Course Syllabus
HLTH 3101 Medical Terminology
The University of Texas at Dallas

Course Information

Course

Course Number & Sections	HLTH 3101 Sec 0W1, 0W2, & 0W3
Course Title	Medical Terminology
Term and Dates	**Fall 2015, Aug. 24 – Dec. 17, 2015**

Professor Contact Information

Professor	Lona Sandon, MEd, RDN, LD
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Office Location	UT Southwestern Campus, V5.622
Online Office Hours	open
Other Information	Skype: Lona.Sandon

About the Instructor

Hi, my name is Lona Sandon. I am your instructor for the Medical Terminology course. My office is located on the UT Southwestern Medical Center campus where I am an assistant professor in the Department of Clinical Nutrition. I teach primarily masters level students preparing to become registered dietitian nutritionists and sometimes lecture for medical students and residents. I have been at UT Southwestern for 18 years. I hold a bachelor degree in nutrition and dietetics from the University of Minnesota and a master of education technology degree from UT Brownsville. I am currently pursuing a doctoral degree in Health Studies Education at Texas Woman's University. This means while you are busy studying for the semester, so am I. I can easily be reached at the email above or via my UTD email through Outlook. If needed, a video face-to-face meeting can be scheduled via Skype. I try to respond to all email inquiries within 48 hours.

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

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

Course Description

In this course, you will be introduced to 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

If you have purchased the

Medical Terminology Online for Medical Terminology: A Short Course By Davi-Ellen Chabner, BA, MAT – 6th or 7th edition.

Required Materials

- See textbook information above.

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books or the UTD Bookstore. They are also available in stock at both bookstores.

Course Policies

Make-up exams

Make-up exams or quizzes **will not be allowed**. Only in the event of a technical failure or documented medical condition will you be allowed to make-up an exam or quiz. It is advised that you submit a screen shot to your instructor as proof of a technical failure. Keep in mind that as your instructor, I am able to track login activity which includes time and date. If there is not an electronic trail of an attempt to login, you probably did not attempt to login. **Prior to starting a quiz or exam, be sure you are on a stable connection**. Also, it is recommended that you check that each submission of a quiz or exam shows in the gradebook of Evolve.

Extra Credit

No extra credit is available for this course.

Late Work

Late submissions of quizzes or exams **will *NOT* be** accepted unless in the case of a technical failure or documented medical condition. "I forgot", "It slipped my mind", are not acceptable excuses.

Special Assignments

None

Class Participation

Students are required to complete online quizzes and exams by the deadlines indicated. You are encouraged to login into the course regularly to complete the modules and practice exercises.

Virtual Classroom Citizenship

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

Policy on Server Unavailability or Other Technical Difficulties

The university is committed to providing a reliable online course 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 extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the Evolve technical support at: 1-800-222-9570. The instructor and the Evolve technical support will work with the student to resolve any issues at the earliest possible time.

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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.

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Course Access and Navigation

This course will utilize the Evolve course system associated with the textbook publisher. You will find links to this system in the eLearning course associated with this course. The course is to be delivered entirely online. Students will use their UTD NetID account to login to eLearning at: http://elearning.utdallas.edu and are encouraged to use a similar ID and password to access the Evolve course system. Please see more details on eLearning course access and navigation information.

Follow these steps to access online materials, quizzes, & tests in Evolve:

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

2) **READ THIS STEP CAREFULLY. Be sure to use the correct course code for the section and correct edition online access code course you are enrolled in.**

If you purchased the 6th edition online access code and textbook:	If you purchased the 7th edition book and online access code:
a) **FOR STUDENTS IN SECTION 0W1(80045)** - **enter this course ID in the open text box: 10808_lsandon_1001**; then click the submit button. b) **FOR STUDENTS IN SECTION 0W2(80127)** - enter this course ID in the open text box: **10808_lsandon_1002**; then click the submit button. c) **FOR STUDENTS IN SECTION 0W3(87841)** - enter this course ID in the open text box: **10808_lsandon_1003**; then click the submit button.	**FOR STUDENTS WHO PURCHASED THE 7TH EDITION REGARDLESS OF THE SECTION YOU ARE ENROLLED IN** - **enter this course ID in the open text box: 153686_lsandon_1001** then click the submit button.
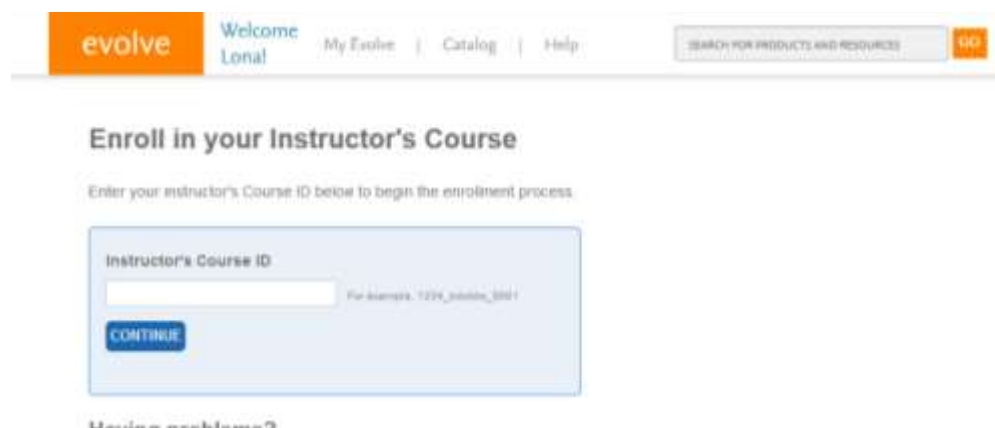
3) You will then see a screen for purchasing an access code that looks like the screen shot below.

a) *Note:* **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 if you have not already.

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

4) Click on Checkout and follow the instructions to create an Evolve account if you have not already. **You should use your UTD email account for this course, not a personal email.**

Take some time to click around the course and get familiar with Evolve. Click on the plus sign next to the word Course in the left navigation bar to find the course modules and subsequent links to quizzes and exams.

To get familiar with the Blackboard eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center:
http://www.utdallas.edu/elearninghelp.

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Communications

This eLearning course has built-in communication tools which will be used 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 eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails or Discussion board messages within 3 working days under normal circumstances.

It is recommended that you use your UTD email address for all communications related to this course including in the Evolve system. On occasion, gmail, yahoo, or other email accounts get routed into my junk mail and I may not see them in a timely manner.

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Student Resources

The following university resources are available to students:

UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm

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/library/distance.html.

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Student Assessments

Grading Information

Weights

Syllabus Quiz	25	5 %
Module Quizzes (5 at 25 pts. ea.)	125	25 %
Module Exams (5 at 50 pts. ea.)	250	50 %
Final Exam	100	20%
Total	500	100%

Grading Scale

Scaled Score	Letter Equivalent
450 – 500 (> 90%)	A
400 – 449 (80-89.9%)	B
350 – 399 (70-79.9%)	C
300 – 349 (60-69.9%)	D
Less than 299 (<59.9%)	F

Grading Policy

You must complete all quizzes and exams by the deadline indicated in the course calendar. A missed quiz or exam will result in a grade of zero. No make-up quizzes or exams will be allowed unless a technical failure or documented medical issue has occurred. Missing deadlines for extracurricular activities such as weddings, work, holidays, other classes, out of town for the weekend, etc. is unacceptable. **One missed exam will set you back an entire grade level.**

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

2. 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.

3. Academic Integrity. You are expected to 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 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.

4. 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. Working ahead is 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 Grades link on the Evolve 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 Grades link in the left navigation bar in Evolve.

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

Quiz and exam submission instructions

Locate the quizzes and exams in the Evolve course system by clicking on the Course link then each module link.   You will submit your quizzes and exams online. **Please Note: Each quiz and exam link will be deactivated after the assigned due time**. After your submission is graded, you may go to the Grades link to check the results.

Online Tests/Quizzes

Module Quizzes

Each module folder located within the course documents folder 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 **20% penalty**. **Quizzes will not be re-opened for non-technical related excuses. I forgot, I went out of town, or had homework for another course is not an acceptable excuse.**

Module Exams

Each module folder located within the Evolve course documents folder is 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 **30% 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. Missing one exam will set you back an entire letter grade.**

<u>Final Examination</u>

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 final exam will not be re-opened for non-technical related excuses. [Top]

Course Calendar

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
Wk. 1 Aug. 24	Course Access and Self-Orientation Module 1: Basic Word Structure	Syllabus Watch orientation video 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. Aug. 30th, 11:55 PM
Wk. 2 Aug. 31	Module 1 continued		Module 1, Quiz 1	Sun. Sep. 6th, 11:55 PM
Wk. 3 Sep. 7	Module 1 continued		Module 1, Exam 1	Sun. Sep. 13th, 11:55 PM
Wk. 4 Sep. 14	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 Sep. 21	Module 2 continued		Module 2, Quiz 2	Sun., Sep. 27th, 11:55 PM
Wk. 6 Sep. 28	Module 2 continued		Module 2, Exam 2	Sun. Oct. 4th, 11:55 PM
Wk. 7 Oct. 5	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 Oct. 12	Module 3 continued		Module 3, Quiz 3	Sun. Oct. 18th, 11:55 PM
Wk. 9 Oct. 19	Module 3 continued		Module 3, Exam 3	Sun. Oct. 25th, 11:55 PM

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE

Wk. 10 Oct. 26	Module 4: Prefixes	Complete practice exercises in text.
		Complete online:
		  -Section I Mastering Prefixes
		  -Section II Building Your Word Bank		

Wk. 11 Nov. 2	Module 4 continued		Module 4, Quiz 4	Sun. Nov. 8th, 11:55 PM
Wk. 12 Nov. 9	Module 4 continued		Module 4, Exam 4	Sun. Nov. 15th, 11:55 PM
Wk. 13 Nov. 16	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		
Wk. 14 Nov. 23	Module 5 continued		Module 5, Quiz 5	Sun. Nov. 29th, 11:55 PM
Wk. 15 Nov. 30	Module 5 continued		Module 5, Exam 5	Sun. Dec. 6th, 11:55 PM
Wk. 16 Dec. 7	Final Exam Week	Review previous course materials	Final Exam	Sun. Dec. 13th, 11:55 PM

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to http://go.utdallas.edu/syllabus-policies for these policies.

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