

# MEDICAL TERMINOLOGY (MED\*125) COURSE SYLLABUS

Spring, 2014

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## Contacting Me:

You may contact me through my college Email account if necessary, however for most questions and communications, please use the e-mail feature through Blackboard to contact 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 and I also may suggest you see me during my office hours. You can also set up an appointment with me if you need help with the class material.

For general questions that will be beneficial to the entire class, I will also post an announcement on Blackboard with the question and answer.

**Course Text:** *Medical Terminology (For Health Professionals)* by Ehrlich and Schroeder (required). This text is offered by the college bookstore. 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 assignments and quizzes and exams

## Course Activities Overview:

1. Reading Assigned Chapter Material Each week
2. Completing "Learning Exercises" at the end of each book chapter to review the chapter content. This will not be graded
3. Completing an "On-line" quiz related to the chapter/week material
4. Completing weekly on-line assignments related to each chapter
4. Participating in a Discussion related to the chapter/case study assigned Each week
5. Use of supplemental CD and/or on-line materials such as audio files and animations
6. Examinations conducted on-line 2 times (midterm and final)

**Recommend weekly Schedule:**

This class is NOT a self paced course. Each week's assignments will be embedded in their designated Module (ie: Module 1, Module 2 etc) on your Blackboard Shell. There will be weekly reading assignments (with an associated power point that will be available on your Blackboard shell.

There will also be a weekly quiz and a weekly assignment correlating with each designated textbook chapter. All quizzes and assignments will be graded for credit! These weekly assignments will have an expected date that they are due and if they are not submitted by that date/time, no credit will be received. So plan accordingly.

During the course, there will also be discussion posts based on course material learned and participation will be expected. If you do not post by the date/time expected, no credit will be given.

There will be a midterm exam and a final exam online as well.

**Studying:**

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

**Graded Assignments:**

Smarter Measure test online (10 points total)

Weekly Quizzes (pertaining to each chapter) – each worth 20 points (300 points total)

Weekly Assignments- each worth 20 points (300 points total)

Discussion participation – 10 points per discussion topic (140 points total)

Midterm Exam (125 points total)

Final Exam (125 points total)

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Total: 1000 points

## ADDITIONAL COLLEGE INFORMATION

The following policies are important to your academic work at Middlesex Community College. Please take a few minutes to read and understand these policies.

**Students With Disabilities:** “Students with physical or learning disabilities who may require accommodations are encouraged to contact the Counseling Office. After disclosing the nature of the disability, students are urged to discuss their needs with individual instructors. This should be done at the beginning of each semester. Instructors, in conjunction with appropriate college officials, will provide assistance and/or accommodations only to those students who have completed this process.”

**Plagiarism and Academic Honesty:** “At Middlesex Community College we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Board of Trustees’ Proscribed Conduct Policy in Section 5.2.1 of the Board of Trustees’ Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another’s idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.”

**Procedure for Requesting the Accommodation of Religious Beliefs and Practices:** If your religious obligations conflict with the course calendar requirements, and if you wish to request an accommodation, you must make your request in writing prior to the date of the assessment or activity you will miss, and preferably at the beginning of the semester. When requesting a make-up quiz, test, exam, assignment, or activity, state the reason for your request and the date(s) on which your religious obligation(s) will conflict with the course calendar requirements. Also, if your religious obligation/holiday, is unfamiliar to your instructor, you may be asked to provide a calendar which shows the published date(s) of your religious observance(s) or holiday(s).

**Inclement Weather:** In the event of inclement weather either before the start of a day when classes are in session or during the school day, you may check for information on delayed openings, college closings, class cancellations, etc by listening to the radio and television stations listed below. Additionally, a message will be posted on the MxCC website at [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu) and an announcement made on the college’s main phone number, (860) 343-5800. *(When calling the main phone number, be sure to choose option 1 from the menu for school closings.)* If classes are already in session, everyone on campus will be notified of any changes. Decisions to cancel classes or close the college early will be made as soon as practicable.

### Radio Stations Television Stations

WMRD 1150 AM WFSB - 3  
WDRB 102.9 FM and 1360 AM WTNH - 8  
WMMW 1470 AM WVIT - 30  
WRCH 100.5 FM  
WTIC 1080 AM, 96.5 FM  
WZMX 93.7 FM  
WELI 960 AM, WKCI 101 FM

### Off Campus Sites:

The MxCC Meriden Center will comply with the Middletown campus policy. Exception: In the event of extreme weather only in the Meriden area and the Middletown campus determines to hold classes, the decision to cancel classes at the Meriden Center will be determined by the MxCC Meriden Center Director and the Dean of Finance & Administration.

The Old Saybrook off campus site will comply with the Middletown campus policy. Exception: In the event of extreme weather only at the off campus site, the decision to hold or cancel classes at this extension center will be made by our campus extension program director. Faculty should call the Continuing Education Office at (860) 343-5865.

***Note: Off campus sites are ultimately subject to the cancellation policy of the school in which MxCC holds classes.***