

## Medical Terminology Syllabus for Nursing 3309.072 Fall Term 2015

Course beginning August 27, 2015 and ending December 9, 2015

(Course number: 89672)

### Course Information

Course title:	Medical Terminology
Course number:	Nursing 3309
Course date:	Begins on Aug 27, 2015 and ends Dec 9, 2015
Location:	Online at <a href="http://elearn.uta.edu">http://elearn.uta.edu</a>
Meeting day(s) and times:	This is a fully online course with no required class meetings.
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

### Course Features

**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. Specific student outcomes and lesson objectives are located in the course textbook on the first page of each chapter and lesson.

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: [cdesupport@uta.edu](mailto:cdesupport@uta.edu).

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

- **Online Learning Practice: Learn Smart:** Practice definitions and spelling terminology through exercises which include multiple choice, fill in the blanks, or labeling type questions. Online homework is individually programmed for each student. The practice sets are scored upon

- submission and comprise a part of the final course grade.
- **E-book:** The course textbook is integrated online with Course Smart learning materials.
  - **Course Updates:** Messages and Announcements 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.

## Course Supplies

**Allan Medical Language for Modern Health Care 3<sup>rd</sup> Edition by Allan and Lockyer**

o **Text + Connect Plus Access Code: ISBN# 9780077825010 (This includes both the paper textbook and the online access code.)**

o **Connect Plus only access code: ISBN# 9780077571016 (This includes the e-book and the online access code, no paper textbook)**

You can purchase the book with the access code or the access code only at the UTA bookstore. The access code is required for graded online homework in this course. If you have questions regarding the book, contact the UTA bookstore manager, Shiva Mirsaedi ([shiva@uta.edu](mailto:shiva@uta.edu)).

You may also purchase your online access code directly from the publisher when you log into the online Learn Smart materials on our Blackboard course the first time.

## Assignments

**Be sure to use a hard-wired computer connection for all quizzes and exams. Using a wireless router with a mobile device such as a laptop, I pad, or I phone may cause disruption of your quiz or exam or slow response time. You will also need to use Respondus Lockdown browser for all quizzes and exams. You will find a link to download this free program in your testing folder.**

**Online Learning Practice: Learn Smart** is our online learning program. The first time you enter the Course Documents section of the course, you will be prompted to register and enter your online access code. Once you have registered, you will be able to access your online practice materials. The Learn Smart program will customize your learning experience to help you learn the required objectives. Complete your Course Smart assignments by the posted due dates so that you will receive credit for them. Your Course Smart average is 8% of your final grade.

**Online Module Practice Quizzes:** After studying the online Learn Smart and

text materials, the online practice quiz for the unit 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 for your quiz. The practice quiz 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 soon as you wish and 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. Practice quizzes are required, but are not counted as a part of your course grade.

**Unit Exams:** Testing will be online. Unit Exams are only visible on the testing date as stated in the syllabus. You must score at least 80% on the LAST ATTEMPT on the practice quiz before you will be given access to each Unit Exam.

There will be a total of 4 Unit Exams -- one over each unit studied. Each Unit Exam will count for 23% of your final grade. Unit Exams will have a total of 50 questions.

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.**”

**Avoid clicking the enter key more than once per question to submit your answer. Clicking enter multiple times will slow the computer response and may cause your exam to be submitted for grading. Once an exam is submitted for grading, it cannot be reopened or retaken.**

**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.

## Grade Calculation

**Grades are calculated as follows:**

**Exam 1 = 23%**

**Exam 2 = 23%**

**Exam 3 = 23%**

**Exam 4 = 23%**

**Learn Smart Average = 8%**

**100-90=A, 89.9-80=B, 79.9-70=C, 69.9-60=D, 59.9-0=F**

## Class Schedule

Each unit is made up of 4 to 6 chapters. 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 in Learn Smart. When you feel you have mastered the material in the chapter, proceed to the next chapter until all the chapters in the unit have been completed. Take the online practice quiz to gauge your progress. You must score at least 80% on the practice quiz before you can take the Unit Exam. You are now ready to take the Unit Exam. Unit Exam dates are listed below. Continue to the next unit.

*As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course.*

**Unit 1 Chapters 1-6 (Learn Smart Assignments are due by the exam date.)**

Chapter 1 Roots and Combining Forms

Chapter 2 Suffixes and Prefixes

Chapter 3 Word Analysis and Communication

Chapter 4 The Body as a Whole

Chapter 5 Digestive System

Chapter 6 Urinary System

**Unit Exam 1 opens on Monday, 9/21/15 at 12:00 AM Central Time**

**Take Unit Exam 1 by Monday, 9/21/15 at 11:55 PM Central Time**

**Unit 2 Chapters 7-11 (Learn Smart Assignments are due by the exam date.)**

Chapter 7 Male Reproductive System

Chapter 8 Female Reproductive System

Chapter 9 Nervous System

Chapter 10 Cardiovascular System

Chapter 11 Blood

**Unit Exam 2 opens on Monday, 10/12/15 at 12:00 AM Central Time****Take Unit Exam 2 by Monday, 10/12/15 at 11:55 PM Central Time****Unit 3 Chapters 12-17 (Learn Smart Assignments are due by the exam date.)**

Chapter 12 Lymphatic and Immunity System

Chapter 13 Respiratory System

Chapter 14 Musculoskeletal System

Chapter 15 Integumentary System

Chapter 16 Special Senses of the Eye and Ear

Chapter 17 Endocrine System

**Unit Exam 3 opens on Monday, 11/2/15 at 12:00 AM Central Time****Take Unit Exam 3 by Monday, 11/2/15 at 11:55 PM Central Time****Unit 4 Chapters 18-22 (Learn Smart Assignments are due by the exam date.)**

Chapter 18 Mental Health

Chapter 19 Geriatrics

Chapter 20 Cancer

Chapter 21 Radiology and Nuclear Medicine

Chapter 22 Pharmacology

**Unit Exam 4 opens on Monday, 11/23/15 at 12:00 AM Central Time****Take Unit Exam 4 by Monday, 11/23/15 at 11:55 PM Central Time****Getting Help**

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

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](mailto: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](mailto: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. Please, put your course number and section in the subject line of your emails. (Example: Biology 3309.001) 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
- Online Conduct: Students should be professional and courteous in their communications in this course whether by email or in the course discussion board. The discussion board should be viewed as a public and professional forum for course-related discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings should be professional in nature. It is not appropriate to post

statements of a personal or political nature, or statements criticizing classmates or faculty. Inappropriate statements/language will be deleted by the course faculty and may result in denied access to the Discussion boards.

- **To Access Blackboard Mail:** All mail for the course will be done via UTA email. From the UTA main web page, click on "Email"

### **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. Course assignments must be completed by the posted dates in order for the student to receive credit.

**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**

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/ses/fao>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather,

tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**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 syllabus*. 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. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.