

## SYLLABUS

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

SPRING 2018

Dr. Patrick Bryan Office: 209 Wheaton

e-mail: pbryan@mxcc.edu

#### Office Hours:

Tuesday: 11-1 pm

Wednesday: 12:30-2:30 pm

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 Bundled with the **MindTap Access Code** and offered by the college bookstore. If you are not a student who attends classes on campus, as this is an on-line course, you can purchase the MindTap Access Code on-line. You will need the MindTap access 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.

**Access Code:** When you purchase your text you **MUST** purchase a MindTap Access Code. If your book comes from the Middlesex Bookstore, it should be bundled together. If you are purchasing the book on-line, be careful. It can be more expensive to purchase them separately. Your other option is to Purchase the ACCESS CODE Alone through the Cengage/MindTap site. Especially if you are an online student who does not visit campus.

#### **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 **All** Chapter Material Each Week
2. Complete “**Practice**” assignments (**ungraded**). This means that they do NOT count toward our final grade. These include the Spelling, Matching terms, and Word Parts. A grade will appear for you, but these are “self tests.” I will NOT be including them in the Final Grade Calculation.
3. Complete MindTap **(1) Homework, (2) Pronunciation, (3) Learning Lab, and (4) Chapter Test**

**You will have these FOUR GRADED assignments for EVERY chapter.**

Please enable Pop-ups in your browser and be sure you are using a Browser that can run Flash. THE MOST COMMON PROBLEM students experience is the use of an outdated browser lacking the proper plug-ins. Assignments such as “Pronunciation” and “Learning Lab” will give you trouble if you do not have these updated.

Remember, this is a 100% online course, so we make the assumption that all students registering for the course, do so with the knowledge that they will have to use a computer with an up-to-date browser for many hours each week.

Please follow the calendar and complete them by their respective due dates. You typically have at least 1 week for each assignment before it expires.

4. Lastly, there will be a **Cumulative Final Exam** at the end of the course in MindTap
5. Blackboard Activity: You will need to continue to check in with Blackboard each week to look for ANNOUNCEMENTS and UPDATES on any course work and activity.

## 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.

### **Exams:**

There will be One Exam per Chapter in Mind Tap and a Cumulative Final in MindTap at the end of the semester.

Each individual Chapter exam is worth a total of 75 points each. Their dates are posed in the MindTap DateManager/Schedule. If you encounter any technical problems with an exam, let me know by email and I will extend the date for you. The exams will all have an expiration date, which is designed to keep you on pace with the course. I prefer to not change these dates but understand that technical issues may require that I move them. You will never be penalized for technical issues.

### **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, pronunciation, spelling and all other (in chapter self assessments). 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 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 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.

Chapter Homework	20 Points each (x15)	300 total
Chapter Learning Lab	30 Points (x15)	450 total
Chapter Exam	75 Points (x15)	1125 total
Pronunciation	15 Points (x15)	225 total
Cumulative Final Exam	100 Points	100 total

**TOTAL = 2235 points**

**You will be graded on the POINTS of each assignment. I am instructing MindTap to display the Points BUT it will also give you a PERCENT Progress. THIS IS NOT YOUR GRADE! It is the percent correct answers for the assignments you completed. If you skip many assignments (YOU Will Receive a Zero for those in the Official Instructor Gradebook). However, MindTap will not show you this. You need to refer to the scores and points above to calculate your grade accurately.**

**Remember, the percent scores include those assignments that you have COMPLETED. If you miss assignments they will affect your final grade (though MindTap may overlook them in this number...so it could be artificially high if you missed assignments)**

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

Course Schedule:

Exam Dates are for Blackboard Exams

<b>WEEK</b>	<b>DATES</b>	<b>Study Topic(s)</b>	<b>Assignment(s)</b>
1	Jan17-20	Chapter 1: Intro Read all book and online material	
2	Jan 21-27	CH. 1 continued/ Chapter 2: Body/Health	Chapter 1 MindTap Assessments Due
3	Jan 28 Feb 3	CH. 2 continued/ Chapter 3: Skeletal System	Chapter 2 MindTap Assessments Due
4	Feb 4- 10	CH. 3 continued/ ALSO Begin Chapter 4: Muscular System	Chapter 3 MindTap Assessments Due
5	Feb 11-17	CH. 4 continued/ Chapter 5: Cardiovascular System	Chapter 4 MindTap Assessments Due
6	Feb 18-24	CH. 5 continued/ Chapter 6: Lymphatic System	Chapter 5 MindTap Assessments Due
7	Feb 25-Mch 3	CH. 6 continued/ Chapter 7: Respiratory System and	Chapter 6 MindTap Assessments Due
8	Mch 4- 10	CH. 7 continued/ Chapter 8: Digestive System	Chapter 7 MindTap Assessments Due

9	Mch 11- 17	Spring Break Week	
10	Mch 18-24	CH. 8 continued/ Chapter 9: Urinary System	Chapter 8 MindTap Assessments Due
11	Mch 25-31	CH. 9 continued/ begin Chapter 10: Nervous System	Chapter 9 MindTap Assessments Due
12	Apr 1-7	CH. 10 continued/ Chapter 11: Senses	Chapter 10 MindTap Assessments Due
<b>13</b>	Apr 8-14	CH. 11 continued Chapter 12: Skin	Chapter 11 MindTap Assessments Due
14	Apr 15-21	Chapter 13: Endocrine System	Chapter 12 MindTap Assessments Due
15	Apr 22-28	Chapter 14: Reproductive System	Chapter 13 MindTap Assessments Due Chapter 14 MindTap Assessments Due
<b>16</b>	Apr 29 -May 5	Chapter 15: Diagnostics	Chapter 15 MindTap Assessments Due
17	May 6- 12	<b>NOTE: is the last day the class material will be available in MindTap</b>	COMPLETE THE CUMULATIVE REVIEW QUIZ BEFORE THE 12th

**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/)

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