

**COURSE CHANGE CURRICULUM FORM
UNDERGRADUATE NON-GENERAL EDUCATION**

Therapeutic Recreation, CSDS

III. RATIONALE FOR PROPOSED CHANGES

Human Service elective is being dropped and replaced with the HLTH 275 Medical Terminology course. The Human Service elective was used as supportive coursework for Therapeutic Recreation students to apply to sit for the national exam (NCTRC). All supportive coursework needs to be 3 credits. Hence the change of a credit from 2 to 3.

IV. RESOURCE ASSESSMENT, IF CHANGE WARRANTS IT

A. How frequently do you anticipate offering this course?

Fall, spring, summer

B. Describe anticipated change in staffing for the course:

NO

C. Estimate the cost of new equipment required due to the change:

NO

D. Estimate the cost and describe additional library resources:

NO

E. Will the change in the course require additional computer use, hardware or software? No

If yes, please describe and estimate cost:

F. Will a new or changed course fee be assessed? No

If yes, the **Fee Recommendation Worksheet** must accompany this form. See the Budget Office forms page at <http://solomon.longwood.edu/offices--departments/budget-office/forms--documents/>.

All curriculum proposals/changes are processed in the date order received.
Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook and all forms, see <http://blogs.longwood.edu/curriculum/>.

The signature page follows as a separate sheet.

COURSE CHANGE CURRICULUM FORM UNDERGRADUATE NON-GENERAL EDUCATION

V. APPROVALS

Course Prefix: Enter the course prefix. **Course Number:** Enter the course number.

Course Title: Enter the course title.

A change to the title or course number on this form implies that title or course number will change anywhere it occurs in the catalog.

SIGNATURE PAGE

	Date Received	Date Approved	Signature
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____
The Department Chairs, whose programs may be affected, have been notified:			
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. College Curriculum Committee	_____	_____	_____
5. EPC *	_____	_____	_____
6. Faculty Senate *	_____	_____	_____
7. Received by Registrar	_____		

* EPC and Senate approval required for change in credit hours.

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

- February 1 to the College Curriculum Committee
- March 1 to the Educational Policy Committee (EPC)

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

GRADUATE NEW PROGRAM CURRICULUM FORM
MAJOR OR CONCENTRATION OR PROFESSIONAL ENDORSEMENT OR
CERTIFICATE
Within an existing degree program*

*For a new degree program, in addition to EPC program and course forms you must complete all procedures and forms found in the "SCHEV Proposal Guidelines."

Department: Education and Special Education		Submission Date: 9/1/2017	
Degree: Master of Science		Program Name: Counselor Education	
Major <input checked="" type="checkbox"/>	Concentration <input type="checkbox"/>	Endorsement <input type="checkbox"/>	Certificate <input type="checkbox"/>
Catalog Year of Implementation (must be next academic year or later): 2018-19			

I. OUTLINE OF THE PROPOSED MAJOR, CONCENTRATION, ENDORSEMENT OR CERTIFICATE, INCLUDING CATALOG COPY

This proposal was approved by EPC, Senate and the BOV during the fall of 2016 with the degree of Master of Education. The degree change to Master of Science reflects the recommendation (request) made by SCHEV for this new standalone major.

II. NEW COURSES THAT WILL BE PROPOSED AS PART OF THIS PROGRAM

N/A

III. RATIONALE FOR PROGRAM

Revised new degree based on recommendation from SCHEV

IV. RESOURCE ASSESSMENT, IF CHANGE WARRANTS IT

A. Estimate additional staff requirements for this program. N/A
B. Estimate the amount and cost of any extra equipment, library resources, computer hardware or software, or other resources that would be required to carry out this program. N/A

V. ANTICIPATED ENROLLMENT IN PROGRAM AFTER FIVE (5) YEARS

75 students

VI. AFFECTED DEPARTMENTS OR PROGRAMS

If the proposed program could have an impact on other departments or programs, the appropriate affected chairs or program directors should be notified of the proposed changes. Where teaching licensure may be affected, the licensure officer should also be notified.

Licensure Officer: Enter name of licensure officer if applicable.	Date Notified: Select date.
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**GRADUATE NEW PROGRAM CURRICULUM FORM
MAJOR OR CONCENTRATION OR PROFESSIONAL ENDORSEMENT OR
CERTIFICATE**

A. List other departments/programs that might be affected.

N/A

B. List individuals contacted and date contacted.

N/A

All curriculum proposals/changes are processed in the date order received.
Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook and all forms, see <http://blogs.longwood.edu/curriculum/>.

The signature page follows as a separate sheet.

GRADUATE NEW PROGRAM CURRICULUM FORM MAJOR OR CONCENTRATION OR PROFESSIONAL ENDORSEMENT OR CERTIFICATE

V. APPROVALS

Department: Education and Special Education

Program Name: Counselor Education

SIGNATURE PAGE

	Date Received	Date Approved	Signature
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____
3. College Dean	_____	_____	_____
4. Graduate Dean	_____	_____	_____
5. Graduate Curriculum Committee	_____	_____	_____
6. EPC	_____	_____	_____
7. Faculty Senate	_____	_____	_____
8. Provost/VPAA *	_____	_____	_____
9. OAIR (notification)	_____	_____	_____
10. BOV/SCHEV *	Provost/VPAA will submit materials for approval		
11. Received by Registrar	_____		

* New degree programs, spin-off or new CIP codes must be submitted to BOV and SCHEV.

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

- February 1 to the Graduate Curriculum Committee
- March 1 to the Educational Policy Committee (EPC)

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog. For new degree programs that must go to SCHEV for approval, entry into the catalog may not occur for at least another year.

<p style="text-align: center;">GRADUATE NEW PROGRAM CURRICULUM FORM MAJOR OR CONCENTRATION OR PROFESSIONAL ENDORSEMENT OR CERTIFICATE</p>
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Revised Counselor Education Catalog Copy & Course Descriptions

COUNSELOR EDUCATION

Dr. Kathleen McCleskey, Program Co-Coordinator
434.395.4962, mccleskeyka@longwood.edu
Dr. Lauren Wynne, Program Co-Coordinator
434.395.4915, wynnels@longwood.edu

The Counselor Education program offers three (3) tracks for college graduates interested in preparing for counseling roles in a wide variety of settings including K-12 schools, colleges/universities, and mental health centers. Students will receive solid grounding in the theoretical frameworks of counseling and how they translate into individual and group interventions tailored to diverse client needs. Graduates will assist clients in self-discovery, personal growth, and in making healthy lifestyle choices. All tracks culminate in a supervised internship.

Applications are processed for admission to summer (school counseling and college counseling/student affairs tracks) and fall semesters (mental health counseling track) – no spring admission. The deadline for applications is February 1 for all tracks. Applicants must provide a criminal background check. A valid teaching license is not required for admission to this program. Upon successful completion of this 60 hour program, a Master of Science in Counselor Education will be earned.

PROGRAM REQUIREMENTS:

Core Counseling Courses (30 hours) Students in all three tracks complete the following core courses and comprehensive exam.

- COUN 503 Introduction to the Counseling Profession (3)
- COUN 505 Theories of Counseling (3)
- COUN 507 Lifespan Development (3)
- COUN 510 Research Methods and Design (3)
- COUN 545 Techniques of Counseling (3)
- COUN 555 Testing and Assessment in Counseling (3)
- COUN 601 Multicultural Counseling (3)
- COUN 605 Group Counseling Theories and Techniques (3)
- COUN 610 Career Counseling (3)
- COUN 651 Ethical, Legal, and Professional Issues in Counseling (3)
- COUN 699 Comprehensive Examination (0)

TRACKS: (30 hours) One track must be selected

COLLEGE COUNSELING AND STUDENT AFFAIRS TRACK: The College Counseling and Student Affairs track is designed to prepare graduates for counseling and student development roles in college and university settings. Students learn the theoretical frameworks of counseling and how they translate into individual and group interventions with an emphasis on evidence-based treatment strategies tailored to diverse client needs. The program values diversity of experience and ideas and emphasizes the application of knowledge in college and university settings. Students complete a 100

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clock hour college- or university-based practicum. The program culminates in a supervised internship in a post-secondary setting for 600 clock hours. Students seeking licensure as Professional Counselors (LPC) through the Virginia Board of Professional Counseling (<http://www.dhp.virginia.gov/counseling/>) must understand licensure regulations relating to practicum and internship requirements prior to arranging placements.

Complete the following thirty (30) credit hours:

COUN 552 Contemporary Issues in College Counseling and Student Affairs (3)

COUN 565 College Student Development Services in Higher Education (3)

COUN 594 Practicum in College Counseling and Student Affairs (3)

COUN 608 Clinical Psychopathology (3)

COUN 612 Case Conceptualization and Treatment Planning (3)

COUN 625 Diagnosis & Treatment of Addictive Disorders (3)

COUN 670 Leadership and Management in Higher Education (3)

COUN 694 Internship in College Counseling and Student Affairs (6)

ELECTIVE COURSE (3). Select one from the following courses.

COUN 550 Introduction to Play Therapy (3)

COUN 560 Grief, Loss, and Trauma Counseling (3)

COUN 595 Special Topics in Counseling (3)

COUN 640 Cognitive and Behavioral Therapies (3)

COUN 695 Special Topics in Counseling (3)

PSYC 552 Psychopharmacology (3)

PSYC 595 Special Topics in Psychology (3)

TOTAL PROGRAM HOURS REQUIRED COLLEGE COUNSELING & STUDENT AFFAIRS: 60

MENTAL HEALTH COUNSELING TRACK: The Mental Health Counseling track is designed to prepare graduates for counseling roles in community mental health agencies, human service agencies, in-home counseling agencies, outpatient counseling centers, social services, youth development services, or court services and is appropriate for students seeking licensure as Professional Counselors (LPC) through the Virginia Board of Professional Counseling (<http://www.dhp.virginia.gov/counseling/>). Students learn the theoretical frameworks of counseling and how they translate into individual and group interventions with an emphasis on evidence-based treatment strategies tailored to individual client needs. The program values diversity of experience and ideas and emphasizes the application of knowledge in a mental health setting. It culminates in a supervised internship in a community setting for 600 clock hours.

Complete the following thirty (30) credit hours:

COUN 592 Practicum in Mental Health Counseling (3)

COUN 608 Clinical Psychopathology (3)

COUN 612 Case Conceptualization and Treatment Planning (3)

COUN 622 Marriage and Family Therapy: Theory and Techniques (3)

COUN 625 Diagnosis and Treatment of Addictive Disorders (3)

COUN 635 Clinical Supervision and Administration in Mental Health (3)

COUN 692 Internship in Mental Health Counseling (6)

ELECTIVE COURSES (6 hours). Select two from the following courses.

<p style="text-align: center;">GRADUATE NEW PROGRAM CURRICULUM FORM MAJOR OR CONCENTRATION OR PROFESSIONAL ENDORSEMENT OR CERTIFICATE</p>
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COUN 504 P-12 School Counseling Practice (3)
COUN 550 Introduction to Play Therapy (3)
COUN 552 Contemporary Issues in College Counseling and Student Affairs (3)
COUN 560 Grief, Loss, and Trauma Counseling (3)
COUN 595 Special Topics in Counseling (3)
COUN 640 Cognitive and Behavioral Therapies (3)
COUN 695 Special Topics in Counseling (3)
PSYC 552 Psychopharmacology (3)
PSYC 595 Special Topics in Psychology (3)

TOTAL PROGRAM HOURS REQUIRED MENTAL HEALTH COUNSELING: 60

SCHOOL COUNSELING TRACK: The School Counseling track is designed to prepare graduates for a counseling role in an elementary, middle, or high school setting. The curriculum emphasizes the knowledge and skills needed for the practical application of counseling theory and research to the diversity of developmental and systemic challenges experienced by school-age young people. School counseling students complete three semester-long placements in an (1) elementary, (2) middle, and (3) high school prior to graduation. The program culminates in a supervised two-semester school-based internship in the remaining two school levels for a total of 600 clock hours. Graduates will be eligible for licensure as a School Counselor through the Virginia Department of Education (VADOE).

Complete the following thirty (30) credit hours:
COUN 504 P-12 School Counseling Practice (3)
COUN 550 Introduction to Play Therapy (3)
COUN 593 Practicum in School Counseling (3)
COUN 608 Clinical Psychopathology (3)
COUN 611 Current Issues and Trends in School Counseling (3)
COUN 613 Counseling Exceptional Students (3)
COUN 622 Marriage and Family Therapy: Theory and Techniques (3)
COUN 625 Diagnosis and Treatment of Addictive Disorders (3)
COUN 693 Internship in School Counseling (6)

TOTAL PROGRAM HOURS REQUIRED SCHOOL COUNSELING: 60

LONGWOOD UNIVERSITY
Department of Health, Athletic Training, Recreation and Kinesiology
HLTH 275 – Medical Terminology
Fall 2018

Professor: Ann Bailey Yoelin
Classroom: Online
Time: Online
Office Phone: 434-395-2544

Office Location: 112 Willett Hall
Office Hours: M/W 2:00-3:00 PM
T/TH 11:00 AM - Noon

Email: baileyaf@longwood.edu

Course Description: An on-line course designed to familiarize students entering the public health field with the fundamentals of medical terminology and to provide them with the skills to learn information easily and quickly. 3 credits.

Required Text (New Textbook Required for Medical Language Code):

Gyls, B.A. & Wedding, M.E. (2017). *Medical terminology systems* (8th ed.). Philadelphia, PA: F.A. Davis Company.

Course Objectives:

1. Spell, pronounce, define, identify word parts, and correctly use medical terms or complete a statement using medical terms.
2. Identify the component of medical terminology; create the adjective or noun form of commonly used medical terms; create plural forms; identify homonyms and eponyms; use a medical dictionary effectively.
3. Construct an acceptable and correctly spelled medical term, given the definition.
4. Provide a medically acceptable abbreviation for phrases, names, or labels.
5. Supply the correct medical term to properly complete a statement.
6. Construct correctly spelled medical terms from word parts and definitions.
7. Provide the correct phrase, name, or label for a medical abbreviation.
8. Identify and define the components of medical reports; be familiar with terminology used in reports.
9. Identify and define the body systems and the basic terminology associated with those systems.
10. Identify and spell the names of frequently used diagnostic tests and commonly used abbreviations.
11. Name and define drug classifications and abbreviations; identify and define methods of drug administration; identify commonly used drug references; identify and spell names of medications commonly used.
12. Understand the role of confidentiality in medical careers.

Required Resources of Online Courses:

Minimum Computer and Software Requirements for Longwood Online courses can be found at <http://www.longwood.edu/dec/distanceonline-education/requirements/>. Please be sure that your computer meets these requirements. Accessing the course through a high-speed Internet connection (DSL or cable) is advised. If you don't have high-speed access from your home computer, you may want to download PowerPoint presentations from computer labs on campus, your work location or another location with high-speed access, such as your local public library.

You must have the ability to make audio and visual recordings with your computer. If your computer is not equipped with a camera and microphone, you can either purchase the equipment or check it out from the Longwood library. *Audio recordings will be made within Canvas.*

Student Online Course Responsibilities:

Online education places significantly more responsibility on the student to access and obtain information than traditional face-to-face (classroom) education. Students are expected to:

1. Access and obtain information for this course.
2. Participate in this course on a weekly basis, including keeping up with course assignments.
3. Check email daily.
4. Check Canvas daily.
5. Complete and submit assignments by the assigned due date or by the end of the course.

Ignorance of course policies set forth in the syllabus and posted for all Longwood online courses is not an excuse for failure to conform to these policies.

Instructor Online Responsibilities:

- The instructor will respond to emails within 48 hours.
- The instructor will strive to have all assignments graded within 72 hours of submission.

Technical Problems:

All technical problems should be addressed to the DEC or the Help desk. Technical problems are not an acceptable excuse for submitting assignments late.

Digital Education Collaborative (Instructional Technology and Canvas Support)

PHONE: 434.395.4332 E-MAIL: dec@longwood.edu OR canvas@longwood.edu

Help Desk

PHONE:434.395.4357 and <http://www.longwood.edu/usersupport/>

Grading Scale:

94 - 100	A	84 - 86	B	74 - 76	C	66-64	D
90 - 93	A-	80 - 83	B-	70 - 73	C-	63-60	D-
87 - 89	B+	77 - 79	C+	67 - 69	D+	59 below	F

Course Evaluation:

Assignment	Points	Percentage
Final Exam	100	15%
Audio Recordings	160	35%
Assignments	170	20%
Quizzes	170	15%
Class Participation (Medical Language Lab)	100	15%
Total	700	100%

Outline of Assignments:

One final online exam: There is one exam, the Final, worth 100 points. The final exam will cover Chapters 1-16. The Final will include a mix of a) Multiple choice and, b) fill-in questions requiring accurate spelling of the medical terms, and c) True / False.

Quizzes: As part of the online course, students have been assigned reading. Thirteen quizzes will be completed online based on all assigned readings. Each quiz coincides with the topic/s being reviewed during the assigned chapter.

Assignments: Assignment guidelines and information are found in each module.

Audio Recordings: Audio recordings will be submitted through Canvas as a media files to ensure that students are able to correctly pronounce the medical terms.

Class participation: Students will log into the online Medical Language Lab and complete a variety of interactive lessons. Class participation points will be based on the students percentage in these assigned lessons.

More information about the above activities is found within the Canvas course.

Assignment policy:

1. Assignments are due on the deadline stated within the Canvas Course. Points will be deducted for late assignments. No assignments will be accepted after the course completion date.
2. At times the instructor reserves the right to change a date or the nature of an assignment should it prove necessary.
3. Proof all assignments for APA conventions, including correct spelling and grammar. Points will be deducted for incorrect work.

4. There will be no negotiation for grade. To be successful in this course, use your time wisely and plan your assignments remembering this is not the only course you will be taking.
5. Information about avoiding plagiarism is available from the Office of Student Conduct and Integrity. Please review the following link in regards to plagiarism
<http://www.longwood.edu/assets/judicial/AvoidingPlagiarism.pdf>

Honor Code:

The importance of the University community adhering to an Honor Code and to the highest standards of integrity cannot be overstated. Students are deemed honorable unless their conduct proves otherwise. As members of the institution and community, you are expected to live by the Honor Code and pledge all class work. Violations of the honor code will result in referral to the Honor Court as well as Course Failure.

Students with Special Needs:

In accordance with University policy, I make every effort to accommodate unique and special needs of students with respect to disabilities. Please notify Disability Support Services as soon as possible of requested accommodations. It is the student's responsibility to make this instructor aware of your needs.

Course Calendar (Dates TBA):

Week One - Introduction & Basic Elements of a Medical Word

Week Two – Suffixes & Prefixes

Week Three – Body Structure

Week Four – Integumentary System

Week Five – Digestive System

Week Six – Respiratory System

Week Seven – Cardiovascular System

Week Eight – Blood, Lymphatic, and Immune Systems

Week Nine – Musculoskeletal System

Week Ten – Urinary System

Week Eleven – Reproductive System

Week Twelve – Endocrine System

Week Thirteen – Nervous System

Week Fourteen – Special Senses (eyes and ears)

Week Fifteen – Review and Final Exam

Bibliography:

Dennell J.T. & Davis P.E. (2005). *Medical terminology: A programmed systems approach* (9th ed). Thompson/Delmar Learning Publishing Company

Dorland's Illustrated Medical Dictionary. (2008). WB Saunders Company.

Gyls, B.A. & Masters, R.M (2010) *Medical terminology simplified – A programmed learning approach by body systems* (4th ed). Philadelphia, PA: F.A. Davis. ISBN 13:978-0-8036-2091-9.

Gyls, B.A. & Wedding, M.E. (2013) *Medical terminology systems* (7th ed). Philadelphia, PA: F.A. Davis.

Hitner, H. & Nagle, B. (2005). *Pharmacology: An introduction* (5th ed.). Boston, MA: McGraw Hill.

Jones, S.L. & Cavanagh, A. (2016). *Acquiring medical language*. Boston, MA: McGraw Hill.

Nicolosi, L., Harryman, E. & Kresheck, J. (2004) *Terminology of communication disorders* (4th ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.

Stanfield, P.S. (1996). *Essential Medical Terminology* (2nd ed.). Sudbury, MA: Jones and Bartlett Publishers.

Venes, D. (2017) *Taber's Cyclopedic Medical Dictionary*. (23rd ed.) San Francisco, CA: F.A. Davis Publishers.

LONGWOOD UNIVERSITY
Department of Health, Athletic Training, Recreation and Kinesiology
HLTH 275 – Medical Terminology
Summer 2017

Professor: Ann Bailey Yoelin

Classroom: Online

Time: Online

Office Location: 112 Willett Hall

Office Hours: By appointment

Office Phone: 434-395-2544

Email: baileyaf@longwood.edu

Course Description: This course is designed to familiarize students with the fundamentals of medical terminology and the formation of terms based upon word roots, prefixes, and suffixes, abbreviations, special endings, plural forms, and symbols. Meanings of the root words, prefixes, and suffixes will enable students to further understand complex medical terms, and aid in defining, spelling, and correct pronunciation. This course affords an attractive alternative to the traditional method of instruction in that the student is not restricted to set classroom hours only for enhanced learning but the programmed word building systems approach can extend to the home, or at work, and can be reviewed as many times as desired.

2 credits

Required Text:

Gyls, B.A. & Wedding, M.E. (2013). *Medical terminology systems* (7th ed.). Philadelphia, PA: F.A. Davis Company.

Course Objectives:

1. Spell, pronounce, define, identify word parts, and correctly use medical terms or complete a statement using medical terms.
2. Identify the component of medical terminology; create the adjective or noun form of commonly used medical terms; create plural forms; identify homonyms and eponyms; use a medical dictionary effectively.
3. Construct an acceptable and correctly spelled medical term, given the definition.
4. Provide a medically acceptable abbreviation for phrases, names, or labels.
5. Supply the correct medical term to properly complete a statement.
6. Construct correctly spelled medical terms from word parts and definitions.
7. Provide the correct phrase, name, or label for a medical abbreviation.
8. Identify and define the components of medical reports; be familiar with terminology used in reports.
9. Identify and define the body systems and the basic terminology associated with those systems.

10. Identify and spell the names of frequently used diagnostic tests and commonly used abbreviations.
11. Name and define drug classifications and abbreviations; identify and define methods of drug administration; identify commonly used drug references; identify and spell names of medications commonly used.
12. Understand the role of confidentiality in medical careers.

Required Resources of Online Courses:

Minimum Computer and Software Requirements for Longwood Online courses can be found at www.longwood.edu/online. Please be sure that your computer meets these requirements. Accessing the course through a high-speed Internet connection (DSL or cable) is advised. If you don't have high-speed access from your home computer, you may want to download PowerPoint presentations from computer labs on campus, your work location or another location with high-speed access, such as your local public library.

You must have installed on your computer, purchase or borrow a headset with microphone, compatible with your computer for use with your computer. *Audio recordings will be made within Canvas.*

Student Online Course Responsibilities:

Online education places significantly more responsibility on the student to access and obtain information than traditional face-to-face (classroom) education.

Success in this course depends largely on the student's ability to meet two objectives:

- (1) Accessing and obtaining information for this course.
- (2) Participating in this course on a weekly basis, including keeping up with course assignments.

In order to help you achieve these two objectives, students are required to review and uphold the Student Responsibilities found on the [Online at Longwood University](#) website. Information pertaining to academic regulations, basic technical skills, discussion boards, email, hardware required, honor code, self-assessment, software required and the student handbook is provided on this page.

Additionally, students are expected to:

- (1) Check email daily
- (2) Check Canvas daily
- (3) Complete and submit assignments by the assigned due date or by the end of the course.

Ignorance of course policies set forth in the syllabus and posted for all Longwood online courses is not an excuse for failure to conform to these policies.

Instructor Online Responsibilities:

- The instructor will respond to emails within 24 hours.
- The instructor will post course documents and assignments at least 24 hours before students are expected to begin working on them.

Canvas Technical Problems:

All technical problems should be addressed to the DEC. Technical problems are not an acceptable excuse for submitting assignments late.

Digital Education Collaborative (Instructional Technology and Canvas Support)

PHONE: 434.395.4332 E-MAIL: dec@longwood.edu OR canvas@longwood.edu

Fulfilling the Requirements for this Two-Credit Course:

This *Semi Self-Paced* two credit-hour course is scheduled to be completed during the summer session. University policy requires that experiences equivalent to two hours each of four days per week must be completed.

Grading Scale:

94 - 100	A	84 - 86	B	74 - 76	C	66-64	D
90 - 93	A-	80 - 83	B-	70 - 73	C-	63-60	D-
87 - 89	B+	77 - 79	C+	67 - 69	D+	59 below	F

Course Evaluation:

Assignment	Points
Final Exam	100
Audio Recordings	150
Assignments	220
Quizzes	170
Class Participation	40
Total	680

Outline of Assignments:

One final online exam (100 pts.): There is one test, the Final, worth 100 points. The final exam will review Chapters 1-16 studied during the four-week period. The Final will include a mix of a.) Multiple choice and, b) fill-in questions requiring accurate spelling of the medical terms, C)True and False.

Online quizzes (170 pts.): As part of the online course, students have been assigned reading. Thirteen quizzes will be completed online based on all assigned readings. Each quiz coincides with the topic/s being reviewed during the assigned chapter.

Assignments (220 pts.): Assignment guidelines and information are found in each module.

Audio Recordings (150 pts.) Four audio recordings are required (one per module). The audio recordings will be submitted through Canvas as a media file. Students will be graded on correct pronunciation of terms.

Class participation (40 pts). Additional activities are scattered throughout the modules to aid the learning of the material. Class participation points will be based on the students participation in these additional activities.

More information about the above activities is found within the Canvas course.

Assignment policy:

1. Assignments are due on the deadline stated within the Canvas Course. 10% will be deducted each day an assignment from Module 1 or 2 is late. No late assignments for any modules will be accepted after August 5th. ***The course ends on August 5 at 11:59 PM.***
2. At times the instructor reserves the right to change a date or the nature of an assignment should it prove necessary.
3. Proof all assignments for APA conventions, including correct spelling and grammar. Points will be deducted for incorrect work.
4. There will be no negotiation for grade. To be successful in this course, use your time wisely and plan your assignments remembering this is not the only course you will be taking.
5. Information about avoiding plagiarism is available from the Office of Student Conduct and Integrity. Please review the following link in regards to plagiarism
<http://www.longwood.edu/assets/judicial/AvoidingPlagiarism.pdf>

Honor Code:

The importance of the University community adhering to an Honor Code and to the highest standards of integrity cannot be overstated. Students are deemed honorable unless their conduct proves otherwise. As members of the institution and community, you are expected to live by the Honor Code and pledge all class work. Violations of the honor code will result in referral to the Honor Court as well as Course Failure.

Students with Special Needs:

In accordance with University policy, I make every effort to accommodate unique and special needs of students with respect to disabilities. Please notify Disability Support Services as soon as possible of requested accommodations. It is the student's responsibility to make this instructor aware of your needs.

Course Calendar:

Please remember, this is a semi self-paced course which means that you can complete the modules before the due dates.

Start Here Module , Respondus Lockdown Module, and Module 1	Chapters 1-4	Due 7/26/17 at 11:59 PM
Module 2	Chapters 5-8	Due 7/26/17 at 11:59 PM
Module 3	Chapters 9-13	Due 8/5/17 at 11:59 PM
Module 4 & the Final Exam	Chapters 14-16	Due 8/5/17 at 11:59 PM

Bibliography

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