Online/Blended Course Syllabus

Course Information

Course Number/Section	HLTH 3101 Sec 0W1, 0W2, 0W3, & 0W4
Course Title	Medical Terminology
Term	Fall 2016

Professor Contact Information

Professor	Lona Sandon, PhD, RDN, LD
Office Phone	214-648-1521
Email Address	lxs095000@utdallas.edu or Lona.Sandon@utsouthwestern.edu
Office Location	UT Southwestern, School of Health Professions, 6011 Harry Hines Blvd., V5.622
Online Office Hours	By appointment

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

Medical Terminology Online for Medical Terminology: A Short Course (Access Code and Textbook Package), 7th Edition   ISBN: 9781455772674

Required Materials
See above.

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books http://www.offcampusbooks.com or the UT Dallas Bookstore http://www.bkstr.com/texasatdallasstore/home. They are also available in stock at both bookstores.

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 ex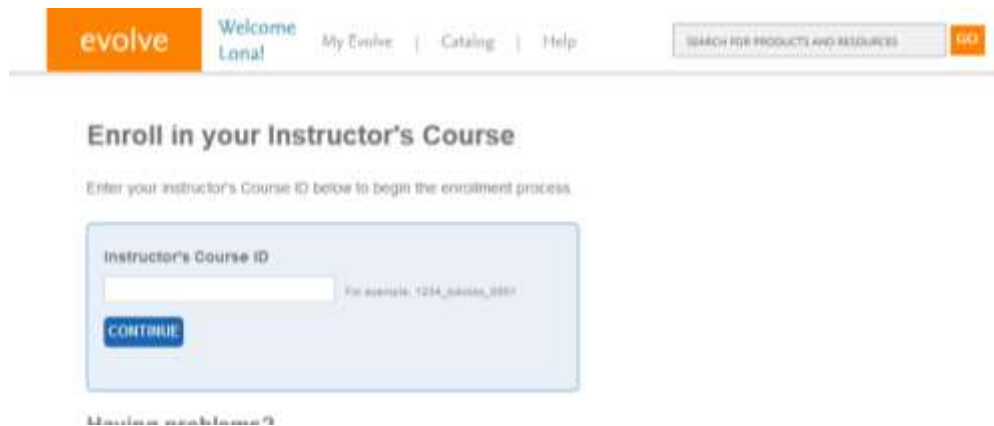perience. Please review the important technical requirements http://www.utdallas.edu/elearning/students/getting-started.html#techreqs on the Getting Started with eLearning webpage http://www.utdallas.edu/elearning/students/getting-started.html.

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. You may access this course by going directly to the Evolve course site or by using your UTD NetID account to login to eLearning at: http://elearning.utdallas.edu and clicking on the link to Evolve. You are advised to use a similar ID and password to access the Evolve course system.

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 of the course of which you are enrolled.**
   a) **Section 1 HLTH3101.0W1 use course ID:** 153686_lsandon_1001
   b) **Section 2 HLTH3101.0W2 use course ID:** 153686_lsandon_1002
   c) **Section 3 HLTH3101.0W3 use course ID:** 153686_lsandon_1003
   d) **Section 4 HLTH3101.0W4 use course ID:** 153686_lsandon_1004

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 user guide and access code, 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.

eLearning: Please see the course access and navigation http://www.utdallas.edu/elearning/students/getting-started.html#courseaccessandnav section of the site for more information about eLearning.

To become familiar with the eLearning tool, please see the Student eLearning Tutorials http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html.

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

Communication

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.

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 eLearning Tutorials webpage http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html for video demonstrations on eLearning tools.

Distance Learning Student Resources
Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students page http://www.utdallas.edu/elearning/students/cstudents.htm for details.

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 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.

If you hava a problem with accessing eLearning, you should contact the eLearning Help Desk http://www.utdallas.edu/elearninghelp. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Assignments & Academic Calendar

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
Wk. 1 8/22	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. 28th, 11:55 PM
Wk. 2 8/29	Module 1 continued		Module 1, Quiz 1	Sun. Sep. 4th, 11:55 PM
Wk. 3 9/5	Module 1 continued		Module 1, Exam 1	Sun. Sep. 11th, 11:55 PM
Wk. 4 9/12	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 9/19	Module 2 continued		Module 2, Quiz 2	Sun., Sep. 25th, 11:55 PM
Wk. 6 9/26	Module 2 continued		Module 2, Exam 2	Sun. Oct. 2nd, 11:55 PM

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
Wk. 7 10/3	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 10/10	Module 3 continued		Module 3, Quiz 3	Sun. Oct. 16th, 11:55 PM
Wk. 9 10/17	Module 3 continued		Module 3, Exam 3	Sun. Oct. 23rd, 11:55 PM
Wk. 10 10/24	Module 4: Prefixes	Complete practice exercises in text. Complete online: -Section I Mastering Prefixes -Section II Building Your Word Bank		
Wk. 11 10/31	Module 4 continued		Module 4, Quiz 4	Sun. Nov. 6th, 11:55 PM
Wk. 12 11/7	Module 4 continued		Module 4, Exam 4	Sun. Nov. 13th, 11:55 PM
Wk. 13 11/14	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 11/21	Module 5 continued		Module 5, Quiz 5	Sun. Nov. 27th, 11:55 PM
Wk. 15 11/28	Module 5 continued		Module 5, Exam 5	Sun. Dec. 4th, 11:55 PM

WEEK/ DATES	TOPIC/LECTURE	READING	ASSESSMENT / ACTIVITY	DUE DATE
Wk. 16 12/5	Final Exam Week	Review previous course materials	Final Exam	Sun. Dec. 11th, 11:55 PM

*Module 6 is not required

Proctored Final Exam Procedures
If your course has a proctored exam requirement, please see the Student Success Center Proctored Exam website http://www.utdallas.edu/studentsuccess/testingcenter/proctored_exams/index.html to make arrangements.

The final exam is not proctored in this course.

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 due to other exams or extracurricular activities such as weddings, work, holidays, 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 Grade link is a way to be sure your scores for 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.

Grading Scale

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

Your grade will be calculated based on the average of the percent total score for completion of the quizzes and the percent total score for completion of the exams. You can monitor your grade in the Evolve gradebook.

Quiz and exam submission instructions
Be sure to use a stable Internet connection and verify that you are logged in and online before opening and completing a quiz or exam. Unstable connections or working on the quiz or exam offline may result in your answers not being submitted and therefore showing up as a grade of zero.
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**. A missed deadline will result in a grade of zero. After your submission is graded, you should go to the Grades link to check that your results have been submitted.

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 **30 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 **60 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 **20% 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 deadline will set you back an entire letter grade.**

Final Examination
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.

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. You are advised to 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**. Do not wait days, weeks, or until the end of the semester to notify your instructor of missing quiz or exam submissions

Extra Credit
None

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", "I was out of town/the country", 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 Evolve course regularly to complete the modules and practice exercises. Completion of exams and quizzes are used to document your participation.

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.

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."

UT Dallas Syllabus Policies and Procedures

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.

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