

HSC 3537: Health & Medical Terminology
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Fall 2017, Multiple Sections

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Office Hours: Tues. 9am-11:30am; Fri. 9am-11am

I. EMAIL & COURSE CORRESPONDENCE:

E-textbook or website issues: Contact your e-textbook publisher (Caduceus International Publishing). Also review their helpful FAQs.

Email: support@cipcourses.com (or click contact us under the Help tab), 24 hrs/day; 7 days/wk.

Phone: (Toll Free) 1-866-280-2900 (8am-6pm)

Exam Scheduling Questions: Contact ProctorU (see Section VII of this syllabus).

For all other course related questions, you email your instructor. But first...

- Review all course documents and emails to ensure your question is not answered there.
- Review the document “**Emails as Professional Correspondence.**” I will expect all emails to follow these guidelines.
- **Use UFL email for communication, NOT Canvas.**
- Allow 48 hours for response (longer if you email on weekends) before emailing again.
- **Professionalism is expected in all communication!**

II. REQUIRED E-TEXTBOOK:

Your online e-textbook contains your lectures, learning activities, and final exam.

It must be purchased and accessed through: <https://HSC5536.cipcourses.com>

Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.

Recommended (Highly):

Print Workbook: “HSC 5536 Textbook/Workbook” - Material is taken directly from your online e-textbook. The 438-page workbook, is available at:

Target Copy, 1412 West University Ave, Gainesville, FL 32603.

E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826.

Or order online - <http://target-copy.com/?s=Medical+Terminology>

Optional:

Rice, J. Medical Terminology: A Word Building Approach, 8th Ed. (2015); Pearson Publishing; comes with hard copy, paperback text with access to online lectures, learning activities, and more; outstanding for all pre-health majors (medicine, athletic training, therapy, nursing, etc.), 864 pages.

III. ABOUT THE COURSE

Overview: This is a 3-credit hour course that is run 100% online. The **1,200 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1,700 self-testing flashcards** and the **1,400 multiple choice** self-test questions. Ten chapter exercises will follow Chapters 4 and 6 to 14; to help you review the content on the Final Exam. All of your course activities, including your chapter exercises, must be completed before you can take the final exam.

This course is designed to: (1) Improve your vocabulary skills; (2) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses; (3) Provide you with multiple (**4000**) color medical pictures that will visually assist you in

understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course; (4) Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.; (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “**Language of Medicine**,” and finally, to (6) Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at your convenience. In addition; free access to multiple medical web search engines (eg., webMD and more) is provided!

Course Objectives: The student will be able to:

- Become fluent with meanings and use of medical terms.
- Spell and Define prefixes, suffixes, and stem words.
- Identify and Explain the function of specific, medical word parts.
- Describe how medical compound terms (words) are constructed.
- Build compound terms using multiple word parts in a combining form.
- Fracture and Analyze key compound medical terms in the Word Part Flashcards, Mult. Choice Questions, & Lecture Slides.
- Define key compound medical terms found on the flashcards, both “literal” meanings and “actual” meanings.
- Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- Identify Visually & Describe Verbally, medical problems, disorders, conditions, and diseases.
- Improve comfort level when taking Prof. Admin. Exams (eg, GRE, MCAT, DAT, NCLEX, OAT, PCAT, GMAT, LSAT).
- Interpret and Understand medical course content, literature, records, and research.
- Interpret and Understand word (term) meanings from a wide variety of academic disciplines.

IV. DEADLINES! (Also see Section V, and your Critical Dates Sheet)

Week 1: Start your course.

Failure to start your course by **September 5th** may result in a **deduction of One Point, per day, from your final grade.**

September 29th by 11:59pm: Chapters 1 through 7 Due**

October 6th by 11:59pm: Mid-Term Examination Due

You may complete the Mid-Term anytime prior to this deadline, provided you have completed Chapters 1 through 7. **If you miss this deadline, you will receive a 0 for the mid-term.**

November 7th by 11:59pm. Chapters 7 to 15 Due**

November 16th, 11:59pm = **Final Due Date.** Your Final Exam must be **COMPLETED** by this date (note that the last of your coursework was due November 7th)!*

Between November 17th and December 5th, you will incur a **one (1) Point deduction off your final grade for each day your exam is late!**

Completion of the course (course activities and exam) on any date after December 6th will result in FAILING the course.

Abuse of the course flow plan (Section V) may result in a **One Point Deduction per day off your final grade if course activities are not complete by this date.

Extra Credit: There is NONE. Please do NOT ask (if you do, I will NOT respond)! University Policy: Asking for extra points after your course is completed is an HONOR OFFENSE.

V. COURSE FLOW PLAN: Activities & Exam

Course Activities include your Lectures, Chapter Self-Test Exercises, Word-Fracturing Exercises, and Flash Cards. You will also have two exams (a mid-term and a comprehensive final).

We expect you to adhere to the following course flow plan. You may work ahead; just do not procrastinate. Procrastinating will affect your ability to learn well, and you may have difficulty getting a test time (based on ProctorU demand).

Late finishers will be penalized.

- Week 1:** **Read course documents** (Syllabus, Orientation Sheet, Critical Dates, etc.)
Purchase your Online E-Text
Complete **Chapter 1**, Orientation & Introduction
- Weeks 2-3:** Complete Audio-Visual lectures for **Chapters 2 to 4**
Complete **Chapter 4 Self-Test Cumulative Chapter Exercises** (covers Chapters 1 to 4)
- Weeks 4-5:** **Chapter 5:** Complete & Learn the 1,000 Self-Testing Flashcards & Fracturing exercises
Complete 170 Flashcards Per Day for 10 Days = 1,700 Flashcards
- Week 6:** **Chapter 6:** Musculo/Skeletal System & **Chapter 7:** Nervous System & Special Senses
Contact ProctorU to schedule your mid-term exam (see Section VII of this syllabus).
Study for your Exam
- Week 7:** **Mid-Term Examination.** The exam is at the end of Ch. 7, and must be proctored by ProctorU. This exam is 300 multiple-choice questions covering Modules 1-7.
- Week 8:** Complete Audio-Visual lectures for **Chapter 8:** Cardio/Vascular System.
- Weeks 9-11:** Complete AV lectures and self-testing exercises for **Chapters 9 to 14** (two per week)
Chapter 9: Respiratory System & **Chapter 10:** Integumentary System
Chapter 11: Digestive System & **Chapter 12:** Uro/Genital System
Chapter 13: Reproductive System & **Chapter 14:** Endocrine System
- Week 12:** **Chapter 15:** Appendix (just click through)
Contact ProctorU to schedule exam (see Section VII of this syllabus).
Study for your exam (see Orientation Sheet for advice). Exam prep takes 3-7 days.
- Week 13:** **Final Examination** - **The final is Chapter 16 of your e-textbook**, and must be proctored by ProctorU. This exam is 300 questions (Multiple-Choice and True/False) covering Modules 1-14.

STUDY ADVICE and additional exam information is provided on your Orientation Sheet (page 2, yellow highlights).

IMPORTANT NOTE: Anyone complaining about their grade who has abused the above flow plan (i.e., procrastinated or clicked through lectures), will have points deducted (1pt deducted from your final course grade) for each week it was not followed.

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VI. GRADING

	Percent of Grade
Course Activities (Lectures, self-testing exercises, & flashcards) To obtain full credit, simply complete Chapters 1-15, including lectures!	40%
Mid-Term Examination Content tested will be on Chapters 1-7	30%
Final Examination Content tested will be on Chapters 1-14	30%
TOTAL	100%

You will receive the full 40% points when you complete all of your course activities, (YAY!). **To calculate your own grade**, fill your Mid-Term and Final Exam grades into the following formula: $40\% + [30\% \times \text{Mid-Term Grade}] + [30\% \times \text{Final Exam Grade}] = \text{Final Grade}$

Example: If you receive an 83% on the final exam, and an 85% on the final, then your final course grade would be: $40\% + [85 \times 30\%] + [87 \times 30\%] = 40 + 25.5 + 26.1 = 91.6$. We round this 91.6 up to 92%, and, you've just earned an A!*

Grading Scale:

A = 92 to 100%	C = 72 to 77%
A- = 90 to 91%	C- = 70 to 71%
B+ = 88 to 89%	D+ = 68 to 69%
B = 82 to 87%	D = 62 to 67%
B- = 80 to 81%	D- = 60 to 61%
C+ = 78 to 79%	E = 00 to 59%

***Rounding up** will only occur if the grade is within 0.5% of the next letter or plus (+) or minus (-) grade.

Notification of Grades: Once you complete your final exam, your instructors will receive notification from Caduceus (your e-textbook publisher). We will, in turn, email you your grade confirmation within 48 hours.

VII. PROCTORU/FINAL EXAM INSTRUCTIONS:

This course uses ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register and take your exam.

First, you should know:

- Exams can be administered 24-hours a day, seven days a week. Exams must be **scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee**. Late registrations are subject to availability and same day appointments cannot be made online (you must call).
- **Microphone and webcam are required.** Most computers now come equipped with these; but if not, an inexpensive webcam and microphone are fine. Students will NOT be allowed to take an exam without a webcam. Review technical requirements for ProctorU: <http://www.proctoru.com/tech.php>.
- **You must take your exam in a place where other people are not in the room during the exam.**
- **You will need to have some administrative rights on the computer you are using** for the exam to enable the proctoring service to function.

Scheduling your Exam:

1. **Register** with ProctorU: Go to <https://go.proctoru.com>. Click "New User? Sign up here" if you don't have an account
2. Once you've registered, find our exam and schedule an appointment. Here is how you search for our exam (HSC 5536 – Medical Terminology):
 - Institution: "University of Florida"

- Term: "HSC 3537 or 5536 - Dr. Varnes"
- Exam: "HSC 5536c – Health and Medical Terminology (grad)"

**If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the 'Live Chat' button. Or, you can always call ProctorU's hotline at 855-772-8678; select option 1.

3. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your account at <https://HSC5536.cipcourses.com>); the ProctorU proctor will have the password for the exam.

**** IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND A STRONG INTERNET CONNECTION (so that the webcam connection works smoothly for you).****

VIII. UF POLICY STATEMENTS:

Academic Honesty

"The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the *Student Honor Code*, as part of the registration process. "As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. "Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action." Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

Accommodations for Students with Disabilities

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

Title IX: University of Florida has zero tolerance for sexual discrimination, harassment, assault/battery, dating violence, domestic violence, or stalking. Students are encouraged to report any experienced or witnessed occurrences to law enforcement and/or one of UF's Title IX Coordinators. Students can report incidents or learn more about their rights and options by contacting Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261; or visit:

www.dso.ufl.edu/sccr/process/incident-report/
www.dso.ufl.edu/sccr/process/victim-rights/