

## **Helpful Hints for Health Information Management TAG Submissions**

Because of the revised learning outcomes and additional TAG's, Health Information Management TAG panel has agreed that the information included in the new syllabus will be essential to make solid decisions.

We would like to see the following items in the syllabus:

- Relevant information about the course (course description) and instructor
- Clear statement of course goals/objectives
- Description of assignments/activities
- List of the resources (book, readings)
- Statement of grading criteria
- Statement of course policies
- Disability statement
- Schedule that shows content or outline of content covered in course