Instructor: Dana Brown, J.D., MA  
E-mail: dana.brown@csulb.edu  
Program Office Location: HHS2-118  
Class Number: 15521, Section 2  
Class Meets: Tuesday, 4:00-6:45 PM  
Room: HHS1-104  
Office Hours: Thursday, 3:30-4:00 PM and by appointment  
Office: HHS1-105  
Phone: 562-598-9332  
Additional contact info:  
HCA Program Administrator Coordinator: Deby McGill, dmcgill@csulb.edu  
Tel. 562-985-5692; fax 562-985-5886

Course Description:  
340. Legal Aspects of Health Administration (3)  
Prerequisite/Corequisite: HCA 402.

Overview of health law issues. Government regulation including legal constraints; liability; negligence; patient rights; confidentiality; and corporate/administrative responsibility. Emphasis on business applications of health law. Letter grade only (A-F). (Lecture)  

Disabled students are requested to inform the instructor of the need for accommodations before or during the first class session.

Course Outcomes, Competencies and Assessments:  
The Health Care Administration Department has adopted a competency-based curriculum, based on the American College of Health Care Executives (ACHE) Competencies Assessment Tool and the Healthcare Leadership Alliance (HLA) Competency Directory. As HCA 340 is one of the first courses that students majoring in Health Care Administration take, the emphasis is on acquiring competencies in HLA Domain 4, knowledge of the healthcare environment. Alignment of the expected outcomes and the ACHE and HLA competencies provides clear expectation and standards for students and instructors alike. Students will demonstrate a level of proficiency in each of the expected outcomes through the course assignments as indicated in the following table.
COURSE OBJECTIVES, COMPETENCIES AND ASSESSMENTS

The Health Care Administration Department has adopted a competency-based curriculum, based on the domains and competencies defined by the American College of Health Care Executives (ACHE) Competencies Assessment Tool and the Healthcare Leadership Alliance (HLA) Competency Directory. The table below lists course learning objectives and competencies, and how they will be met and measured.

<table>
<thead>
<tr>
<th>COURSE LEARNING OBJECTIVE</th>
<th>DOMAIN</th>
<th>COMPETENCY: KNOWLEDGE OF</th>
<th>ASSIGNMENT/ASSESSMENT</th>
</tr>
</thead>
</table>
| 1. Recognize professional & ethical issues in the U.S. healthcare system                  | Professionalism                      | 1. Organizational business & professional ethics  
2. Standards & code of behavior  
3. Patients’ rights & responsibilities                                                   | Case Reviews, Quizzes, Mid-Term & Final Exams                                     |
| 2. Demonstrate knowledge of legal issues impacting consumers, patients, providers and health care organizations | Knowledge of the Healthcare Environment | 1. National (community) standards of care  
2. Workforce issues  
3. Corporate compliance issues, laws & regulations  
4. Nursing & allied healthcare professionals roles, practices & issues | Case reviews, quizzes                                                             |
| 3. Articulate principles of labor relations and administrative/governance responsibilities in the health care setting | Business Knowledge & Skills – General, Human Resources, Organizational Dynamics & Governance | 1. Contractual legal obligations & issues  
2. Worker safety & health issues (OSHA)  
3. Roles & functions of Directors/Trustees | Case, reviews, Term Project, Quizzes, Mid-Term & Final Exam                        |
4. Analyze risk and regulatory issues affecting health care organizations

| Business Knowledge & Skills - Information Management & Risk Management | 1. Privacy & confidentiality issues  
2. Credentialing & Peer Review  
3. Physician Employment Contracts  
4. Credentialing, Medical Malpractice & Professional Liability  
5. Federal & State laws and regulations in healthcare |
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<tbody>
<tr>
<td>Case reviews, Quizzes, Mid-Term &amp; Final Exam</td>
<td></td>
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</tbody>
</table>

**Class Preparation and Participation, Discussion Leadership:**

a. The class format will be lecture and interactive discussion of the assigned readings and web sites. You are expected to have read the assigned readings and visited the web sites before the class session, and to both answer questions and volunteer comments. Lectures will cover highlights of the reading and include supplementary information. [Detail of assignments and relevant articles will be posted on BeachBoard. Keep checking BeachBoard for new information and announcements.](http://www.csulb.edu/divisions/aa/grad_senate/documents/policy/2001/01/)

b. **Attendance policy** conforms to University policy. [http://www.csulb.edu/divisions/aa/grad_senate/documents/policy/2001/01/](http://www.csulb.edu/divisions/aa/grad_senate/documents/policy/2001/01/) Students are expected to arrive in class on time. If you are delayed or unable to come to class, please let the instructor know. This can be by e-mail or phone. Calling the HCA office is also an option.

c. **Disabled students requiring special accommodations, please advise instructor.**

d. **There will be a short attendance assignment (5 questions) at the end of each class starting week 2, for a total of eleven (11) assignments.** The questions will be related to the required chapter reading, discussions and lecture for that class session.

There will be **no make-ups as these assignments** will be in lieu of attendance points. However, **one quiz may be "dropped"** at the end of the semester or used as extra credit points. A quiz will not be given on days that are scheduled for an exam, midterm or final.
c. **CELL PHONES AND COMPUTERS:** Cell phones must be turned off and put away in purses, backpacks etc. No texting or receiving calls during class period. Computers must be turned off and closed, no other use is permitted during class time. You may bring a copy of the study guide to take notes during class lecture. Computers will not be allowed during exams.

d. **Late assignments will be downgraded 20% for each meeting they are late.** The Written Report assignment and the HIPAA assignment will not be accepted after week 14, April 29, 2014.

e. **Other Requirements:** E-mail address and internet access to use the online BeachBoard course software system. If you have trouble with registration, contact the CSULB Technology Help Desk by phone at 562-985-4959, via e-mail at helpdesk@csulb.edu or go in-person to Horn Center.

**Oral Case Recitations**

Students may be randomly picked to orally present cases to the whole class at each class meeting starting the second week of classes with Chapter 3. Students are expected to read the case assigned and initiate a discussion with other students regarding the significance of the case as related to the Chapter for that week.

**Quizzes, Midterm, and Final Exam**

The exams cover materials from lectures, handouts, and reading assignments. Students with valid excuses who are unable to sit for scheduled exams at the appointed times must make arrangements with the instructor before the scheduled exam date in order to obtain an alternative testing date or time. Disabled students requiring special accommodations, please advise instructor.

**Bring a Scantron Student Enrollment form F288 (red) to the second class meeting.** This will enroll you in the computerized grading program. This form will be handed back to you to use for your first exam. You must use a soft-leaded #2 pencil on all computer sheets and include your student ID or the computer cannot recognize you or grade your exam. Purchase three additional Scantron F289 (red) computer answer sheets for the remaining exams.
Written Project Paper- Case Reviews

The Written Case Review Project Papers shall be one the student chooses from a list of topics that are related to this course or a current health care legal issue. Please use the APA format available in the bookstore or online. I have attached an abbreviated APA format (pages 13-15). Submit a hard copy to instructor and one to Turnitin online.

- The paper should be well researched and must contain two (2) or more legal cases (other than your text cases) related to the subject, along with a brief analyses and opinion. You must use at least 5 references other than your textbook, for your report.
- It must be no less than 1,500 words or 5-6 pages, not including the title page or reference page. Please include “word count” in your report. Double (2) line spacing only (even between paragraphs), one inch margins, Geneva style (or equivalent) with 12 point font.
- Case outline is due week 9. Make a brief outline of the two cases you have chosen for your report. Include a short paragraph describing your topic, include each case information (see bottom of page) and the 5 references you will use.
- Students may submit a rough draft of their paper for instructor review at any time prior to the required due date week 11. Suggestions may be made and the paper will be turned back to the student until the project paper is in compliance with the correct format, content, organization, spelling, grammar, and logical thinking/conclusions. Case examples will be posted on Beachboard.
- Topic suggestions are listed on page 12, more may be added and a sign up sheet will be available the second class. Related topic web sites on pages 9-10.
- To cite a legal case you must include the parties to the case, the case or docket number, the Court and the date. Below are two examples; the second example is a U.S.Supreme Court (appeal). Please indicate if your case is an appeal. This format will precede each case you discuss and the reference on the bibliography page. Only single space the case cites.

1. **Case site:** These should precede each of your cases. Single spaced.

2. **Appeal cases:** A more lengthy cite for these cases.
   U.S. Supreme Court
   438 U.S. 265
   Regents of the University of California v. Bakke
   Certiorari to the Supreme Court of California
   No. 76-811.
   Argued October 12, 1977
   Decided June 28, 1978
HIPAA Assignment
This assignment is worth 30 points. **It is due week 10, March 25, 2014.** Please review the assignment instructions carefully to avoid losing grading points.

If you have previously completed the HIPAA EDI Standards Web Based Training Course, you are not required to complete it again, but you must provide: documentation, HIPAA’s certificate of completion, to obtain the points for this assignment.

If you have **not** previously completed the HIPAA EDI Standards Training Course:

- b. Click on Web Based Training
- c. Click on Web Based Training Modules
- d. Select the "HIPAA EDI Standards" course. If you have not completed any of the courses before, you will need to register as a new user.
- e. Follow the directions to complete the module.
- f. When you have finished, "Save" a copy of the certificate to submit for this assignment and also "Print" a copy of the certificate for your records. You may turn your certificate into your instructor before the due date.

Grade Weights and Policies

<table>
<thead>
<tr>
<th>Student Assignment</th>
<th>Due Date</th>
<th>Points Possible</th>
<th>Grade Weight</th>
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</thead>
<tbody>
<tr>
<td>Exam #1 Chapters 1-5</td>
<td>Week 4</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>Mid-Term Exam #2 Chapters 6-10</td>
<td>Week 8</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>Case Report Outline</td>
<td>Week 9</td>
<td>20</td>
<td>5%</td>
</tr>
<tr>
<td>HIPAA Assignment with Required Certificate</td>
<td>Week 10</td>
<td>30</td>
<td>10%</td>
</tr>
<tr>
<td>Written Case Project Paper</td>
<td>Week 11</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>In-Class Attendance Quiz, 11 @5 points each (1 extra)</td>
<td>On-going, No Make-ups</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Exam #3 Chapters 11-15</td>
<td>Week 12</td>
<td>50</td>
<td>15%</td>
</tr>
<tr>
<td>Final Exam Chapters 16-22</td>
<td>Week 16</td>
<td>50</td>
<td>20%</td>
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<tr>
<td>Total Points Possible</td>
<td></td>
<td>350</td>
<td>100%</td>
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</tbody>
</table>
FINAL COURSE GRADE: 90% 350-315 = A, 80% 314-280 = B, 70% 279-245 = C, 60% 244-210 = D, 60% 209 or below = F.


Withdrawal Policy: Per University Policy. See: http://www.csulb.edu/divisions/aa/grad_undergrad/senate/documents/policy/202/02/. Withdrawal after the 2nd week and before the final 3 weeks for "permissible for serious and compelling reasons" only.

Required Assignments: These are necessary to successfully pass this course.

*Information covered in this course is not intended to be used in place of appropriate legal counsel.*

Course Meeting Dates

<table>
<thead>
<tr>
<th>Week # &amp; Date</th>
<th>Topic</th>
<th>Text Reading Assignments</th>
<th>Deliverable(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan. 21</td>
<td>Introduction to Course and Class</td>
<td>Chapters 1 &amp; 2</td>
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<tr>
<td></td>
<td>Requirements, Historical Perspective,</td>
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<tr>
<td></td>
<td>Introduction to Law</td>
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<tr>
<td>2 Jan. 28</td>
<td>Tort Law, Criminal Aspects of Health</td>
<td>Chapter 3 &amp; 4</td>
<td>Bring Parscore Student Enrollment #F-288 (red)</td>
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<td></td>
<td>Care</td>
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<tr>
<td>3 Feb. 4</td>
<td>Contracts and Antitrust, Civil Procedures,</td>
<td>Chapters 5 &amp; 6</td>
<td>Sign up for Case Report</td>
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<td></td>
<td>begin Trial Practice</td>
<td></td>
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<tr>
<td>4 Feb. 11</td>
<td>EXAM #1 Covers Chapters 1-5</td>
<td>I will give back your</td>
<td></td>
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<td></td>
<td></td>
<td>student enrollment form</td>
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<tr>
<td>5 Feb. 18</td>
<td>Trial Practice (finish), Corporate</td>
<td>Chapters 6, 7 &amp; 8</td>
<td></td>
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<tr>
<td></td>
<td>Structure and Liability, Medical Staff</td>
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<tr>
<td>6 Feb. 25</td>
<td>Nursing and the Law, Liability by</td>
<td>Chapters 9 &amp; 10</td>
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<td></td>
<td>Department and Health Care Professionals</td>
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<tr>
<td>Week #</td>
<td>Date</td>
<td>Topic</td>
<td>Text Reading Assignments</td>
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<tr>
<td>7</td>
<td>Mar. 4</td>
<td>Information management and Health Care Records, Patient Consent, Review of HIPAA Confidentiality</td>
<td>Chapters 11 &amp; 12</td>
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<tr>
<td>8</td>
<td>Mar. 11</td>
<td><strong>Exam #2 Mid-Term</strong> Chapters 6-10</td>
<td></td>
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<tr>
<td>9</td>
<td>Mar. 18</td>
<td>Legal Reporting Obligations, Issues of Procreation, Patient Rights and Responsibilities</td>
<td>Chapters 13, 14, &amp; 15</td>
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<td>10</td>
<td>Mar. 25</td>
<td>Acquired Immune Deficiency Syndrome</td>
<td>Chapter 16 Lecture</td>
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<td></td>
<td>Feb. 31- April 4</td>
<td>Spring Break</td>
<td>No Classes</td>
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<tr>
<td>11</td>
<td>Apr. 8</td>
<td>Health Care Ethics</td>
<td>Chapter 17</td>
</tr>
<tr>
<td>12</td>
<td>Apr. 15</td>
<td><strong>Exam #3 Chapters 11-15</strong></td>
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<tr>
<td>13</td>
<td>Apr. 22</td>
<td>Mental Health Law, Alcohol and Substance Abuse Law (lecture) Federal and State</td>
<td>California Mental Health Law Lecture</td>
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<tr>
<td>14</td>
<td>Apr. 29</td>
<td>Professional Liability Insurance, Labor Relations Law, Employment Discipline and Discharge</td>
<td>Chapters 18, 19, and 20</td>
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<td>15</td>
<td>May 6</td>
<td>Managed Care and Organizational Restructuring, Tort Reform</td>
<td>Chapters 21 &amp; 22</td>
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<tr>
<td>16</td>
<td>May 13</td>
<td><strong>Final Exam</strong> Chapters 16-22</td>
<td>* Note Time 5:00-7:00 PM</td>
</tr>
</tbody>
</table>
Topic Web Sites: Just a few of many web sites with information pertinent to this course. The library will help you find “scholarly” case sources, *not* case summaries. EBSCO may be another source to direct you to cases.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Policy Issues/ news</td>
<td>California Health Line: <a href="http://www.californiahealthline.org/">www.californiahealthline.org/</a></td>
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<tr>
<td></td>
<td>Health Leaders website: <a href="http://www.home.healthleaders-interstudy.com">www.home.healthleaders-interstudy.com</a></td>
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<td>Kaiser Health News: <a href="http://www.kaiserhealthnews.org/">www.kaiserhealthnews.org/</a></td>
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<td>Academy for Health Services Research &amp; Health Policy:</td>
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<td><a href="http://www.ahsrhp.org">www.ahsrhp.org</a></td>
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<td>Health Hippo: hippo.findlaw.com/hippohome.html</td>
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<td><a href="http://www.os.dhhs.gov/ocr/hipaa">www.os.dhhs.gov/ocr/hipaa</a></td>
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<td>California Codes and Law</td>
<td><a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a></td>
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<td><a href="http://www.californiahealthline.org">www.californiahealthline.org</a></td>
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<td>Federal Health Law</td>
<td><a href="http://www.law.cornell.edu/topics/health.html">www.law.cornell.edu/topics/health.html</a></td>
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<td><a href="http://www.hg.org/health-law.html">www.hg.org/health-law.html</a></td>
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<td>Managed Care, Employment Codes</td>
<td>Employee Benefits Research Institute: <a href="http://www.ebri.org">www.ebri.org</a></td>
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<td>CA Dept. of Managed Health Care: <a href="http://www.dmhc.ca.gov">www.dmhc.ca.gov</a></td>
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<td><a href="http://www.calaborlaw.com">www.calaborlaw.com</a></td>
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<td><a href="http://www.dir.ca.gov/dwc/HCO.htm">www.dir.ca.gov/dwc/HCO.htm</a></td>
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<td><a href="http://www.calpatientguide.org/glossary.html">www.calpatientguide.org/glossary.html</a></td>
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<tr>
<td>Corporation Codes and Regulations in California</td>
<td><a href="http://www.corp.ca.gov">www.corp.ca.gov</a></td>
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<td>aw.justia.com/codes/california/2009/corp</td>
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<td><a href="http://www.hcpro.com/archive-topic-CT_HLR_006-department-corporate-compliance.html">www.hcpro.com/archive-topic-CT_HLR_006-department-corporate-compliance.html</a></td>
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<tr>
<td>Patient Rights, Medical Information Privacy Rights</td>
<td>American Association of Retired Persons: <a href="http://www.aarp.org">www.aarp.org</a></td>
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<td>Disability Rights Education &amp; Defense Fund: <a href="http://www.dredf.org">www.dredf.org</a></td>
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<td><a href="http://www.healthcare.gov">www.healthcare.gov</a></td>
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<td><a href="http://www.cdph.ca.gov/HealthInfo/Pages/PatientRights.aspx">www.cdph.ca.gov/HealthInfo/Pages/PatientRights.aspx</a></td>
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<td><a href="http://www.calpatientguide.org/glossary.html">www.calpatientguide.org/glossary.html</a></td>
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<td><a href="http://www.privacyrights.org/fs/fs8-med.htm">www.privacyrights.org/fs/fs8-med.htm</a></td>
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<tr>
<td></td>
<td>healthconsumer.org/cs028MedicalRecords.pdf</td>
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<tr>
<td>Mental Health Legislation</td>
<td>National Institute of Mental Health: <a href="http://www.nimh.nih.gov">www.nimh.nih.gov</a></td>
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<td>Bazelon Center for MH Law: <a href="http://www.bazelon.org">www.bazelon.org</a></td>
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<td><a href="http://www.dmhc.ca.gov/Laws_and_Regulations/default.asp">www.dmhc.ca.gov/Laws_and_Regulations/default.asp</a></td>
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<tr>
<td>Topic</td>
<td>Web Site</td>
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<td>--------------------------------------------</td>
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</table>
| Medical Education & Practice, Health Care  | American Medical Association: www.ama-assn.org  
| Practitioners                              | UCSF Center for Health Professions: www.futurehealth.ucsf.edu/home/  
|                                            | American Academy of Physician Assistants: www.aapa.org  
|                                            | American Pharmaceutical Association: www.pharmacist.com/  
| Ethical issues                             | Alliance for Health Reform: www.allhealth.org  
|                                            | Hastings Center: www.thehastingscenter.org  
| Quality of care                            | Institute of Medicine: www.iom.edu  
|                                            | National Committee for Quality Assurance: www.ncqa.org  
|                                            | Joint Commission on Accreditation of Healthcare Orgs: www.jointcomission.org  
|                                            | California Healthcare Foundation Quality Initiative: www.chcf.org  
| Telemedicine                                | www.amdtelemedicine.com  
| Accreditation                              | www.jointcomission.org  
| Multiple sites for legal research          | www.law.cornell.edu/topical.html  
|                                            | www.findlaw.com  
|                                            | www.healthcarelawnet.com/  
|                                            | w.legalscholar.com  
|                                            | www.caselaw.com  
| HIV Related Law in California              | www.cdph.ca.gov/programs/AIDS/Pages/OAHIVReportingLaws.aspx  
|                                            | www.disabilityaccessinfo.ca.gov/lawsregs.htm |
Bibliography

Books:


SUGGESTIONS FOR TERM PAPER TOPICS

Emergency Preparedness
Healthcare worker malpractice
PPACA Healthcare insurance
Veterans Healthcare
Medicare/Medicaid Fraud & Abuse
Hospital-management, Board, CEO
Supreme Court Antitrust
External Review Organizations (TJC)
Bioterrorism and Healthcare
HIPAA Compliance violations
Right to Die Issues
Mental Health (patient, worker, institution)
HIV/AIDS
Pharmaceuticals (mfg., pharmacy errors)
Product Liability (EKG, prostheses)
Healthcare Technology (robotics)
Risk Management
Public Health
Medical Research Issues (i.e. stem cells)
Biotechnology
Ethics (i.e. transplant recipients)
Release of Information (ROI)
Sarbanes-Oxley Act violations
California Reporting Requirements
Corporate Compliance violations
Patient rights violations

Health Maintenance Organizations
Human Genome Project (DNA)
Physician Malpractice
Healthcare in Correctional Institutions
Home Health Care
Current court cases (Calif. or Federal)
Medical education issues (i.e. FMG’s)
EMTLA (emergency medical treatment and active labor act)
Healthcare Mergers and Acquisitions
Labor Relations (employment, Discipline discharge, grievances, unions)
Statute of Limitations in Healthcare
Licensing Issues (i.e. facility, professional)
Lack of valid consent
Health Related Class Action(s)
Arbitration issues
Standard(s) of Care violations
Child or Elder Abuse
Forensic Medicine
Speciality Medicine (i.e. neurosurgery)
Ambulatory Surgery/Urgent Care Center
Meaningful Use Requirements (HIPAA)
HIPAA Risk Assessment
Religion and Healthcare
Health information (HIT)
Breach of contract

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APA Style*  Sections and subsections of papers using sixth edition
Because of changes in some areas from the fifth edition, such as References, the
information listed below should be used with caution as it does not reflect the sixth and
most recent edition of the Publication Manual or its corrected second printing.
Papers or articles following the 6th edition of The Publication Manual of the American
Psychological Association (APA Style) will typically include the following sections, each
of which starts on a new page:

1. **Cover page:** College, class, subject, instructor, date and your name and word
count, centered.  (no folders or plastic covers please)
2. **Abstract** (synopsis of the paper, followed by the “key words” used for reference)
3. **Text** (body of paper) Paragraph format *(no lists)* must include: facts (dates,
people involved, exactly what happened) legal issues, rule, analysis, conclusion,
decisions, settlement. Most sources will be 5-10 pages, not a 1-2 page summary
of a case. You may also include your opinion of the Court decision if you wish.
4. **References** (for books, articles, and on-line references, pages 14-15)
alphabetical by author.  (example for books, page 11 of this syllabus)
5. **In-text citations** to be used in lieu of footnotes (page 14)
6. **Number** your pages in the upper right corner.

The guidelines for manuscript preparation can be found in Chapter 8 of the 6th edition
of the Publication Manual on p. 228. It covers margins, typeface, line spacing, and
other matters.

Note that these guidelines are intended specifically for submitting to APA Journals.
Many universities have other requirements that add to or supersede the requirements
in the APA Style manual.

**Headings**

The use of headings aids in establishing the hierarchy of the sections of a paper to help
orient the reader. Topics within a paper that have equal importance will have the same
level of headings throughout the paper. For example, in a paper with multiple
experiments, the heading for the Method section for Experiment 1 should be at the
same level as the heading for the Method section for Experiment 2.

Headings can also function as an outline to reveal the paper's organization. This is
particularly true when the paper is submitted to APA journals. Also, avoid having one
sub-section heading in a paper. Use at least two subsections with any given section or
none at all.
APA’s heading style consists of five possible levels of subordination. Level 1 is the highest level and Level 5 is the lowest level. Most papers will use two or three levels. Levels are always used consecutively, beginning with Level 1. APA does not use the heading "Introduction" to begin a paper, as the opening of a paper is considered by default to be the introduction.

1. Level 1: Centered, Boldface, Uppercase and Lowercase Heading
2. Level 2: Left-aligned, Boldface, Uppercase and Lowercase Heading

In-text citations

Reference citations in text are done using parenthetical referencing. Most usually, this involves enclosing the author's surname and the date of publication within parentheses, separated by a comma, generally placed immediately after the reference or at the end of the sentence in which the reference is made. However, it is also common for the authors to be the subject or object of a sentence. In such a case only the year is in parentheses. In all cases of citation, author name(s) are always followed immediately by a year, and years are never presented without author name(s) immediately preceding it. In the case of a quotation, the page number is also included in the citation.

Reference list

The APA style guide prescribes that the Reference section, bibliographies and other lists of names should be accumulated by surname first, and mandates inclusion of surname prefixes. For example, "Martin de Rijke" should be sorted as "Rijke, de M." and "Saif Al-Falasi" should be sorted as "Al-Falasi, S." For names in non-English languages, follow the capitalization standards of that language. For each of the source types below a hanging indent should be used where the first line is flush to the left margin and all other lines are indented.

Print sources

Book by one author


Book by two authors


Chapter in an edited book


Electronic sources
For electronic references, websites, and online articles, APA Style asserts some basic rules, including to

- direct readers specifically to the source material using URLs which work
- include retrieval date ONLY when content is likely to change (e.g., wikis)
- include all other relevant APA Style details for the source

**Online article based on a print source, with DOI (e.g., a PDF of a print source from a database)**


**Online article based on a print source, without DOI (e.g., a PDF of a print source from a database)**


**Article in an Internet-only journal**


*Please note: This is not meant to replace the recommended text. It is just an abbreviated guideline and contains instructor guidance in some areas on page 13. For a complete guide to APA style please refer to; American Psychological Association. (2010). Publication manual of the American Psychological Association (6th ed.). Washington, D.C.: Author.*
Name: ___________________________ (Phonetic pronunciation) ____________.  

Name you prefer to use: ________________________________________________.

Declared major: ______________________________________________________.

The easiest way to reach you: ____________________________________________.

   E-mail address/phone number: ________________________________________.

Please describe briefly:

a. Your educational background:

   

b. Work experience:

   

c. Future educational and career plans:

   

d. Your reasons for taking this course, what you hope to learn from it:

   

e. Languages, other than English, you speak, read and write: