CTCM 7020, Acupoints and Meridians

FACULTY

Dr. Heng (Henry) Li
Associate Professor
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AA 170 suite & EC 1207B

OFFICE HOURS

To be decided during the 1st week of class.

COURSE TIME AND PLACE

This class meets on Monday from 1 to 3 pm in EC 1208. The midterm and final examinations will take place in a computer lab, to be announced.

BRIGHTSPACE / D2L COMPONENT

The course uses Brightspace/D2L as a supplement. To access Brightspace/D2L, go to https://lms.gru.edu, authenticate with your Augusta University username and password, and look for CTCM 7020 in your list of Spring 2016 courses.

I. COURSE INFORMATION

Term and Year: Spring 2016

Course Prefix, Number, and Title: CTCM 7020, Acupoints and Meridians

Contact Hours (Lecture/Lab): 120 minutes of lecture once a week for 15 weeks

Number of Credit Hours: 2 credit hours

Course Description: Traditional Chinese Medicine (TCM) is one of the most famous traditional medicines in the world. This course will familiarize you with the 12 regular meridians, 2 extraordinary meridians, and the most commonly used acupoints in acupuncture and Tuina practice. More specifically, you will learn the running course of the meridians and you will be able to locate the acupoints and distinguish their indications. This course is taught by distinguished TCM faculty and clinicians from China, through the Augusta University Confucius Institute.

Course-Level Goals:

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

1. learn the distribution of meridians and the location of acupoints.
2. learn the applications of acupoints in TCM.

Course-Level Student Learning Outcomes:

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

1. name the 12 regular meridians and 2 extraordinary meridians
2. identify the distribution of the 12 regular meridians and 2 extraordinary meridians
3. explain the function of the 12 regular meridians and 2 extraordinary meridians
4. name the most commonly used acupoints
5. identify the location of the most commonly used acupoints
6. explain the function of the most commonly used acupoints.
Professionalism (Affective) Objectives:

Through this course, you 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, by 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. You are encouraged to ask questions and participate in classroom discussions.

Prerequisite(s):

- CTCM 7010: Applied Traditional Chinese Medicine
- Note: This course is designed for health-professions students; non-health professions students interested in taking this course need instructor approval to register.

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:

<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>
<tr>
<td>1 absence = 5% deduction (for the first 3 absences); 4 absences = additional 10% deduction from final exam; 5 absences = class dropped</td>
<td></td>
</tr>
<tr>
<td>Participation (x4 Activities)</td>
<td></td>
</tr>
<tr>
<td>Activity 1 (Week 5): LU, LI, ST, SP Meridians and Their Acupoints</td>
<td>10%</td>
</tr>
<tr>
<td>Activity 2 (Week 8): HT, SI, BL, KI Meridians and Their Acupoints</td>
<td>10%</td>
</tr>
<tr>
<td>Activity 3 (Week 12): PC, SJ, GB, LR Meridians and Their Acupoints</td>
<td>10%</td>
</tr>
<tr>
<td>Activity 4 (Week 15): DU, RN Meridians and Their Acupoints &amp; Extra Points</td>
<td>10%</td>
</tr>
<tr>
<td>Exams (x2)</td>
<td></td>
</tr>
<tr>
<td>Midterm (Week 9): Covers Weeks 1 - 8</td>
<td>20%</td>
</tr>
<tr>
<td>Final (Week 16): Covers Weeks 9 - 15</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>
GRADING SCALE

Course grades will be assigned as follows:

A = 90 – 100% | B = 80 – 89% | C = 70 – 79% | D = 60 – 69% (passing grade) | F = <60%

III. MUST HAVES FOR THIS COURSE

REQUIRED TEXTBOOK

Through a generous donation from the Confucius Institute, a textbook and acupuncture model are provided for you to use this semester. You will need to return both of them to the library by the end of the semester, so the next group of students may use them.

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 January 11, 2016), and return it to the same library by May 6, 2016. It is best to return your textbook in a timely fashion, as standard library late return or missing book fees apply.

The textbook is as follows:

During class, your instructor will advise you when/how to use your textbook.

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 skills¹
- basic emailing skills²
- basic word-processing skills³
- basic D2L skills⁴.

Please contact your instructor (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., graded and ungraded 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 course pack (CAM stands for *Chinese Acupuncture and Moxibustion*).
Week 1: Introduction

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
- gain deeper knowledge (than in CTCM 4/7000 and/or in CTCM 7010) of the classification of meridians
- gain deeper knowledge (than in CTCM 4/7000 and/or in CTCM 7010) of the classification of acupoints
- understand the method for locating acupoints

Learning Activities

- Reading:
  - CAM: Chapter 5, The Meridians and Collaterals
  - CAM: Chapter 6, An Introduction to Acupoints
    - I. Classification and Nomenclature and Acupoints
      - 1. Classification of Acupoints
  - CAM: Chapter 7, I. The Lung Meridian of Hand-Taiyin

Instructional Topics

- Course Introduction
- Introduction to Meridians
- Introduction to Acupoints

Week 2: Lung (LU) Meridian and Its Acupoints

Learning Outcomes

By the end of this week, you will:
- identify the distribution of the lung meridian
- explain the function of the lung meridian
- name the most commonly used acupoints along the lung meridian
- identify the location of the most commonly used acupoints along the lung meridian
- explain the function of the most commonly used acupoints along the lung meridian.

Learning Activities

- Reading:
  - CAM: Chapter 5 > II > 1. The Lung Meridian of Hand-Taiyin
  - CAM: Chapter 7 > I. The Lung Meridian of Hand-Taiyin

Instructional Topics

- Lung Meridian
- Acupoints Along the Lung Meridian

Week 3: Large Intestine (LI) Meridian and Its Acupoints

Learning Outcomes

By the end of this week, you will:
- identify the distribution of the large intestine meridian
- explain the function of the large intestine meridian
- name the most commonly used acupoints along the large intestine meridian
- identify the location of the most commonly used acupoints along the large intestine meridian
- explain the function of the most commonly used acupoints along the large intestine meridian.
Learning Activities
- Reading:
  o CAM: Chapter 5 > II > 2. The Large Intestine Meridian of Hand-Yangming
  o CAM: Chapter 7 > II. The Large Intestine Meridian of Hand-Yangming

Instructional Topics
- Large Intestine Meridian
- Acupoints Along the Large Intestine Meridian

Week 4: Stomach (ST) Meridian and Its Acupoints
February 3

Learning Outcomes
By the end of this week, you will:
- identify the distribution of the stomach meridian
- explain the function of the stomach meridian
- name the most commonly used acupoints along the stomach meridian
- identify the location of the most commonly used acupoints along the stomach meridian
- explain the function of the most commonly used acupoints along the stomach meridian.

Learning Activities
- Reading:
  o CAM: Chapter 5 > II > 3. The Stomach Meridian of Foot-Yangming
  o CAM: Chapter 7 > III. The Stomach Meridian of Foot-Yangming

Instructional Topics
- Stomach Meridian
- Acupoints Along the Stomach Meridian

Week 5: Spleen (SP) Meridian and Its Acupoints
February 10

Learning Outcomes
By the end of this week, you will:
- identify the distribution of the spleen meridian
- explain the function of the spleen meridian
- name the most commonly used acupoints along the spleen meridian
- identify the location of the most commonly used acupoints along the spleen meridian
- explain the function of the most commonly used acupoints along the spleen meridian.

Learning Activities
- Reading:
  o CAM: Chapter 5 > II > 4. The Spleen Meridian of Foot-Taiyin
  o CAM: Chapter 7 > IV. The Spleen Meridian of Foot-Taiyin
- Activity 1: LU, LI, ST, SP Meridians and Their Acupoints

Instructional Topics
- Spleen Meridian
- Acupoints Along the Spleen Meridian

Week 6: Small Intestine (SI) Meridian and Its Acupoints
February 17

Learning Outcome
By the end of this week, you will:
- identify the distribution of the heart and small intestine meridians
- explain the function of the heart and small intestine meridians
• name the most commonly used acupoints along the heart and small intestine meridians
• identify the location of the most commonly used acupoints along the heart and small intestine meridians
• explain the function of the most commonly used acupoints along the heart and small intestine meridians.

Learning Activities
• Reading:
  o CAM: Chapter 5 > II > 5. The Heart Meridian of Hand-Shaoyin
  o CAM: Chapter 5 > II > 6. The Small Intestine Meridian of Hand-Taiyang
  o CAM: Chapter 8 > II. The Small Intestine Meridian of Hand-Taiyang

Instructional Topics
• Heart and Small Intestine Meridians
• Acupoints Along the Heart and Small Intestine Meridians

Week 7: Bladder (BL) Meridian and Its Acupoints, Part I  February 24

Learning Outcome
By the end of this week, you will:
• identify the distribution of the bladder meridian
• explain the function of the bladder meridian
• name the most commonly used acupoints along the bladder meridian
• identify the location of the most commonly used acupoints along the bladder meridian
• explain the function of the most commonly used acupoints along the bladder meridian.

Learning Activities
• Reading:
  o CAM: Chapter 5 > II > 7. The Bladder Meridian of Foot-Taiyang
  o CAM: Chapter 8 > III. The Bladder Meridian of Foot-Taiyang

Instructional Topics
• Bladder Meridian, Part I
• Acupoints Along the Bladder Meridian, Part I

Week 8: Bladder (BL) Meridian and Its Acupoints, Part II & Kidney (KI) Meridian and Its Acupoints  March 2

Learning Outcome
By the end of this week, you will:
• continue to identify the distribution of the bladder meridian
• continue to explain the function of the bladder meridian
• continue to name the most commonly used acupoints along the bladder meridian
• continue to identify the location of the most commonly used acupoints along the bladder meridian
• continue to explain the function of the most commonly used acupoints along the bladder meridian
• identify the distribution of the kidney meridian
• explain the function of the kidney meridian
• name the most commonly used acupoints along the kidney meridian
• identify the location of the most commonly used acupoints along the kidney meridian
• explain the function of the most commonly used acupoints along the kidney meridian.

Learning Activities
• Reading:
  o CAM: Chapter 5 > II > 7. The Bladder Meridian of Foot-Taiyang (continue to read)
  o CAM: Chapter 8 > IV. The Kidney Meridian of Foot-Shaoyin
• Activity 2: HT, SI, BL, KI Meridians and Their Acupoints
Instructional Topics

- Bladder Meridian, Part II
- Acupoints Along the Bladder Meridian, Part II
- Kidney Meridian
- Acupoints Along the Kidney Meridian

### Week 9: Pericardium (PC) Meridian and Its Acupoints • *Meet In Computer Lab*  March 9

#### Learning Outcomes

By the end of this week, you will:

- identify the distribution of the pericardium meridian
- explain the function of the pericardium meridian
- name the most commonly used acupoints along the pericardium meridian
- identify the location of the most commonly used acupoints along the pericardium meridian
- explain the function of the most commonly used acupoints along the pericardium meridian.

#### Learning Activities

- **Reading:**
  - CAM: Chapter 5 > II > 9. The Pericardium Meridian of Hand-Jueyin
  - CAM: Chapter 9 > I. The Pericardium Meridian of Hand-Jueyin
- **Midterm:** Covers Weeks 1 – 8 • EC XXX

### Instructional Topics

- Pericardium Meridian
- Acupoints Along the Pericardium Meridian

### Week 10: Sanjiao (SJ) Meridian and Its Acupoints  March 16

#### Learning Outcomes

By the end of this week, you will:

- identify the distribution of the Sanjiao meridian
- explain the function of the Sanjiao meridian
- name the most commonly used acupoints along the Sanjiao meridian
- identify the location of the most commonly used acupoints along the Sanjiao meridian
- explain the function of the most commonly used acupoints along the Sanjiao meridian.

#### Learning Activities

- **Reading:**
  - CAM: Chapter 5 > II > 10. The Sanjiao Meridian of Hand-Shaoyang
  - CAM: Chapter 9 > II. The Sanjiao Meridian of Hand-Shaoyang

### Instructional Topics

- Sanjiao Meridian
- Acupoints Along the Sanjiao Meridian

### Week 11: Gallbladder (GB) Meridian and Its Acupoints  March 23

#### Learning Outcome

By the end of this week, you will:

- identify the distribution of the gallbladder meridian
- explain the function of the gallbladder meridian
- name the most commonly used acupoints along the gallbladder meridian
- identify the location of the most commonly used acupoints along the gallbladder meridian
• explain the function of the most commonly used acupoints along the gallbladder meridian.

Learning Activities
• Reading:
  o CAM: Chapter 5 > II > 11. The Gallbladder Meridian of Foot-Shaoyang
  o CAM: Chapter 9 > III. The Gallbladder Meridian of Foot-Shaoyang

Instructional Topics
• Gallbladder Meridian
• Acupoints Along the Gallbladder Meridian

Week 12: Liver (LR) Meridian and Its Acupoints

Learning Outcome

By the end of this week, you will:
• identify the distribution of the liver meridian
• explain the function of the liver meridian
• name the most commonly used acupoints along the liver meridian
• identify the location of the most commonly used acupoints along the liver meridian
• explain the function of the most commonly used acupoints along the liver meridian.

Learning Activities
• Reading:
  o CAM: Chapter 5 > II > 12. The Liver Meridian of Foot-Yueyin
  o CAM: Chapter 9 > IV. The Liver Meridian of Foot-Yueyin
• Activity 3: PC, SJ, GB, LR and Their Acupoints

Instructional Topics
• Liver Meridian
• Acupoints Along the Gallbladder Meridian

Spring Break

April 4-8

Enjoy the break!

Week 13: Du (DU) Meridian and Its Acupoints

Learning Outcome

By the end of this week, you will:
• identify the distribution of the du meridian
• explain the function of the du meridian
• name the most commonly used acupoints along the du meridian
• identify the location of the most commonly used acupoints along the du meridian
• explain the function of the most commonly used acupoints along the du meridian.

Learning Activities
• Reading:
  o CAM: Chapter 5 > III > 1. The Du Meridian
  o CAM: Chapter 10 > I. The Du Meridian

Instructional Topics
• Du Meridian
• Acupoints Along the Du Meridian
Week 14: Ren (RN) Meridian and Its Acupoints  April 20

Learning Outcome

By the end of this week, you will:
- identify the distribution of the ren meridian
- explain the function of the ren meridian
- name the most commonly used acupoints along the ren meridian
- identify the location of the most commonly used acupoints along the ren meridian
- explain the function of the most commonly used acupoints along the ren meridian.

Learning Activities
- Reading:
  - CAM: Chapter 5 > III > 2. The Ren Meridian
  - CAM: Chapter 10 > II. The Ren Meridian

Instructional Topics
- Ren Meridian
- Acupoints Along the Ren Meridian

Week 15: Extra Acupoints  April 27

Learning Outcomes

By the end of this week, you will:
- name the most commonly used extra acupoints
- identify the location of the most commonly used extra acupoints
- explain the function of the most commonly used extra acupoints.

Learning Activities
- Reading:
  - CAM: Chapter 10 > III. The Extraordinary Points
  - Activity 4: DU, RN, and Their Acupoints & Extra Acupoints

Instructional Topics
- Extra Acupoints

Final Exam • Meet In Computer Lab  May 4

- Final: Covers Weeks 9 – 15 • EC XXX

V. POLICIES

Instructor, department, college, and university policies governing this course are listed below.

1. ATTENDANCE POLICY

UNIVERSITY ATTENDANCE POLICY

The Augusta University Attendance Policy (available at http://policy.gru.edu/3-7-2-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 being from the course 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 http://news.gru.edu/alert and check announcements.
  - Do not attend classes beginning within 30 minutes of the emergencies announced.
- Be prepared; learn more from the Augusta University Critical Event Preparedness and Response (CEPaR) at http://gru.edu/cepar/.
  - Classes are 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 (available at http://policy.gru.edu/3-3-5-auditing-classes-policy/) states that: "Regularly enrolled students at Georgia Regents University 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://gru.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 7020 class, she would use the following subject line: "CTCM 7020, 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 POLICY

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 (available at http://policy.gru.edu/3-4-2-grading-system-policy/) states that: "Georgia Regents University 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 Georgia Regents University."

7.3 GRADE CHANGE POLICY

The Augusta University Grade Change Policy (available at http://policy.gru.edu/3-3-6-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 (available at http://policy.gru.edu/3-4-3-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 (available at http://policy.gru.edu/3-1-5-student-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 (available at http://policy.gru.edu/3-1-3-student-grievances-policy/) aims to resolve student academic grievances resulted from faculty actions.

10. ACADEMIC CONDUCT POLICY

The Augusta University Academic Conduct Policy (available at http://policy.gru.edu/3-1-4-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 GRU 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 (available at http://policy.gru.edu/16-4-1-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 (available at http://policy.gru.edu/4-1-1-accommodating-students-with-learning-disabilities/) “ensures that all students with disabilities are afforded equal opportunity and access to all programs and facilities at Georgia Regents 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://gru.edu/its/help. Additionally, Monday through Friday from 8 am to 5 pm EST/EDT (excluding University holidays), you can also chat with a technician at http://support.gru.edu/.

RESEARCH SUPPORT

For support with your research needs, please contact the College of Allied Health Sciences librarian, Ms. Ansley Stuart, MSIS at (706) 721-9910 or astuart@gru.edu. You can stop by her desk in AB-245 (daily) or take advantage of her embedded hours in EC-1207 on Tuesdays and Thursdays from 12 to 1:30 pm.

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@gru.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.gru.edu/admin/tds/.

VII. ADDITIONAL Augusta University RESOURCES

ACADEMIC COMPUTING LABS

For information on academic computing labs and assistance with various computer applications available at the various such labs, please visit http://www.gru.edu/art/academiccomputing.html.
You can access the latest Augusta University student manual from www.gru.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.gru.edu/infocentral/.

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

1 **Basic computing skills**: turn your computer on and off; launch and close computer programs; open and close files; save files in a specific location, with a specific name, and in a specific file format; reduce file sizes; organize files into folders; print; use an antivirus to protect your computer; access and use the help menu to troubleshoot computer problems.

2 **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.

3 **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.

4 **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.

5 **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 (e.g., anatomy exams, practicals, conference presentations, etc.)
   - unavoidable jury duty
   - military reserve or active duty obligations.