



Institute of Medical Business Advisors, Inc

FACULTY EXPECTATIONS FOR ADULT CMP[®] LEARNERS

Dr. Eugene Schmuckler, MBA

Here are our expectations of all graduate level adult learners, and beyond, regardless of course complexity or rigor. In addition to the iMBA Virtual University[®] rules of educational engagement that we all adhere to, you will at all times pursue the following guidelines in our courses:

1. **Clarify:** Student learners and faculty often miss non-verbal indicators and contextual clues when interacting online. Please be very clear about everything you communicate. “Say what you mean, and mean what you say”. Do not be redundant, but do clarify.
2. **Choose humor:** Facial expressions and tone of voice are not present in the virtual classroom. Subtle humor, facetious statements or caustic remarks do not work either. The few, so-called emoticons, such as :) are widely understood. So, do specifically state -- "just kidding" to avoid misunderstandings. It is best not to use these machinations in a professional education setting, in the first place.
3. **Keep APA standards:** Use APA or MLA standards for all written projects and papers. Be informal otherwise, both in stated questions, teams and online communications. Papers must have flawless spelling, grammar and punctuation. Online messages do not. Do not let the mechanical process of typing slow down your cognitive interactions. For example: we want a close, professional sharing relationship in the online conferences or EDAs (Electronic Discussion Activities)? But, we will generally respond only to email posing brief, course-related and salient questions of a non-personal nature.

4. **Uphold political correctness:** The apparent anonymity or physical distance barrier afforded by electronic interfaces eliminate many of the barriers that minority or marginal groups may experience in face-to-face environments. That's a benefit worth preserving. Do present your experienced views. Do not note opinions versus facts. Do feel free to disagree with students and faculty. Just be considerate.
5. **Watch your time:** The cycle of message sent, received and/or acknowledged is greatly shortened when email is compared to regular mail, or fax. Twenty-four hours has become an informal standard. Both faculty and students need this time standard to stay engaged with an electronic conference. In our association with students, my normal time frame is for responding to email or comments posted on the EDA thread is about 12-24 hours, but usually much less.
6. **Organize:** We will create an electronic filing system to store syllabi, class notes, answers to practice sets, and conversational answers to frequently asked questions. Do this for yourself, as well. Organize by weeks, chapters, or whatever makes sense to you at the time. This will facilitate the flow of information back and forth. We suggest you create some sort of retrievable folder systems for your class-work too, so that it may someday be used for your job or related activities, but not for other iMBA courses.
7. **Invest:** Spend or use the necessary resources for e-mail software that is rich with features such as sorting upon receipt, searching for keywords, automatic replies, and more. Even faculty teaching face-to-face report increasing volumes of email, and appropriate software and training can ease this aspect of educational and course-room tasks.
8. **Recognize effort:** We will try to recognize real effort, not feigned industry. We do not like excuses, especially last minute ones. We are analytical and quantitative by nature, and not prone to gratuitous accolades. But, we realize that adult learners will never see a smile and a nod. We will give frequent recognition to good ideas, willingness to contribute, or other student behaviors and attributes that are commendable. But, you will not be rewarded for sloth-fullness.

9. **Be humble:** We have a cheerful willingness to say, "I stand corrected," or "Oops" when we are wrong, and/or you can prove us in error. We rarely back down on opinionated statements however. And, although we all have opinions, your job is to support your position in the face of contemporaneous thought, since some opinions are more informed than others. It is almost guaranteed that you will NOT be the class expert in dealing with most issues. We do realize that students may have significant field experience related to course content and are willing to contribute, and we will set a tone of collegiality. If you do not contribute however, our default assumption is that you are unfamiliar with the material, or have not kept pace, despite your present or past professional accomplishments. So, show us, do not just tell me, what you know with dignity.
10. **Empathize:** We will try new pedagogic and andragogic teaching techniques on you and, if available, on trusted colleagues and other adult students. For example, if you have a great idea for a 10-minute Microsoft PPT presentation or lecture delivered via streaming audio over the Internet, we may try it following corporate approval? We will commiserate together, if not.
11. **Consumer:** You are the consumer, and you or your firm-want real value for your tuition dollars, not just a professional designation. Do not slack, or allow us to slack-off. But, you must learn, stand or fail on your own merits.

Let us challenge each other and learn together ... only then we will truly become educated **CERTIFIED MEDICAL PLANNER**® colleagues.

THANK YOU

**iMBA Corporate Offices
Office of Provost
*"Where learning is a +"***

**INSTITUTE OF MEDICAL BUSINESS ADVISORS, INC.
Certified Medical Planner© Program
US Corporate Headquarters
Suite #5901 Wilbanks Drive
Norcross, Georgia, 30092-1141 USA
Ph: 770.448.0769
Fax: 775.361.8831
www.MedicalBusinessAdvisors.com
www.CertifiedMedicalPlanner.com**

COPYRIGHT: The CERTIFIED MEDICAL PLANNER© professional charter-designation, with state and federally registered CMP© mark (with italicized "i" MBA logo), is owned by the Institute of Medical Business Advisors, Inc. The CMP© charter is awarded to those who successfully complete iMBA's education, ethics, experience, fiduciary and ongoing requirements.

CONFIDENTIALITY NOTICE: This message (including attachments) is confidential and may be privileged. If you receive it by mistake, please notify the sender and delete it from your system. Any unauthorized use or dissemination is strictly prohibited.