

Medical Terminology Syllabus for Nursing 3309.074 Spring 2017

Course beginning January 17, 2017 and ending May 5, 2017

Course number:

Course Information:

Course title: Medical Terminology

Course number: Nursing 3309

Course dates: Begins on January 17, 2017 and ending May 5, 2017

Location: Online at <http://elearn.uta.edu>

Meetings days and times: This is a fully online course with no required class meetings

Prerequisites: There are no prerequisites for this course.

Instructor Information:

Name: Jacquelyn Cato

Email: Jacquelyn.cato@uta.edu

Phone: 618-698-3114

Office Location: Jacquelyn Cato does not have an office location on the UTA campus.

Office Hours: No office hours. Contact is via UTA email or phone.

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 Blackboard course on the Unit webpage and in the 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. By using the internet students 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 blank, 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 with Learn 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.

Required Course Supplies

Medical Language for Modern Health Care 3rd Edition by Allan and Lockyer

- Textbook + Connect Plus Access Code: ISBN #9781260129540 (This includes both the paper textbook and the online access code.)

- Connect Plus only access code: ISBN #9781260139037 (This includes the e-book and the online access code, but no paper textbook.)

Students can purchase the paper textbook with the access code OR the access code and e-book 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).

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 for the first time.

Assignments

Students are reminded to use a hard-wired computer connection for all quizzes and exams in our course. Using a wireless router with any mobile device such as a laptop, i-pad, tablet, or cell phone may cause disruption of your quiz or exam or may cause slow response time. You will need to use Respondus Lockdown browser for all quizzes and exams (but not for online homework in Learn Smart). You will find a link to download this free program in your testing folder on Blackboard.

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 our Learn Smart assignments by the posted due dates so that you will receive credit for them. Your Learn Smart average is 8% of your final course grade.

Online Practice Quizzes: After studying the material in your course textbook by reading and doing the practice exercises (found in the paper book) and completing the online Learn Smart activities, you will take the Practice Quiz for the unit. 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. However, the questions will vary on each practice quiz attempt. You must score at least 70% 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 dates as stated in the syllabus. You must score at least 70% 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 covered in our course. Each Unit Exam will count 23% of your final course grade. Unit Exams will have a total of 50 questions. Unit exams are timed. You will have 40 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 for 1% per minute of overtime. To submit your exam for grading when the time expires click OKAY.

Avoid clicking the submit key or 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 40 minute exam time period in Medical Terminology: The penalty is 1 point per minute over the allowed 40 minutes. Taking more than 40 minutes over the time limit on an exam (a total of 80 minutes) results in an automatic zero 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 or Grading button. You will be able to see your quiz or exam grade, but will not be able to review the questions due to testing security. However, you may contact Dr. Westmoreland (lead instructor) (slwestmoreland@uta.edu) or your instructor to make an appointment to discuss quiz or exam questions of concern.

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%=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 70% 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 opens on Monday, 2/6/17 at 12:01 am Central Time.

Take Unit Exam 1 by Tuesday, 2/7/17, 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, 3/6/17, at 12:01 am Central Time

Take Unit Exam 2 by Tuesday, 3/7/17, 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 3 Exam opens on Monday, 4/3/17, at 12:01 am Central Time

Take Unit Exam 3 by Tuesday, 4/4/17, 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, 5/1/17, at 12:01 am Central Time.

Take Unit Exam 4 by Tuesday, 5/2/17, at 11:55 pm Central Time.

Final Exam: There is no separate final exam in this course. The course grade is based on the four unit exams (23% each) and the Learn Smart average (8%).

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 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 troubleshooting your difficulty and will direct you in the next step to resolve the problem.

The UTA 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, and Sunday, 9 am-midnight.

Blackboard also has a 24/7/365 link of 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 link 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: Nursing 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 72 hours for a reply, although replies are made as quickly as possible.
- 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.

Important University Policies

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. **As the instructor of this online course section I do not require attendance. Course assignments including online homework, quizzes, and exams**

must be completed by the posted dates in the course syllabus in order for the student to receive credit. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Drop Policy: Consult your academic advisor to determine the last drop date for this course. 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/aao/fao/>).

Disability Accommodations: UT 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)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. 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 disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

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, or view the information at this URL: <http://www.uta.edu/universitycollege/resources/index.php>.

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.

<p>Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381</p>
