

Online Course Syllabus

Course Information

<i>Course Number/Section</i>	HLTH 3101 Sections 0W1, 0W2, 0W3, 0W4, 0W5
<i>Course Title</i>	Medical Terminology
<i>Term</i>	Fall 2024

Professor Contact Information

<i>Professor</i>	Lona Sandon, PhD, RDN, LD, FAND
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<i>Office Location</i>	UT Southwestern, School of Health Professions, 6011 Harry Hines Blvd., V5.622
<i>Online Office Hours</i>	By appointment Teams, Zoom, or phone

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Intermediate to novice computer skills and a **stable Internet connection** is necessary for this course.

Course Description

In this course, you will learn the origins and basics of medical terminology. You will examine basic word structure including suffixes and prefixes, the organization of the human body, the definition of useful diagnostic and procedural terminology, and commonly used medical abbreviations, acronyms, and symbols.

Student Learning Objectives/Outcomes

At the completion of this course, you will be able to:

1. Divide medical terms into their component parts.
2. Analyze, pronounce, and spell medical terms using common word roots, combining forms, suffixes, and prefixes.
3. Identify and define the body systems, organs, and divisions using medical terms.
4. Identify and define useful diagnostic and procedural suffixes and prefixes.

Required Textbooks and Materials

Required Texts

1. Medical Terminology Online with Elsevier Adaptive Learning for Medical Terminology: A Short Course ([Access Card and Workbook package](#)), 9th Edition
ISBN: 9780323824491
Publisher: Elsevier
(*Recommended for cost savings*)

Or

2. Medical Terminology: A Short Course, 9th Edition by Davi Ellen Chabner ([Workbook only](#))

ISBN: 9780323479912

Publisher: Elsevier

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](#).

Instructor Resources

[Registrar's Intranet](#): please log in with your UTD NetID and password to access this site. Information that faculty need about grading, scheduling, and other essential aspects of our responsibilities related to teaching are made available and updated regularly in the Registrar's Intranet. This source of information can only be accessed by logging in with your UTD NetID and password. Many important faculty questions are answered here, and this is information that faculty members are expected to know and understand.

[FERPA Guidelines](#): you will be asked to log in before you access the FERPA Faculty Guidelines webpage on the Registrar's Intranet. If faculty have additional questions about FERPA guidance, please [email](#) the Office of the Registrar for the proper student consent forms and further instructions. NOTE: Class recordings from prior semesters may be used as long there are no identifiable student information due to [FERPA](#) because instructors will need students' written consent first. Please review your previous class recordings for identifiable student information before using them in the current term. For additional guidance, contact the [Office of the Registrar](#).

[Honorlock](#): Online proctoring tool will be available for fully online courses and for classes with enrolled international students who are not yet in the United States.

[UT System Resources for Creating Accessible Course Content](#): designed to assist faculty with developing course content

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Always include the course section number in the subject line of any emails (section #'s: 0W1, 0W2, 0W3, 0W4, 0W5). You can find your section number in eLearning. Emails without a course section number included in the subject line will take longer to address.

Do not send email from Yahoo or Gmail accounts as they often end up in junk mail and lost.

For the fastest response to your questions contact your instructor at:
Lona.Sandon@UTSouthwestern.edu and always include your course section number.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The AccessAbility Resource Center, and many others. Please see the [eLearning Current Students](#) webpage for more information.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Academic Calendar

WEEK/ DATES	TOPIC/ LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATES
Wk. 1 8/19	Course Access and Self-Orientation Module 1: Basic Word Structure	Read the Syllabus & course introduction announcement. Complete practice exercises in text. Complete online: -Section I Intro to Medical Terminology lessons 1-5. -Section III Building Your Word Bank	Syllabus Quiz	Sun. 8/25, 11:55 PM
Wk. 2 8/26	Module 1 continued		Module 1, Quiz 1	Sun. 9/1, 11:55 PM
Wk. 3 9/2	Module 1 continued <i>Labor Day Holiday</i>		Module 1, Exam 1	Sun. 9/8, 11:55 PM

WEEK/ DATES	TOPIC/ LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATES
Wk. 4 9/9	Module 2: Organization of the Body	Complete practice exercises in text. Complete online: -Section I Body Systems, Divisions, Cavities, and Planes -Section II Building Your Word Bank		
Wk. 5 9/16	Module 2 continued		Module 2, Quiz 2	Sun., 9/22, 11:55 PM
Wk. 6 9/23	Module 2 continued		Module 2, Exam 2	Sun. 9/28 11:55 PM
Wk. 7 9/30	Module 3: Suffixes	Complete practice exercises in text. Complete online: -Section I Expanding Your Base of Combining Forms -Section II Diagnostic and Procedural Suffixes -Section III Building Your Word Bank		
Wk. 8 10/7	Module 3 continued		Module 3, Quiz 3	Sun. 10/13, 11:55 PM
Wk. 9 10/14	Module 3 continued		Module 3, Exam 3	Sun. 10/20, 11:55 PM
Wk. 10 10/21	Module 4: Prefixes	Complete practice exercises in text. Complete online: -Section I Mastering Prefixes -Section II Building Your Word Bank		
Wk. 11 10/28	Module 4 continued	Complete practice exercises in text. Complete online: -Section I Mastering Prefixes -Section II Building Your Word Bank	Module 4, Quiz 4	Sun. 11/3, 11:55 PM
Wk. 12 11/4	Module 4: Prefixes		Module 4, Exam 4	Sun. 11/10, 11:55 PM

WEEK/ DATES	TOPIC/ LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATES
Wk. 13 11/11	Module 5: Systems	Complete practice exercises in text. Complete online: -Section I Medical Specialist activities and section III Building Your Word Bank - Activities for each lesson	Module 5, Quiz 5	Sun. 11/17, 11:55 PM
Wk. 14 11/18	Module 5: Systems			
Wk. 15 11/25	Module 5 continued <i>Thanksgiving Holiday Thur & Fri Nov. 28th & 29th</i>	Get this done before the holiday!	Module 5, Exam 5	Sun. 12/1, 11:55 PM
Wk. 16 12/2	<i>Last class day Thursday 12/5</i>	<i>Get the final done now. There is no grace for missing the deadline!</i>		
Finals 12/7- 12/13	Final Exam	Review previous course materials	Final Exam	Fri. 12/13 11:55 PM

***Module 6 is not required, nor does it constitute extra credit. There is no extra credit for this course.**

Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](#) webpage and [Distance Learning Proctored Exams](#) webpage to make arrangements.

Exam Proctoring: an online remote proctoring tool will be available for fully online courses at the discretion of the professor. Fully online courses may use remote proctoring software for exams in which a webcam scan of the testing area and the recording of all activity during the exam is required.

Class Materials

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Participation

Regular class participation is expected. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility Resource Center has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved AccessAbility Resource Center accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Note: if the instructor records any part of the course, then the instructor will need to add the following syllabus statement:

The instructor may record meetings of this course. These recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

Grading Policy

You are expected to complete all quizzes and exams by the deadlines indicated in the course calendar. One missed exam could set you back an entire grade level. Missing the final could set you back two grade levels. Take this seriously.

1. I recommend you submit all quizzes and exams by deadlines indicated in the course calendar to earn your highest grade possible. There are no retakes on quizzes or exams except in the case of technology failures. Report technology failures and include a screen shot as proof to your instructor immediately.
2. The testing tool grades quizzes and exams automatically. At times, there may be more than one correct way to respond of which I have tried to anticipate these responses and add them to the testing program. In the event that something is marked incorrect but may be acceptable, contact your instructor to determine if credit is possible.
3. Academic Integrity. You must do your own work and complete the module quizzes, exams, and final exam on your own without assistance. Printing quiz or exam results to

share with other students is academic dishonesty. Reporting you had technical errors when you really just forgot to take the quiz/exam is academic dishonesty. Failure to comply with student guidelines and academic dishonesty policies outlined in the school catalogue and within individual programs will result in failure of this course and potential dismissal from the school.

4. This course allows you to be able to work ahead but not get behind. You may work as far ahead on quizzes and exams as you would like. Working ahead is strongly encouraged.
5. Although I will occasionally send course reminders, **KEEPING UP WITH DEADLINES IS YOUR RESPONSIBILITY.**

Accessing Grades

Students can check their grades by clicking the MyGrades link on the eLearning course menu. You are encouraged to check your grade for each quiz or exam to verify submission.

It is **YOUR RESPONSIBILITY TO MONITOR YOUR PROGRESS AND MAKE SURE YOU KEEP UP WITH THE DEADLINES.** You can see your progress by clicking on the MyGrades link in the left navigation bar.

Monitoring your grades through the MyGrade link is a way to be sure your scores for quizzes and exams are showing correctly. Sometimes technical problems do occur and a student may think they submitted a quiz only to find out it did not go through usually due to a lost Internet connection at the time of login. **Do not wait until the end of the semester to discover this.** It is easier to fix problems early on, not after your instructor submitted grades.

Grading Scale

Weighted Scaled Score	Letter Equivalent
> 90%	A
80-89.9%	B
70-79.9%	C
60-69.9%	D
<59.9%	F

******No plus or minus grades are given in this course.***

Your grade is calculated based on weighted percent total score for completion of the quizzes (5%) and the percent total score for completion of the exams (10%) and final exam (20%).

Quiz and exam submission instructions

Be sure to use a stable Internet connection and verify your login and online connection before opening and completing a quiz or exam. Unstable connections or working on the quiz or exam offline can result in a grade of zero.

Locate the quizzes and exams within each module from the course home page. You will submit your quizzes and exams online. A missed deadline will result in a lack of earned points toward your final total. After your submission is graded, you should go to the MyGrades link to check your results and submission to verify submission.

Online Tests/Quizzes

5 Module Quizzes (weighted 5% each)

Each module includes a graded quiz. You **may access the quiz one time and must complete it within 30 minutes**. **Once you click start, the timer counts down. You cannot return to complete it later as the time will run out. Do not refresh your browser. This will result in losing access to the quiz/exam.** In the event of a technical error that prevents you from completing a quiz prior to the deadline, you will need to contact your instructor with an explanation of the problem immediately. Include a screen shot of the error or network problem.

Your instructor does monitor login and page visits reports.

5 Module Exams (weighted 10% each)

Each module includes a graded exam. You **may access the exams one time and must complete it within 60 minutes**. **Once you click start, the timer counts down. You cannot return to complete it later as the time will run out. Do not refresh your browser. This will result in losing access to the quiz/exam.** In the event of a technical error that prevents you from completing an exam prior to the deadline, you will need to contact your instructor with an explanation of the problem immediately. Include a screen shot of the error or network problem.

Your instructor does monitor login and page visits reports.

Final Examination (weighted 20%)

The final exam must be completed by 11:55 PM on the date indicated on the course calendar. You will be able to **access the final exam one time** and have 90 minutes to complete the final exam. **Once you click start, the timer counts down. You cannot return to complete it later as the time will run out.** The final exam will not be re-opened for non-technical related excuses.

Course Policies

Make-up exams

None

Extra Credit

NONE!

Late Work

Emergencies sometimes happen, all the better reason to get your work done in advance. You can submit late work. However, I recommend that you avoid getting in the habit of this. Letting

the work pile up leads to undue stress. Make a plan to earn the grade you want in this course by completing the work in a timely manner.

Special Assignments

None

Classroom Citizenship

You are encouraged to login into the eLearning course regularly to complete the modules and practice exercises. Completion of exams and quizzes are used to document your participation.

The same guidelines that apply to traditional classes apply to the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Accommodations for Students with Disabilities

Please review [the section](#) within the UT Dallas Syllabus Policies and Procedures webpage.

Academic Support Resources

Please visit the [Academic Support Resources](#) page to view the University’s academic support resources for all students.

UT Dallas Syllabus Policies and Procedures

Please visit the [Syllabus Policies](#) page to view the University’s policies and procedures segment of the course syllabus.

Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class.

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.