

Medical Terminology Syllabus for Biology 3309.001 Spring Term 2014

Course beginning January 13th, 2014 and ending May 2nd, 2014

(Course number: 23830)

Course Information

Course title:	Medical Terminology
Course number:	Biology 3309
Course description:	This course will enable the student to speak, use, and understand commonly used terms in the field of medicine.
Course date:	Begins on January 13, 2014 and ends May 2, 2014
Location:	Online
Meeting day(s):	N/A
Meeting time(s):	N/A
Prerequisite(s):	No prerequisites

Instructor Information

Name:	Dr. Sandra Westmoreland
Email:	slwestmoreland@uta.edu
Office location:	No office is located on the UTA campus
Office hours:	No office hours. Contact is via UTA email or phone.
Phone:	(940) 898-2560
Academic Coach:	To be announced

Course Features

Time and Place of Class Meetings: This internet course has no class meetings.

Description of Course Content and Student Outcomes: This course will enable the student to speak, use, and understand commonly used terms in the field of medicine.

This course is a web-based course in which students obtain the course information from their textbook, accompanying software and the materials found on the UTA Blackboard Internet site (<http://elearn.uta.edu>). You may access the course at your convenience but you must observe university and testing deadlines. If you need further assistance, call the **Center for Distance Education (817) 272-5727** or email: cdsupport@uta.edu.

By using the Internet you will have access to the following course features:

- **Online Practice Sets:** Practice definitions and spelling terminology through exercises which include multiple choice, fill in the blanks, or labeling. The practice sets are timed and scored upon submission.
- **Web Links/ Library Resources:** These resources are to help you explore, in detail, topics that interest you. A list of the course Web Links can be accessed by clicking on the "Web Links" link located in the left hand navigation menu in Blackboard. You can access a number of helpful library links by clicking on "Library Resources" also located in the left hand navigation menu in Blackboard.
- **Course Updates:** Messages will be sent by the professor via UTA email regarding course updates, answers to general questions, and reminders about exam deadlines. Students are encouraged to check their UTA email messages frequently.
- **Description of Course Content and Student Outcomes:** This course will enable

the student to speak, use, and understand commonly used terms in the field of medicine. This course is a web-based course in which students obtain the course information from their textbook and accompanying online practice materials found on the UTA Blackboard Internet site (<http://elearn.uta.edu>). You may access the course at your convenience but you must observe university and course testing deadlines. If you need further assistance, call the **Center for Distance Education (817) 272-5727** or email: cdsupport@uta.edu.

Course Supplies

The Language of Medicine, 10th edition, Davi-Ellen Chabner, W. B. Saunders Company **with** the custom online access code for online activities. The ISB# is: **9781455758814**

If you purchase a used book, you must purchase the online access code separately. The ISBN for the **access code only is: 9781455745364** You can purchase the book with the access code or the access code only at the UTA bookstore. If you have questions regarding the book, contact the UTA bookstore manager, Shiva Mirseedi (shiva@uta.edu).

Class Schedule

Each unit is made up of 4 to 5 chapters (modules). Complete each unit in this manner: read each chapter and study the terms by doing the exercises provided in the text and on the accompanying online study material. When you feel you have mastered the material in the chapter, take the online quiz to gauge your progress. You must score at least 80% on each chapter quiz before you can take the Unit Exam. Proceed to the next chapter until all the chapters in the unit have been completed. You are now ready to take the Unit Exam. Unit Exam dates are listed below. Continue to the next unit.

Unit 1 Modules 1-4

Module 1 Basic Word Structure
Module 2 Terms Pertaining to the Body as a Whole
Module 3 Suffixes
Module 4 Prefixes

Unit Exam 1 opens on Monday, 2/3/14 at 12:00 AM Central Time

Take Unit Exam 1 by Monday, 2/3/14 at 11:55 PM Central Time

Unit 2 Chapters 5-9

Module 5 Digestive System
Module 6 Additional Suffixes and Digestive System
Module 7 Urinary System
Module 8 Female Reproductive System
Module 9 Male Reproductive System

Unit Exam 2 opens on Monday, 3/3/14 at 12:00 AM Central Time

Take Unit Exam 2 by Monday, 3/3/14 at 11:55 PM Central Time

Unit 3 Chapters 10-14

Module 10 Nervous System
Module 11 Cardiovascular System
Module 12 Respiratory System
Module 13 Blood System
Module 14 Lymphatic and Immunity System

Unit Exam 3 opens on Monday, 3/31/14 at 12:00 AM Central Time

Take Unit Exam 3 by Monday, 3/31/14 at 11:55 PM Central Time

Unit 4 Chapters 15-18

Module 15 Musculoskeletal System

Module 16 Skin

Module 17 Sense Organs: The Eye and The Ear

Module 18 Endocrine System

Unit Exam 4 opens on Monday, 4/28/14 at 12:00 AM Central Time

Take Unit Exam 4 by Monday, 4/28/14 at 11:55 PM Central Time

Getting Help

Questions related to course content should be addressed to your course instructor.

If you are experiencing technical difficulties, please contact the Center for Distance Education by email at cdesupport@uta.edu or by phone at 817.272.5727 or 888.UTA.DIST toll free (8 AM until 5 PM, Monday through Friday). We will assist you in trouble shooting your difficulty and will direct you in the next step to take to resolve the problem.

The Help Desk will also answer technical questions. Email helpdesk@uta.edu or phone 817.272.2208. The Help Desk maintains the same hours as the Central Library. It is normally open Monday-Thursday, 7 AM until midnight, Friday, 7 AM until 8 PM, Saturday, 9 AM-8 PM, and Sunday, 9 AM-midnight.

Blackboard also has a 24/7/365 link for online chat, email, or phone. Information is available at: <http://bbsupport.uta.edu/ics/support/default.asp?deptID=8568>

The BB 24/7/365 Information toll-free phone line is 1-855-308-5542.

Course Requirements

Blackboard Email

Since we will not meet face to face on a regular basis, I need a way to communicate with each of you. When you register for the course you will receive a UTA email account. All mail for the course should be sent through the UTA email tool. Students are encouraged to ask questions and interact with the instructor through this medium.

The following guidelines should be followed:

- Send no more than one (1) email per day per student consolidating all questions and comments in a single message.
- Allow up to one week for a reply, although replies are made as quickly as possible.
- All questions regarding exam questions must be posed by email to the professor giving the following information:
 - Question number
 - Exam number
 - Page number in the book on which the relevant information is located
 - A brief statement of why the student believes their answer should be considered correct
- Students should be professional and courteous in their communications.

To Access Blackboard Mail:

All mail for the course will be done via UTA email; From the UTA main web page, click on "Email"

You may also access your mail box by clicking the "UTA Mail" link on the left hand navigation menu in the Blackboard class website.

Grading — Assignments

Online Module Practice Quizzes: After studying the online and text materials, the online practice quizzes will help you gauge your progress before taking the online exam for the unit. These practice quizzes are not used in calculating your final course grade, but you will receive a score, the time taken, and answers to the questions you have answered. Module practice quizzes may be done in the order you prefer; however, all practice quizzes must be completed to access the unit exam. The instructor will monitor students' progress on the practice quizzes. You may take the practice quizzes as many times as you wish. You must score at least 80% on the LAST ATTEMPT of each practice quiz for the unit before your Unit Exam will be visible in the testing folder. Unit Exams are only visible on the testing date as stated in the syllabus.

Unit Exams: Testing will be online. There will be a total of 4 Unit Exams -- one over each unit studied. Each Unit Exam will count for 25% of your final grade. Unit Exams will have a total of 50 questions, but some questions may have multiple parts. **You must score at least 80% on the LAST ATTEMPT of each of the practice quizzes completed in 30 minutes or less before you will be given access to the Unit Exams.** You will have 30 minutes to complete the Unit Exam. Once time has expired, a pop up box will appear informing you that time has expired. Although there will be a penalty for exceeding the test time limit, YOU MAY STILL SAVE ANSWERS AFTER TIME HAS EXPIRED. To continue to take the exam after the time expires **click "cancel"** and continue answering questions. An overtime penalty will be applied of 1% per minute of overtime. **To submit your exam when the time expires, click "okay."**

Late Exams: If you miss an exam deadline you have 48 hours to contact the professor or you will be given an automatic zero on the exam. All excuses for missing an exam are subject to review by the course professor. **A 40-point penalty may be applied to any exam taken after the deadline.**

Penalties for Exceeding Time Limit on Unit Exams:

The following is a list of the point penalties that will be applied if you extend beyond the 30 minute exam time period in Medical Terminology:

The penalty is 1 point per minute over the allowed 30 minutes. Taking more than 30 minutes over the time limit on an exam (a total of 60 minutes) results in an automatic 0 on the exam.

After you are finished with the quiz or exam, submit the quiz or exam for grading by clicking "ok" on the "Submit Quiz for Grading" button. You can view your exam results by clicking on your exam on your grade record. After the due date for the exam has passed, you will be able to view your exam results one time only.

Grading Scale:

The following scale will be applied for grade assignment in this course:

100-90% = A
89.9-80% = B
79.9-70% = C
69.9-60% = D
59.9% and lower = F

Course Assessment:

After you have finished taking all the unit exams, you should complete the evaluation form. Please plan to complete the evaluation before the end of the course. We rely on your opinions to make improvements to our courses. Your survey link will be emailed to you by the UTA Administration.

Attendance: No attendance is required in this online course.

Drop Policy: Consult your academic advisor to determine the last drop date for this course.

Final Exam: There is no final exam in this course.

Important University Policies

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at <http://www.uta.edu/disability>. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity:

The University of Texas at Arlington's policy on Academic Integrity can be reviewed at this location: <http://www.uta.edu/studentaffairs/judicialaffairs/> It is the philosophy of The University of Texas at Arlington 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." (Regents' Rules and Regulations, Series 50101, Section 2.2)

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

After Hours Safety Escort:

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

MavMail:

All students are assigned an email account and information about activating and using it is available at <http://www.uta.edu/email>. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is

enrolled at UT Arlington. Students are responsible for checking their email regularly.

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be send to students through email.