HT103: Legal Aspects of Health Information

**PORTFOLIO ESSAY GUIDELINES: WINTER, 2017**

**NB: Please make sure you use in-text citations when indicated. The only time these are not needed is when you discuss or state something considered “common knowledge”. This will be discussed at our first class meeting.**

The essay must be typed using proper English grammar, punctuation, spelling and sentence structure. It must be typed in Times New Roman, size 12 font and double-spaced within and between paragraphs. Do not use any additional spacing.

**PARAGRAPH 1: INTRODUCTION:**

 The following should be your introduction (Form 1 helps to develop the introduction):

1. State your topic;
2. State 2 questions related to your ethical dilemma that will not be answered in the introduction, but will be answered somewhere else in the paper;
3. State ethical dilemma in the form of a question;
4. State position, but not why you believe as you do (that will come in paragraph 5), i.e., Physician-Assisted Suicide is a violation of a physician’s oath to do no harm.

**PARAGRAPHS 2 & 3:**

 These are the paragraphs in which you will review your 2 main sources. You should do the following in each one based on your specific source for each paragraph:

1. Discuss what it is about;
2. It is possible that your sources will give you the answers to the questions posed in your introduction – if so, you can answer them in these paragraphs.
3. The last sentence should be connecting this source to your dilemma – why did you choose this source as a basis for your paper?
4. Please limit use of quotes – if you use quotes, make sure it is just 1 or 2 sentences at most. You have to link the quote to something you have stated about the dilemma – why are you using this quote? What do you want the reader to get from this quote?

**PARAGRAPH 4:**

 This paragraph should begin something like the following:

 The two courses of action to resolve my dilemma are to, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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You need to state an advantage and disadvantage for each course of action (sometimes, these are basically the opposite of each other, but not always. I will help you with this, but I need to get your drafts on time).

**PARAGRAPH 5:**

 You should start your paragraph with your position on the dilemma. You can use the same sentence you ended your introduction with to begin this paragraph. This is the paragraph where you will establish the foundation for why you decided as you did, by including at least 2 laws/ethical theories, principles, codes of ethics, etc that we have discussed this semester, you based your position on. I will help you with this, but you need to determine what your definitive position is – you cannot accept both sides as your position.

**PARAGRAPH 6:**

 Your position as stated above, but in your concluding paragraph you can relate this information to you in a more personal/professional way than you did in paragraph 5. You should also discuss how this issue affects healthcare in general.

**SUBMISSION OF PORTFOLIO AND COPIES OF SOURCES**:

 Once your drafts are returned to you, essay, works cited page, forms, please be sure to make all revisions/corrections for the final submission. One draft of each component of the project is required for the final submission of the project\*. Do not discard your drafts. Once your essay is complete, you must submit it with an MLA-formatted works cited page, forms 1 to 4 (if using a legal case) and copies of the sources used (except the textbook). The portfolio must be submitted in a two-pocket folder. Please be sure to remove your name from all prior drafts – the only identifying information should be the last 4 digits of your social security number.

**\*Drafts of the forms are due week 4 and revised forms must be submitted in week 7.**

**SUBMISSION DATES:**

The date for submission of the final portfolio project in Law and Ethics for Winter, 2017 is:

HT103-8 Tuesday, 4/4/17 4:30 to 6:00 (during class);

**There are no late submissions permitted for this assignment. The portfolio is worth 20% of your final grade, but failure to submit your portfolio project may result in failing the course.**