

## SYLLABUS

### **MED\*125 Medical Terminology**

FALL 2014

CRN 3510

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#### Office Hours:

Monday: 11-12am

Tuesday: 10-11 am

Wednesday: 2-3pm

Friday: 12-1pm

Please Use this e-mail address to contact me. There is an e-mail feature through Blackboard but it should be disabled for this course. I will receive your messages through my regular campus account.

**Course Text:** *Medical Terminology (For Health Professionals)* by Ehrlich and Schroeder (required). This text is offered by the college bookstore or you can purchase it online. There is a print and electronic version, either will be fine. You will need this text to participate in the course. It contains all the information that you will be studying and also contains information for the weekly assignments and quizzes.

**Access Code:** When you purchase your text you need to purchase the Web Tutor Access Code. It can be purchased bundled with the text, which will save you money, or it can be purchased separately if you already have the text.

#### **Contacting Me:**

If you need to ask me something about the class you have several ways to get in touch with me. E-mail is probably the easiest and fastest way to get your questions answered. I can access e-mail messages from my office or home, and check my messages each day. If your question is simple, I will likely get back to you quickly. If it is lengthy, I may take longer to answer. In addition, if your question is something that I have also been asked by several other students I will create an Announcement for the course and post an answer to the generic question where it can help everyone. I will also have set office hours each week, and you can stop by my office on campus to ask a question.

### **Course Activities Overview:**

1. Reading Assigned Chapter Material
2. Complete MindTap “Practice” assignments (ungraded)
3. Complete MindTap “Homework”, “Learning Lab” and “Chapter Test”

You will have these three GRADED assignments for EVERY chapter.

Please follow the calendar and complete them by their respective due dates. You typically have at least 1 week for each assignment before it expires.

4. Lastly, there will be Section Exams held on BLACKBOARD. So you will have to log directly into Blackboard, go to the EXAMS folder in our course, and start the exam. Check the Schedule that goes with your syllabus for the dates. Do not miss out on these. They will address chapters placed into groups as follows:

Exam 1: Chapters 1, 2, 3

Exam 2: Chapters 4, 5, 6, 7

Exam 3: Chapters 8, 9, 10, 11

Exam 4: Chapters 12, 13, 14, 15

### **Course Considerations:**

Because this is an on-line course, technically your quizzes and exams are “open book” but they will also be timed to prevent you from being able to rely solely on the text and encourage you to spend a realistic amount of time studying for exams in this class, the same as you would in any class with a “closed book” exam. Remember why you are taking this course. It is likely part of a program requirement, but it is required because you are expected to be able to understand these terms when you see them in other courses and in your work place. This can be a very valuable course for both your academic and professional future. I encourage you to really put in the time and get as much out of it as you can. The course is book driven, meaning that as the instructor, I am more of a facilitator, problem solver, and am responsible for your assessment. The content is designed and presented primarily in a standard format by the book authors and publishers. Therefore, it is a very standardized course that is similar to any other of the same topic taught at any school in any state. Ask me for help when ever you need it

and I will be happy to assist you however I can.

### **Exams:**

There will be four exams covering the material from the course text. The material is broken into 4 sections and approximately the same number of pages will be covered per exam. (Though Exam 1 covers the least and Exam 2 covers the most material and pages of the text.) The Exams will all be conducted on-line during a designated time period. You will have both a specific time frame to complete the exams as well as a limited access to the exam once you begin. For **example**: Exam 1 may become available to complete on February 10th and it will expire on February 12<sup>th</sup>. So you must take the exam at some point during that time period. If you fail to access the exam during the allotted time period, you will receive a Zero for that exam. These time periods will typically span three days. So computer access, or even last minute emergencies should not be a factor. Just don't wait until the last few minutes before it expires, or you may forfeit your opportunity to take the exam. Secondly, the Exams will be timed, once you begin. You will typically have 50 minutes to complete an exam. You can NOT re-start the exam once you begin. SO be prepared. Since you are taking the exams on-line, they are technically open-book, although that is not the intention. The hope is that you have studied the material well enough that you can answer the questions without referencing a text. This is the purpose of the time restriction. If you have studied and know the material, the allotted time will be more than ample to complete the exam and check your answers. I have run several sections of this class and so far, everyone has been able to complete the exams in the allotted time. If you fail to keep up with the material and plan to use your book as a crutch, you will not have enough time to look up all the answers and will likely receive a poor grade. In the past, all students completed the exams with plenty of time to spare. I re-adjusted times to make them more reasonable and feel strongly that there is a fair amount of time allowed, if you are well prepared.

### **Technical Challenges:**

It is not uncommon for a student to lose internet connection or have Blackboard drop them out of the course while accessing course material. The worst case scenario is that this occurs while you are taking an exam. If it does occur, do not panic. Contact me by email: [pbryan@mxcc.edu](mailto:pbryan@mxcc.edu) as soon as possible. I can re-set the exam for you. Typically your work up to that point will be erased and you must start over. If this occurs just before the expiration time for the exam, I will have to review the situation and may be able to extend the deadline for you, if I can verify how the error has occurred. Just don't wait until the last minute to take the exam, and you will avoid that problem.

### **Studying:**

If you progress through all the reading, and practice assignments in MIND TAP, you will be studying as you go along. But you will still need additional time to read the material,

make use of flash cards, and review terminology. This class will be moderately challenging for most students. There will be material that you already familiar with and some that seems very foreign. In addition, the volume of the material is great, and it continues to add up each week. The key to Success is to stay current with the course material. If you read (several times), do the work in the text, prepare for and take the quizzes on time, and participate in the online work during the assigned time periods, you will stay current. If you start to fall behind it will become increasing difficult to catch up. The advantage of an On-line course is that you are working on your own schedule. The Downfall of an On-line course is that you are the one who must schedule this work into your life. If you leave it for “when you have time”, you will not succeed. You must allocate a specific block of time each week (preferably several blocks) to read and do the course work. Stay current and you should do fine.

Do: study in a quiet place with no distractions, no food, tv, people talking etc. Do: re-write your notes, but not just verbatim, re-write them in your own words, summarize them. If you can do this you have started to process the information Do: read the book and your notes OUT LOUD. Hearing yourself increases retention. Do: re-read and re-write again and again. Do: use the on-line resources and perform many self-tests

### **Grading:**

Grades will be assigned according to the point system below. Do not expect any extra credit assignments to be offered. **Assignments must be submitted on time to receive full credit.** As the only gradebook for the course is the Online gradebook, you have access to all of your grades at any time. You add up the total of points that you have received to date, and divide by the total possible points to date. That’s it.

Exam 1-4:	400 (100 pts each) BlackBoard
MindTap Assessments:	750 points (50 points per chapter, 15 chapters)
<b>TOTAL =</b>	<b>1150 points</b>

### **IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: [www.mxcc.edu/catalog/syllabus-policies/](http://www.mxcc.edu/catalog/syllabus-policies/) or scan the QR code with your smart phone. Also, please become



familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: [www.mxcc.edu/nondiscrimination/](http://www.mxcc.edu/nondiscrimination/).

### ***NON-DISCRIMINATION STATEMENT***

*Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.*

*The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:*

- *Primary Title IX Coordinator*  
*Dr. Adrienne Maslin*  
*Dean of Students/Title IX and Section 504/ADA Coordinator*  
*amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123*
- *Secondary Title IX Coordinator*  
*Ms. Mary Lou Phillips*  
*Director of Human Resources, Middlesex Community College*  
*mphillips@mxcc.edu; 860-343-5751; Founders Hall Room 115*
- *Secondary Title IX Coordinator*  
*Ms. Queen Fordham*  
*Coordinator of the Meriden Center Welcome Desk*  
*qfordham@mxcc.edu; 203-608-3011*