

SYLLABUS
MED*125 Medical Terminology

SPRING 2015

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Office Hours:

Monday: 10-11am
Tuesday: 11-1pm
Wednesday: 2-3pm
Friday: 12-2pm

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. THE MINDTAP ACCESS is REQUIRED. It includes an electronic copy of the text. You can also purchase a printed version of the text and access code bundled together. This way you will still have the book to keep as a reference after the course. But note that the printed text is not required. The ACCESS CODE to MINDTAP is required. This text is offered by the college bookstore or you can purchase it online. MindTap 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 MIND TAP 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 (1 chapter per week on average)
2. Complete the ungraded practice exercises for each chapter (in MindTap)
3. Complete “Homework” at the end of each chapter (in MindTap)
4. Complete “Learning Lab” at the end of the chapter (In Mind Tap)
5. Complete the “Chapter Exam” at the end of each chapter (In MindTap)
6. Listen to pronunciation of terms (using MindTap)

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 whenever you need it and I will be happy to assist you however I can.

Exams:

There will be THREE graded assignments for each chapter in MindTap. In addition, there will be FOUR graded Exams in Blackboard.

The MindTap chapter exams are specific for each chapter of the text. They become available based on the dates assigned in your course calendar. Check it out in MindTap.

The Blackboard Exams are Unit exams. They combine information from several chapters. Exam 1 covers Ch. 1-3, Exam 2 covers Ch. 4-7, Exam 3 covers Ch. 8-11, Exam 4 covers Ch. 12-15.

The exams are primarily multiple choice and true and false questions.

For the Blackboard exams, 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

SO, if you had a 88% on the Homework, 75% on the Learning Lab, and 95% on the Chapter exam, the average of those grades would be 86%. This means that you receive 86 points for that chapter.

TOTAL = 1900 points possible

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 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

WMRD 1150 AM
WDRC 102.9 FM and 1360 AM
WMMW 1470 AM
WRCH 100.5 FM
WTIC 1080 AM, 96.5 FM
WZMX 93.7 FM
WELI 960 AM, WKCI 101 FM

Television Stations

WFSB - 3
WTNH - 8
WVIT - 30

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.