Syllabus

CTCM 7000, Introduction to Traditional Chinese Medicine

FACULTY

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OFFICE HOURS

Office hours are available by appointment.

COURSE TIME AND PLACE

This class meets on Friday from 8:00 am to 8:55 am in EC 1208. The final examination will take place in the EC 2204 computer lab, to be announced via D2L and/or email.

BRIGHTSPACE / D2L COMPONENT

The course uses Brightspace/D2L as a supplement. To access Brightspace/D2L, go to https://lms.augusta.edu, authenticate with your Augusta University username and password, and look for this course in your current course list.

I. COURSE INFORMATION

Term and Year: Fall 2017

Course Prefix, Number, and Title: CTCM 7000, Introduction to Traditional Chinese Medicine

Contact Hours (Lecture/Lab): 55 minutes of lecture once a week for 15 weeks

Number of Credit Hours: 1 credit hour

Course Description: Traditional Chinese Medicine (TCM) is one of the most famous traditional medicine in the world. Its famous history, special theories, effective treatment methods, such as acupuncture, Chinese herbs, Tuina therapy and physical exercises will be introduce in this course to you by the professionals from China through the Confucius Institute at Augusta University.

Course-Level Goals:

The following course goals articulate the general objectives and purpose of this course:

1. Students will gain foundational knowledge of Traditional Chinese Medicine.

Course-Level Student Learning Outcomes:

The following student learning outcomes indicate competencies and measurable skills that students develop as a result of completing this course:

1. Understand the history of TCM.
2. Gain knowledge about TCM including TCM theory, acupuncture, Chinese herbs, Tuina therapy and physical exercises for health preserving.
3. Discuss the role and benefits of TCM.
4. Compare and contrast TCM (Traditional Chinese Medicine) and WM (Western Medicine).

**Professionalism (Affective) Objectives:**

Through this course, students will:

1. Demonstrate a positive attitude in class and in all school and professional activities by having compassion/empathy, by accepting constructive criticism, by showing respect, by being conscientiousness, and showing sincerity/genuineness.
2. Demonstrate integrity in class and in all school and professional activities by being dependable/reliable accountable, responsible, by exercising sound judgment, by workload sharing/teamwork, by performing high quality work, by admitting mistakes, and by maintaining a Professional Code of Ethics.
3. Demonstrate appropriate communication in class and in all school and professional activities by maintaining patient confidentiality at all times, by exhibiting quality communication, by following the communication process, by perceiving others’ needs, by participating in relevant communication, by being polite, be having emotional control, by observing others, by displaying cultural sensitivity and diplomacy.
4. Demonstrate motivation in class and in all school and professional activities by being prepared for assignments and by being early or on time for all classes.
5. Demonstrate independence/leadership in class and in all school and professional activities by having respect for authority, by being adaptable, and by understand their limitations.
6. Demonstrate self-worth/assessment/altruism in class and in all school and professional activities by maintaining professional dress and grooming, by recognizing their strengths and weaknesses, and by having a desire to help others.

**Instructional Methods:** The method of instruction is classroom lecture, with complimentary-supplemental material available on D2L. All students are encouraged to ask questions and participate in classroom discussions.

**Prerequisite(s):** None.

- No obligation for attending this course
- Note: This course is designed for health-professions students; non-health professions students may wish to take CTCM 4000 instead. For information about auditing, please see policy 3. Auditing Policy.

**Department Name:** Physical Therapy

**College:** College of Allied Health Sciences

**University Mission:** Our mission is to provide leadership and excellence in teaching, discovery, clinical care, and service as a student-centered comprehensive research university and academic health center with a wide range of programs from learning assistance through postdoctoral studies.

**II. GRADING**

Your final course grade stems from the following grading opportunities:

**CTCM 7000**

<table>
<thead>
<tr>
<th>Grading Opportunities</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism</td>
<td>5% (P/F)</td>
</tr>
<tr>
<td>Attendance</td>
<td>15%</td>
</tr>
</tbody>
</table>

1 absence = 5% deduction for the first 3 absences; 4 absences = additional 10% deduction from final exam; 5 absences = class dropped

<table>
<thead>
<tr>
<th>Quiz (x3 Quizzes)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 1: Covers Week 1 – 6</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 2: Covers Week 8 – 12</td>
<td>10%</td>
</tr>
<tr>
<td>Quiz 3: Covers Week 1 – 13</td>
<td>10%</td>
</tr>
</tbody>
</table>

| Final Examination: Covers Weeks 1 – 15 | 50% |

**Total** 100%
GRADING SCALE

Course grades will be assigned as follows: A = 90-100%, B = 80-90%, C = 70-79% (passing grade), F = <69%.

III. MUST HAVES FOR THIS COURSE

TEXTBOOK

Through a generous donation from the Confucius Institute, a textbook is provided for you to use this semester. You will need to return the textbook to the library by the end of the semester, so the next group of students may use it. You can pick up your textbook from the Augusta University Greenblatt Library (1439 Laney Walker Blvd, Augusta, GA, 706-721-3441) at the beginning of the semester (available from August 16, 2017), and return it to the same library by December 2017. It is best to return your textbook in a timely fashion, as standard library late return and $100 missing book fees apply.

The textbook is as follows:

- Chinese Acupuncture and Moxibustion, Chen Xinnong (Chief-editor), Foreign Languages Press, Beijing.

During the course, your instructor will advise you how to use this textbook and recommend other reading materials to you.

REQUIRED SUPPLIES

To successfully complete the D2L portion of this course, you will need the following:

- Access to a computer that:
  - meets the Augusta University minimum hardware and software specifications
  - is connected to the Internet.
- The latest version of Adobe Reader, which is available for free at http://get.adobe.com/reader/
- The latest version of Microsoft Office Word or Office 365, which is available for free to Augusta University students via https://gru.service-now.com/kb_view.do?sysparm_article=KB0010680
- The latest version of QuickTime, which is available for free at http://support.apple.com/kb/DL837
- The latest version of Java, which is available for free at http://java.com/en/download/index.jsp
- The latest version of Symantec Anti Virus, which is available for free to Augusta University students via https://gru.service-now.com/ess/kb_view.do?sysparm_article=KB0010407

PREREQUISITE KNOWLEDGE/SKILLS

In order to be successful in this course, you need to already have the following competencies:

- basic computing skills
- basic emailing skills
- basic word-processing skills
- basic D2L skills

Please contact your course faculty (and advisor) if you feel you are not meeting some of these competencies.

IV. SCHEDULE

The following schedule indicates:

- what you'll be able to do (i.e., learning outcomes)
- how you'll gain those abilities (i.e., learning activities)
- what you will learn to be able to gain those abilities (i.e., instructional topics)

**Note:** For ease of expression in the schedule, we've used the following abbreviations to indicate the source of the required readings from the textbook:

- **CAM** stands for *Chinese Acupuncture and Moxibustion*.
### Week 1: Intro to TCM

**August 18, 2017**

**Learning Outcomes**

By the end of this week, you will:
- Understand the purpose of this course, how to succeed in the course, and how to use the D2L part of the course
- Become familiar with the history of TCM
- Understand the branches of TCM

**Learning Activities**

- Textbook Reading:
  - CAM: Chapter 1, A Brief History of Chinese Acupuncture and Moxibustion
- Attendance | Taken Weekly | 15% for the semester (deductions apply for each class missed)
- Professionalism | Assessed Weekly | 5% for the semester

**Instructional Topics**

- Course Structure and Brightspace/D2L Introduction
- History of TCM
- Introduction to TCM

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### Week 2: Yin-Yang Theory Overview

**August 25, 2017**

**Learning Outcomes**

By the end of this week, you will:
- Understand the concept of Yin-Yang
- Apply Yin-Yang in TCM.

**Learning Activities**

- Textbook Reading:
  - CAM: Chapter 2, Yin-Yang and the Five Elements
    - I. Yin-Yang

**Instructional Topics**

- Yin-Yang Theory

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### Week 3: Five Elements Theory Overview

**September 1, 2017**

**Learning Outcomes**

By the end of this week, you will:
- Understand the concept of five elements
- Apply five elements in TCM.

**Learning Activities**

- Textbook Reading:
  - CAM: Chapter 2, Yin-Yang and the Five Elements
    - II. The Five Elements

**Instructional Topics**

- The Five Elements Theory
**Week 4: Qi and Blood Theories Overview**

*September 8, 2017*

**Learning Outcomes**

By the end of this week, you will:
- Understand the concepts and physiological functions of qi and blood in TCM
- Apply qi and blood theory in TCM.

**Learning Activities**

- Textbook Reading:
  - CAM: Chapter 4, Qi, Blood, and Body Fluid
    - I, Qi
    - II, Blood

**Instructional Topics**

- Qi
- Blood

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**Week 5: Zang-Fu Organs Overview, Part I**

*September 15, 2017*

**Learning Outcomes**

By the end of this week, you will:
- Understand the physiological functions of zang organs
- Have a brief understanding of fu organs.

**Learning Activities**

- Textbook Reading:
  - CAM: Chapter 3, The Zang-Fu Organs
    - I, The Five Zang Organs
    - II, The Six Fu Organs

**Instructional Topics**

- Zang Organs
- Fu Organs

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**Week 6: Zang-Fu Organs Overview, Part II**

*September 22, 2017*

**Learning Outcomes**

By the end of this week, you will:
- Understand the relationship between Zang-Fu organs and yin-yang and five-elements theories
- Compare and contrast internal organs in TCM and WM (Western Medicine).

**Learning Activities**

- Textbook Reading:
  - Review CAM: Chapter 3, The Zang-Fu Organs
    - I, The Five Zang Organs
    - II, The Six Fu Organs
  - Quiz 1: Covers Weeks 1 – 6

**Instructional Topics**

- Zang-Fu Organs and Yin-Yang/Five-Element Theories
- Internal Organs in TCM and WM
**Week 7: Taiji Overview**

**September 29, 2017**

**Learning Outcomes**

By the end of this week, you will:
- understand the concept and basic principles of practicing Taiji

**Learning Activity**
- Demonstration some basic Taiji movement

**Instructional Topics**
- Taiji

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**Week 8: Causes of Disease Overview**

**October 6, 2017**

**Learning Outcomes**

By the end of this week, you will:
- Understand the causes of diseases in TCM
- Compare and contrast courses of diseases in TCM and WM.

**Learning Activities**
- Textbook Reading:
  - CAM: Chapter 11, Aetiology and Pathogenesis

**Instructional Topics**
- Causes of Disease in TCM

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**Week 9: Diagnostic Methods Overview**

**October 13, 2017**

**Learning Outcomes**

By the end of this week, you will:
- Understand the four diagnostic methods in TCM.

**Learning Activities**
- Textbook Reading:
  - CAM: Chapter 12, Diagnostic Methods

**Instructional Topics**
- The Four TCM Diagnostic Methods

*Note: October 13, 2017 is Student Fall Pause. We shall find out how to make up this lecture.*

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**Week 10: Meridians and Acupoints Overview**

**October 20, 2017**

**Learning Outcomes**

By the end of this week, you will:
- understand the classification of meridians
- understand the classification of acupoints
- locate 2+ commonly used acupoints.
Learning Activities

- Textbook Reading:
  - CAM: Chapter 5, The Meridians and Collaterals
    - I, The Basic Concept of the Meridians and Collaterals:
    - II, The Twelve Regular Meridians

Instructional Topics

- Meridians
- Acupoints

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**Week 11: Acupuncture, Moxibustion, and Cupping Overview**  
October 27, 2017

Learning Outcomes

By the end of this week, you will:
- Understand common acupuncture techniques such as filiform needling, moxibustion, and cupping therapy.

Learning Activities

- Textbook Reading:
  - Chapter 14, Acupuncture Techniques
    - I, Filiform Needle Therapy
    - II, Needling Methods
    - III, Precautions, Contraindications and Management of Possible Accidents in Acupuncture Treatment
  - Chapter 15, Moxibustion and Cupping Method
  - Chapter 16, A General Introduction to Acupuncture Treatment
    - I, General Principles of Treatment

Instructional Topics

- Common Acupuncture Techniques and Applications
- Moxibustion Therapy
- Cupping Therapy

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**Week 12: Tuina Overview**  
November 3, 2017

Learning Outcomes

By the end of this week, you will:
- Understand the concept and indications of Tuina therapy.

Learning Activities

- Demonstration some basic Tuina manipulation
- Quiz 2: Covers Weeks 8 – 12

Instructional Topics

- Tuina Overview

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**Week 13: Herbal Medicine Overview**  
November 10, 2017

Learning Outcomes

By the end of this week, you will:
- Understand the TCM concept of herbs
- Understand the nature and flavor of herbs
- Understand the application of Chinese herbs
Learning Activities
• Quiz 3: Covers Weeks 1 – 13

Instructional Topics
• Herbal Medicine Overview
• The Nature, Flavor, and Application of Herbs

Week 14: Qi Gong Overview

Learning Outcomes
By the end of this week, you will:
• Understand the concept and basic principles of practicing Qi Gong

Instructional Topics
• Qi Gong

Thanksgiving

No class this week—Happy Thanksgiving Day!

Week 15: Review and Final Examination

Learning Activities
• The Final Examination

V. POLICIES

Instructor, department, college, and university policies governing this course are listed below. All Augusta University policies are available at http://www.augusta.edu/compliance/policyinfo/.

1. ATTENDANCE POLICY

UNIVERSITY ATTENDANCE POLICY

The Augusta University Attendance Policy essentially states that:
• You are expected to punctually attend all classes from the first to the last day of the term
• Your instructor will monitor both your attendance and participation.

INSTRUCTOR ATTENDANCE POLICY

I. UNEXCUSED ABSENCES

There are penalties for excessive absenteeism, as follows:
• 3 unexcused absences result in a 15% penalty on your final course grade (5% deduction per absence)
• 4 unexcused absences result in a 10% penalty on your final examination grade
• 5 unexcused absences result in a course drop with an "F" or "WF" grade, depending on the timing.

II EXCUSED ABSENCES

Absences will be excused in the case of legitimate reasons that were communicated to the instructor in a timely fashion.

2. POLICY FOR INCLEMENT WEATHER OR OTHER EMERGENCIES

To determine whether or not to attend classes during severe weather conditions or other emergencies, proceed according to the following guidelines:
• Go to the Augusta University Critical Event Preparedness and Response (CEPaR) at http://www.augusta.edu/facilities/cepar/gralerts.php and check announcements.
  o Do not attend classes beginning within 30 minutes of the emergencies announced.
o Classes may need to be cancelled and/or suspended to reduce the loss of life and/or property during critical events; do not take unnecessary risks.

3. AUDITING POLICY

The Augusta University Auditing Policy states that:

"Regularly enrolled students […] may register for courses as auditors. No academic credit shall be awarded to students enrolled on this basis. No changes from audit to credit or credit to audit will be permitted after the last day of the schedule adjustment period. Students auditing courses will be required to pay regular fees for enrollment. Courses taken as audits do not count toward financial aid eligibility. A student enrolled as an auditor is expected to attend class regularly and perform such other tasks as may be assigned by the instructor. An auditor who does not attend class regularly may be dropped from the class with a grade of W."

Note: Auditing students must go through the Augusta University admission process (one time) and then register for this course as auditors, within the registration windows established by the Augusta University Registrar's Office. For more information, please visit http://www.augusta.edu/registrar/registration.php.

4. COMMUNICATION POLICY

4.1 POLICY ON POSTING OF GRADES

Barring any unforeseen difficulties (e.g., illness), examinations and quizzes will be graded within a week of the due date. Grades are available via the D2L Gradebook. Please check your grades regularly and contact your instructor should you have any questions about your grades or feedback.

4.2 EMAIL

- Email personal questions to your course instructor (rather than sharing them in public D2L discussion forums).
- Give each email a descriptive subject line using the following naming convention: "Course Prefix and Number, Your Name, and the Subject." For instance, if Jane Doe wanted to email her instructor about her Activity 1 grade in the CTCM 4000 class, she would use the following subject line: "CTCM 4000, Jane Doe, Activity 1 Grade."
- Any emails sent to the course instructor will get answered within 48 hours, usually much sooner.
- Please check your email regularly.

5. CLASSROOM ETIQUETTE POLICIES

Kindly turn off electronic devices in class, to avoid disturbing the class.

6. D2L POLICY

This course uses D2L to distribute course information, have discussions, take quizzes, submit assignments, and post grades.

7. GRADING POLICY

7.1 MAKE-UP POLICY

If you have a documented, legitimate reason (as noted under the attendance policy) for missing an activity or exam deadline and that reason was communicated to the course instructor in a timely fashion, you may make up the respective activity or exam up to a week after the original deadline, and no later than the last day of class. Please allow 7 business days for the course instructor to grade and provide feedback to the respective make-up activity or exam. Whenever you are in doubt, please consult with your instructor as soon as possible.

7.2 GRADING SYSTEM POLICY

The Augusta University Grading System Policy:

"uses the 4.00 grade point average system as required by the University System of Georgia. Grades are calculated and truncated at two significant digits. This policy relates grade points to grade letters and defines symbols and terms approved for use in grading" at Augusta University.

7.3 GRADE CHANGE POLICY
The Augusta University Grade Change Policy "provides the guidelines for processing a grade change for a final grade. Incomplete grades are not considered final and are governed by the Incomplete Grade Policy."

7.4 INCOMPLETE GRADE POLICY

The Augusta University Incomplete Grade Policy states that:
"A student who is doing satisfactory work but, for non-academic reasons beyond his/her control is unable to meet the full requirements of the course, may be assigned an incomplete ("I") grade. A form must be completed to assign the incomplete grade and must include justification. A student who has received an "I" grade has one additional semester to complete the required work and to receive a final grade. A grade change form is required to remove the incomplete and assign the final grade. Any incomplete grade not removed after the next semester will be converted to an "F" grade."

8. STUDENT ACADEMIC APPEALS POLICY

The Augusta University Academic Appeals Policy provides a means to appeal in cases where administrative decisions have been made which may negatively impact your academic career.

9. STUDENT GRIEVANCE POLICY

The Augusta University Student Grievance Policy aims to resolve student academic grievances resulted from faculty actions.

10. ACADEMIC CONDUCT POLICY

The Augusta University Academic Conduct Policy states that:
"The University recognizes that honesty and integrity are necessary to its academic function. The following regulations protect the equity and validity of the university’s grades and degrees, and help students develop ethical standards and attitudes appropriate to academic and professional life. Violations of academic honesty include cheating of all kinds, plagiarism, fraudulent research activity and/or scholarship, collusion, and false statements made to avoid negative academic consequences. [...]"

All students are asked to digitally sign a pledge to uphold the Honor Code prior to submitting any graded academic assessment. The pledge states:

"I am the student whose name is shown on top of this examination and I am the person who completed this examination. I neither received from, nor gave assistance or supportive resource to any other person to answer the questions on this examination. The questions on this examination were answered by me without help of textbooks, notes, digital or Web media of any kind, or any other individual. I pledge, to the best of my knowledge that I observed or know of no violation of Augusta University Honor Code having taken place involving myself or other students."

The course faculty regularly monitor student activities for evidence of academic dishonesty during all academic activities both on- and off-campus. Please be aware that any student found giving or receiving unauthorized assistance in the preparation of any quiz, assignment, or examination to be submitted as a requirement for a course or exhibiting any type of dishonesty will be evaluated by the course faculty and may be brought before the Student Judiciary Committee for due process and action.

Note that lying, attempted cheating, stealing, or attempted stealing, failure to report the knowledge of an Honor Code violation, and failure to protect the confidential nature of the patient-professional relationship as required by the Health Insurance Portability and Accountability Act (HIPAA) are treated as an act of academic dishonesty.

11. USE OF COPYRIGHTED MATERIALS POLICY

The Augusta University Policy for the Use of Copyrighted Materials states that you are responsible for obtaining appropriate permission for use of all copyrighted materials submitted in your endeavors at the University.

12. POLICY ON ACCOMODATING STUDENTS WITH DISABILITIES

The Augusta University Accommodating Students with Disabilities Policy ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Augusta University." For information on how you can obtain accommodations, please refer to section IV. Support Services of this syllabus.
VI. SUPPORT SERVICES

TECHNICAL SUPPORT

If you need technical assistance at any time, contact the 24-hour Augusta University Service Desk at (706) 721-4000 or at http://www.augusta.edu/its/help/.

TESTING AND DISABILITY SERVICES

Augusta University is committed to making online courses accessible to and usable by persons with disabilities in order for students to obtain maximum benefit from their educational experience. To request academic accommodation services, please contact the Testing and Disability Services office at tds@augusta.edu and/or (706) 737-1469 as soon as possible, to begin the process. Please note that all discussions with Testing and Disability Services are subsequently with your course instructor are confidential and are meant to insure that your accommodations are appropriately implemented throughout the course. For more information, please visit http://www.augusta.edu/tds/.

VII. ADDITIONAL AUGUSTA UNIVERSITY RESOURCES

Augusta University Student Manual

You can access the latest Augusta University student manual from www.augusta.edu/students/conduct/documents/studentmanual.pdf.

INFOCENTRAL

You can obtain information on registration topics—from admissions to enrolling in classes, financial aid and most everything in between by visiting http://www.augusta.edu/currentstudents.php/.

VIII. DISCLAIMER

RESERVATION TO THE SYLLABUS

The course instructors reserve the right to make changes to the course syllabus and schedule with reasonable notice to the students.

IX. FOOTNOTES

i Basic computing skills: turn your computer on and off; launch and close computer programs; open and close files;

ii Basic emailing skills: access your email application; open email messages; open, save, and print email attachment; create, save, and send a new message; attach a file to an email message.

iii Basic word-processing skills: access your word-processing application; work with font types and sizes, paragraphs, headers and footers, citations, tables, charts, pictures, comments, and Track Changes; save as DOC or as PDF.

iv Basic D2L skills: access D2L; locate class announcements (news); check attendance through the Attendance area; find the instructor and classmates through the Classlist area; access the course itself through the Content area; access discussions through the Discussions area; access grades through the Grades area; navigate modules and files; expand and collapse (sub)modules; download files; save files.

v Legitimate reasons for absences include:

• illness or emergency medical treatment for self or immediate family
• employment-related training or special assignments
• official Augusta University business
• unavoidable jury duty
• military reserve or active duty obligations.