Walters State Community College Course Syllabus

Course Information

Course Number and Name: HIMT 1300 Medical Terminology
Section ID: 80483.202380
Semester and Year: Fall 2023
Credit Hours: 3
Start Date: August 21, 2023
End Date: December 08, 2023
Course Format: WEB - Web Classes
Catalog Course Description: An introductory study of medical terminology utilizing the body systems approach including anatomy and physiology, and disease process, laboratory/ pathology terms, pharmacology concepts, terms and abbreviations. **F, S, Su .**
Meeting Details: TBD
Course Drop Deadline: October 27, 2023

Instructor Information

Name: Gail Winkler, MHIIM, RHIA
Office Location: TECH 118A - Morristown Campus
Office Hours: Office hours available by appointment Monday - Thursday
Office Phone: 423-585-6990
Email: Gail.Winkler@ws.edu
Supervisor Name: Sheila Williams, PhD, APN-BC, RN-BC, Interim Dean Health Programs
Supervisor Phone: 423-585-6981
Secretary Phone: 423-585-6981

Name: Debra Franklin, RHIT
Office Location: Main
Office Hours: By appointment Monday - Thursday
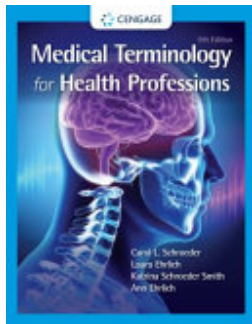**Office Phone:** 423-585-6981
Email: Debra.Franklin@ws.edu

Supervisor Name: Gail Winkler, MHIIM, RHIA
Supervisor Phone: 423-585-6990
Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

Medical Terminology for Health Professions, Spiral Bound Version with MindTap access
Authors: Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder
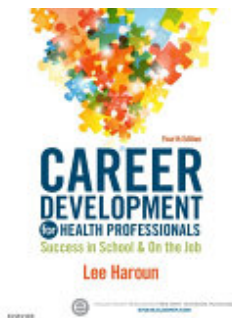**Edition:** 9th Edition
Additional Information
This course will require MindTap from Cengage. You should purchase MindTap from Cengage.

Purchase a Cengage Unlimited plan for this course, which gives you access to all your Cengage materials for one price. **View this infographic** for step-by-step instructions. Visit **cengage.com/unlimited** to learn more.

Cengage Unlimited:

- 4-month access / 9780357700006; $124.99
- 12-month access / 9780357700013; $189.99
- 24-month access / 9780357700020; 249.99

Career Development for Health Professionals, 4th Edition
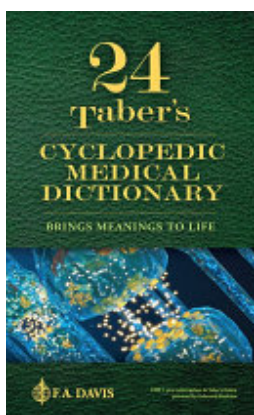**Authors:** Lee Haroun
Publisher: Elsevier Health Sciences
Edition: 4th Edition

Taber's Cyclopedic Medical Dictionary
Authors: Donald Venes
Publisher: F.A. Davis
Edition: 24th Edition

Supplemental or Optional Materials

Supplementary or Optional Materials	- Online course management software otherwise known as eLearn (D2L) requires either Internet Explorer 8.0 or 9.0, Mozilla Firefox 25.0 or higher, or Chrome 30.0 or higher as the interface. You can use earlier versions but some features will not be available and you will most likely get errors. We recommend you us Internet Explorer 9.0. If you have Windows 8 you will not be able to use anything less than Internet Explorer 10.0, therefore we recommend Mozilla Firefox 25.0 or higher or Chrome 30.0 or higher. - Students must have a microphone for pronunciation tests.
Prerequisite knowledge/competencies required for course	Students must be able to create Microsoft Word documents and/or save Word files to Rich Text Format (RTF); and use Internet and computer to navigate course content.
Optional: Suggested apps for this course, list the apps and the platform	Cengage Mobile App for Pronunciation Quiz available to download from the Apple App Store and Google Play
General Education Course Designation	None

Student Learning Outcomes/Objectives

- Course Outcomes

Students will be able to:

1. Identify medical word roots, combining forms, the most common prefixes and suffixes.

2. Explain the rules for determining singular and plural endings.

3. Construct medical terms from word parts relating to the body systems: integumentary, musculoskeletal, endocrine, cardiovascular, lymphatic and hematic (blood), respiratory, digestive, urinary, reproductive (male and female), nervous, special senses (eye and ear) systems.

4. Construct medical procedure terms from word parts relating to the body systems; integumentary, musculoskeletal, endocrine, cardiovascular, lymphatic and hematic (blood), respiratory, digestive, urinary, reproductive (male and female), nervous, special senses (eye and ear) systems.

5. Pronounce medical terms and major anatomical structures.

Course Objectives

1. The student will spell and define common prefixes, suffixes, word roots, and combining forms for each body system at a minimum 75% accuracy.

2. The student will build medical words using prefixes, suffixes, and root words for each body system following rules of spelling singular and plural forms of words at a minimum of 75% accuracy.

3. The student will spell and define common medical terms for each body system at a minimum of 75% accuracy.

4. The student will identify and translate common abbreviations and acronyms for each body system at a minimum of 75% accuracy.

5. The student will achieve a minimal understanding of anatomy and physiology at minimum of 75% accuracy.

6. The student will achieve a minimum of 75% accuracy on anatomy diagram tests.

7. The student will connect school with career through time management, communication skills, note taking, test taking skills, and goal setting, study skills and learning styles with a minimum 75% accuracy on Career Development quizzes.

Instructional Approach and Methods

Instructional and Evaluation Methods:

1. Reading
2. Medical terminology computer exercises
3. Pronunciation tests on computer
4. Quizzes and Tests
5. Application Exercises and Tests
6. Image labeling diagram tests

Assessment, Evaluation and Testing Procedures

Testing Procedures:

1. Online (Please note: Some quizzes/tests are stated in the course as being worth a certain number of points. Quizzes/tests may create the opportunity to earn additional points on the exam and be worth more than the stated amount of points.

Assessment of Points by Type

Type of Assessment	Number	Value	Possible Points
Cengage MindTap Assignments (all types set as graded)	136	Average X 7	700
Career Development Quizzes (elearn)	3	20	60
Image Labeling Quizzes	10	Varies	170
Final Exam	1	100	100
Total			**1030**

Grading Scale

A	948 - 1030 points
B	876 - 947 points
C	773 - 875 points
D	721 - 772 points

	F	720 points or less

Assignments

Class Schedule

Due Date Monday	Reading Assignments	Homework/Quizzes/Tests
8/21/23 - 8/24/23	Review Syllabus and Class Schedule Learn to Use Online Course Management Software Learn to Use Cengage MindTap software	Orientation Homework Orientation Quiz
8/28/23	**Module 1** Chapter 1 Introduction to Medical Terminology	**Module 1 (MindTap)** Apply It: 1.1 Apply It: 1.2 Apply It: 1.3 Apply It: 1.4 Chapter 1 Pronounce Quiz Chapter 1 Quiz Chapter 1 Test
9/04/23	**Labor Day - no class**	
9/05/23	**Module 2** Chapter 2 The Human Body in Health and Disease Word Part Review Career Development for Health Professions Chapter 1	**Module 2 (MindTap)** Apply It: 2.1 Apply It: 2.2 Chapter 2 Pronounce Quiz Chapter 2 Quiz Chapter 2 Test Word Part Post-Test 1 Word Part Post-Test 2 Word Part Post-Test 3 Word Part Post-Test 4 **Elearn** Career Development Chapter 1 Quiz
9/11/23	**Module 3** Chapter 3 The Skeletal System Chapter 4 The Muscular System	**Module 3 (MindTap)** Apply It: 3.1 Apply It: 3.2 Apply It: 3.3 Apply It: 3.4 Chapter 3 Check Your Understanding Abbreviations

Date	Module	Assignments
		Chapter 3 Pronounce Quiz Chapter 3 Quiz Apply It: 3.1 Medical Terminology at Work Chapter 3 Test Apply It: 4.1 Apply It: 4.2 Apply It: 4.3 Apply It: 4.4 Chapter 4 Check Your Understanding Abbreviations Chapter 4 Pronounce Quiz Chapter 4 Quiz Apply It: 4.1 Medical Terminology at Work Chapter 4 Test Apply It: Apply Terms Learned in Previous Chapter **Elearn** Image Labeling Skeletal System Quiz Image Labeling Joints Quiz
9/18/23	**Module 4** Chapter 5 The Cardiovascular System Career Development for Health Professions Chapter 3	**Module 4 (MindTap)** Apply It: 5.1 Apply It: 5.2 Apply It: 5.3 Apply It: 5.4 Chapter 5 Check your Understanding Abbreviations Chapter 5 Pronounce Quiz Chapter 5 Quiz Apply It: 5.1 Medical Terminology at Work Chapter 5 Test Apply it 5.1 Apply Terms Learned in Previous Chapters **Elearn** Career Development Chapter 3 Quiz
9/25/23	**Module 5**	**Module 5 (MindTap)**

	Chapter 6 The Lymphatic and Immune Systems	Apply It: 6.1 Apply It: 6.2 Apply It: 6.3 Apply It: 6.4 Chapter 6 Check Your Understanding Abbreviations Chapter 6 Pronounce Quiz Chapter 6 Quiz Apply It: 6.1 Medical Terminology at Work Chapter 6 Test Apply It: 6.1 Apply Terms Learned in Previous Chapters
10/02/23	**Module 6** Chapter 7 The Respiratory System	**Module 6 (MindTap)** Apply It: 7.1 Apply It: 7.2 Apply It: 7.3 Apply It: 7.4 Chapter 7 Check Your Understanding Abbreviations Chapter 7 Pronounce Quiz Chapter 7 Quiz Apply It: 7.1 Medical Terminology at Work Chapter 7 Test Apply It: 7.1 Apply Terms Learned in Previous Chapters
10/09/23	**Fall Break - no class**	
10/16/23	**Module 7** Chapter 8 The Digestive System	**Module 7 (MindTap)** Apply It: 8.1 Apply It: 8.2 Apply It: 8.3 Apply It: 8.4 Chapter 8 Check Your Understanding Abbreviations Chapter 8 Pronounce Quiz Chapter 8 Quiz Apply It: 8.1 Medical Terminology at Work Chapter 8 Test

		Apply It: 8.1 Apply Terms Learned in Previous Chapters **Elearn** Image Labeling Digestive System Quiz
10/23/23	**Module 8** Chapter 9 The Urinary System	**Module 8 (MindTap)** Apply It: 9.1 Apply It: 9.2 Apply It: 9.3 Apply It: 9.4 Chapter 9 Check Your Understanding Abbreviations Chapter 9 Pronounce Quiz Chapter 9 Quiz Apply It: 9.1 Medical Terminology at Work Chapter 9 Test Apply It: 9.1 Apply Terms Learned in Previous Chapters **Elearn** Image Labeling Nervous System Quiz
10/30/23	**Module 9** Chapter 10 The Nervous System and Mental Health	**Module 9 (MindTap)** Apply It: 10.1 Apply It: 10.2 Apply It: 10.3 Apply It: 10.4 Chapter 10 Check Your Understanding Abbreviations Chapter 10 Pronounce Quiz Chapter 10 Quiz Apply It: 10.1 Medical Terminology at Work Chapter 10 Test Apply It: 10.1 Apply Terms Learned in Previous Chapters **Elearn** Image Labeling Nervous System Quiz
11/06/23	**Module 10**	**Module 10 (MindTap)**

	Chapter 11 Special Senses: The Eyes and Ears Chapter 12 Skin: The Integumentary System	Apply It: 11.1 Apply It: 11.2 Apply It: 11.3 Apply It: 11.4 Chapter 11 Check Your Understanding Abbreviations Chapter 11 Pronounce Quiz Chapter 11 Quiz Apply It: 11.1 Medical Terminology at Work Chapter 11 Test Apply It: 11.1 Apply Terms Learned in Previous Chapters Apply It: 12.1 Apply It: 12.2 Apply It: 12.3 Apply It: 12.4 Chapter 12 Check Your Understanding Abbreviations Chapter 12 Pronounce Quiz Chapter 12 Quiz Apply It: 12.1 Medical Terminology at Work Chapter 12 Test Apply It: 12.1 Apply Terms Learned in Previous Chapters **Elearn** Image Labeling Senses Quiz Image Labeling Integumentary System Quiz
11/13/23	**Module 11** Chapter 13 The Endocrine System Career Development for Health Professionals Chapters 4, 5, and 6	**Module 11 (MindTap)** Apply It: 13.1 Apply It: 13.2 Apply It: 13.3 Apply It: 13.4 Chapter 13 Check Your Understanding Abbreviations Chapter 13 Pronounce Quiz Chapter 13 Quiz Apply It: 13.1 Medical

		Terminology at Work Chapter 13 Test Apply It: 13.1 Apply Terms Learned in Previous Chapters **Elearn** Career Development chapter 4, 5, 6 Quiz
11/20/23	**Module 12** Chapter 14 The Reproductive Systems	**Module 12 (MindTap)** Apply It: 14.1 Apply It: 14.2 Apply It: 14.3 Apply It: 14.4 Chapter 14 Check Your Understanding Abbreviations Chapter 14 Pronounce Quiz Chapter 14 Quiz Apply It: 14.1 Medical Terminology at Work Chapter 14 Test Apply It: 14.1 Apply Terms Learned in Previous Chapters **Elearn** Image Labeling Male Reproductive System Image Labeling Female Reproductive System Image Labeling Obstetrics
11/27/23	**Module 13** Chapter 15 Diagnostic Procedures, Nuclear Medicine, and Pharmacology	**Module 13** Apply It: 15.1 Apply It: 15.2 Apply It: 15.3 Apply It: 15.4 Chapter 15 Check Your Understanding Abbreviations Chapter 15 Pronounce Quiz Chapter 15 Quiz Apply It: 15.1 Medical Terminology at Work Chapter 15 Test

			Apply It: 15.1 Apply Terms Learned in Previous Chapters
12/04/23 - 12/05/23	**Module 14 Final Exam**	**Congratulations!**	**Module 14 (Elearn)** Final Exam

Class Participation

Class Participation:

- Complete all requirements to meet course policy for being marked as attending first day of class.

- Access code (part of Cengage Unlimited) for the Medical Terminology textbook is required to access all content in this course.

- Quizzes/Tests/Homework due on the due date

- Due dates for quiz/test/homework is listed on class schedule

- Assignments, reading and study activities must be completed to prepare you to take quizzes and tests

- Remember to click "save" for each question when taking a quiz or test

- Tests/quizzes will not be reset for you because you forgot to save answers

- Career Development Quizzes are to be completed after studying the assigned chapter(s).

- Quizzes and exams marked as practice do not count toward final grade but are available all semester long for unlimited number of attempts to help you study.

- Orientation Quiz and Orientation homework do not count toward grade.

- Image Labeling Quizzes count toward your grade and <u>are not</u> open book tests – learn anatomy.

Punctuality

Being punctual and attending class in an online environment is just as important as being punctual and attending class in person. Online absences will hurt your grade just as an absence for a physical class will hurt your grade.

- Quizzes/Tests/Homework – students have 7 calendar days from the due date to complete a quiz or test if not completed on the due date (If quiz or test is not completed within that time period, student will receive a score of zero (0) for that quiz/test or homework.)

Course and Class Policies/Procedures

Program Specific Policies

Cheating is construed as attempting to deceive or mislead which includes, but is not limited to:

1. Utilizing old tests, lab reports, or projects, notes or written papers, etc.
2. Copying and pasting someone else's homework into your file and putting your name on their work
3. Providing information to a fellow student during an exam
4. Procuring information in an unacceptable manner during an exam (crib-sheet, verbal exchange, looking at another person's paper, utilizing headphones, using your textbook when the quiz/test is not an open book test/quiz, etc.)
5. Consulting with a classmate or anyone else when taking a computerized test
6. Disregarding other specific policies and procedures outlined for a particular class

Syllabus Changes

Students will be notified of any necessary changes to the course syllabus or class schedule by email in elearn for the course. Students are responsible for reading emails in a timely manner.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	TBA. During the week I will respond to email questions within 48 hours. I will not respond to questions during the weekends and holidays. If availability changes during the week students will be notified in elearn. Assignments requiring manual grading will be graded within two weeks of ending availability of assignment.
Library Information	Students can access the library online at [Walters State Library](). Online databases, e-books, reference librarian, card catalog, periodicals, and e-resources can all be access through the web site as well as in person.
Technical Support	If you are having problems using the course

	software or please contact your instructor by phone or email. If you have technical problems with your Walters State account or elearn contact the Helpdesk at helpdesk@ws.edu or call 423-318-2742.
Web Addresses/Resources	AHIMA Career https://my.ahima.org/careermapmap THIMA https://www.thima.org/
Guidelines for Communication: Email, Discussion Posts, Chat	Emails should always include a subject line. Use correct grammar and punctuation and spelling in emails just as you would in a letter or memo. Use standard fonts that are easy to read. These rules apply to the discussion function as well.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
   a. Using cut/paste tool from original document with no references given.
   b. Copying another student's work and submitting it as one's own.
   c. Forging or otherwise altering signatures.
   d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
   a. Utilizing old tests, projects, notes or written papers.
   b. Providing unauthorized information to a fellow student about exam content.
   c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.

d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).

e. Consulting with a classmate or others when taking a computerized test.

f. Disregarding other specific policies and procedures outlined for a particular class.

g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.

3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920

- Niswonger Campus - GRNV 226 - (423) 798-7982

- Sevierville Campus - MMH Room 210 - (865) 286-2787

- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

  [Walters State English Learning Lab (opens in new window)](ws.edu/academics/humanities/writing-lab)
  ws.edu/academics/humanities/writing-lab

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

  [Walters State Mathematics Learning Lab (opens in new window)](ws.edu/academics/mathematics/learning-lab)
  ws.edu/academics/mathematics/learning-lab

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

Walters State Helpdesk (opens in new window)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

Walters State Student Support Services (opens in new window)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog (opens in new window)](catalog.ws.edu/)
catalog.ws.edu/

[Walters State Timetable of Classes (opens in new window)](ws.edu/admissions/registration/)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.

- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.

- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.

- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.

- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

Walters State Homepage (opens in new window)
ws.edu/home/

Walters State Facebook page (opens in new window)
https://www.facebook.com/WaltersState/

Walters State Twitter page (opens in new window)
https://twitter.com/waltersstate

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

Senator Emergency Text System (opens in new window)
ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard (opens in new window)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy (opens in new window)](#)