

SYLLABUS

MED*125 Medical Terminology

SUMMER 2018

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Please Use this e-mail address to contact me. There is an e-mail feature through Blackboard but we do not use it. 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 FOUR 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

(Note) MindTap adds a *counts toward grade* tag after everything if it is giving you feedback. YOUR COURSE GRADE is calculated from only 4 assignments from EACH chapter.

4. Complete the GRADED assignments for EACH Chapter:
5. Graded assignments include the Pronunciation (15pts), Homework (25pts), Learning Lab (25pts), Exam (50 pts)
6. Repeat for the next chapter
7. Complete all 15 chapters. 60 graded assignments (4/chapter).
8. Comprehensive Review is the equivalent of your course Final Exam. Complete this last.

Summer Session Special Considerations:

Your summer course will take place over 5 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 some 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.

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 day/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	750 (50 pts each)
Homework (15)	375 (25 pts each)
Learning Lab (15)	375 (25 pts each)
Pronunciation (15)	225 (15 pts each)
Cumulative Review	100

TOTAL = 1825 points

NOTE: No matter what assignments you complete or skip in MindTap, it is these 4 assessments from each chapter that I will export and use to calculate your grade. If you do all the word parts, spelling, matching etc.. but do not complete the chapter exam or

homework, you will not accrue any actual course points. REMEMBER: The MindTap gradebook will include practice work that DOES NOT count toward your final grade.

SCHEDULE:

The course Begins on May 29th and Ends on July 3rd. There are 5 weeks to this course. You will be covering the entire text, all 15 chapters in these 5 weeks. All assignments are AVAILABLE beginning the first day of class. Each CHAPTER is DUE by the final day for the course. You **can** work ahead. But you **can not fall behind**. If you fall behind, 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: If an assignment gets locked or you are thrown out, contact me and I can reset it for you.
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 depend on many factors. ****ALLOW Pop-ups and ACCEPT cookies from MindTap.** 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 a 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.

RECOMMENDED SCHEDULE:

COMPLETE CHAPTERS 1, 2, 3, 4: by June 9th

COMPLETE CHAPTERS 5, 6, 7: by June 16th

COMPLETE CHAPTERS 8, 9, 10, 11: June 23rd

COMPLETE CHAPTERS 12, 13, 14: June 30th

COMPLETE CHAPTERS 15 and Comprehensive: July 3rd