Introduction to Medical Terminology (HSC3535)
COURSE SYLLABUS, Spring 2014

Course Overview
This distance learning course is designed to familiarize students with the basics of vocabulary used in the medical and health professions. Students will employ a systematic, word-building approach to master the complex terminology of the medical field. The self-paced approach requires excellent time management skills, computer skills, and commitment by the student. The coursework will be presented through the textbook. Required online exercises and tests for each course unit will be submitted electronically.

Contact Information
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All communication should be within eLearning for grading/tracking purposes. See Class Communication section below and Communication content page in eLearning for more information.

Required Texts/Resource

With Connect access for required online assignments. You may buy the soft copy book used, but the original Connect access code from the previous owner may be expired. So you will have to purchase a new access code for you at the Connect website.

- The Connect site has an electronic version of the textbook.
- There is a free trial period (two weeks) for those needing more time in purchasing the textbook and Connect. Please go to the Connect website and register, selecting the Free Trial.
- Enter Access code at the Connect website for

Introduction to Medical Terminology - 2352 HSC3535 - Valaitis

Use the Register Now button to enroll in Ms. Valaitis’ Med Term section.

Prerequisites or Co-Requisites
A working knowledge of how to use personal computers, including knowledge of word-processing and Internet searching.

Course Description
This Web-based course is based on a textbook with online content found within eLearning and at the Connect website for the textbook.

Most students see this course as a valuable vocabulary skill class and a personal health content class. Students have also used this course to prepare for the GRE, MCAT, DAT, VCAT, and other professional school admission examinations.

This course is open to students from livepage.apple.com various programs, including Health Sciences, Clinical Laboratory Sciences, Pre-professional, Nursing, and Health, Leisure, and Sports programs. This course may fulfill elective course credits in those programs. Please meet with your advisor prior to enrollment to ensure the course meets any anticipated graduation requirements in your particular program.

Course Objectives and Student Learning Outcomes
This course meets the following programmatic goals for technical elective courses in the School of Allied Health and Life Sciences. Upon completion of this course, students will be able to:

- Critical Thinking:
  - Identify roots, prefixes, suffixes, and abbreviations or "fracturing" of new terms to make retention of medical terms easier.
- Communication:
  - Employ medical terminology accurately when describing anatomical structure and function, pathological conditions, laboratory tests, and clinical procedures.

Fulfillment of these goals will be assessed using examination scores for Content and scores on individual and group assignments for Communication. For the purposes of programmatic assessment, the following mastery levels will be used:
### Characteristics of Submitted Student Work and Assignments

<table>
<thead>
<tr>
<th>SKILL MASTERY LEVEL</th>
<th>CRITICAL THINKING</th>
<th>COMMUNICATION</th>
</tr>
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<tbody>
<tr>
<td><strong>Exceeds Expectations</strong></td>
<td>Student completes all self-assessment quizzes and examinations in a timely manner and takes a lead role in applying content to each assignment. Student makes no spelling or grammar errors related to course content. Student consistently demonstrates clarity of thought process in using medical terminology. Student demonstrates excellent ability to grasp medical terminology and to think logically to synthesize appropriate conclusions.</td>
<td>Student shows clear expression of ideas in writing with proper spelling and grammar and an ability to integrate medical terminology into their work. Student draws conclusions and states opinions using medical terminology correctly. Student makes every attempt to integrate previous comments and suggestions regarding how to improve communication skills.</td>
</tr>
<tr>
<td><strong>Meets Expectations</strong></td>
<td>Student demonstrates basic level of understanding of terminology and ability that rarely surpasses expectations.</td>
<td>Student demonstrates only adequate implementation of above Very Good-Excellent characteristics.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Below Expectations</strong></td>
<td>Student demonstrates critical inability to grasp medical terminology or to think logically to synthesize appropriate conclusions.</td>
<td>Student maintains a lack of adherence to communication guidelines, uses improper grammar and spelling, and has an inability to clearly express medical terminology in writing and other forms of communication used in the course. Student does not integrate previous comments and suggestions regarding how to improve communication skills.</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td></td>
<td></td>
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### Topics Covered
- The Anatomy of Word Construction
- The Body as a Whole
- The Integumentary System
- The Skeletal System
- Muscles and Tendons
- Cardiovascular and Circulatory Systems
- The Blood, Lymphatic, and Immune Systems
• Respiratory System
• The Digestive System
• The Nervous System and Mental Health
• Special Senses of the Eye and Ear
• The Endocrine System
• The Urinary System
• The Male Reproductive System
• The Female Reproductive System

Communication Media / Computer Technology
• You will access the instructional content for this course through the UWF eLearning Management System (eLearning). You can access eLearning directly by using this URL: http://elearning.uwf.edu/
  ◦ Access to eLearning is logged per course entry. If I cannot see it then you must contact ITS help desk and get their verification that you did, in fact, log in and take/submit items.
  ◦ **Contact ITS first!**
    helpdesk@uwf.edu or (850) 474-2075
• Much of the coursework will be at the Connect website.
• **Students are required to have access to consistent internet throughout the term.** If you know you will be without internet for a period of time, you are required to notify your instructor ahead of time and work ahead. Notifying instructor after you come back will not be accepted.

Class Communications
Discussion Postings: Unless a problem is personal in nature, it is easier and faster for instructors to respond to a posting in the Discussion Forum, so a response can be composed that helps everyone. Always check the News and Announcements Forum. To reduce the repeats, please read through all postings first before you ask questions. More information can be found within eLearning under Important Course Information.

Grading / Evaluation

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<tr>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>20%</td>
<td>Connect Plus activities: LearnSmart activities (100% completion required), Chapter Section questions (all), end of Chapter Review questions (all), Practice Questions quiz (25 points required), Review Questions test (25 points required)</td>
</tr>
<tr>
<td>20%</td>
<td>15 Weekly Timed, Spelling Quizzes within UWF eLearning site (Fill-in-the-blank) - no proctoring required</td>
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</table>
Class Meeting
This is a fully online course within UWF's eLearning system and the Connect website, taken by students local to the main UWF campus in Pensacola, FL, and by students from overseas. In fairness to all students enrolled in this course, there are no face-to-face lectures - all course materials and assistance will be provided electronically.

Your first stop is to go to the Content Area (click on the Content link under the eLearning banner) and click on the Start Here page. On this page is information on how the course is laid out in eLearning. If you are new to online learning, be sure and review the UWF eLearning demonstration for students.

Then proceed to read through the Important Course Information content pages/slides. This is where the Course Syllabus, Course Schedule and other important information is found.

The course is broken into three (3) modules. Each module contains 5 chapters. Information and your assignments for each chapter are found within the Content Area.
This course assumes a workweek with the schedule indicated on the Course Schedule link under Important Course Information. Using this schedule, each week, you would log into the course site and click on the Content link located under the eLearning banner for assignments related to that week. You should also look ahead to see scheduling dates for any tests, assignments or forum participation sessions. Online exams should be taken during the time frames indicated. Similarly, assignments should be completed during the times indicated. More information on testing procedures and assignments will be available as these dates approach in the semester.

**Deadlines / Due Dates & Times**
All class activities are specified in each Content chapter slide set. All deadlines are by Monday at 11:59pm CST (by eLearning's clock!) as outlined on the Course Schedule.

**Late Policy**
Generally, missed assignments, quizzes, and exams are not credited. Eight days are afforded to complete all four (4) activities for the week. A week is afforded to complete each of the three exams, all are noted in the course Calendar. If you know you will not be able to complete the assignments, quiz, or exam, during the available time period, please request to have early access, or before the scheduled availability, please coordinate for a make up period.

**Extra Credit Policy**
There may be an opportunity for extra credit.

**Compliance with UWF Policies on Satisfactory Progress:**
If you have a question regarding the UWF policies for assignment of grades of 'W' or 'I', please visit the [UWF Withdrawal Policy](#) or the [UWF Incomplete Grade Policy](#).

**Expectations for Academic Conduct / Plagiarism Policy**
- Academic Misconduct Policy [Web]
- Plagiarism Policy [PDF]
- Student Planner and Handbook [PDF]
It is the philosophy of The University of West Florida that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. 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.

In addition, any behavior that interferes with the conduct of a class is classified as disruptive behavior and will not be tolerated. Although not exhaustive, examples of disruptive behavior would include: inappropriate or threatening online postings or e-mails, etc.

**Quality Assurance**
This course is reviewed during the semester and in an ongoing basis for quality by assessment personnel within the School of Allied Health and Life Sciences (SAHLS) to meet national standards established by the Southern Association of Colleges and Schools, the Council on Education for Public Health, and/or to address quality enhancement initiatives of SAHLS. Student feedback is also vital to this process. When reviewing our programs, our accrediting partners expect to see 100% participation in the State-of-Florida mandated SUSSAI (State University System Student Assessment of Instruction) evaluations. Thus, at the end of the semester, we need to hear from the folks that enjoyed the class and from the folks that have suggestions for improvement (ok, and from the folks that want to fill out the survey as quickly as possible with no comments to share!). BUT, we do need to hear from each and every student in this class, and we value your input.

When SUSSAI evaluations are ready for you to complete, you will see a News posting in the course. Please take a few minutes to complete the evaluation on this course and feel free to contact Connie Works at (850) 474-3080 or cworks@uwf.edu if you require any technical assistance! Please be assured that all evaluations that are completed online are of a confidential matter. Your name, student number, and e-mail address will not be revealed to your instructor, department, or college. Only one evaluation per course per student can be submitted. Please do not delay completing the evaluation when the time approaches. Due to the significance of this information, I will not be able to pre-release grades in eLearning if we are not close to the 100% participation goal before finals week. Thank you!

**Online Test Taking Guidelines**
Please do not begin any timed, online exam/quiz in the course that may overlap with the eLearning maintenance window. The eLearning maintenance window runs 3:00-6:00 am CST (Central Standard Time) each day. If you initiate an exam that overlaps with this time and experience any technical errors, your recorded score is likely to be close to 0 for such an attempt. There are no exceptions to this policy.
If you experience any other technical problems or errors during any timed exam that does not overlap with the eLearning maintenance window, you are required to notify the Helpdesk immediately at helpdesk@uwf.edu or (850) 474-2075. Failure to contact the HelpDesk to report the problem will result in a grade of 0 automatically being assigned. If you are unable to get immediate assistance from the HelpDesk during the exam, but have documented the problem in an email or voice mail, you may attempt to restart the exam using the same browser, or attempt to re-enter the exam with another browser. If you are still unable to restart the exam and continue with saving, please note that for your final submitted score to be recorded, you MUST still prove that you documented the original technical problem with the HelpDesk via helpdesk@uwf.edu or (850) 474-2075. Failure to do so will result in an automatic grade of 0 being assigned.

**Assistance**

Students with special needs who require specific examination-related or other course-related accommodations should contact Student Disability Resource Center (SDRC), sdrc@uwf.edu, (850) 474-2387. SDRC will provide the student with a letter for the instructor that will specify any recommended accommodations. Students needing assistance are to contact Student Disability Resource Center every semester.

Every effort will be made to accommodate the special needs of disabled students. Please inform the instructor privately during the first week of class to indicate your particular needs. All such accommodations are officially arranged through the Office for Disabled Student Services and a letter from this office must accompany your request.