

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: May 1, 2015
TO: Dr. Joe Bell
FROM: Mark McCallon, Associate Dean for Library Resources
RE: Course Application for KINE 302 – Medical Terminology

After reviewing the course application and syllabus, the library can adequately support the proposed course. Please let assigned faculty know that they can contact the library's Exercise Science Liaison Gary Oliver (oliverg@acu.edu) for specific resources that the library needs to purchase for the course. Thank you for letting us examine the course proposal.

April 7, 2014

Dr. Joe Bell
SRWC 258
Abilene Christian University
Email: bellj@acu.edu

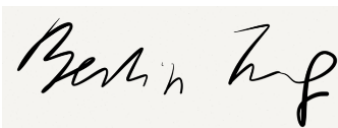
Re: Review of KINE340: Medical Terminology

Dear Professor Hatfield,

Thank you for the submission of the application KINE340: Medical Terminology. I reviewed the syllabus based on the [ACU Syllabus Guidelines](#). Here are a few places where some clarification or revision would further improve the syllabus:

1. Certain components required by the guidelines are missing, for instance, course credit hours, as well as policies regarding attendance, tardiness, participation, late assignment/exam and ADA compliance.
2. I wonder if “course flow plan” repeats some of the same information in the course schedule and due dates. Would it be possible to merge the two sections in some way?
3. What is the purpose of having the “university copy & more” section? Should this be part of the textbook and materials section?
4. There are some formatting issues in the “grading” section, with extra spaces before the heading and within the paragraph.

If you choose to make any changes to them, you can do so yourself. Some are my questions only. You do not need to bring it back to us for another review. Please let us at the Adams Center serve you in any aspect of your course development, implementation, and/or ongoing teaching of the course. Again, thank you for allowing the Adams Center team to review your course application and if there is any way we can serve you, please know we are here to serve you.



Director, Instructional Design, Adams Center