

SYLLABUS
MED*125 Medical Terminology

SUMMER 2016

Dr. Patrick Bryan

e-mail: pbryan@mxcc.edu

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 (MindTap ACCESS required). This text is offered as a printed paper version and electronic version. You can purchase the print version and Access CODE together, or purchase the ACCESS CODE alone. You will need this CODE 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. The course is conducted in MindTAP. It is essentially an interactive version of the text book. You read through a section, watch videos and animations, and answer questions at the end of each section. There are several sections in each chapter and the exercises and quizzes in each are practice for you to learn the material. At the END of EVERY Chapter are THREE assessments that count toward your GRADE. See below for details.

Contacting Me:

If you need to ask me something about the class you should email me immediately. This 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. MindTap Login: This is the whole course, you need to get the access code and login
2. Chapter Reading and Activities: First read through the chapter
3. Perform the "Practice" exercises, these are not graded but highly recommended
4. Complete the GRADED assignments for EACH Chapter:
5. Graded assignments include the Homework, Learning Lab, Exam
6. Repeat for the next chapter

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 4-6 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” 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 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.

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 increasingly 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 in MindTap, 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.

Chapter Exams 1-15	1500 (100 pts each)
Homework (15)	285 (19 pts each)
Learning Lab (15)	1125 (75 pts each)
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TOTAL =	2910 points

SCHEDULE:

The course Begins on May 23rd and Ends on August 2nd. There are 10 weeks to this course. You will be covering the entire text, all 15 chapters in these 10 weeks. All assignments are AVAILABLE beginning the first day of class. Each CHAPTER has its own DUE date. SO PLEASE CHECK THESE DUE DATES. You **can** work ahead. But you **can not fall behind**. If you fall behind and a chapter expires, you will be missing out on the opportunity to receive credit for the assessments. So plan ahead and keep up with the work.

Other than the Due Dates, your work is self-paced. Move quickly or gradually through the chapters but just keep at it regularly if you intend to finish the whole course.

TECHNICAL ISSUES:

This is an online course. There is an assumption by the instructor and the college that you are technically proficient and have regular access to a full desktop computer or you would not be registering for an online course. Having said that, it is acknowledged that you may access work through Apple or Android mobile devices along with a traditional desktop operating system. Much of the course will be visible on mobile devices, but it may not all function properly.

Steps to remedy technical issues.

Many of you will encounter some sort of technical issue from time to time no matter what type of computer, operating system, or browser you use.

1. Don't panic: Though there are due dates, if you have a major tech issue and miss a date, contact me and I can reset it for you. But do not get in the habit of doing this. I have no problem extending one or two chapter dates for you. But if you ask every week, it is likely more of a time management issue on your part than a real computer issue.
2. Check your Browser. The majority of issues are fixed for students when they update or switch their browser. You need to have an updated Flash Player for the Learning Labs and some of the Quizzes to function. Mozilla Firefox is the most reliable browser. Safari, Chrome and others do work but can be glitchy. At your first problem, before you contact me, just try changing or updating the browser. If this doesn't work, then let me know.
3. Use a full desktop operating system. Mobile OS devices can run most of the course content. But if you run into an issue, you need to try it again on a desktop computer. If it still doesn't work, again, let me know.
4. As a last resort, if you have a persistent problem with A SINGLE (or small number of assessments) I will be sure you are not penalized and will take it into account when calculating your grade. There is only so much I can do from the technical side, but I can factor in or factor out grades from assignments with technical errors. HOWEVER, if you can not complete as significant number of assignments due to technical issues, you will not be able to receive a grade in the course or you may fail the course. SO please consider dropping the course if you find you are not set up to take a fully online course at this time and then register in a future semester when you are set up for this kind of work.

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.

