

**HSC 5536c: Health & Medical Terminology**  
**Department of Health Education & Behavior**  
**College of Health and Human Performance**  
**University of Florida**  
**Fall 2019 – Section 098D**

***Instructor: Dr. Varnes***

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\*\*My office is under construction during the first part of fall.

\*\*Please check Canvas for weekly office location and hours

**I. EMAIL & COURSE CORRESPONDENCE:**

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

*Email:* [support@cipcourses.com](mailto:support@cipcourses.com) (or click "Contact Us" under Help), 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).

**Other course related questions, contact 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 expect all emails to follow these guidelines.
- **Include your section number.**
- **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 exams.

**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:

1. **Target Copy**, 1412 West University Ave, Gainesville, FL 32603.
2. E-mail: [service@target-copy.com](mailto:service@target-copy.com)
3. Phone: 352-372-7436 or (352) 376-3826.
4. 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 exams. All of your course activities, including your chapter exercises, must be completed before you can take the final exam. Once your final exam is complete, you cannot complete any additional activities.

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)

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**Week 1: Start your course.**

Failure to start your course by **September 6<sup>th</sup>** may result in a **deduction of One Point, per day, from your final grade.**

**September 27<sup>th</sup>** by 11:59pm: Chapters 1 through 7 Due\*\*

**October 4<sup>th</sup>** 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 22<sup>nd</sup>** by 11:59pm. Chapters 8 to 15 Due\*\*

**December 2<sup>nd</sup>, 11:59pm = Final Due Date.** Your Final Exam must be **COMPLETED** by this date (note that the last of your coursework was due November 22<sup>nd</sup>!)\*

\*Between December 3<sup>rd</sup> and December 13<sup>th</sup>, 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 13<sup>th</sup> 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.**

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## V. COURSE FLOW PLAN: Activities & Exams

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**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 1,700 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:** **Take your Mid-Term Examination.** The exam is at the end of Ch. 7, and must be proctored by ProctorU. The exam is 300 multiple-choice questions covering Modules 1-6.
- Week 8-13:** Complete AV lectures and self-testing exercises for **Chapters 8 to 14**  
**Week 8 - Chapter 8:** Cardio/Vascular System.  
**Week 9 - Chapter 9:** Respiratory System  
**Week 10 - Chapter 10:** Integumentary System  
**Week 11 - Chapter 11:** Digestive System  
**Week 12 - Chapter 12:** Uro/Genital System  
**Week 13 - Chapter 13:** Reproductive System & **Chapter 14:** Endocrine System
- Week 14:** **Chapter 15:** Complete the Drag & Define Practice Activity and click through the Appendix  
**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 15:** **Comprehensive 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
<b>Course Activities (Lectures, self-testing exercises, &amp; flashcards)</b> To obtain full credit, simply complete Chapters 1-15, including lectures!	40%
<b>Mid-Term Examination</b> Content tested will be on Chapters 1-7	25%
<b>Final Examination</b> Content tested will be on Chapters 1-14	35%
<b>TOTAL</b>	<b>100%</b>

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:

$$40\% + [25\% \times \text{Mid-Term Grade}] + [35\% \times \text{Final Exam Grade}] = \text{Final Grade}$$

### Example:

If you receive an 87% on the midterm exam, and an 85% on the final, then your final course grade would be:  $40 + [87 \times 25\%] + [85 \times 35\%] = 40 + 21.75 + 29.75 = 91.5$ . We round this 91.5 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/EXAM INSTRUCTIONS:

This course uses ProctorU, a proctoring service for graded exams. You must follow these guidelines to register and take your two exams. We highly recommend scheduling these exams early in the semester, so you can select the best date for you, and manage your study time around those dates. Before scheduling, you should know:

- Exams can be administered 24-hours a day, seven days a week. You must **schedule your exams at least 72 hours (3 days) prior** to your preferred date to avoid a late reservation fee. Note that late registrations 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.

Prior to taking your exam, be prepared for the following:

- You will be asked to provide government-issued photo-identification.
- The space where you are taking your exam must be completely cleared off – no paper, no notes, no books, no phone, etc.

ProctorU instructions continued on the next page.

## **Scheduling and Accessing your Exam:**

1. **Register** with ProctorU: Go to <https://go.proctoru.com>. Click "New User? Sign up here" if you don't already have an account.
2. Once registered, find our exam and schedule an appointment. Here is how you search for our exam:  
Institution: "University of Florida"  
Term: "Fall 2019"

For the Mid-Term Exam: "HSC5536, Medical Terminology, Mid-Term – [Instructor Name]"

For the Final Exam: "HSC5536, Medical Terminology, Final Exam – [Instructor Name]"

\*\*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 exams are IN your e-textbook. You access them through the same website you use for your course activities; 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. Additional Course Policies:**

**Academic Honesty and Personal Integrity:** I expect and assume that you will be honest with me in all aspects of your conduct regarding our course. In return, I will do the same with you. By formally registering for coursework at the University of Florida, you agreed to abide by the following statements from the University: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding to the Honor Code."*

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and **on all work submitted for credit at the University of Florida, the following pledge is either required or implied:** *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."* The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TA in this class. <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

**Accommodations for Students with Disabilities:** The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Among other things, this legislation requires that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability that affects your ability to learn, you are encouraged to register through the Disabilities Resource Center (DRC) in the Dean of Students Office at 352-392-1261, or [www.dso.ufl.edu/drc](http://www.dso.ufl.edu/drc). You are encouraged to provide your accommodation letter and make your needs known to the instructor on or before Friday, September 13, 2019.

**Assignment Policy:** Students are expected to do their best work on all assignments. All deadlines are outlined in this syllabus. Late assignments will not be accepted. Technical difficulties are not a legitimate excuse for work that is submitted late. If a student fails to meet a course deadline, they will be provided an opportunity to submit after the deadline provided they have an acceptable reason for missing the deadline. The course instructor will make decisions for make-up work in accordance with University policies.

**Course Evaluations:** Students are expected to provide professional and respectful feedback on this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/>.

**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/](http://www.dso.ufl.edu/sccr/process/incident-report/)

[www.dso.ufl.edu/sccr/process/victim-rights/](http://www.dso.ufl.edu/sccr/process/victim-rights/)