3101 Medical Terminology Course Syllabus

Course Information
HLTH 3101.0T1 Medical Terminology
Fall 2013

Professor Contact Information
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Course Pre-requisites, Co-requisites, and/or Other Restrictions
Basic computer skills and Internet access

Course Description
This course is an introduction to the origins and basics of medical terminology. This course examines 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 conclusion of this course, the student will be able to:

1. Divide medical terms into component parts.
2. Analyze, pronounce, and spell medical terms using common 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

Medical Terminology Online for Medical Terminology: A Short Course (**User Guide, Access Code and Textbook Package**), **6th Edition**, 2012 (ISBN: **978-1-4557-1145-1**)
By Davi-Ellen Chabner, BA, MAT
http://www.us.elsevierhealth.com/product.jsp?isbn=9781455711451&navAction=jump&_requestid=5801 2
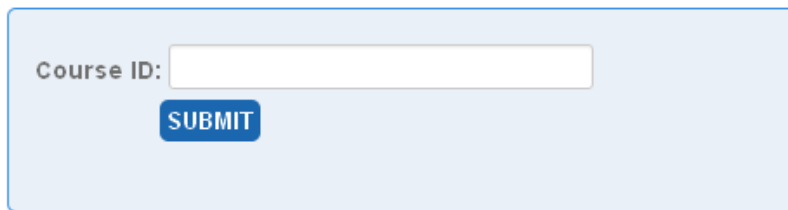
Follow these steps to access online materials, quizzes, & tests:

1. Go to this website address to begin the process for creating your Evolve course ID:
   https://evolve.elsevier.com/cs/studentEnroll.html

2. Enter the course ID in the open text box: 2425_lsandon_0001; then click the arrow in the green box.

Enroll in your Instructor's Course

Enter your instructor's Course ID below to begin the enrollment process.
It should look similar to this example: 1479_jdoe73_0001

Course ID: [   ]

SUBMIT

3. You should see something like the following:

Medical Terminology Online for Medical Terminology: A Short Course, 6th Edition
Davi-Ellen Chabner, BA, MAT

Online Course

ISBN: 9781455706907 | 2012
$31.95

Course ID: **2425_lsandon_0001**
Course Title: **UTD HLTH 3101 Medical Terminology**
Instructor: **Lona Sandon**
School: **University of Texas Southwestern Medical Center at Dallas**

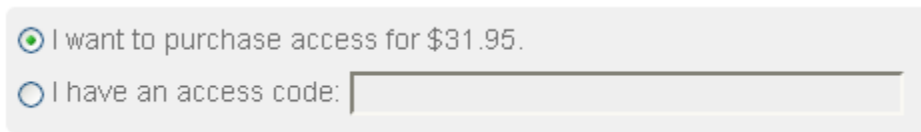◉ I want to purchase access for $31.95.
○ I have an access code: [   ]

4. **If you have already purchased the textbook package** with the *User Guide and Online Access code*, **enter the code found inside the front cover** of the guide and click on Apply & then Checkout. Follow the instructions for creating an evolve account.

○ I want to purchase access for $31.95.
◉ I have an access code: [   ]   APPLY

5. **If you have not purchased** the guide, you will need to do so at this time.

6. Click on Checkout and follow the instructions to create an Evolve account. You should use your UTD email account for this course, not a personal email.

Technical Requirements

Access to Evolve - see steps outlined above

Email Account

The instructor will communicate through the online course announcements page and email. You are expected to check the course announcements and your email frequently. Respond when appropriate. It is recommended that you use your UTD email account for this course and check it frequently.

Computer with Internet Access

You will access course information, assignments, quizzes, and the final exam through the course web site. Internet Explorer or Mozilla are the recommended browsers for accessing course information. It is recommended to set your browser to allow pop-ups from the Evolve web site. You should also be sure you are connected to a stable Internet connection while completing quizzes and exams.

See the "Technical Requirements" section, page two, of your online course guide for further technical settings and requirements.

Assignments & Academic Calendar
For this 1 credit course, you should expect to spend 3-5 hours per week studying.

Assignments/Activities	Quizzes due 11:55 PM	Module exams due 11:55 PM
Course Orientation – online 1st class day	Syllabus Quiz Sun. Sep. 1st	n/a

Module 1: Basic Word Structure
    Complete practice exercises in text.
    Complete online:
        -Section I Intro to Medical Terminology
        lessons 1-5.
        -Section III Building Your Word Bank
	Module 1 Quiz Sun. Sep. 8th	Module 1 Exam Sun. Sep. 15th

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
	Module 2 Quiz Sun. Sep. 29th	Module 2 Exam Sun. Oct. 6th

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
	Module 3 Quiz Sun. Oct. 20th	Module 3 Exam Sun. Oct. 27th

Module 4: Prefixes
    Complete practice exercises in text.
    Complete online:
    -Section I Mastering Prefixes
    -Section II Building Your Word Bank
	Module 4 Quiz Sun. Nov. 10th	Module 4 Exam Sun. Nov. 17th

Module 6: Body Systems
    Complete matching exercises found on multiple
    pages within the Body Systems section of the
    text.
    Complete online:
    -Section XII Building Your Word Bank
    - Activities for each lesson
	Module 6 Quiz 5 Sun. Dec. 1st	Module 6 Exam 5 Sun. Dec. 8th

Final Exam		Sun. Dec. 15th

Grading Policy

You must complete all quizzes and exams. A missed quiz or exam will result in a grade of zero.

Evaluation	Points Available	Grading Scale
Syllabus Quiz – 25 points	25	A = 90-100%
5 Module Quizzes, 25 points each	125	B = 80 – 89.9%
5 Module Exams, 50 points each	250	C = 70 – 79.9%
Final Exam, 100 points	100	D = 60 – 69.9%
Total:	**500**	F = < 59.9%

Monitor your progress:

It is your responsibility to monitor your progress and make sure you keep up with the deadlines. You can see your progress by generating a grade report under the Report tab. Login to the Evolve course portal and go to the course. Click on the Report tab along the top or at the bottom of the left navigation. Choose 'Grades' from the category drop down menu. Student grades should be the default choice under the report drop down menu and your name should appear as the user. Click on 'Run' to view your scores on each quiz and exam.

Monitoring your grades through the report tab is also a way to be sure you scores on quizzes and exams are showing up as they should. Sometimes technical problems due occur and a student may think a quiz has been submitted only to find out it did not go through usually due to a loss of connection. Do not wait until the end of the semester to discover this. It is easier to fix problems early on, not after grades are submitted.

Module Exercises, Reviews, & Practice Test/Quizzes

Exercises, reviews, and practice tests found in the text and online are there to help you learn the material. The best way for you to learn medical terminology is to write it, review it, and repeat it. The more you practice the better you learn it. These items are not graded and do not need to be submitted to your instructor. Quizzes and exams will be easier if you take the time to do the activities in the text and online.

Module Quizzes

Each module is accompanied by a graded, 25-point quiz. Quizzes can be taken at any time up to 11:55 PM of the deadline dates posted in the course calendar. You will be **allowed to access the quiz one time** and must complete it within 45 minutes. 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 as soon as possible. The instructor reserves the right to allow or disallow the opportunity to retake a quiz with a 5% penalty. **Quizzes will not be re-opened for non-technical related excuses. I forgot or had homework for another course is not an acceptable excuse.**

Module Exams

Each module will be accompanied by a graded, 50-point exam. Exams must be completed by 11:55 PM on the dates outlined in the course calendar. You will only be allowed to **access the exams one time** and must complete it within 75 minutes. 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.

The instructor reserves the right to allow or disallow the opportunity to retake an exam with a 10% penalty. **Exams will not be re-opened for non-technical related excuses. Again, forgetting, homework, a job, or a sister/brother/friend's wedding/baby shower are not acceptable excuses.**

Final Exam

A 100-point 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 75 minutes to complete the final exam. The instructor reserves the right to allow or disallow the opportunity to retake the final exam. The final exam will not be re-opened for non-technical related excuses.

Course & Instructor Policies

1. All course requirements must be completed by the last day of the semester or a grade of zero will be given for any outstanding quizzes or exams.

2. Submit all required quizzes and exams by deadlines indicated in the course calendar. Missing a quiz or exam deadline will result in a zero.

3. Grading of the quizzes and exams are done automatically by the testing software. 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 who will determine if credit can be given.

4. Academic Integrity. You are expected to provide 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 prohibited. 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.

5. This course is designed for 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.

6. Although I will occasionally send course reminders, keeping up with deadlines is ultimately your responsibility.

Student Resources

Access to many University resources are available to students. Some sources of interest include:

UTD Distance Learning: http://www.utdallas.edu/distancelearning/students

McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin**,** Dallas**,** Denton**,** Rockwall**,** or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to http://www.utdallas.edu/distancelearning/students/libraries.html

Technical Support

If you experience any problems with accessing the Evolve course system, please call technical support at: 1-800-401-9962

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System,* and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at
http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying,

reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the deal will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.