



**EDKN 3316-900 Medical Terminology**  
**Department of Counseling, Health & Kinesiology**  
**Health & Kinesiology**

**INSTRUCTOR INFORMATION**

<b>Instructor Name:</b> Dr. Sukho Lee	<b>A&amp;M-San Antonio email:</b> slee@tamusa.edu
<b>Office Hours: Zoom only</b> Tue 09:00-11:00 & 14:00-15:00 & Wednesday 08:30-15:30, and by email Appointment	<b>Meeting Times:</b> Meet in person at 11:00 at STEM 279 on Tuesday (Asynchronous online class on Thursday)

Please do not hesitate to send an email to set up a convenient and agreed-upon appointment time for a phone call, virtual session, or meeting. Generally, I will respond to emails within 48 hours of receiving them. If I plan to be away from my computer for more than a couple of days, I will let you know in advance. Any technical questions can be referred to as Blackboard Support. I will update the grades each time a grading session has been completed—typically 10 days following the completion of an activity. You will see a visual indication of new grades posted on your Blackboard home page under the link to this course.

**Zoom appointment (office hour by appointment): Please send me an email request first.**  
<https://tamusa.zoom.us/j/6754025462>

Meeting ID: 675 402 5462  
 One tap mobile: +13462487799,,6754025462# US (Houston)  
 +14086380968,,6754025462# US (San Jose) <https://tamusa.zoom.us/j/6754025462>  
 Dial by your location: Find your local number: <https://tamusa.zoom.us/u/ayotcYagZ>

**How to Register (Gain Access) to Your Health Science Assignments Within Your School's LMS?**

Description: Watch this video to help you with your registration process for your required E-textbook materials. This video will give you a quick tutorial on "How to gain access to your health science assignments within your school learning management system?". This video will also cover activity best practices, payment methods, and how to view your grades within your LMS gradebook after completing your assignments.

How to register?

- <https://www.cipcourses.com/registration-tutorial-blackboard/>

Blackboard Instructions for Caduceus Registration, Payment, and Access:

- Access the Caduceus Assignments area on the left navigation panel in your Blackboard Course Shell
- o Click the first Caduceus Activity named 1. Lecture: Orientation
- You will be redirected to a page to begin the registration process
- o Make the proper choices and follow the on-screen instructions
- o An account will be created for you automatically using credentials provided by Blackboard
- Always access materials from the links in Blackboard
- Note: Do not purchase your materials second-hand or by any other method.
- You can provide payment or gain access in 3 different ways:
  - o Credit Card
  - o Keycode (Purchased from your Bookstore using Financial Aid or other method)
  - o Pay Later, aka Deferment - Instant access to the materials payable at a later date. Please note if you choose this option, you will still be responsible for paying by credit card or obtaining a keycode to complete the entire course and receive credit. This option is temporary and access will be suspended after the deferment period has expired.

All assignments must be completed in full and done in order..

### **Review Instructions:**

Caduceus Support Instructions and Details:

Note: For support needs having to do with **enrollment issues or the Blackboard system**, contact the **IT help desk at 210-784-4357**.

For support needs having to **do with the Caduceus Course Materials**, contact the **Caduceus Support Team**:

Email: support@cipcourses.com

Responses within 24 hours

Email is the preferred communication method for documentation purposes for both student and instructor

Phone (Toll-Free): 866-280-2900 Option# 1

Telephone support hours: Mon-Fri 8 am to 5 pm ET

Note: A detailed email containing screenshots is the best way to ensure prompt resolution of issues.

When leaving a detailed voicemail message please provide your name, the spelling of your name if it is non-standard, along with the email address you used for registration, your school, and which course you are taking.

The Caduceus Course Material is a lifetime student asset which includes in-depth breakdowns of the Body Systems, hundreds of 3D Anatomical Immersions, and AI Pronunciation Guides. It should be bookmarked and utilized for future study, knowledge reinforcement, and for use in future clinical based pursuits.

**MANDATORY TEXTBOOK (ebook): Required Textbooks:** EDKN 3316\* Medical Terminology by Dr. Seigfred W. Fagerberg. You can assess this E-book once you complete the registration process by following the instructions above.

**Optional textbook/materials: This workbook is optional (not mandatory) - Medical Terminology Undergraduate Level, 5th Edition (ISBN# 978-0-9819910-7-8).**

Please use the following link: <https://notes.target-copy.com/> if you want to purchase.

## COLLEGE OF EDUCATION AND PROGRAM POLICIES

### COURSE DESCRIPTION

This course is designed to develop skills necessary to read and comprehend original research, medical reports, and health/fitness evaluations with regards to prefixes, suffixes, and root words of medical terms. Emphasis is placed on building a working medical vocabulary based on body systems by studying the meaning, pronunciation and spelling of medical terms. The anatomy and physiology for each body system is included in this course.

### PROGRAM STUDENT LEARNING OBJECTIVES:

The objective of this course is preparation for fitness, rehabilitation, and medicine-related careers by increasing familiarity with medical terminology. Students will learn to apply proper terminology and spelling for body systems and major pathological conditions. Upon completion of this course, the student should be able to analyze and define medical words and terms used both in health and disease.

### TEXAS PHYSICAL EDUCATION STANDARDS

Physical education standards may be found at [Texas Essential Knowledge and Skills for Physical Education 19 TAC Chapter 116](#).

### PEDAGOGY AND PROFESSIONAL RESPONSIBILITIES

Pedagogy and professional responsibilities (PPR) standards may be found at <https://tea.texas.gov/texas-educators/preparation-and-continuing-education/approved-educator-standards> and at <https://tea.texas.gov/sites/default/files/PPr%20EC-12%20Standards.pdf>

### TEXAS COMMISSIONER TEACHER STANDARDS

Texas Commissioner Teacher Standard may be found at <http://ritter.tea.state.tx.us/rules/tac/chapter149/ch149aa.html>

## MAJOR REQUIREMENTS, DEMONSTRATION OF MASTERY AND EVALUATION

- The table below includes an alignment to standards relevant to the program.
- Teacher candidates in initial programs must be prepared to teach Texas Essential Knowledge and Skills (TEKS). Teacher candidates in initial programs must demonstrate competence in teaching the TEKS appropriate to their area of certification. Assignments that require teacher candidates to use the TEKS will include the links to the TEKS by visiting **Texas Essential Knowledge and Skills in Physical Education**:

<http://ritter.tea.state.tx.us/rules/tac/chapter116/index.html>

<https://tea.texas.gov/academics/curriculum-standards/teks-review/physical-education-teks-content-advisor-reviews>

- The table below includes an alignment to standards and competencies and evaluation format relevant to the course. Locate this information following the link to **Approved Educator Standards > Supplemental Certificate Standards** (Scroll to bottom of page) at <https://tea.texas.gov/texas-educators/preparation-and-continuing-education/approved-educator-standards>

Competency	Course Topic
Competency 004 (Principles of Personal Fitness and Conditioning): Demonstrate understanding of the structures and functions of body systems and the components, benefits, and principles of personal fitness, physical conditioning, and maintaining a healthy lifestyle.	Main chapter (s): All chapters
Competency 012 (Data-Driven Practice and Formal/Informal Assessment): Understand the types, selection, and uses of data-driven, developmentally appropriate assessments and assessment practices to effectively support program improvement and all students' learning.	Report and presentation

## TECHNOLOGY REQUIREMENTS

### COMPUTER HARDWARE:

To participate in this course, you should have easy access to a computer with high-speed internet

connection via cable modem, LAN or DSL.

### STUDENT TECHNICAL SKILLS:

You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

### SOFTWARE:

Mozilla's Firefox (latest version; Macintosh or Windows)  
Google Chrome (latest version; Macintosh or Windows)  
Adobe's Flash Player & Reader plug-in (latest version)  
Apple's QuickTime plug-in (latest version)  
Project Software – Optional

### BLACKBOARD SUPPORT CONTACT INFORMATION:

If you need Blackboard support at any time during the course or to report a problem with Blackboard you can: \*Visit the Blackboard Student Help Site

## COURSE POLICIES

### ATTENDANCE:

This course is offered through a Hybrid. We will meet weekly for a discussion to enable students to personally experience several different types of activities.

**The student is expected to participate in all class activities including exams and assignments.** It is the responsibility of the student to inform each instructor of absences. When, however, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor will recommend the student to drop the course. It is important to understand that class attendance can be used by the instructor as one criterion for grading; **Time spent on Blackboard (can be monitored by professor)**. A student who enrolls for a course and then does not attend is considered absent from class until the student officially drops the course.

- The exams and assignments will *not* be made up.
- You will have **one unexcused absence without penalty for the class**.
- You will have **2 points** deducted for each absence if you do not attend class. You will receive an **F** on **4<sup>th</sup> absences (excused or unexcused)**.

It is important to understand that class attendance (online activity) can be used by the instructor as one criterion for grading; **Time spent on Blackboard which can be monitored by the professor. So, you need to log in blackboard and go over the study materials every week based on the class schedule.**

### STUDENT REQUIREMENTS:

### 1. **Online participation:**

- a. Students are expected to demonstrate active participation via online class discussions, assignments, and activities.
- b. Class participation is an expectation and include being on time and ready for active engagement in on-line discussions.

### 2. **Planning and Preparation:** Success in this course demands that reading assignments are completed before class begins to:

- a. develop an in-depth understanding of the content, and
- b. promote familiarity of concepts that will facilitate effective participation in classroom activities.

### 3. **Projects and Activities:** Active participation is expected in-class activities to organize, plan, develop, and present projects of high quality in class in collaboration with classmates.

### 4. **Professionalism and Respect:** Substantially, successfully, and equally contribute to the planning, organization, and the completion of individual/group assignments and projects.

## **PROFESSIONAL DISPOSITIONS:**

Your professional dispositions will be assessed at all times through your interactions and communication, both orally and in writing, with classmates and instructor on campus and with students and teachers in school settings.

## **LATE WORK POLICY:**

Any assignments not turned in by the date due will be designated late and will receive a **2-point** deduction per day (only up to five days). **There will be no point after five days.** Late work will be accepted at the discretion of the professor and may receive partial credit.

## **ASSIGNMENT SUBMISSION:**

All assignments must be neatly typed. **The content of tests and assignments will be evaluated based on the level of higher-order thinking skills** demonstrated by the student according to the criteria for grading included in this syllabus, Blackboard and the expectations explained in class. **All assignments must be submitted through Blackboard** unless otherwise specified by the instructor. **Please submit assignments in the following format:**

**First and lastname\_assignmentname.doc**

## **COMMUNICATION SKILLS:**

All students must have adequate writing skills in English to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references and evidence to support their thesis and ideas in the paper and projects.

### **Efficient email Communication**

Be sure to let me know which class you are referring to, what assignment or test you are addressing, etc.; in other words be sure to be specific. You can put it in the subject line. If you are writing to me and are

replying to an older correspondence, *be sure to change the subject line to reflect the new correspondence!* I am teaching several classes, many at capacity, so the clearer you are the faster you will get an answer.

## NETIQUETTE:

### 15 Essential Netiquette Guidelines to Consider in Online Learning

- Before posting your question to a discussion board, check if anyone has asked it already and received a reply.
- Stay on topic. Don't post irrelevant links, comments, thoughts or pictures.
- Don't type in ALL CAPS! If you do it will look like you are screaming.
- Don't write anything that sounds angry or sarcastic even as a joke, because without hearing your tone of voice, your peers might not realize you're joking.
- Always remember to say "please" and "thank you" when soliciting help from your classmates.
- Respect the opinion of your classmates. If you feel the need to disagree, do so respectfully, and acknowledge the valid points in your classmate's argument. If you reply to a question from a classmate, make sure your answer is accurate!
- If you ask questions, many people respond. Summarize all answers and post that summary to benefit your whole class.
- Be brief. If you write a long dissertation in response to a simple question, it's unlikely that anyone will spend the time to read through it all.
- Don't badmouth others or call them stupid. You may disagree with their ideas but don't mock the person.
- If you refer to something your classmate said earlier in the discussion, quote just a few key lines from their post so that others won't have to go back and figure out which post you're referring to.
- Before asking a question, check the class FAQs or search the Internet to see if the answer is obvious or easy to find.
- Check the most recent comments before you reply to an older comment.
- Be forgiving. If your classmate makes a mistake, don't badger him or her for it. Just let it go.
- Run a spelling and grammar check before posting anything to the discussion board.

Source:

<https://www.educatorstechnology.com/2014/06/15-essential-netiquette-guidelines-to.html>

## SCHOLASTIC INTEGRITY:

As a member of an academic community, students at Texas A&M University-San Antonio are expected to exhibit a high level of honesty and integrity in their pursuit of higher education, be mature, be self-directed, and be able to manage their affairs. Students who are unwilling to abide by these basic expectations will find themselves facing academic and/or disciplinary sanctions. Students are expected to share in the responsibility and authority with faculty and staff to challenge and make known acts that violate the Texas A&M University-San Antonio Code of Conduct.

Texas A&M University-San Antonio faculty has the discretion to impose grade penalties as deemed necessary. Faculty members are required to report such serious breaches of academic honesty to their chair, their dean, and the Office of Student Rights and Responsibilities. In cases of academic misconduct, students may be subject not only to grade sanctions in courses but to disciplinary action.

Grade sanctions may be imposed only by faculty members, but suspension or expulsion may be imposed only by the Vice President for Student Affairs.

According to the Student Code of Conduct, the following are violations of Academic misconduct: Cheating, Plagiarism, Multiple Submissions, Collusion, Lying, and Bribery.

For more information, please refer to the [Texas A&M University- San Antonio Handbook](#) under Academic Policies: Violations of Academic Conduct.

## DEFINITIONS:

1. **Bribery:** Providing, offering or taking rewards in exchange for a grade, an assignment or the aid of academic dishonesty.
2. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise to give an unfair advantage to the student. Examples include, but are not limited to:
  - a. Copying from another student's paper or receiving unauthorized assistance during an assignment, quiz, test or examination;
  - b. Having another person other than oneself attempt to complete an assignment or exam.
  - c. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff;
  - d. Unauthorized collaboration on assignments and exams;
  - e. Using unauthorized assistance such as books, notes or other devices (e.g. calculators, cell phones, or computers, etc.);
  - f. Using, Selling, giving or exchanging completed exams to a student who has not yet taken the test;
3. **Collusion:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonest. This includes, but is not limited to, the unauthorized collaboration with another individual in progressing forward on academic assignments.
4. **Lying:** The deliberate falsification with the intent to deceive in a written or verbal form as it applies to an academic submission.

## COURSE STRUCTURE & ASSIGNMENT DESCRIPTIONS

### COURSE STRUCTURE:

The instructional methods for this course will include online lectures and live sessions.

### Exams & ASSIGNMENTS:

Exams (Total 60 pts)	Description
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Quiz (10 points) on <b>February 4 (Tuesday)</b> 20 mins from <b>11:50 to 12:10</b> only	The quiz covers all chapters from week 1 ( <b>Chapter 1, 2, and 3,</b> )
Mid-term exam (20 points) <b>March 4 (Tuesday)</b> 40 mins from 11:00 to 11:40 only	<b>40 questions for 20 pts</b> Midterm covers questions from the quiz and new chapters (Chapter 4 & 5 and virtual lab)
Final exam (30 points) <b>May 13 (Tuesday)</b> 60 mins from 11:00 to 12:00 only	<b>60 questions for 30 pts</b> The final covers questions of Quiz, Midterm, and the new chapters (Chapters 6, 7, 8, and 9). It also covers labs and other class contents including class writing journals.
<u>Exam format</u>	The tests (exams and quiz) may consist of multiple types and other forms of questions including fill in the blank, true and false, short essays etc.
<b>Assignments (Total 40 pts)</b>	<b>Description</b>
Writing (Summary of Journal) (10 pts) due by <b>March 25</b> (It will be available via Blackboard from March 17)	You will write one single-page summary of peer-review article given through the blackboard assignment (The article will be posted on March 17).
Group report (10 pts) due by <b>April 15 (Tuesday)</b>	Double-space, follow APA manual, Maximum 10 pages (no minimum pages) including title, a body of text, and references (at least 3 from the article or journal not from the internet resources). Students can pick any topic closely related to this class (No approval from the instructor is required).
Group presentation (10 pts) on <b>April 22 &amp; 29 (Tuesday)</b>	Students will present their project (20 mins) using Power point.
Participation (10 pts)	You will be awarded up to 10 points based on your performance (class attendance, online activity, inquiry, participation, engagement, etc).

	<p><b>So, you need to log onto the blackboard and go over the study materials every week based on the class schedule below.</b></p> <p>Ex) 2 points will be deducted if you do not log in to Blackboard <b>weekly</b>.</p>
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The detail instruction of the virtual lab practice will be posted in the blackboard content folder.

## GRADING POLICIES

Evaluations will be made with numbers. Final course grades of “A” through “F” will be awarded based on the following grading Policy (see below):

Letter Grade	Range	Grade Points
<b>A</b>	90-100	4.0
<b>B</b>	80-89	3.0
<b>C</b>	<b>70-79</b>	2.0
<b>D</b>	60-69	1.0
<b>F</b>	60 & Below	0.0

A grade of “C” or better must be earned in this course to satisfy Kinesiology requirements. Majors who do not earn a grade of “C” or better will be required to repeat the course. **I round up your grade. If you earn an 89.5, then you earn an A.**

No changes to your final grade will occur once a class has ended unless I have made a mistake. You are allowed to follow your grade throughout the semester thus you should not be surprised with the grade you earn. There are no exceptions (eligibility, financial aid, etc.)

## CALENDAR OF ACTIVITIES

The Texas A&M-San Antonio Spring 2025 academic calendar can be found at

<https://www.tamusa.edu/academics/documents/AY2025-Academic-Calendar.pdf>

January 16 Thursday Drop for non-payment

January 17 Friday Last day for students withdrawing to receive 100% refund (0% responsibility) for tuition

January 20 Monday Martin Luther King, Jr. Day - No classes

January 21 Tuesday First class day

January 28 Tuesday Last day to register

February 5 Wednesday Census Date

February 6 Thursday Drop for non-payment

February 24-March 7 Monday-Friday Midterm grading period

March 10-March 15 Monday-Saturday Spring Break

April 18 Friday Study day - No classes

April 21 Monday Last day to drop with an automatic grade of "W"

April 28 Monday Last day to withdraw from the university

May 5 Monday Last day of scheduled classes for weekday classes

May 6 Tuesday Study day - No classes

May 7-May 13 Wednesday-Tuesday Final examinations

May 13 Tuesday End of term

May 16 Friday All grades due by noon

May 19 Monday Grades available in JagWire

May 20 Tuesday Commencement

**TEXAS A&M SAN ANTONIO IMPORTANT POLICIES AND RESOURCES**

**ACADEMIC ACCOMODATIONS FOR PERSONS WITH DISABILITIES:**

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

### **ACADEMIC LEARNING CENTER:**

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

### **COUNSELING RESOURCES:**

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student’s academic or university record. SCC provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

In a crisis situation, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM to be seen by a licensed clinician. After hours, please contact UPD at 911 or text “HOME” to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

### **EMERGENCY PREPAREDNESS:**

JagE Alert is Texas A&M University-San Antonio’s mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

### **FINANCIAL AID AND VERIFICATION OF ATTENDANCE:**

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of

becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

### **JAGUAR WRITING CENTER:**

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. The Writing Center is currently holding all appointments digitally. Students can schedule appointments with the Writing Center in JagWire under the student services tab. Students wanting to work in realtime with a tutor can schedule an “Online Appointment.” Students wishing to receive asynchronous, written feedback from a tutor can schedule an “eTutoring” appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at [www.tamusa.edu/Writing-Center](http://www.tamusa.edu/Writing-Center). The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

### **MEETING BASIC NEEDS:**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students ([DOS@tamusa.edu](mailto:DOS@tamusa.edu)) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

### **MILITARY AFFAIRS:**

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots’ Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military@tamusa.edu](mailto:military@tamusa.edu) or (210)784-1397.

### **RELIGIOUS OBSERVANCES:**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

### **RESPECT FOR DIVERSITY:**

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and

incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

### **THE SIX-DROP RULE:**

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

### **STATEMENT OF HARRASSMENT AND DISCRIMINATION:**

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES:**

The purpose of the following statement is to enumerate the essential provisions for the student freedom and responsibility to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System. This includes the [A&M-San Antonio Student Code of Conduct](#).

### *Students' Rights*

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, genetic information or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

### *Students' Responsibilities*

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and students must comply with them and the laws of the land.
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## **PREGNANCY, PREGNANCY-RELATED, & PARENTING ACCOMMODATIONS:**

For pregnant and parenting students: Under Title IX, a student's absences due to pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these are excused for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, the student will return to the same academic and extracurricular status as before the medical leave began. New mothers are afforded reasonable break periods during programs or activities, including classes, to express milk or nurse as necessary. For private areas of expression, visit the Title IX website at: <http://bit.ly.tamusatitleix>



Pregnant or parenting students seeking academic interim measures must complete the online Pregnancy & Parenting Information Form. Once the form is completed, a staff member from the Dean of Students office will contact students regarding their request.

## TEXAS A&M SAN ANTONIO IMPORTANT POLICIES AND RESOURCES

### ACADEMIC ACCOMODATIONS FOR PERSONS WITH DISABILITIES:

The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is [dss@tamusa.edu](mailto:dss@tamusa.edu).

### ACADEMIC LEARNING CENTER:

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center is an appointment based center where appointments are made through the Navigate platform. Students access Navigate through Jagwire in the Student Services tab. The Center is active on campus outreaching to students to highlight services offered. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu) or calling (210)-784-1332. Appointments can also be made through JagWire under the services tab.

### COUNSELING RESOURCES:

As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you or someone you know is experiencing life stressors, emotional difficulties, or mental health concerns at Texas A&M University – San Antonio, please contact the Student Counseling Center (SCC) located in Modular C, Room 166 (Rear entrance) or call 210-784-1331 between the hours of 8:00AM and 5:00PM. All mental health services provided by the SCC are free, confidential (as the law allows), and are not part of a student's academic or university record. SCC provides brief individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. For more information, please visit [www.tamusa.edu/studentcounseling](http://www.tamusa.edu/studentcounseling)

In a crisis situation, please walk-in to the Student Counseling Center (SCC) any time between the hours of 8:00AM and 5:00PM to be seen by a licensed clinician. After hours, please contact UPD at 911 or text "HOME" to 741-741 24/7/365 to connect with a trained crisis counselor. The National Suicide Prevention hotline also offers a 24/7/365 hotline at 1-800-273-8255.

### EMERGENCY PREPAREDNESS:



JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email and/or phone call with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here: <https://www.tamusa.edu/upd/index.html>.

#### **FINANCIAL AID AND VERIFICATION OF ATTENDANCE:**

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

#### **JAGUAR WRITING CENTER:**

The Jaguar Writing Center provides writing support to graduate and undergraduate students in all three colleges. Writing tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. The Writing Center is currently holding all appointments digitally. Students can schedule appointments with the Writing Center in JagWire under the student services tab. Students wanting to work in realtime with a tutor can schedule an "Online Appointment." Students wishing to receive asynchronous, written feedback from a tutor can schedule an "eTutoring" appointment. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at [www.tamusa.edu/Writing-Center](http://www.tamusa.edu/Writing-Center). The Writing Center can also be reached by emailing [writingcenter@tamusa.edu](mailto:writingcenter@tamusa.edu).

#### **MEETING BASIC NEEDS:**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students ([DOS@tamusa.edu](mailto:DOS@tamusa.edu)) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

#### **MILITARY AFFAIRS:**

Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at [military@tamusa.edu](mailto:military@tamusa.edu) or (210)784-1397.

## **RELIGIOUS OBSERVANCES:**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

## **RESPECT FOR DIVERSITY:**

We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community. While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

## **THE SIX-DROP RULE:**

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

## **STATEMENT OF HARRASSMENT AND DISCRIMINATION:**

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the university. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and other healthcare providers) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

## STUDENTS' RIGHTS AND RESPONSIBILITIES:

The purpose of the following statement is to enumerate the essential provisions for the student freedom and responsibility to learn at Texas A&M University-San Antonio. All students are required to follow all policies and regulations as set forth by The Texas A&M University System. This includes the [A&M-San Antonio Student Code of Conduct](#).

### *Students' Rights*

5. A student shall have the right to participate in a free exchange of ideas, and there shall be no university rule or procedure that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
6. Each student shall have the right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, genetic information or veteran status in accordance with applicable federal and state laws.
7. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
8. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

### *Students' Responsibilities*

6. A student has the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
7. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, University Catalog and students must comply with them and the laws of the land.
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Pregnant or parenting students seeking academic interim measures must complete the online Pregnancy & Parenting Information Form. Once the form is completed, a staff member from the Dean of Students office will contact students regarding their request.

### **MANDATORY COURSE EVALUATION PERIOD**

### **ATTENDANCE:**

Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. Texas A&M- San Antonio's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for the observance of religious holy days; or military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

### **SCHOLASTIC DISHONESTY:**

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic misconduct for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements, and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of an alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Misconduct Policy, which may be found in the Texas A&M University-San Antonio Student Handbook.

University policy prescribes serious consequences for acts of academic misconduct including, but not limited to, a grade of 'F' on a particular paper or assignment or a failing grade in the course. Also, a referral may be issued to the Office of Student Rights and Responsibilities where the sanctions can vary up to possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation.

All student term papers and other written assignments are subject to analysis by anti-

plagiarism software.

#### Broader Use of Generative AI Permitted Within Guidelines

Use of artificial intelligence (AI) tools, including ChatGPT, is permitted in this course for students who wish to use them. To adhere to our scholarly values, **students must cite any AI-generated material that informed their work (this includes in-text citations and/or use of quotations, and in your reference list)**. Using an AI tool to generate content without proper attribution qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

### SEXUAL MISCONDUCT:

A form of sex discrimination. Includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that expressly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work, educational, or campus living environment. Unwelcome means that an individual did not request or invite it and considers the conduct to be undesirable or offensive. Submission to the conduct or failure to complain does not always mean that the conduct was welcome. Sexual harassment may be quid pro quo ("this for that") or may constitute a hostile environment. Sexual harassment includes non-consensual sexual contact, sexual assault, sexual exploitation, stalking, dating violence, and domestic violence when based on sex.

### COURSE DROPS:

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

### STUDENT SERVICES:

**Student Success Center**  
[Student.Success@tamusa.edu](mailto:Student.Success@tamusa.edu)  
(210) 784-1307

**Academic Advising**  
<https://www.tamusa.edu/undergraduate-academic-advising/>  
(210) 784.1307

**University Library**  
<https://www.tamusa.edu/library/index.html>  
(210)784-1500

**Counseling & Wellness**  
<https://www.tamusa.edu/studentengagementsuccess/studentcounseling/index.html>  
(210) 784-1331

**Registrar**  
<https://www.tamusa.edu/registrar/index.html>  
(210) 784-1300

**Tutoring Services**  
<https://www.tamusa.edu/academic-affairs/student-academic-success-center/tutoringservices/index.html>  
(210) 784-1332

## Library Support for COEHD Programs & Courses

The [A&M-SA Library](#) provides access to thousands of research and learning materials for COEHD students, faculty, and staff. These resources are mainly provided in electronic format and are accessible 24/7/365 with Jaguar log-in credentials. They include, but are not limited to, scholarly academic journals, professional publications, newspapers, ebooks, streaming video, and curated web resources. Additionally, there is a smaller physical collection, study space, and computer access available in CAB 202. Two unique physical collections housed in CAB 202 are the curriculum materials (sample textbooks, teachers' guides, activity guides, manipulatives, models, classroom reading collections, educational games, etc.) and the children's literature collection. These materials are available for checkout and can be used by students in lesson planning and their clinical school placements.

[Education Librarian Kimberly Grotewold](#) is available to assist with finding, accessing, evaluating, and effectively using relevant library resources and other information. She has developed subject, topic, and course-specific research guides that are linked into Blackboard (under Campus Resources in the left menu) and is accessible through the [Library's website](#) under the Research Guides link. If you have questions, concerns, or need help, please contact her through email at [kimberly.grotewold@tamusa.edu](mailto:kimberly.grotewold@tamusa.edu); via phone: (210) 784-1519; or request an appointment using her [online scheduling calendar](#).

<b>Tentative Course Schedule &amp; Calendar of Assignments EDKN 3316</b>			
<b>Week</b>	<b>Themes &amp; Activities</b>	<b>Readings &amp; Assignments</b>	<b>PE &amp; PPR Standards Alignment</b>
Week 1 (Jan 21-24)	Introduction of Medical Terminology	All chapters	<b>Standard II.</b>
Week 2 (Jan 27-31)	Chapter 1: Overview of Medical Terminology	Chapter 1: Overview of Medical Terminology	<b>Standard II.</b>

<p>Week 3 (Feb 3-7)</p>	<p>Chapter 2: The Basics of Medical Terminology</p>	<p>Chapter 2: The Basics of Medical Terminology</p>	<p><b>Standard II.</b></p>
<p>Week 4 (Feb 10-14)</p>	<p>Chapter 3: Body, Diagnosis, Equipment, Instruments</p> <p><b>Quiz (10 points for 20 mins) on Feb 11 (from 11:50 to 12:10 only)</b></p>	<p>Chapter 3: Body, Diagnosis, Equipment, Instruments</p>	<p><b>Standard II.</b></p>
<p>Week 5 (Feb 17-21)</p>	<p>Chapter 4: Integrated Medicine</p>	<p>Chapter 4: Integrated Medicine</p>	<p><b>Standard II.</b></p> <p><b>PPR: Standard IV</b></p>
<p>Week 6 (Feb 24-28)</p>	<p>Chapter 5: Musculoskeletal System</p>	<p>Chapter 5: Self Testing Flash Card</p> <p>Chapter 6 Musculoskeletal System</p>	<p><b>Standard II.</b></p> <p><b>PPR: Standard IV</b></p>
<p>Week 7 (Mar 3-7)</p>	<p><b>Mid-term exam (20 points for 40 mins) on March 4 (from 11 to 11:40)</b></p> <p><b>Midterm Class Evaluation</b></p>	<p>Midterm exam and Class evaluation and feedback</p>	<p><b>Standard II.</b></p> <p><b>PPR: Standard IV</b></p>

Week 8 (Mar 10-14)	<b>Spring Break</b>		<b>Standard II.</b>
Week 9 (Mar 17-21)	Chapter 6: Nervous System	Chapter 7: Nervous System	<b>Standard II.</b>
Week 10 (Mar 24-28)	Chapter 7: Circulatory System	Chapter 8: Circulatory System	<b>Standard II.</b>
Week 11 (Mar 31-April 4)	Virtual lab practice  <b>Writing (Summary of Journal) (10 pts) due by April 1 (It will be available via Blackboard from March 17)</b>	Lab and writing assignment	<b>Standard II.</b>
Week 12 (Apr 7-11)	Chapter 8: Respiratory system	Chapter 9: Respiratory system	<b>Standard II.</b>
Week 13 (Apr 14-18)	Chapter 9: Endocrine system  Chapter 10: Appendix and Bibliography  <b>Group report (10 pts) due by April 15 (Tuesday)</b>	Chapter 10: Endocrine system	<b>Standard II.</b>



Week 14 (Apr 21-25)	Student Presentation (Group)		
Week 15 (Apr 28-29)	Student Presentation (Group)		
Final May 13 (Tue)	<b>Final exam (30 pts for 60 mins mins) (Tuesday)</b> from 11:00 to 12:00 only		<b>Standard II.</b> <b>PPR: Standard IV</b>

**Standard II.** The physical education teacher understands principles and benefits of a healthy, physically active lifestyle and motivates students to participate in activities that promote this lifestyle.

**PEDAGOGY AND PROFESSIONAL RESPONSIBILITIES (PPR) STANDARDS (EC-GRADE 12)**

Standard I.\* The teacher designs instruction appropriate for all students that reflects an understanding of relevant content and is based on continuous and appropriate assessment.

Standard II.\* The teacher creates a classroom environment of respect and rapport that fosters a positive climate for learning, equity, and excellence.

Standard III.\* The teacher promotes student learning by providing responsive instruction that makes use of effective communication techniques, instructional strategies that actively engage students in the learning process, and timely, high-quality feedback.

Standard IV. The teacher fulfills professional roles and responsibilities and adheres to legal and ethical requirements of the profession.