

AGENDA
Meeting of the Academic Affairs Committee
Wednesday, November 19, 2014
University Center, Room 213

Committee Membership

| | |
|--|---|
| Jose D'Arruda (Senator & Chair) | Marisa Scott (Senator) |
| Rick Crandall (Senator) | Lisa Mitchell (chair of General Education) |
| Tony Curtis (Senator) | Jaime Martinez (chair of Curriculum) |
| Jonathan Maisonpierre (Senator) (secretary in rotation) | Anita R. Guynn (chair of Enrollment) |
| Cyndi Miecznikowski (Senator) | Robert Arndt (chair of Academic Support) |
| David Nikkel (Senator) | Ken Kitts (Provost and VC for Academic Affairs) |
| Maria Pereira (Senator) | |

- I. Call to Order
- II. Approval of the Minutes of the October 15, 2014 Meeting ([Appendix A](#))
- III. Approval of the Agenda
- IV. Report from the Chair
- V. Reports from Subcommittees

A. Curriculum: Jaime Martinez, Chair

***a*) Actions Requiring only AA Chair Signature ([Appendix B](#))**

4. Proposal from the Department of Social Work

4.1 Course Proposal: revise description of SWK 5600 Advanced Clinical Assessment and Intervention Methods

Proposal 4.1 passed: 10 for, 0 against, 0 abstain; 4.1 will be forwarded to the Chair of Academic Affairs committee for his signature.

5. Proposals from the Department of English, Theatre, and Foreign Languages

5.1 Course Proposal: revise title, description, and prerequisites of SPN 2990 Spanish Phonetics and Pronunciation

5.2 Course Proposal: revise title, description, and prerequisites of SPN 3150 Analytical Skills and Critical Aspects of Spanish

5.4 Program Proposal: add SPN 3400 to list of Spanish Elective options for the Bachelor of Arts in Spanish

Proposals 5.1,5.2 & 5.4 passed: 10 for, 0 against, 0 abstain; 5.1,5.2 & 5.4 will be forwarded to the Chair of Academic Affairs committee for his signature.

6. Proposal from the Department of American Indian Studies

6.1 Course Proposal: cross list ENG 5050 as AIS 5500/ENG 5050

Proposal 6.1 passed: 10 for, 0 against, 0 abstain; 6.1 will be forwarded to the Chair of Academic Affairs committee for his signature.

b) Actions Requiring AA Approval Only ([Appendix C](#))

5. Proposals from the Department of English, Theatre, and Foreign Languages

5.3 Course Proposal: create SPN 3400 Spanish Phonetics and Phonology

Proposal 5.3 passed: 10 for, 0 against, 0 abstain; 5.3 will go to the Academic Affairs committee for their consideration.

7. Proposal from the Department of Nursing

7.1 Course Proposal: create NUR 2010 Medical Terminology for Professional Nursing

Proposal 7.1 passed: 10 for, 0 against, 0 abstain; 7.1 will go to the Academic Affairs committee for their consideration.

c) Actions Requiring AA Approval and to be sent to Senate ([Appendix D](#))

Resolution to Faculty Senate: The Subcommittee on Curriculum requests that the Faculty Senate pursues the adoption of an electronic management system for the curriculum development and revision process and the academic catalog.

Resolution approved 10 for, 0 against, 0 abstain

B. **Enrollment Management:** Anita R. Guynn, Chair

C. **General Education:** Lisa Mitchell, Chair

1) [CHM 1300](#)<<click to see

2) [PHY 1500](#)<<click to see

3) Speech Test Requirement

4) [SPE 1020](#)

D. **Academic Support Services:** Robert Arndt, Chair

VI. Old Business

Enrollment Management Subcommittee Meeting Minutes; Monday, February 24, 2014

Mid-Term Grades

The current mid-term grade date was discussed and current practices examined. The following addition to the faculty handbook was proposed by James Robinson and seconded by Sharon Kissick passed unanimously by the committee

Faculty members submit advisory midterm grades for each undergraduate course ~~on a schedule established by the Registrar~~ by their close of business on the Monday prior to Fall Break in the Fall semester and the Monday prior to Spring Break in the Spring semester. Midterm grades are not assigned for graduate courses. Grades are reported to students and are interim reports intended to inform students about their progress in undergraduate courses to date.
(UNCP Faculty Handbook 2013-14, p.156)

- VII. New Business
- VIII. Announcements
- IX. Adjournment

Appendix A

Minutes (pending approval) Meeting of the Academic Affairs Committee Wednesday, October 15, 2014 University Center, Room 213

Committee Membership

| | |
|--|---|
| Jose D'Arruda (Senator & Chair) | Marisa Scott (Senator) |
| Rick Crandall (Senator) | Lisa Mitchell (chair of General Education) |
| Tony Curtis (Senator) (secretary in rotation) | Jaime Martinez (chair of Curriculum) |
| Jonathan Maisonpierre (Senator) | Anita R. Guynn (chair of Enrollment) |
| Cyndi Miecznikowski (Senator) | Robert Arndt (chair of Academic Support) |
| David Nikkel (Senator) | Ken Kitts (Provost and VC for Academic Affairs) |
| Maria Pereira (Senator) | |

PRESENT: D'Arruda, Curtis, Mainsonperre, Miecznikowski, Nikkel, Pereira, Scott, Mitchell, Martinez, Guynn, Arndt

ABSENT: Crandall, Kitts (substituted by AVC Elizabeth Normandy)

GUESTS:

- X. Called to order at 3:30 p.m.
- XI. Unanimous approval of the minutes of the September 17, 2014 Meeting
- XII. Unanimous approval of the agenda
- XIII. Report from the Chair - none
- XIV. Reports from Subcommittees
 - E. Curriculum: Jaime Martinez, Chair

Actions Requiring only AA Chair Signature

4. Proposal from the Department of Health, Physical Education, and Recreation

4.1 Program Proposal: Change the name of the 18-hour professional concentration from "Exercise & Sport Science" to "Human Performance"

Proposals 4.1 passed: 9 for, 0 against, 0 abstain; 4.1 will be forwarded to the Chair of Academic Affairs committee for his signature.

Actions Requiring AA Approval Only - none

Actions Requiring AA Approval and to be sent to Senate

6. Proposal from the QEP Committee

6.1 Program Proposal: approved unanimously

Add 14 courses to the "The Writing Intensive Program."

Proposals 6.1 passed: 9 for, 0 against, 0 abstain; 6.1 will go to the Academic Affairs committee and then, pending approval, to the Faculty Senate for their consideration

- F. **Enrollment Management:** Anita R. Guynn, Chair
Announced the Advising and Retention Council minutes to be added to Enrollment Management minutes
- G. **General Education:** Lisa Mitchell, Chair - no report
- H. **Academic Support Services:** Robert Arndt, Chair
discussion: Teach Act
report: Hawk Alerts are up, tutoring sessions are up
- XV. Old Business - none
- XVI. New Business -
Discussion of the responsibility for the final decision as to whether a disruptive student shall be administratively withdrawn from a class”.
- XVII. Announcements - none
- XVIII. Adjournment 4:00 p.m.

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Appendix B

4. Proposal from the Department of Social Work Course Proposal: Revise description of SWK 5600 Advanced Clinical Assessment and Intervention Methods, specifying that the course will use DSM 5 as the basis of instruction in clinical assessment and diagnosis.

Rationale: This is the most recent version of the DSM and it will be used in the course.

Dept vote: 14 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

SWK 5600 Advanced Clinical Assessment and Intervention Methods

Hours: 3

Prerequisites: SWK 5060 or Advanced Standing

Required: no

Course description: An advanced course in the assessment skills required for professional social work practice in mental health and other clinical settings. The course will focus on clinical assessment as described in the Diagnostic and Statistical Manual of Mental Disorders, DSM-5. Students will be

expected to become conversant with the clinical descriptions used in mental health diagnosis and to master the basic assessment skills required of social workers in clinical settings. Students will apply assessment knowledge and skills in planning practical and effective treatment strategies. Clinical assessment skills are not only necessary for the social worker in many areas of direct practice but are of use to all social workers as they deal with other helping professionals (i.e., psychiatrists, psychologists, school counselors, etc.). This may be particularly true in rural settings where the social work generalist may be called upon to function in multiple roles and fields of practice.

Course title: ADV Clinical Assess/Intervn

Code: LEC

5. Proposals from the Department of English, Theatre, and Foreign Languages

5.1 Course Proposal: Change title, description, and prerequisites of SPN 2990 Spanish Phonetics and Pronunciation. New title would be “Spanish Pronunciation Proficiency and Writing Mechanics,” a prerequisite course will be added, and the description updated to provide a clear description of course content.

Rationale: Currently “Spanish Phonetics and Pronunciation” is a one-credit course. This workload is not enough to deepen the understanding of Spanish Phonetics, and to improve oral communication skills with appropriate pronunciation practice. Therefore, we think that it is necessary to create a three-credit course for “Spanish Phonetics” and to change the content of this one-credit course. To better meet the needs of our student population, this one-credit course will focus on refining oral expression and writing mechanics.

Dept vote: for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

SPN 2990 Spanish ~~Phonetics and~~ Pronunciation ~~Proficiency and Writing Mechanics~~

Hours: 3.0

Prerequisites: ~~SPN 2320 or permission of instructor~~

Required: yes

Course description: ~~Students planning to major in Spanish or receive teacher licensure in Spanish will be advised whether they need to take this course, after completing one semester of Spanish. May be taken up to three times for credit.~~ This course focuses on the development of effective oral and written communicative skills. It is designed to help students to improve their writing mechanics, and to acquire a practical knowledge of Spanish pronunciation. ~~Pass/Fail grading.~~ Credit, 1 semester hour.

Course title: **Spn Pron Prof & Writing Mech**
Code: LEC

5.2 Course Proposal: Change title of SPN 3150 from “Analytical Skills and Critical Aspects of Spanish” to “Presentation Communication: Advanced Writing and Oral Presentation in Spanish,” revise description and course content to eliminate redundancies with other courses, and revise prerequisites to improve program flexibility.

Rationale: As 3150 currently stands there is some redundancy with other grammar, composition and conversation courses. This new course focus would eliminate that redundancy while simultaneously preparing students better for the presentation and writing demands of upper-division Spanish literature and culture courses. This course in its altered form would function as a learning laboratory for the writing and presentation skills that 3000- and 4000-level courses require.

Dept vote: 29 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

SPN 3150 ~~Analytical Skills and Critical Aspects of Spanish~~ **Presentation Communication: Advanced Writing and Oral Presentation in Spanish**

Hours: 3.0

Prerequisites: ~~SPN 3110 and SPN 3120~~ C or better in SPN 3110 or SPN 3120

Required: yes

Course description: ~~Students review and extend their knowledge of all basic patterns (e.g., grammar, vocabulary, sociocultural norms) of the language. They develop their oral and written skills in describing, narrating and presenting arguments. They are exposed to texts and audio-visual material that provide them with a deeper understanding of the Spanish-speaking world.~~ **Students will analyze contemporary cultural artifacts of the Spanish-speaking world in order to further advance both written and presentational modes of Spanish.** Credit, 3 semester hour. PREREQ: ~~SPN 3110 and SPN 3120~~ "C" or better in either SPN 3110 or SPN 3120.

Course title: **Adv Writ & Oral Pres in Spn**

Code: LEC

5.3 Course Proposal: create SPN 3400 Spanish Phonetics and Phonology

Rationale: One credit hour to study all the pertinent elements of Spanish Phonetics and Pronunciation was not enough. Therefore, we are creating a three-hour credit course as a Spanish Elective to better meet the needs of upper-division Spanish students.

Dept vote: 29 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

SPN 3400 Spanish Phonetics and Phonology

Hours: 3.0

Prerequisites: C or better in SPN 3110 or 3120

Required: no

Course description: This three-credit hour course will study the important elements of Spanish articulatory phonetics. Students will be introduced to basic linguistic concepts and terminology, phonetic transcription, theoretical analyses of phonetic and phonological singularities. The course will have a theoretical component and a practical approach to the study of the Spanish sound system. From a more practical aspect, the course will help students improve their Spanish pronunciation skills. Credit, 3 semester hour. PREREQ: "C" or better in either SPN 3110 or SPN 3120.

Course title: Spanish Phonetics/Phonology

Code: LEC

Syllabus: [See Appendix SA1](#)

5.4 Program Proposal: add the new course SPN 3400 to the list of Spanish Elective Options for the Bachelor of Arts in Spanish degree program.

Rationale: We believe this new course is a valuable one for students majoring in Spanish, especially those seeking teacher licensure.

Dept vote: 29 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No
 Articulation: No
 Additional Resources: no
 Additional Resources required:

Attached: Catalog Copy

SPANISH

| Requirements for a Bachelor of Arts Degree in Spanish | Sem. Hrs. |
|---|-------------------|
| Freshman Seminar | 1 |
| General Education Program | 44 |
| Required Prerequisite Courses: SPN 2310 and 2320 or SPN 2330 | 6 |
| Pronunciation Proficiency—May be met with a P grade in SPN 2990 or through Pronunciation Proficiency Validation by Department Chair. Required Courses: SPN 3110, 3120, 3150, 3200, 3700 | 15 |
| Spanish Electives—Seven courses (Six for teacher licensure candidates) from those listed below (at least one literature course at the 4000 level is required): SPN 3210, 3220, 3310, 3320, 3360, 3400, 3510, 3610, 3620, 3710, 4130, 4140, 4150, 4230, 4240, 4250, 4550, 4700, SPNS 4xxx | 21 |
| General Electives | 34 |
| | Total: 121 |

TEACHER LICENSURE IN SPANISH (K-12)

Coordinator: Ana Cecilia Lara

Students seeking North Carolina Teacher Licensure in Spanish, grades K-12, complete all of the B.A. in Spanish degree requirements; they also complete the licensure requirements described below as part of the 34 hours of General Electives. Upon successful completion of this program of study and related requirements, graduates are eligible for a Standard Professional I license to teach in the State of North Carolina. For a more detailed description, including the program standards and goals and objectives, turn to Undergraduate Licensure Programs in the School of Education section of this catalog.

| Licensure Requirements in Spanish (K-12) | Sem. Hrs. |
|--|------------------|
| Professional Studies Core EDN 2100, 3130, 3150, SED 3310 | 12 |
| Content Pedagogy SPN 3010, 4400, 4480, 4490; CSC 4050 | 19 |
| | Total: 31 |

6. Proposal from the Department of American Indian Studies

7.1 Course Proposal: Cross list the existing course ENG 5050 (Native American Literature) as AIS 5500/ENG 5050.

Rationale: This will allow graduate students to take the course as an AIS course.

Dept vote: 7 for; 0 against; 0 abstain

Affect others: No

Departments affected and how: English, Theatre, and Foreign Languages

Affected Chair: yes

Cross listing: yes

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

[AIS 5500/ENG 5050](#) Native American Literature

Hours: 3.0

Prerequisites: graduate student standing

Required:

Course description: Study of the historical and continuing contributions of Native American authors to literary studies, especially within the United States. Particular attention will be paid to the intersections of Euroamerican and Native American traditions. Topics covered may include contemporary issues, oral and written traditions, identity, place, colonization, displacement, and differing worldviews. Credit, 3 semester hours.

Course title: Native American Literature

Code: LEC

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Appendix C

5. Proposals from the Department of English, Theatre, and Foreign Languages

5.3 Course Proposal: create SPN 3400 Spanish Phonetics and Phonology

Rationale: One credit hour to study all the pertinent elements of Spanish Phonetics and Pronunciation was not enough. Therefore, we are creating a three-hour credit course as a Spanish Elective to better meet the needs of upper-division Spanish students.

Dept vote: 29 for; 0 against; 0 abstain

Affect others: No

Departments affected and how:

Affected Chair: Off

Cross listing: No

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

SPN 3400 Spanish Phonetics and Phonology

Hours: 3.0

Prerequisites: C or better in SPN 3110 or 3120

Required: no

Course description: This three-credit hour course will study the important elements of Spanish articulatory phonetics. Students will be introduced to basic linguistic concepts and terminology, phonetic transcription, theoretical analyses of phonetic and phonological singularities. The course will have a theoretical component and a practical approach to the study of the Spanish sound system. From a more practical aspect, the course will help students improve their Spanish pronunciation skills. Credit, 3 semester hour. PREREQ: "C" or better in either SPN 3110 or SPN 3120.

Course title: Spanish Phonetics/Phonology

Code: LEC

Syllabus: See [Click Here](#)

7. Proposal from the Department of Nursing

7.1 Course Proposal: Create NUR 2010 Medical Terminology for Professional Nursing, a nursing-specific Medical Terminology course for pre-nursing majors, enrolled undergraduate nursing students, or other students with approval of instructor.

Rationale: It has become evident that students enrolled in the upper-division nursing major face many struggles. Results of a recent interdepartmental study reveal that a majority of our students are reading at either a basic, developmental or at best, a proficient level. Given the struggles our students have with reading and understanding the English language, the addition of complex medical terminology, adds an additional burden. Research shows that students with a strong medical terminology background perform better in health-related courses. Therefore, our proposal is aimed at improving students' overall experience in the program, improving retention and ultimately NCLEX-RN® success.

Dept vote: 15 for; 0 against; 1 abstain

Affect others: maybe

Departments affected and how: While we are aware that the Department of Social Work offers a 2-hour medical terminology course, we feel strongly that our course will in no way create a negative impact. This is particularly true since we propose a nursing-specific course open to pre-nursing majors, enrolled undergraduate nursing students, and other students approved by course instructor.

Affected Chair: Off

Cross listing: No

Articulation Agreement: No

Degree Pathway: No

CAA Baccalaureate Degree Plan: No

Additional Resources: no

Additional Resources required:

COURSE DESCRIPTIONS:

NUR 2010 Medical Terminology for Professional Nursing

Hours: 3.0

Prerequisites: identification as a pre-nursing major, enrolled undergraduate nursing student, or permission of instructor

Required: no

Course description: The course focuses on building basic medical vocabulary, including spelling and pronunciation, and the appropriate use of terms related to anatomy, physiology, pathological conditions and their treatment. Students are introduced to medico-legal rationales for the use of a standardized communication method within the healthcare environment and the nurse's role in using proper terminology to ensure safe, quality, and effective nursing care. Pre-requisite(s): Pre-nursing majors, enrolled undergraduate nursing students, or approval of course instructor.

Course title: Medical Term Prof Nursing

Code: LEC

Syllabus: See [Click Here](#)

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Appendix D
Actions Requiring AA Approval and to be sent to Senate

Resolution to Faculty Senate: The Subcommittee on Curriculum requests that the Faculty Senate pursues the adoption of an electronic management system for the curriculum development and revision process and the academic catalog.

Resolution approved 10 for, 0 against, 0 abstain

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University of North Carolina at Pembroke

SYLLABUS

SPN 3400 Spanish Phonetics and Pronunciation

Fall 2015

MWF

DIAL # ___

Instructor: Dr. Ana Cecilia Lara
Foreign Languages and
Teacher Licensure Coordinator

Email: Cecilia.Lara@uncp.edu

Phone: 910 - 521 - 6359

Office: Dial Humanities #243

Office Hours: Monday & Friday: 1:30 - 3:30 PM

Wednesday: 2:30 -3:00 PM

Tuesday & Thursday: 10:45-11:45 AM; and by appointments.

Welcome to SPN 3400 Spanish Phonetics and Pronunciation!

Course description:

This three-hour credit course will study the important elements of the articulatory phonetics of the Spanish language. Students will be introduced to basic linguistic concepts and terminology, phonetic transcription, theoretical analyses of phonetic and phonological singularities. The course will have a theoretical component and a practical approach to the study of the Spanish sound system. From the practical aspect, the course will help students to improve their Spanish pronunciation skills. The course will be conducted entirely in Spanish.

Learning Outcomes:

- Demonstrate an understanding of key phonetic and phonological terms and concepts by identifying, describing, producing, and transcribing Spanish phonemes.
- Demonstrate mastery of phonetic transcription.
- Demonstrate an understanding of basic terms and concepts in Hispanic dialectology.
- Distinguish the most important pronunciation differences between the various dialects of Spanish, including the differences between American Spanish and Peninsular Spanish.
- Students will learn to recognize phonetic challenges to second language learners of Spanish.

Textbooks:

- **Fonética y fonología españolas: teoría y práctica.** Armin Schwegler & Juergen Kempff. 2010. New York: Wiley Publishers. 4th edition.

Evaluation Criteria

| | |
|-----------------------------|-----|
| Participation/Attendance | 10% |
| Homework/Co-curriculum act. | 20% |
| Quizzes | 20% |
| Midterm exam | 25% |
| Final Exam | 25% |

- All assignments will be graded over 100 points.
- There will be **no** curving grades.
- Extra credit policy: **There will be no extra credit.**

Grades: The breakdown of grades is as follows:

| | | | |
|---------|--------|--------|--------|
| A 95% | B+ 91% | C+ 84% | D+ 77% |
| A - 93% | B 88% | C 81% | D 74% |
| | B- 86% | C- 79% | D- 72% |

Quizzes:

Quizzes are worth 20% of your grade. You will be required to take 5 unannounced quizzes. Each of these quizzes will consist of exercises or questions related to the material that you will have to

read previous to the class or it has already covered in previous classes. They will be administered at the beginning of class. There is no schedule for quizzes.

Homework:

Homework is worth 20% of your final grade. The instructor will assign exercises from the textbook or the workbook that you must turn in a timely fashion (at the beginning of each class session) to obtain proper credit. No late assignments will be accepted. **All written assignments will be turned in typed, double space, Time Roman and fonts number 12 otherwise it will not be accepted and the grading of the assignment will be zero.**

Co-curriculum Activities:

Students are required to participate in at least **three Foreign Languages activities at UNCP** and outside of the classroom. These activities could be assistance to the Foreign Films, Participation or assistance to the Foreign Festivals, Spanish conversations, Spanish Conference, etc.

Assignments:

Reading and other assignments are due on the date indicated by the instructor. Students who fail to turn in an assignment by the due date or arrive unprepared for a presentation will receive a zero for that particular assignment or presentation. **All written assignments will be turned in typed, double space, Times New Roman and fonts number 12 otherwise it will not be accepted and the grading of the assignment will be zero.**

Exams:

You will be required to take two (2) written exams: One (1) Midterm Exam and one (1) Final Exam. The Midterm is worth 25% and the Final Exam worth 25% of your final grade. The Final Exam will be comprehensive. The dates are indicated on the schedule attached to this syllabus.

Make up policy:

There will be **no make ups**. If a student misses a test or a quiz he or she will receive no credit for that particular assignment. While quizzes will never be eligible for make-up, for midterm and final exam, arrangements can be made with the instructor in consultation with the chair of the department and upon presentation of proper official documentation (Refer to the written documentation under the Religious Holiday Policy * | School related business is considered excusable when supported by proper documentation).

Attendance and class participation:

“Regular class attendance is important to the educational experience of each student and to the academic integrity of the university curriculum. Students are expected to attend every class beginning with the first session. Regular class attendance is a student responsibility. A student is responsible for all the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings. The University reserves the right to administratively withdraw students who have never attended classes for the semester.

For all general education classes, instructors will keep attendance records. If a student misses three consecutive class meetings, or misses more classes than the instructor deems advisable, the instructor will notify the Office of Advisement and Retention (administrator of the

Early Alert program) for appropriate follow-up. Departments may also develop and distribute attendance policies and procedures to be followed for students who miss an excessive number of classes.”

Student Handbook

FOREING LANGUAGES ATTENDANCE POLICY:

It is not reflected in the evaluation criteria, but regular and punctual attendance is crucial and mandatory. Students are expected to assist in maintaining a classroom environment that is conducive to learning. Only 5 absences (excused or unexcused) are allowed during this semester. This includes doctor appointments, court days, etc. After five absences, students will receive a failing grade. No exceptions will be made, except for compliance with the religious holiday policy. Please, consider this policy carefully. If you believe that your personal, academic, or professional obligations will prevent you from attending regularly and/or perform as expected, please, consider taking this class at another time. Again: any missing days due to sickness, family, professional, academic, or personal obligations, count towards the 4-day allowance.

A grade of F will be assigned if by the end of the course a student has missed more than four (5) hours of a course on MWF., regardless of the reason for those absences.

READ CAREFULLY:

Regular attendance and active participation are crucial. Students are expected to assist in maintaining a classroom environment that is conducive to learning. The use of cell phones, text messaging, laptops or other electrical devices without prior approval will not be tolerated and may lead to a dismissal from the class and will affect the participation. Class starts at _____. Being late interrupts the class and it is disrespectful. You will be penalized if you are late 5 minutes or more. Two day being tardy or leaving early will count as one absent day. Remember: After five absences, excused or unexcused, students will receive an F as a **FINAL grade.**

Religious Holidays:

The University of North Carolina at Pembroke has a legal and moral obligation to accommodate all students who must be absent from classes or miss scheduled exams in order to observe religious holidays; we must be careful not to inhibit or penalize these students for exercising their rights to religious observance. To accommodate students' religious holidays, each student will be allowed two excused absences each semester with the following conditions:

1. Students who submit written notification to their instructors within two weeks of the beginning of the semester shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Excused absences are limited to two class sessions (days) per semester.
2. Students shall be permitted a reasonable amount of time to make up tests or other work missed due to an excused absence for a religious observance.
3. Students should not be penalized due to absence from class or other scheduled academic activity because of religious observances.

A student who is to be excused from class for a religious observance is not required to provide a second-party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

1 Academic integrity

Students have the responsibility to know and observe the UNCP Academic Honor Code. This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, and complicity in academic dishonesty. Any special requirements or permission regarding academic honesty in this course will be provided to students in writing at the beginning of the course, and are binding of the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate this code can be dismissed from the University. The normal penalty for a first offense is an F in the course. Standards of academic honor will be enforced in this course. Students are expected to report cases of academic dishonesty to the instructor. More information on the academic honor code can be found at www.uncp.edu/sa/pol_pub/honor_code.htm.

UNCP Teaching Standards addressed by this course

The teacher candidate commands essential knowledge and understandings of the academic discipline(s) from which school subject matter is derived and integrates that knowledge into personally meaningful frameworks.

Student Support Services

Student Support Services provides free tutoring for undergraduate students enrolled in general education courses and select upper level math and biology courses during the academic year. Other supportive services include counseling, academic advising, career development, study skills assistance, cultural enrichment activities, financial literacy, and assistance with completing financial aid paperwork. You can learn more about SSS by selecting TRIO Programs from the Quick Links Menu on the UNCP homepage. To become a participant, you must complete an application that will be reviewed to determine your eligibility to receive services according to federal guidelines. You can pick up applications between 8:00 a.m. and 5:00 p.m. in Jacobs Hall, Suite B (1st floor). For more information, call (910) 521-6276.

Students with disabilities:

ADAAA SYLLABUS ACCESS STATEMENT

Statement from the Office of Disability Support Services

Federal laws require UNCP to accommodate students with documented learning, physical, chronic health, psychological, visual or hearing disabilities. In post-secondary school settings, academic accommodations are not automatic; to receive accommodations, students must make a formal request and must supply documentation from a qualified professional to support that request. Students who believe they qualify must contact Disability Support Services (DSS) in DF Lowry Building, Room 107 or call 910-521-6695 to begin the accommodation process.

All discussions remain confidential. Accommodations cannot be provided retroactively. More information for students about the services provided by DSS and the accommodation process may be found at the following links:

<http://www.uncp.edu/dss/students/currentstudentfaq.htm>

<http://www.uncp.edu/dss/faculty/syllabistatement.htm>.

**The University of North Carolina at Pembroke
Department of Nursing**

**Course Syllabus
(Time, Day of Week, Classroom Location)**

Course Number: NUR 2010

Course Title: Medical Terminology for Professional Nursing (3-3-0)

Course Description: The course focuses on building basic medical vocabulary, including spelling and pronunciation, and the appropriate use of terms related to anatomy, physiology, pathological conditions and their treatment. Students are introduced to medico-legal rationales for the use of a standardized communication method within the healthcare environment and the nurse's role in using proper terminology to ensure safe, quality, and effective nursing care. Pre-requisite(s): Pre-nursing majors, enrolled undergraduate nursing students, or approval of course instructor.

Credit Hours: 3

Contact Hours: 3 didactic hours

Pre-Requisites: Pre-nursing majors, enrolled undergraduate nursing students, or approval of course instructor

Faculty: Name:
Telephone Number:
Email Address:
Office Hours:

Please note: Federal laws require UNCP to accommodate students with documented learning, physical, chronic health, psychological, visual or hearing disabilities. In post-secondary school settings, academic accommodations are not automatic; to receive accommodations, students must make a formal request and must supply documentation from a qualified professional to support that request. Students who believe they qualify must contact the Accessibility Resource Center (ARC) in DF Lowry Building, Room 107 or call 910-521-6695 to begin the accommodation process. All discussions remain confidential. Accommodations cannot be provided retroactively. More information for students about the services provided by ARC and the accommodation process may be found at the following link: <http://uncp.edu/arc>

This publication is available in alternative formats upon request. Please contact the Accessibility Resource Center in the D.F. Lowry Building, 910-521-6695.

Course Objectives: At the conclusion of this course, the student will be able to:

1. Identify the component parts of medical terms.
2. Identify, define and correctly utilize common prefixes and suffixes.
3. Identify, define and correctly use word roots and combining forms to identify system anatomy, select physiological processes, selected pathological conditions and their treatment.
4. Discuss importance of inter/intra-professional collaboration through the use of a standardized form of communication within the healthcare environment.
5. Demonstrate effective oral and written use of standardized medical terminology to achieve quality outcomes for clients across the lifespan.
6. Discuss the ethical and legal responsibilities of the nurse related to effective documentation.

Required Texts (Includes all previously required texts in addition to the following):

Chabner, D.E. (2014). *The language of medicine* (10th ed.). St. Louis, MO: Elsevier
Medical dictionary of choice

Recommended Resources:

[PEPID](#)

Methods of Instruction:

While the course instructor serves as the facilitator of learning through various instructional methods, guidance and consultation, the student is responsible for identification of learning needs, self-direction, seeking assistance from the course instructor, and achievement of course objectives. Course objectives may be met through individual study, active involvement in class activities and formal and informal exchange of ideas with classmates. A variety of approaches will be used to support the student's meeting of course objectives. These instructional methods include, but are not limited to:

| | | | | |
|-------------------|-------------------|--------------|------------|-----------------|
| Classroom: | PowerPoint Slides | Videos Class | Discussion | Case Studies |
| | Simulation | Group Work | Blogging | Concept Mapping |

Please Note: To enhance opportunities for success, students should anticipate spending an average of 6 hours per week, outside of regularly scheduled class, to achieve course objectives.

Course Evaluation Criteria:

| | |
|-----|----------------|
| 60% | 4 Tests |
| | Test 1 15% |
| | Test 2 15% |
| | Test 3 15% |
| | Test 4 15% |

20% Case Study and Presentation

20% Comprehensive Final Exam

60% Tests (Note that it is the Department's policy NOT to provide test blueprints)

There will be 4 tests throughout the semester. Students scoring 76% or below on any test will be assigned remediation on material covered on the test. Remediation may be in the form of written or computer simulation assignments. Refer to class schedule for specific dates of exams.

20% Case Study and Presentation

Students are expected to complete a case study related to a select disease process using standardized medical terminology. Emphasis will be placed on correct word usage, spelling and pronunciation. See rubric for additional details on this assignment.

20% Comprehensive Final Examination

The final exam will be a comprehensive exam. Refer to class schedule for specific date of final exam. A minimum grade of 76% must be obtained to pass the final examination.

Grading Policy:

Standards for Passing

A grade of 76 is required to pass the course. In nursing courses, all grade calculations during the semester will be rounded to two decimal places (i.e. 93.589 – 93.59). For the final course grade there will be no rounding (i.e. 91.67 = B+, 75.99 = C-). **Make-up work or extra credit will not be provided.**

The final grade, on any required assignment that is submitted LATE, will be reduced by five percent (5%) for each day the assignment is late. Example: Student earned a 100 on an assignment; however, the assignment was turned in 2 days late thus, the final grade for the assignment will be 90. **Assignments submitted greater than one week after the due date will not be graded. Students will receive a zero for the assignment.**

Grading Scale for the Department of Nursing

| | | | | | | | |
|----|--------|----|-------|----|-------|----|--------------|
| A | 100-94 | B+ | 91-89 | C+ | 82-80 | D+ | 72-70 |
| A- | 93-92 | B | 88-86 | C | 79-76 | D | 69-67 |
| | | B- | 85-83 | C- | 75-73 | D- | 66-64 |
| | | | | | | F | 63 and below |

Attendance Policy:

Regular class attendance is a professional obligation and students are responsible for all course content, including exams, written work and online assignments. No right or privilege exists that permits a student to be absent from or tardy to any given number of class meetings. Only course coordinators may excuse absences from class or regularly scheduled exams/tests for extenuating reasons (illness, family emergency, sanctioned and approved University functions). Make-up exams are provided at the discretion of each course coordinator. A grade of F will be given to a student with an unexcused absence from an exam.

Student Academic Honor Code:

Students have the responsibility to know and observe the Nursing Student Code of Academic and Professional Behavior and UNCP Academic Honor Code. This code forbids cheating, plagiarism, abuse of academic materials, fabrication and/or falsification of information, as well

as, complicity in academic dishonesty. Any special requirements or permission regarding academic honesty in this course will be provided to students in writing at the beginning of the course, and are binding on the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be dismissed from the University. The normal penalty for a first offense is an F in the course. Standards of academic honor will be enforced in this course. Students are expected to report cases of academic dishonesty to the instructor. Nursing students are also held to the standards of clinical and personal behavior set forth in these documents. (Please refer to the Department of Nursing *BSN Student Handbook* and the *UNCP Student Handbook* for more detailed information).

Religious Holiday Policy:

The University of North Carolina at Pembroke has a legal and moral obligation to accommodate all students who must be absent from classes or miss scheduled exams in order to observe religious holidays; we must be careful not to inhibit or penalize these students for exercising their rights to religious observance. To accommodate students' religious holidays, each student will be allowed two excused absences each semester with the following conditions:

1. Students, who submit written notification to their instructors within two weeks of the beginning of the semester, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Excused absences are limited to two class sessions (days) per semester.
2. Students shall be permitted a reasonable amount of time to make up tests or other work missed due to an excused absence for a religious observance.
3. Students should not be penalized due to absence from class or other scheduled academic activity because of religious observances.

A student who is to be excused from class for a religious observance is not required to provide a second-party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Statement for Online and Web-Enhanced Courses:

Online discussions and exercises are confidential and must not be discussed with others outside of the Department of Nursing. It is important for each course participant to feel free to express his/her ideas and views. All ideas and views expressed by course participants must be respected in discussions and exercises.

Disclaimer:

The professor reserves the right to amend the course syllabus as needed depending on work accomplished and needs of the class