfied with no less than the highest goals we can envision. Pursuing excellence involves being informed by regional, national, and global standards, as well as our personal expectations. We recognize and accept the sacrifices, risks, and responsibilities involved in pursuing excellence, and so we celebrate each other's success. We commit ourselves to this process in an ethical and moral manner.

These statements are mere words until we integrate them as values in our individual lives and reflect them in our institutional policies and practices. We pledge ourselves to make them effective in the very fabric of our lives, our community, and all our relationships with others, thereby enhancing the development of individuals and the well-being of society.



MISSION STATEMENT FOR THE HEALTH MANAGEMENT AND INFORMATICS DEPARTMENT

<http://hmi.missouri.edu/about/mission.html>

HMI Department Vision:

To be a national leader in health management and informatics education, research, and service.

HMI Department Mission:

To engage in research, education and service activities for the health care community that supports development, translation, and dissemination of health care strategies that improve population health.

Guiding Principles and Values:

Value - Create value through knowledge about health organizational processes using evidence-based decision making to achieve the highest level of population-based health. Achieve broad cultural competence in order to work effectively in collaborative and diverse work and community environments.

Knowledge - Develop learning partnerships among the faculty, students, staff, and health professionals for creating, disseminating, and applying knowledge to achieve high levels of performance of health care organizations.

Leadership - Foster a learning environment in which faculty, staff, and students envision the future and develop strategies for change.

Technology - Use advanced information technology to improve organizational performance and individual and population health outcomes.

Quality - Create an environment for excellence in quality and for quality improvement in all educational, research, and health services delivery processes.



MISSION STATEMENT FOR THE HEALTH SERVICES MANAGEMENT PROGRAM

http://hmi.missouri.edu/prospective/mission_mha.html

HSM Mission and Vision Statements

Creating the future of health care delivery through:

the development and application of knowledge in health care organizations for providing evidence-based solutions; and the preparation of early and mid-career leaders and managers who effect change in complex and diverse organizations to achieve the highest levels of individual and population-based health.

Vision: To be a transformational leader in creating the future of early and mid-career leaders in health care delivery.

Guiding Principles and Values:

Value - Create value through knowledge about health organizational processes using evidence-based decision making to achieve the highest level of population-based health. Achieve broad cultural competence in order to work effectively in collaborative and diverse work and community environments.

Knowledge - Develop learning partnerships among the faculty, students, staff, and health professionals for creating, disseminating, and applying knowledge to achieve high levels of performance of health care organizations.

Leadership - Foster a learning environment in which faculty, staff, and students envision the future and develop strategies for change.

Technology - Use advanced information technology to improve organizational performance and individual and population health outcomes.

Quality - Create an environment for excellence in quality and for quality improvement in all educational, research, and health services delivery processes.



ACADEMIC REGULATIONS & EXPECTATIONS OF PROFESSIONAL CONDUCT

Professional behavior includes, but is not limited to, the following:

In the classroom

- **Attendance:** Students are expected to attend each class session. Students who must miss a session for any reason should make every effort to notify the instructor prior to the class meeting.
- **Punctuality:** Students are expected to arrive and be seated prior to the start of each class session.
- **Behavior:** Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- **Preparation:** Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.
- **Distractions:**
 - Exiting and Entering: Students are expected to remain in the classroom for the duration of the class session unless an urgent need arises or prior arrangements have been made with the professor.
 - Laptop or PDA Usage: Students are expected to use laptops or PDAs only with the instructors consent and for activities directly related to the class session. Unapproved accessing of e-mail or the Internet during class is not permitted.
 - Cell Phone Usage: Students are expected to keep their cell phones and pagers turned off or have them set on silent/vibrate during class. Answering phones or pagers, or sending or receiving text messages while class is in session is not permitted.

Outside the classroom

Students are expected to conduct themselves responsibly and professionally when dealing with all members of the University of Missouri community as well as at networking events, job interviews, and other functions where they are representing HMI. In addition, students are expected to help maintain the appearance and the functionality of the building, classrooms and other facilities.

Student Responsibility

It is each graduate student's responsibility to be familiar with the information presented in this handbook, as well as the University of Missouri's guidelines, and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations and procedures.

Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.



Important links to University of Missouri policies:

Student Standard of Conduct

http://www.umsystem.edu/ums/rules/collected_rules/programs

Additional policies can be found on the MU Academic Integrity website

<http://osrr.missouri.edu/guidelines/index.html>

MU Division of IT's (DoIT) policies and procedures are available at

<http://doit.missouri.edu/about/policies-procedures/>. In particular, please familiarize yourself with MU's Acceptable Use Policy:

http://www.umsystem.edu/ums/rules/collected_rules/facilities/ch110/110.005_accessible_use_policy. Information pertaining to misuse of computing resources is also discussed in in MU's Standard of Conduct document (see link above).

HMI PROFESSIONAL DEVELOPMENT OPPORTUNITIES & RESOURCES

Friday Forums

Executive students are always invited to attend Wednesday Forums, which are a requirement for Residential students. Wednesday Forums are valuable professional networking and educational sessions, and will be held from 12:00 noon to 1:00 pm on Wednesdays throughout each semester. Beyond presentations and Q&A sessions, most of the Wednesday Forum speakers are also engaged in developing their hiring networks, and travel to campus with an eye toward recruitment.

Wednesday Forum speakers will include health industry executives, leading physicians, legislators, scholars, and current administrative fellows. Occasionally, special forums will be held on days and times other than Wednesday noontime to take advantage of available speakers.

A current line-up of Wednesday Forum presentations will be maintained at

http://hmi.missouri.edu/students/seminars_forums.html

Student-Alumni Mentoring

Students are offered multiple opportunities to collaborate with program alumni in areas such as career planning and professional networking. HMI maintains a database of alumni on our website, which you can use to search for HMI alums by year of graduation, employer name, job title, and/or location. Veronica Lemme, HMI's Alumni Relations Liaison, can also assist you in connecting with HMI alumni.

Fall Alumni Institute

Each year the HMI Department hosts the Fall Institute, which is scheduled to coincide with Homecoming Weekend. Events include scheduled time for student networking with HMI alumni, a career positioning panel discussion, roundtable sessions for students and alumni, and scheduled social activities. The 2015 Fall Institute will be



held Thursday, September 17th and Friday, September 18th at the Stoney Creek Inn in Columbia.

Professional Conferences

HMI students have the opportunity to attend national conferences, such as the American College of Healthcare Executives' (ACHE) annual Congress on Healthcare Leadership and the Healthcare Information and Management Systems Society (HIMSS) annual conference and exhibition.

STUDENT PARTICIPATION IN PROFESSIONAL ORGANIZATIONS

Professional organizations in which students may be interested:

Health Services Management

- American College of Healthcare Executives (ACHE)
- Medical Group Management Association/American College of Medical Practice Executives (MGMA/ACMPE)
- Health Care Financial Management Association (HFMA)
- AcademyHealth
- Institute for Healthcare Improvement (IHI)

Health Informatics

- American Medical Informatics Association (AMIA)
- Healthcare Information & Management Systems Society (HIMSS)
- American Health Information Management Association (AHIMA)

The benefits of active participation in professional organizations are many:

- Professional networking to support career building
- Scholarships and awards
- Attend and participate at national/regional meetings
- Receive professional newsletters and research publications
- Access job banks and industry data
- Lifelong learning (including post-graduation credentialing and certification)
- Reduced membership rates for students

Websites:

- <http://www.ache.org>
- <http://www.mgma.org>
- <http://www.hfma.org>
- <http://www.ihl.org>
- <http://www.amia.org>
- <http://www.himss.org>
- <http://www.academyhealth.org>
- <http://www.a4hi.org>



FINANCIAL AID

All need-based and federal aid is handled by Mizzou's Office of Student Financial Aid. Any questions regarding your FAFSA or financial aid package from the University should be directed to Student Financial Aid: <http://financialaid.missouri.edu/>.

In general, Department-based aid is not available to Executive students. However, the HMI Dept. authorizes the Office of Student Financial Aid to increase budgets for Executive students who are not Columbia, MO residents in order to account for transportation and hotel expenses during on-campus weekends.

Executive students who are University of Missouri employees and have completed their six month probationary period are eligible for the University's Education Assistance Program. Eligible employees may receive a 75% reduction in tuition and educational fees for up to six credit hours per semester (three credit hours during summer session). Students must submit an Educational Assistance Form to the Benefits Office each semester in order to receive the reduction.

There are many external scholarships for which Executive students may wish to apply. A list of external scholarships available to graduate students in health administration and health informatics is available at: http://hmi.missouri.edu/prospective/financial_aid_external.html.

Students may also receive scholarship awards from the University of Missouri. Information about University scholarships and federally financed loans can be obtained by visiting the MU Web site at <http://financialaid.missouri.edu/> or by calling the financial aid office at (573) 882-7506.

IT & ACADEMIC RESOURCES

Student E-mail

It is your responsibility to stay informed. You are expected to check your MU e-mail account regularly. Failure to do so is not an acceptable excuse for missing important notices, deadlines, etc. <http://webmail.mizzou.edu/>. While HMI Student Services is happy to communicate with you through whichever e-mail address you prefer, you should still plan to check your MU e-mail account. MU administrative offices (Cashier's, Registrar, etc.) will only contact you at your student account.

MyZou and Class Registration

MyZou is MU's online registration system. The HMI Department takes care of class registration for Executive students each semester. However, in your final semester of the degree, you may need to register yourself for MISC 8999 or a Problems class (in the event that you have completed all coursework but need to register to meet enrollment requirements to graduate). You may also use myZou for a variety of other



things, from monitoring your financial aid and paying bills to updating your personal information online. You will log into myZou using your pawprint and password. Please see <http://registrar.missouri.edu/registration-adddrop/myzou-first-time.php> for myZou directions for first-time users.

MIZZOU Information Technology

Please see <http://mizzouit.missouri.edu/> for more information. Mizzou IT is the website that contains information about computing and telecommunications needs. It is designed to be a "one-stop shop" for everything IT, including hardware, software, e-mail, networking, tech support, PawPrints, security, phone services, computer training, web hosting, printing, computing sites, and student ID cards. Mizzou IT is part of the Division of Information Technology (DoIT).

IAT SERVICES TRAINING

Classroom Courses

MU faculty, staff and students have several options for obtaining computer skills training. All IAT Services Training courses are available at no charge. Available courses can be found at <http://doit.missouri.edu/training/catalog.html>

Open Lab Sessions

IAT Services Training offers Open Lab Sessions on most Friday afternoons from 1 p.m. - 4 p.m. in 25 Arts and Sciences Building for additional assistance with your actual project.

Health Sciences Library

Current information maintained at <http://library.muhealth.org/>

In order to gain access to the HSL after 5:00 p.m., students may have their TigerCard or MUHC badge programmed. Students can request the programming for ONE of their badges to work with the outer door of the HSL at Kentucky Avenue. If they have two badges, only one can be set up to work with the door to gain access to the library. The TigerCard is an acceptable card for programming. Hospital Security staff members have been advised that programming of the TigerCard can be done. The duties of most of the officers lie in other areas, so it is understandable that the person on duty might not remember. If a student is told otherwise by the person on duty, they should remind the person respectfully and gently that Chesly Manning has stated that the programming of the TigerCard for HMI students is possible. Once the programming is done, if the card does not swipe correctly, the student should report the problem to Hospital Security. Please allow up to 48 hours for the programming of the badge to take effect after you come by the Hospital Security office. During restricted access hours (Reading Days and final exams), students should be prepared to show their TigerCard or MUHS badge at the HSL door in order to enter.



GRADUATE TUTORING AT THE WRITING LAB, STUDENT SUCCESS CENTER

The Writing Center is funded for undergraduates, but help can be offered to graduates on a more limited basis. Please see our [Grad Students](#) page for more information about how you can make an appointment.

https://writery.missouri.edu/graduate_students/gradstudents.html

Student Competency in Referencing Tutorial

<https://hmi.missouri.edu/moodle/course/category.php?id=6>

To assist students in complying with proper citations in papers and reports, the Department has developed a web-based interactive tutorial. This tutorial provides an opportunity for students to learn about and practice the use of the American Psychological Association (APA) reference style to cite the work of others properly. While this tutorial focuses on the APA style of referencing, the content is relevant for other styles of referencing. Be sure you know what style is required by an instructor in a specific course. In this web-based tutorial, APA guidelines and rules are offered and you have the opportunity to demonstrate what has been learned by completing a short quiz. The tutorial remains available as a resource to which students can return when questions of proper form arise.

English Language Resources

The MU International Center maintains a list of English language and conversation classes at <http://international.missouri.edu/come-to-mu/living-in-columbia/local-english-language-and-conversation-classes.php>

Intensive English Program (IEP) is for international students who would like to improve their English skills: <http://iep.missouri.edu/>

Information on MU's International Teaching Assistant Program (ITAP) is available at <http://gradschool.missouri.edu/resources/preparing-faculty/international-teaching-assistant/index.php>



HMI PROGRAM ACADEMIC INFORMATION

Plan of Study for the Executive Master of Health Administration Degree

Semester	Course	Hours
Spring 1	HMI 7410 - Design of Health and Human Service Systems	3
	HMI 8460 - Administration of Health Care Organizations	3
	HMI 7430 - Introduction to Health Informatics	3
	Program Total	9
Summer 1	HMI 8450 - Methods of Health Service Research	3
	Program Total	3
Fall 1	HMI 8573 - Decision Making for Health Care Organizations	3
	HMI 8524 - Health Economics	3
	HMI 8461 - Managing Human Resources in Health Care Organizations	3
	Program Total	9
Spring 2	HMI 8472 - Financial Management for Health Care Organizations	3
	HMI 8470 - Strategic Planning & Marketing for Health Care Organizations	3
	HMI 8544 - Managerial Epidemiology	3
	Program Total	9
Summer 2	HMI 8450 - Methods of Health Service Research	3
	Program Total	3
Fall 2	HMI 8575 - Health Policy and Politics	3
	HMI 8574 - Health Care Law	3
	HMI 8571 - Decision Support in Health Care Systems	3
	Program Total	9
TOTAL		42

Three Year Plan of Study for Executive Master of Health Administration Degree

Semester	Course	Hours
Spring 1	HMI 7410 - Health and Human Service Systems	3
	HMI 8460 - Administration of Health Care Organizations	3
	Program Total	6
Summer 1	HMI 8450 -Methods of Health Services Research	3
	Program Total	3
Fall 1	HMI 8524 - Health Economics	3
	HMI 8573 - Decision-Making for Health Care Organizations	3
	Program Total	6
Spring 2	HMI 8472 - Financial Management for Health Care Organizations	3
	HMI 7430 - Introduction to Health Informatics	3



	<i>note: these two courses fall on different weekends</i>	
	Program Total	6
Summer 2	no classes	
	Program Total	0
Fall 2	HMI 8571 - Decision Support in Health Care Systems	3
	HMI 8461 - Human Resources Management	3
	<i>note: these two courses fall on different weekends</i>	
	Program Total	6
Spring 3	HMI 8470 - Strategic Planning and Marketing for Health Care Organizations	3
	HMI 8544 - Epidemiology and Managing Care	3
	Program Total	6
Summer 3	HMI 8450 - Methods of Health Services Research	3
	Program Total	3
Fall 3	HMI 8574 - Health Care Law	3
	HMI 8575 - Health Care Policy & Politics	3
	Program Total	6
	TOTAL	42

Plan of Study for the Executive Dual MHA/MSHI Degree

Semester	Course	Hours
Spring 1	HMI 7430 -Introduction to Health Informatics	3
	HMI 7410 - Health and Human Service Systems	3
	HMI 8460 - Administration of Health Care Organizations	3
	Program Total	9
Summer 1	HMI 8450 -Methods of Health Services Research	3
	Program Total	3
Fall 1	HMI 8524 - Health Economics	3
	HMI 8461 - Human Resources Management	3
	HMI 8573 - Decision-Making for Health Care Organizations	3
	Program Total	9
Spring 2	HMI 8544 - Epidemiology and Managing Care	3
	HMI 8470 - Strategic Planning and Marketing for Health Care Organizations	3
	HMI 8472 - Financial Management for Health Care Organizations	3
	Program Total	9
Summer 2	HMI 8443 - Enterprise Information Architecture	3
	Program Total	3
Fall 2	HMI 8571 - Decision Support in Health Care Systems	3
	HMI 8574 - Health Care Law	3
	HMI 8575 - Health Care Policy & Politics	3



	Program Total	9
Spring 3	HMI 8441 - Theory and Application of Controlled Terminologies	3
	HMI 8435 - Information Security, Evaluation, and Policy	3
	Program Total	6
Summer 3	HMI 8450 -Methods of Health Services Research	3
		Program Total
Fall 3	HMI 8437 - Data Warehousing & Data/Text Mining for Health Care	3
	HMI 8478 - Knowledge Management in Health Care	3
		Program Total
	TOTAL	57

Plan of Study for the Executive Master of Science in Health Informatics Degree

Semester	Course	Hours
Spring 1	HMI 7430 - Design and Management of Health Information Systems	3
	HMI 7410 - Design and Management of Healthcare Information Systems	3
	Program Total	6
Summer 1	HMI 8450 - Methods of Health Service Research	3
	HMI 8443 - Enterprise Information Architecture	3
	Program Total	6
Fall 1	HMI 8524 - Health Economics	3
	HMI 8571 - Decision Support in Health Care Organizations	3
	Program Total	6
Spring 2	HMI 8441 - Theory and Application of Controlled Terminologies	3
	HMI 8435 - Information Security and Policy	3
	Program Total	6
Summer 2	HMI 8450 - Methods of Health Service Research	3
		Program Total
Fall 2	HMI 8437 - Data Warehousing and Data/Text Mining for Health Care	3
	HMI 8478 - Knowledge Management in Health Care	3
	Program Total	6
	TOTAL	33

Plan of Study for the Graduate Certificate in Health Informatics

Semester	Course	Hours
Spring 1	HMI 7430 - Introduction to Health Informatics	3



Summer1	HMI 8443 - Enterprise Information Architecture	3
Fall 1	HMI 8571 - Decision Support in Health Care Organizations	3
Spring 2	HMI 8435 - Information Security and Policy	3
	TOTAL	12

Note on Plans of Study and DARSweb

The plans of study displayed on the previous pages should serve as a general guide. Each student's plan of study may differ slightly. Students should consult the HMI Student Services Advisor and the Associate Director of Executive Programs with questions regarding their plan of study. During the student's final year, the student, the student's faculty advisor and the HMI Director of Graduate Studies will sign the official Plan of Study (M1) document that the HMI Student Services Advisor must submit to the Office of Research and Graduate Studies for approval before a student may graduate.

Degree audits and M1 forms are now automatically generated through MU's DARSweb. Students may access their degree audits and M1s by logging into DARSweb using their pawprint and password at <http://registrar.missouri.edu/degree-audits/>. Alternatively, they may log in to myZou and access their degree audits through the DARSweb link provided there. Students should contact the HMI Student Services Advisor if they have questions regarding plans of study, progress towards the degree, or DARSweb access.

HMI 8450 HMI 8451

The HMI 8450 course on Health Services Research Methods serves multiple roles in the program. HMI 8450 as a formal course is split into two parts (the second part is now numbered HMI 8451), totaling six credit hours. The first part is a standard three-hour course during the first summer of the program, taught by Sue Boren and David Moxley. In this first summer semester, 8450 consists of readings and written assignments. The final assignment for the first summer is a roughly 15-20 page literature review paper on a topic of your choice. During the first on-campus session of the first Fall semester you give an in-class presentation of the results of your literature review (essentially summarizing your paper).

After this first summer, Sue Boren and David Moxley will match each student with a **faculty advisor**, based upon the topic of each student's paper. Over the course of the fall and second winter semesters, you and your advisor will compose a schedule, decide upon a research hypothesis and method for testing it, and develop the necessary instruments to conduct an original research investigation during the second summer. The primary goal of this second summer is for the student to collect original data, culminating in a research paper, which serves as the Master's project. There are no readings or assignments for HMI 8451, only your independent research efforts. The research paper is due by mid-October of your final semester.



During your final semester, you will have an oral comprehensive exam, which you must pass in order to graduate. The oral exam is two hours before a three-member panel of HMI faculty, chaired by your project advisor. Generally, for the first hour of the oral exam you will give a thorough presentation of your completed research project. Panel members will ask questions related to the project as you go along. The second hour is an open-ended question and answer period, during which faculty will ask a variety of questions related to the HMI curriculum and the health care industry, with the goal of determining your understanding of the field and your decision-making ability in the face of hypothetical scenarios.

Sue Boren and David Moxley guide this process from start to finish, so please feel free to contact them at any time with questions or concerns as you proceed.



ORAL EXAMINATIONS

Policies and Procedures

Purpose: To demonstrate ability to:

1. Define the dimensions of complex problems or situations.
2. Select, integrate, and apply relevant material and evidence to formulate and defend arguments.
3. Present an analytical thought process in resolving the problem or
4. Present and defend conclusions, based on practical feasibility and conceptual and theoretical soundness.

Mode: The examination will be oral, interactive with faculty, without references, and involving an intensive discussion of health management and informatics issues and areas.

1. All students will be required to complete their examination during the fourth semester on campus or during the final semester if more than four semesters of didactic work are taken.
2. The committee will consist of at least three faculty members. The Associate Director of Executive Programs, David Moxley, participates on all committees.
3. The Director of Executive Programs will appoint the examination committees and schedule the time and place of the examinations. The faculty mentor will serve as committee chairperson to the degree the schedule will permit.
4. Students will receive a grade of pass or fail; two-thirds of the committee must agree on the grade. Copies of the evaluation form that each committee member completes as well as the Report of the Master's Examining Committee (M-2) form that the Student Services Advisor submits to the Grad School may be found on the following pages.
5. Students failing the examination in most instances will be allowed to repeat it, and in most situations will be given requirements to complete before re-examination.



GRADUATION REQUIREMENTS

The candidate must have completed all graduate work attempted at MU with a GPA of 3.0 (A=4.0) or better.

Each candidate must pass a final examination to demonstrate mastery of the fundamental principles of the work included in the course of study offered for the degree. If the program includes a minor, the minor adviser will be a member of the final examination committee and will examine the candidate over course work taken in the minor.

Where no thesis is presented by the candidate, the final examination committee, comprised of three members from the department or area program, is designated by the departmental or area program director of graduate studies with the approval of the Office of Research and Graduate Studies. Certification of completion of the examination, signed by the director of graduate studies, is forwarded to the Office of Research and Graduate Studies. All candidates for the MA or MS degrees must complete either a thesis or a substantial independent project, which cannot be co-authored.

The candidate must be enrolled at the University during the semester or session in which a thesis is defended, a master's project is presented, or the completion of a master's comprehensive exam is certified.

The program for the Master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to a degree program. Individual departments or area programs may stipulate a shorter time period. Time spent in the armed services will not count toward the eight-year limit. For any extension of this time limitation, the student must petition the Office of Research and Graduate Studies by submitting a request to the adviser who, in turn, submits a written recommendation to the Office of Research and Graduate Studies which is endorsed by the departmental or area program director of graduate studies. The Office of Research and Graduate Studies will notify the adviser in writing of the final decision.

For academic advice or assistance with degree program planning, students should contact HMI Student Services.

OFFICE OF RESEARCH AND GRADUATE STUDIES ACADEMIC INFORMATION

The University confers a variety of master's degrees to students who satisfy the general requirements of the Office of Research and Graduate Studies and the specific requirements of the degree-granting Department or area program. Please see <http://gradschool.missouri.edu/academics/graduation-requirements/masters-grad-requirements.php> for information on the Office of Research and Graduate Studies'



master's graduation requirements. For the HMI Department's specific degree requirements, please contact the Student Services Advisor.

Information pertaining to graduate programs offered by the Department of Health Management and Informatics can be accessed at <http://www.hmi.missouri.edu/index.php?q=node/1>.

Progress Toward Degree

Reasonable rate of progress toward your degree is governed by both the campus-wide policies of the Office of Research and Graduate Studies, and academic program regulations. The Office of Research and Graduate Studies maintains extensive information on academic progress as well as requests for extension and appeals, grading and credit, and probation and termination at <http://gradschool.missouri.edu/academics/progress/graduate-stud-progress/master-stud-progress.php>. For information on HMI academic program regulations, please contact the HMI Student Services Advisor.

Time Limit for Master's Degree Completion

The program for the master's degree must be completed within a period of eight years beginning with the first semester of enrollment in which the student is accepted to a degree program or from the date of the oldest coursework used on the plan of study. For academic advice or assistance with degree program planning, students should contact the HMI Student Services Advisor.

Graduation and Commencement

Graduation and commencement information may be found at <http://gradschool.missouri.edu/academics/graduation-commencement/index.php>. As graduation approaches, second-year students are encouraged to check the Office of Research and Graduate Studies' Master's Timeline for Graduation & Commencement - <http://gradschool.missouri.edu/academics/graduation-commencement/timeline-deadlines/master-timeline.php> -to make sure that they do not miss any important deadlines.



ADDITIONAL STUDENT RESOURCES

Office of Research and Graduate Studies Information - <http://gradschool.missouri.edu>

Graduate Student Associations - <http://gsa.missouri.edu/>

Graduate Faculty Senate - <http://gfs.missouri.edu/index.php>

MU International Center - <http://international.missouri.edu/>

A plethora of information about almost everything at Mizzou is available at <http://www.missouri.edu/students/index.php?lid=aud>

CAMPUS INFORMATION AND RESOURCES

Accommodations for Students with Disabilities

The University of Missouri complies with the Americans with Disabilities Act and other applicable laws and regulations. If you have a disability and need accommodations, please contact Disability Services, S5 Memorial Union, Voice (573) 882-4696, TTY (573) 882-8054, or email disabilityservices@missouri.edu as soon as possible so that appropriate arrangements can be made. For more information, please visit the Web site at <http://disabilityservices.missouri.edu>. If you need this information in an alternative format (Braille, large print, or digital format), Disability Services can provide assistance.

Athletic Information - <http://mutigers.com>

Campus Map - <http://map.missouri.edu>

The Mizzou Store (formerly the University Bookstore) - <http://www.themizzoustore.com/>

Parking and Transportation

If you have a vehicle, you will need to acquire a parking permit in order to park on campus. Please see <http://parking.missouri.edu/html/main.cfm> for general parking and transportation information, and for the link to the student parking application.

Recreation Services and Facilities - <http://www.mizzourec.com>

Security

The University Police Department strives to keep the University community as safe as possible and has compiled an extensive listing of tips to help reduce your chances of becoming a victim of crime. This five-page document includes tips for personal safety



in parking garages, rape prevention, vehicle theft, traffic and pedestrian safety, and robbery prevention: <http://www.mupolice.com/docs/safetytips.pdf>.

Student Health Center - <http://studenthealth.missouri.edu/>

CAMPUS VISIT DATES 2015

<p align="center"><u>HEALTH ADMINISTRATION 2015</u> (second years)</p> <p>JANUARY - Weekend Session 01/09-01/11 FEBRUARY - Weekend Session 02/13-02/15 MARCH - Weekend Session 03/13-03/15 APRIL/MAY - Weekend Session 04/30-05/03 SUMMER - No on-campus weekends SEPTEMBER - Weekend Session 09/10-09/13 OCTOBER - Weekend Session 10/16-10/18 NOVEMBER - Weekend Session 11/13-11/15 DECEMBER - Weekend Session 12/18-12/19</p>	<p align="center"><u>HEALTH INFORMATICS 2015</u> (second years)</p> <p>JANUARY - Weekend Session 01/30-01/31 MARCH - Weekend Session 03/27-03/28 MAY - Weekend Session 05/15-05/16 (Summer Classes) AUGUST - Weekend Session 08/14-08/15 OCTOBER - Weekend Session 10/02-10/03 NOVEMBER - Weekend Session 11/20-11/21</p>
<p align="center"><u>HEALTH ADMINISTRATION 2016</u> (first years)</p> <p>JANUARY - Weekend Session 01/15-01/18 FEBRUARY - Weekend Session 02/20-02/22 MARCH - Weekend Session 03/20-03/22 MAY - Weekend Session 05/07-05/10 SUMMER - No on-campus weekends AUGUST - Weekend Session 08/20-08/23 SEPTEMBER - Weekend Session 09/25-09/27 NOVEMBER - Weekend Session 11/06-11/08 DECEMBER - Weekend Session 12/11-12/13</p>	<p align="center"><u>HEALTH INFORMATICS 2016</u> (first years)</p> <p>JANUARY - Weekend Session 01/15-01/18 FEBRUARY - Weekend Session 02/20-02/22 MARCH - Weekend Session 03/20-03/22 MAY - Weekend Session 05/07-05/10 SUMMER - No on-campus weekends AUGUST - Weekend Session 08/20-08/23 SEPTEMBER - Weekend Session 09/25-09/27 NOVEMBER - Weekend Session 11/06-11/08 DECEMBER - Weekend Session 12/11-12/13</p>