I. COURSE INFORMATION

**Term and Year:** Fall 2017

**Course Prefix, Number, and Title:** CTCM 7030, Acupuncture Techniques and Treatment

**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 and acupuncture is an essential part of TCM. During this course, you will become familiar with typical acupuncture techniques (i.e., filiform needling, electro-acupuncture therapy, and auricular acupuncture), as well as moxibustion and cupping therapies. You will also learn about the TCM aetiology and pathogenesis of over a dozen diseases/conditions, learn to differentiate TCM syndromes, and finally determine the acupuncture formula and most appropriate techniques and therapies. The culmination of the course is a project on the TCM treatment of a disease/symptom of your choice. This course is taught by distinguished TCM faculty and clinicians from China, through the GRU Confucius Institute.

**Course-Level Goals:** The following course goals articulate the general objectives and purpose of this course:

1. become familiar with acupuncture, moxibustion, and cupping techniques.
2. become familiar with acupuncture and moxibustion treatment for a wide range of common diseases/syndromes.

**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. distinguish the indications of various acupuncture, moxibustion, and cupping techniques
2. safely and effectively use acupuncture and observe moxibustion and cupping techniques
3. explain the TCM aetiology and pathogenesis of common diseases/conditions
4. differentiate TCM syndromes for common diseases/conditions
5. determine the acupuncture formula and most appropriate techniques and therapies for the identified syndrome
6. research and present how a disease/syndrome of the student's choice can be treated via acupuncture, moxibustion, and other TCM therapeutic methods studied in previous CTCM courses.

**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 7020: Meridians and Acupoints
- **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**

**GRADING OPPORTUNITIES**

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>1. Attendance</td>
<td>15%</td>
</tr>
<tr>
<td>2. Participation</td>
<td>20%</td>
</tr>
<tr>
<td>3. Acupuncture Techniques Midterm (Week 5)</td>
<td>20%</td>
</tr>
<tr>
<td>4. Acupuncture Treatment Activity (Based on Topic, Between Weeks 6 and 14; Choose Topic by Week 3)</td>
<td>10%</td>
</tr>
<tr>
<td>5. Acupuncture Techniques &amp; Treatment Project</td>
<td>35%</td>
</tr>
<tr>
<td>Part 1: Proposed Disease/Condition/Symptom (Week 4)</td>
<td>C/I</td>
</tr>
<tr>
<td>Part 2: Draft (Week 13)</td>
<td>C/I</td>
</tr>
<tr>
<td>Part 3: Final and Presentation (Week 15)</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
GRADING SCALE

A = 90 – 100% | B = 80 – 89.9% | C = 70 – 79.9% (passing grade) | F = <70%

GRADING RUBRIC

The pair activities and the project both use the same grading rubric, as follows:

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Excellent</th>
<th>Good</th>
<th>Developing</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aetiology &amp; Pathogenesis</td>
<td>⭐⭐</td>
<td>⭐</td>
<td>⭐️</td>
</tr>
<tr>
<td>Syndrome Differentiation</td>
<td>⭐⭐</td>
<td>⭐</td>
<td></td>
</tr>
<tr>
<td>Acupuncture Formula &amp; Technique</td>
<td>⭐⭐</td>
<td>⭐</td>
<td></td>
</tr>
<tr>
<td>Most Appropriate TCM Techniques and Therapies</td>
<td>⭐⭐</td>
<td>⭐</td>
<td></td>
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<tr>
<td>Professionalism (Presentation)</td>
<td>⭐⭐</td>
<td>⭐</td>
<td></td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>

The points available for each category are allocated as follows:
- two (⭐⭐) for excellent representation
- a point and a half (⭐⭐) for a good representation
- a point (⭐) for a representation that needs further development.

III. MUST HAVES FOR THIS COURSE

REQUIRED TEXTBOOK

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

*Note:* If you wish to have your own textbook, and thus be able to take notes directly on it, please purchase a copy through the bookstore of your choice (such as Amazon). Copies of this book are currently not sold at Augusta University.

You can pick up your textbooks from the Augusta University Greenblatt library (1439 Laney Walker Blvd, Augusta, GA • 706-721-3441) at the beginning of the semester, and return them to the same library by the last day of the semester. It is best to return your textbooks in a timely fashion, as standard library late return or missing book fees apply.

The textbooks are as follows:

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

A recommended reading is as follows:

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/](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
• basic library research skills
• intermediate PowerPoint presentation skills.

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 readings:
• CAM stands for Chinese Acupuncture and Moxibustion
• AM stands for Acupuncture and Moxibustion.

Week 1: Course Introduction and Acupuncture & Moxibustion Techniques I

August 21, 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
• successfully complete the process of filiform needling

Learning Activities

• Reading:
  o CAM: Chapter 14, Acupuncture Techniques
    o I. Filiform Needle Therapy
    o II. Needling Method
    o III. Precautions, Contraindications and Management of Possible Accident in Acupuncture Treatment

Instructional Topics

• Course Introduction
• Filiform Needling (Practice)

Week 2: Acupuncture & Moxibustion Techniques II

August 28

Learning Outcomes

By the end of this week, you will:
• connect electro-acupuncture machine with the acupuncture needles
• adjust the settings of the electro-acupuncture machine based on the patient's medical condition
• become aware of 3-edge, dermal, and intradermal needle therapies and their applications
Learning Activities

- **Reading:**
  - AM: 6.2.4 Electro-Acupuncture Therapy
  - CAM: Chapter 14, Acupuncture Techniques
    - IV. The Three-Edged Needle Therapy
    - V. The Dermal Needle Therapy
    - VI. The Intradermal Needle Therapy

Instructional Topics

- Electro-Acupuncture Therapy (Practice)
- The Three-Edged Needle Therapy
- The Dermal Needle Therapy
- The Intradermal Needle Therapy

<table>
<thead>
<tr>
<th>Labor Day – No class</th>
<th>September 4</th>
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</thead>
</table>

**Week 3: Acupuncture & Moxibustion Techniques III**  September 11

Learning Outcomes

By the end of this week, you will:

- practice acupuncture safely
- make a moxa cone
- observe the safe application of moxibustion therapies
- observe the safe integration of acupuncture and moxibustion therapies

Learning Activities

- **Reading:**
  - CAM: Chapter 15, Moxibustion and Cupping Method
    - I. The Materials and Functions of Moxibustion
    - II. Classification of Moxibustion
  - *Deadline to choose your activity*
  - **Project, Part 1:** Proposed Disease/Condition/Symptom (D2L Dropbox)

Instructional Topics

- Moxibustion Therapy

<table>
<thead>
<tr>
<th>Week 4: Acupuncture &amp; Moxibustion Techniques IV</th>
<th>September 18</th>
</tr>
</thead>
</table>

Learning Outcomes

By the end of this week, you will:

- observe the safe application of cupping therapy

Learning Activities

- **Reading:**
  - CAM: Chapter 15, Moxibustion and Cupping Method
    - IV. Cupping Method

Instructional Topics

- Cupping Therapy
Week 5: Acupuncture & Moxibustion Techniques V  
September 25

Learning Outcomes

By the end of this week, you will:

- identify the location of ear acupuncture points
- distinguish the indications of auricular acupuncture
- apply all learned acupuncture techniques in a mock clinical setting

Learning Activities

- **Reading:**
  - CAM: Ear Acupuncture Therapy
  - Acupuncture Techniques Midterm (in class)

Instructional Topics

- Ear Acupuncture Therapy (no piercing of the skin with an acupuncture needle)

Week 6: Acupuncture Treatment I  
October 2

Learning Outcome

By the end of this week, you will:

- become familiar with acupuncture treatment principles

Learning Activities

- **Reading:**
  - CAM: Chapter 16. A General Introduction to Acupuncture Treatment
    - I. General Principles of Treatment
    - II. Therapeutic Methods
    - III. The Basic Principles for Prescription and Selection of Points

Instructional Topics

- General Introduction to Acupuncture Treatment

Week 7: Acupuncture Treatment II  
October 9

Learning Outcome

By the end of this week, you will:

- explain the aetiology and pathogenesis of headaches and facial pain
- differentiate the syndrome of headache and facial pain
- create an acupuncture treatment formula for headache and facial pain
- apply proper therapeutic methods for headache and facial pain

Learning Activities

- **Reading:**
  - CAM: Chapter 17 > III > 1. Headache
  - CAM: Chapter 17 > III > 2. Facial Pain
- **Activity** (in class, if anyone chooses this week's topics)

Instructional Topics

- Pain Management I
  - Headache
  - Facial Pain
Week 8: Acupuncture Treatment III
October 16

Learning Outcome

By the end of this week, you will:
• define Bi syndrome
• explain the aetiology and pathogenesis of Bi syndrome, cervical spondylopathy, and peripheral shoulder arthritis
• differentiate the syndrome of Bi syndrome, cervical spondylopathy, and peripheral shoulder arthritis
• create an acupuncture treatment formula for Bi syndrome, cervical spondylopathy, and peripheral shoulder arthritis
• apply proper therapeutic methods for Bi syndrome, cervical spondylopathy, and peripheral shoulder arthritis

Learning Activities
• Reading:
  o CAM: Chapter 17 > III > 6. Bi Syndromes
  o AM: 8.3.11 Cervical Spondylopathy
  o AM: 8.3.10 Periarthritis of Shoulder
• Activity (in class, if anyone chooses this week's topics)

Instructional Topics
• Pain Management II
  o Introduction to Bi Syndrome
  o Cervical Spondylopathy
  o Peripheral Shoulder Arthritis

Week 9: Acupuncture Treatment IV
October 23

Learning Outcomes

By the end of this week, you will:
• explain the aetiology and pathogenesis of lumbago and knee pain
• differentiate the syndrome of lumbago and knee pain
• create an acupuncture treatment formula for lumbago and knee pain
• apply proper therapeutic methods for lumbago and knee pain

Learning Activities
• Reading:
  o CAM: Chapter 17 > III > 5. Lower Back Pain
  o CAM: Chapter 17 > III > 6. Bi Syndromes
• Activity (in class, if anyone chooses this week's topics)

Instructional Topics
• Pain Management III
  o Lumbago
  o Knee Pain

Week 10: Acupuncture Treatment V
October 30

Learning Outcomes

By the end of this week, you will:
• explain the aetiology and pathogenesis of tennis elbow and sprain
• differentiate the syndrome of tennis elbow and sprain
• create an acupuncture treatment formula for tennis elbow and sprain
• apply proper therapeutic methods for tennis elbow and sprain
Learning Activities

- **Reading:**
  - AM: 8.3.9 Elbow Strain
  - CAM: Chapter 18 > III > 7 Sprain and Contusion
- **Activity** (in class, if anyone chooses this week's topics)

Instructional Topics

- Pain Management IV
  - Tennis Elbow
  - Sprain

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**Week 11: Acupuncture Treatment VI**

November 6

Learning Outcome

By the end of this week, you will:

- explain the aetiology and pathogenesis of epigastric pain and dysmenorrhea
- differentiate the syndrome of epigastric pain and dysmenorrhea
- create an acupuncture treatment formula for epigastric pain and dysmenorrhea
- apply proper therapeutic methods for tennis epigastric pain and dysmenorrhea

Learning Activities

- **Reading:**
  - CAM: Chapter 17> II > 3 Epigastric Pain
  - CAM: Chapter 18> I> 2 Dysmenorrhea
- **Pair Activity** (in class)

Instructional Topics

- Pain Management V
  - Epigastric Pain
  - Dysmenorrhea

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**Week 12: Acupuncture Treatment VII**

November 13

Learning Outcome

By the end of this week, you will:

- explain the aetiology and pathogenesis of asthma, cough, and hiccups
- differentiate the syndrome of asthma, cough, and hiccups
- create an acupuncture treatment formula for asthma, cough, and hiccups
- apply proper therapeutic methods for asthma, cough, and hiccups

Learning Activities

- **Reading:**
  - CAM: Chapter 17> II >1 Cough
  - CAM: Chapter 17> II >2 Asthma
  - CAM: Chapter 17> II >5 Hiccup
- **Activity** (in class, if anyone chooses this week's topics)

Instructional Topics

- Asthma
- Cough
- Hiccup
Week 13: Acupuncture Treatment VIII

November 20

Learning Outcome

By the end of this week, you will:

- explain the aetiology and pathogenesis of cerebral palsy, vertigo/dizziness, and wind stroke
- differentiate the syndrome of cerebral palsy, vertigo/dizziness, and wind stroke
- create an acupuncture treatment formula for cerebral palsy, vertigo/dizziness, and wind stroke
- apply proper therapeutic methods for cerebral palsy, vertigo/dizziness, and wind stroke

Learning Activities

- Reading:
  - CAM: Chapter 17 > II > 22. Dizziness
  - CAM: Chapter 17 > I > 1. Wind Stroke
  - AM: 8.2.14. Infantile Cerebral Palsy
- Activity (in class, if anyone chooses this week's topics)
- Project, Part 2: Draft (D2L Dropbox)

Instructional Topics

- Cerebral Palsy
- Vertigo
- Wind Stroke

Week 14: Acupuncture Treatment IX

November 27

Learning Outcome

By the end of this week, you will:

- explain the aetiology and pathogenesis of insomnia and Parkinson's disease
- differentiate the syndrome of insomnia and Parkinson's disease
- create an acupuncture treatment formula for insomnia and Parkinson's disease
- apply proper therapeutic methods for insomnia and Parkinson's disease

Learning Activities

- Reading:
  - CAM: Chapter 17 > II > 18. Insomnia
- Activity (in class, if anyone chooses this week's topics)

Instructional Topics

- Insomnia
- Parkinson's Disease
- Acupuncture Therapy (piercing of the skin, potentially into the muscle, with an acupuncture needle)

Week 15: Student Presentations

December 4

Learning Outcomes

By the end of this week, you will:

- choose and research a disease/symptom/condition
- present research findings
- recommend appropriate acupuncture techniques and treatment

Learning Activities

- Project, Part 3
  - Final (D2L Dropbox)
  - Presentation (in class, max. 20 min)
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 7000 class, she would use the following subject line: "CTCM 7000, 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.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.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

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 with 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. **Basic library research skills**: access the University library, locate the most appropriate databases, make effective use of key words and Boolean operators, narrow down research results, find articles at our University.

6. **Intermediate PowerPoint skills**: create a presentation; make effective use of space, font, and color; set slides to autoadvance; save presentations; run presentations.

7. **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.