



## Guidelines for Individual Assignment: Memorandum Regarding ACHE Policy Implementation

Near the end of the term, as noted on Canvas and in the Course Schedule, each student shall submit a final one-page project paper. The project paper consists of a memorandum selecting and applying an ACHE policy to a workplace scenario.

- ~~a) **Submission/Proof of Submission to FIU Writing Center Required.** Each student shall submit their proposed assignment submission, either in person or online, to FIU Writing Center for their input. Failure to do so will result in a loss of 10% of the score for the assignment (which amounts to a 1.1 point deduction). Proof of submission must accompany the assignment submission.~~

~~It is recommended that students find out the amount of time, generally, the FIU writing center will need to review the assignment. Thereafter, each student should schedule an appointment, accordingly, to have their assignment reviewed by the center's staff. Students should provide the writing center with a copy of these assignment guidelines, the proposed narrative submission and advise the writing center of the assignment due date.~~

~~**Information on submitting the required verification:** If visiting the writing center in person, students should have their assignment stamped by the writing center staff, then scan and submit as an attachment, along with the final draft, in the designated assignment page or discussion board. Students also have the option of meeting with a tutor from the writing center virtually by [scheduling an appointment \(https://writingcenter.fiu.edu/resources/online-tutoring/\)](https://writingcenter.fiu.edu/resources/online-tutoring/) online. In the event that a student opts for a virtual meeting, it is imperative that he/she obtains written confirmation of the review which the student will then need to scan and submit along with the assignment. For additional information on obtaining the required verification from the writing center, please email the department at [fiucew@gmail.com](mailto:fiucew@gmail.com).~~

- b) Each student is responsible for selecting and applying a current ACHE ethical policy statement to a workplace scenario.
- c) Preferably, the workplace scenario should be from the student's current employer. However, if this is not available the student may use a current newsworthy scenario.
- d) Each student shall be acting as the Chief Executive Officer (CEO) of the healthcare facility. As such, the CEO shall inform staff of the implementation of the new ACHE Policy.
- e) The narrative in the memorandum shall substantively include, cite and reference at least two "external authoritative sources" as defined below.
- f) **"External Authoritative Sources" for purposes of this course shall mean: books, peer reviewed journal articles, education and government sites as well as non-partisan**



*national or international organizations (such as WHO, UNICEF, UNAIDS etc) provided, the foregoing source/material selected has in text citations and references to support statements made therein. Newspapers including the Wall Street Journal, blogs regardless of source, editorial, panel discussions and dot com sites are not considered authoritative for this course.*

- g) Each student shall submit/post a maximum ~~one-page~~ memorandum. References and charts/tables if used do not count toward the one-page maximum.
- h) Please keep in mind a source is required in every sentence where a number appears as well as all sentences defining terms! Additionally, each issue, question, paragraph is required to contain at least one external authoritative source to support the statements and conclusions made therein.
- i) Data and Sources. All data (facts and figures/statistics) shall be referenced appropriately. References and in text citations shall be in APA Style format. No cutting and pasting of text from any source is allowed. That constitutes plagiarism. For those students that need help with proper APA in text citation and references, please see the following link: <http://owl.english.purdue.edu/owl/>. Additional APA Style links and documents will be posted on the Class online site. Also, see [www.refworks.com](http://www.refworks.com) – this source is available free to FIU students and will assist you in formatting references properly in APA and other formats. An additional source <http://bruteforcestudyguide.com/essaywriting/apastyle.html>

**Grading Rubric:**

| 10 – Excellent  | 9 – Good  | 8 – Fair  | 7 - Poor   |
|---|---|---|--|
| The student has properly selected and applied a current ACHE ethical policy statement to a workplace scenario                     |   |   |  |
| 10 - Excellent  | 9 – Good  | 8- Fair   | 7- Poor  |
| The content is written in the students’ own words, with the exception of limited quotes, which are properly cited and referenced. | The Majority of the content is written within the students’ own words. All quotes are properly cited. | Some of the content is written in the students’ own words. All quotes are properly cited. | Very little of the content is written in the students’ own words. Some quotes are cited. |
| 10 - Excellent  | 9- Good   | 8- Fair   | 7- Poor  |
| The report precisely follows proper APA format for citations and references.  | The report follows the proper APA format, with very minimum errors in citations and references.       | The report partially follows the APA format.  | Very few citations and references follow the proper APA format.                          |



**Posting and sharing completed work on third party websites:**

As a student at Florida International University Health Services Administration (HSA) program, you work hard to accomplish your educational goal/degree. Therefore, it is critical that you protect the integrity of your work. The HSA department strongly discourages the posting and sharing of your work including but not limited to, assignments, discussions, papers, quizzes and test answers. This includes indirectly sharing your work by posting it to a third party website, learning platform database such as Course Hero, StudyMode, or any other external database outside of the blackboard course. If you share your original work to any of these third party sites it is an automatic disqualification from any publication opportunities to medical or educational journals. The HSA department prohibits use of material from any of the forgoing sites in student submissions. Turnitin will identify such use as plagiarism and will result in a zero grade.