Dr. Patrick Bryan

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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. Note: since it is summer, you will receive an automated message that says I am out of my office until the end of August. This pertains to everyone except the students in MED*125. I will be checking my messages daily and will respond to your questions within 24h. If you have a technical problem and are worried about a deadline, don’t worry. I will be sure that all your issues are addressed fairly and will alter deadlines, if there are technical problems. However, do not wait until a few hours before a deadline to only find out then you have an issue. Most assignments are available for days/weeks before they expire, so you should have plenty of time.

Course Text: Medical Terminology (For Health Professionals) by Ehrlich and Schroeder (Mind TAP required). This text is offered by the college bookstore or you can purchase it online. There is a print and electronic version, you likely have both. The electronic version come with your MindTap purchased. 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. If you do not have the MindTap access code, you need one, or you can not access any of the course materials, assignments, or quizzes.

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.
Course Activities Overview:

1. Reading Assigned Chapter Material

2. Completing “Practice Assignments” embedded within each book chapter (MindTAP)

3. Completing end of Chapter Assessments (Homework, Learning Lab, Exam) (MindTAP)

4. Use of supplemental on-line materials such as audio files and animations

5. Blackboard Examinations conducted at end of each unit

   (Exam 1 = Ch. 1,2, 3; Exam 2 = Ch. 4, 5, 6, 7; Exam 3 = Ch. 8, 9, 10, 11;
   Exam 4 = Ch. 12, 13, 14, 15)

6. Listening to pronunciation of terms

Summer Session Special Considerations:

Your summer course will take place over 10 weeks instead of the typical 15 weeks. We will be required to cover the same material to receive the same credit for the same course. So, you are going to have to be committed to this course and spend several hours (I estimate between 3-4 hours) each day. This will depend on how fast you read and how well you can navigate the course materials. Because this is an on-line course, technically your quizzes and exams are “open book”. However, at the end of each unit, you will take an EXAM in Blackboard. These exams will cover 3-4 chapters and will be “timed”. You will have 50 minutes per exam. Students have not had problems with this time limit in the past, but if you think you can rely on looking up all answers in the book, you will NOT complete the test in the allotted time. You MUST be studying, completing assignments, and be up to date if you wish to do well. 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 course 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.
Recommended Weekly Activity Schedule:

Look at the Course Schedule in the “Begin Here” folder in our course Blackboard shell. View the short video tutorials to orient you to the course in MindTap. Start reading Chapter 1 and complete the assignments (the first ones are not graded, so technically they are optional). However, you should complete them all if you are serious about the course and wish to obtain an A in this course. Do the work and you will succeed. You should (1) READ the assigned chapter of the course text book as early as you can and then (2) re-read it a few more times. (3) Take notes on the “Terms” in the chapters. Writing will help you remember and is a type of “active study” activity. So after reading once, read and take notes. (4) Complete the Practice/Learning exercises that are part of each chapter (these are all in MindTap). Do all of these!! They will help you study and remember the material. However, they are not graded. (5) Lastly, you should study through your notes, the chapter exercises, and then perform the end of Chapter Graded Assessments which include the LEARNING LAB, CHAPTER EXAM. You can re-take the quiz, for a total of 3x. It will expire shortly after the exam that is related to the quiz material, so keep up to date. (6) Then repeat this for the next chapter and so on. In the Summer, you will need to be studying several chapters each week. Do not let yourself fall behind. Keep current, read, do all the required ad suggested work, and you will do fine in this course.

Exams:

You will have several types of assessments. These are the assignments that are recorded and used to calculate your grade. There will be several assessments within MindTap itself and several on the Blackboard site. The Assessments in MindTap will be take according to the schedule set out in your MindTap course. At the end of EACH CHAPTER is a 75pt exam. There will also be a HOMEWORK and LEARNING LAB assignment that will be graded. The Homework will be approximately 20 Points each (varies slightly by chapter..19 questions = 19 points etc..). You will receive a % score for the Learning Lab. I will multiply your percentage by 20 to assign you a score in the gradebook. So it you received an 87%, you would obtain 17.4 points of the 20.

Lastly, there will be four (100pt) 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 June 10th and it will expire on June 13th. So you must take the exam at some point during that allotted time period. THERE WILL BE AN ANNOUNCEMENT POSTED IN BLACKBOARD WHEN EACH EXAM IS AVAILABLE AND A POSTED EXPIRATION DATE AND TIME. 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 two-3 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. 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.

**Studying:**

Spaced out evenly, you have about 4 days per chapter, but that includes the final day with the exams. 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 online quizzes on time, and participate in all 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 DAY (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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Each</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard Exam 1-4</td>
<td>100 pts</td>
<td>400 points</td>
</tr>
<tr>
<td>End of Chapter Exams in MindTAP</td>
<td>75 pts</td>
<td>1125 points</td>
</tr>
<tr>
<td>Learning Labs (15)</td>
<td>20 pts</td>
<td>300 points</td>
</tr>
<tr>
<td>Homework (15)</td>
<td>20 pts</td>
<td>300 points</td>
</tr>
</tbody>
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**TOTAL = 2125 points**

**Blackboard Exams will recorded scores in your Blackboard Gradebook. Scores from MindTap will be manually transferred to the Blackboard grade book by the instructor.**

**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: 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.*