

## SYLLABUS

### **MED\*125 Medical Terminology**

Winter 2014

Course Coordinator: Dr. Patrick Bryan

e-mail: [pbryan@mxcc.edu](mailto:pbryan@mxcc.edu)

Office Hours: Online through email (any time through the course)

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 (required). This text is offered by the college bookstore or you can purchase it online. There is a print and electronic version, either will be fine. 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.

**Access Code:** Follow the MindTap instructions in the Course Announcements to register through Cengage MindTap for access to all the online learning materials, practice quizzes and graded assignments.

#### **Contacting 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 at least two times 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. Complete MindTap "Practice" assignments (ungraded)

3. Complete MindTap “Homework”, “Learning Lab” and “Chapter Test”  
You will have these three GRADED assignments for EVERY chapter.

For Winter, there is no “assigned” calendar for your work. You have three weeks to navigate through all 15 chapters of the text in MindTap, do the practice work, and complete the three graded assessments for each Chapter. Work at your own pace, but do not fall too far behind or it will be impossible to complete all the work and attain a decent grade in the course.

4. Lastly, there will one Cumulative Exams held on BLACKBOARD. So you will have to log directly into Blackboard, go to the EXAMS folder in our course, and start the exam.

The Cumulative Final Exam will be available during the last week of the course and must be completed before January 15<sup>th</sup>.

### **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 when ever you need it and I will be happy to assist you however I can.

### **Technical Challenges:**

It is not uncommon for a student to lose internet connection or have Blackboard drop them out of the course while accessing course material. The worst case scenario is that this occurs while you are taking an exam. If it does occur, do not panic. Contact me by email: [pbryan@mxcc.edu](mailto:pbryan@mxcc.edu) as soon as possible. I can re-set the exam for you. Typically your work up to that point will be erased and you must start over. If this occurs just before the expiration time for the exam, I will have to review the situation and may be able to extend the deadline for you, if I can verify how the error has occurred. Just don't wait until the last minute to take the exam, and you will avoid that problem.

## **Studying:**

If you progress through all the reading, and practice assignments in MIND TAP, you will be studying as you go along. But you will still need additional time to read the material, make use of flash cards, and review terminology. 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, 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.

MindTap Assessments: (150 points per chapter, 15 chapters) = 2250 points

Blackboard Cumulative Final: 200 points

**TOTAL = 24500**

**IMPORTANT COLLEGE POLICIES!! PLEASE READ CAREFULLY!**

For information about the college's policies and procedures regarding academic honesty, accessibility/disability services, attendance, audio-recording in the classroom, grade appeals, plagiarism, religious accommodations, weather and emergency closings, and more, please go to the following website: [www.mxcc.edu/catalog/syllabus-policies/](http://www.mxcc.edu/catalog/syllabus-policies/) or scan the QR code with your smart phone. Also, please become

familiar with the policies regarding nondiscrimination, sexual misconduct, and general student conduct at the following website: [www.mxcc.edu/nondiscrimination/](http://www.mxcc.edu/nondiscrimination/).

### **NON-DISCRIMINATION STATEMENT**

*Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.*

*The following people have been designated to handle inquiries or complaints regarding non-discrimination policies and practices:*

- *Primary Title IX Coordinator  
Dr. Adrienne Maslin  
Dean of Students/Title IX and Section 504/ADA Coordinator  
amaslin@mxcc.edu; 860-343-5759; Founders Hall Room 123*
- *Secondary Title IX Coordinator  
Ms. Mary Lou Phillips  
Director of Human Resources, Middlesex Community College  
mphilips@mxcc.edu; 860-343-5751; Founders Hall Room 115*
- *Secondary Title IX Coordinator  
Ms. Queen Fordham  
Coordinator of the Meriden Center Welcome Desk qfordham@mxcc.edu;  
203-608-3011*