

# Syllabus – Fall 2013

## AH 2001 - Medical Terminology

Excluding textbooks, the information on this syllabus is subject to change. For the most up-to-date syllabus, check this site on the first day of classes.

### Program Information

This is a one-credit undergraduate level course. It is one in a series of undergraduate courses in the Allied Health Sciences Occupational Safety and Health concentration. The course is required for the Occupational Safety and Health concentration within the Bachelor of Professional Studies (BPS) degree program.

This course was developed by Rosanne Lipcius.

### Course and Instructor Information

**Course Title** - Medical Terminology (AH 2001)

**Credits** - 1

**Format:** Online via [HuskyCT](#)

**Prerequisites** - None

**Instructor** – [Roseanne Lipcius](#)

**E-mail:** [roseanne.lipcius@uconn.edu](mailto:roseanne.lipcius@uconn.edu) (After the first day of classes, students registered in the course should send messages to the instructor via HuskyCT Messages.)

#### **Availability:**

I will check into the course frequently, once a day at the beginning of the course and on average once every two days after that. If I expect to be away due to illness, travel or family obligations, I will make every attempt to notify you in advance. If you need to discuss an issue with me individually, please email me directly at [Roseanne.lipcius@uconn.edu](mailto:Roseanne.Lipcius@uconn.edu). My virtual office hours will be on Mondays and Wednesdays from 11AM until noon.

If you have a question about the course that is not private and you feel others in the class may benefit from your question, please use the Discussions Board in HuskyCT. There is a Discussions area called "General Discussion" and within that area there is a discussion topic called "Questions for Instructor". This is where you should post course-related questions. There is also a Discussions area called "Messages from Instructor". This is an area housing important messages to the class from the instructor. To ensure you do not miss any important instructor notifications during the course, please check the "Messages from Instructor" area and the Announcements in HuskyCT regularly.

For special permission to register for this course, contact the instructor directly at (860) 486-1994 or via email at [Rosanne.Lipcius@uconn.edu](mailto:Rosanne.Lipcius@uconn.edu). Include your Peoplesoft ID number and reason for taking the course.

### Course Description

Introduction and mastery of medical terminology through presentation of word roots, prefixes and suffixes.

### Course Materials

**Students must have all required course materials before the first day of class .**

This text is available through a local or online bookstore. For more information, see Textbooks and Materials on our [Enrolled Students](#) page.

### **Required Materials:**

Chabner, D.E. (2011). *The Language of Medicine* (9th ed.) St. Louis, MO: Saunders. ISBN: 978-1-4377-0570-6.

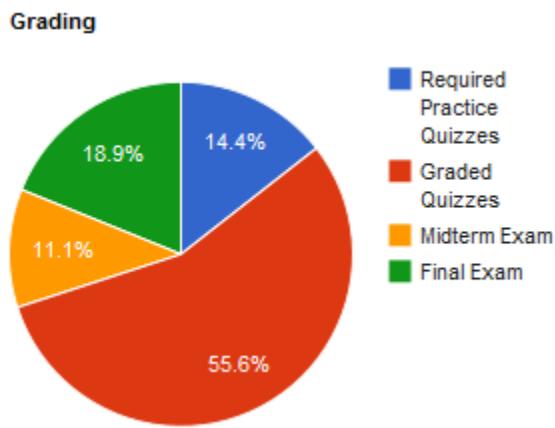
(Note: This text may be purchased new locally or through an online bookstore. If purchasing a used text, please make sure that the *Student CD* is included in the purchase.)

Additional course readings and media are available within HuskyCT, through either an Internet link or the Library Resource Tool (Electronic Course Reserve/ECR)

### **Course Requirements and Grading**

#### **Summary of Course Grading**

<b>Course Components</b>	<b>Points</b>	<b>Percentage</b>
Required Practice Quizzes (13 @ 5 points each)	65	14.4
Graded Quizzes (12 @ 25 points each; two lowest grades dropped)	250	55.6
Midterm Exam (face-to-face, in person)	50	11.1
Final Exam (face-to-face, in person)	85	18.9
Total	450	100



#### **Required Practice Quizzes**

Each week concludes with a required practice quiz exercise consisting of ten or fewer questions. *Note that the first Required Practice Quiz is due by Thursday at 11:59 PM on Week 2.* These quizzes are individual exercises intended to reinforce key concepts covered during the week. You are allowed two attempts for each practice quiz and your last practice quiz grade will be recorded. The highest available score for each practice quiz is five points. In order to earn all points associated with this required practice self quiz, you must complete it by the deadline listed in the HuskyCT Course Schedule.

#### **Graded Quizzes**

There will be weekly graded quizzes covering the week's assignments, starting on Week 2. (Note: there is no weekly quiz for Week 7, but there is a Required Practice quiz for that week. Each quiz will consist of twenty five or fewer questions, in the following formats:

- multiple choice, or
- matching

The graded quiz questions will be selected randomly, so no student will have the same quiz. Be certain you are prepared to take the quiz before accessing it, since the duration of the quiz is limited within HuskyCT and you are only allowed to access and take each quiz once. The window of availability and deadline for completing each quiz is listed in HuskyCT's *Course Schedule*. Students must take each quiz when scheduled. Make up quizzes will only be given for unusual documented circumstances (medical or family emergencies). **Any make-up quizzes will only be given in person in the instructor's office (Koons Hall Room 214 at a mutually agreeable time. NOTE: The highest achievable score for each weekly quiz is 25 points. The two lowest quiz grades will be dropped.**

### **Midterm Exam**

The midterm exam covers weeks 1 through 7. Note: The midterm exam will be administered live, in a classroom on the Storrs campus. Date, time and location of the midterm is listed in HuskyCT's Course Schedule. Students must bring a picture ID with them to the midterm exam. The midterm exam will be a paper exam consisting of 50 multiple choice questions. The highest achievable score for the midterm exam is 50 points.

Students must take the exam when scheduled. Make up exams will only be given for unusual documented circumstances (medical or family emergencies) and will be administered in the instructor's office (Koons Hall room **214**) at a mutually agreeable time.

### **Final Exam**

The final exam covers weeks 8 through 14. Note: The final exam will be administered live, in a classroom on the Storrs campus during Final Exam Week. Exam date, time and place is listed in HuskyCT's Course Schedule. Students must bring a picture ID with them to the final exam.

The exam will be administered on paper and will consist of 85 multiple-choice questions. The highest achievable score for the final exam is 85 points. Students must take each exam when scheduled. Make up exams will only be given for unusual documented circumstances (medical or family emergencies). Make-up of the final exam must be pre-approved by the Dean of Students Office. See [http://www.ossa.uconn.edu/docs/finals\\_list.pdf](http://www.ossa.uconn.edu/docs/finals_list.pdf) for questions relating to rescheduling of the final exam.

### **Plagiarism Quiz**

While it is necessary for you to complete the Plagiarism Module and the quiz, please note this quiz will not be counted towards your final grade.

**The final course grading scale is as follows:**

Total Points	Grade	Letter Grade	GPA
416-450	92.5-100	A	4.0
403-415	89.5-92.4	A-	3.7
389-402	86.5-89.4	B+	3.3
371-388	82.5-86.4	B	3.0
358-370	79.5-82.4	B-	2.7
344-357	76.5-79.4	C+	2.3
326-343	72.5-76.4	C	2.0
312-325	69.5-72.4	C-	1.7
299-311	66.5-69.4	D+	1.3
281-298	62.5-66.4	D	1.0
268-280	59.5-62.4	D-	0.7
< 267	<59.5	F	0.0

## Due Dates

The *Course Schedule* in HuskyCT lists all due dates for the course. All course deadlines are based on Eastern Standard Time; if you are in a different time zone, please adjust your submittal times accordingly.

## Feedback and Grades

I will make every effort to provide feedback and grades in a timely manner. To keep track of your performance in the course, refer to *My Grades* in HuskyCT.

### Course Objectives

By the end of the semester, students should be able to:

1. Demonstrate the word analysis skills to define unfamiliar medical terms when they are encountered by breaking down terms into their combining forms, prefixes and suffixes.
2. Explain the meanings of medical terms in the context of the structure and function of the human body in health and disease.
3. Name the organs of the various body systems and describe their locations and functions.
4. Identify clinical procedures, laboratory tests, and abbreviations related to each body system or medical specialty.
5. Describe disease processes, symptoms, diagnoses, and treatments that affect the various body systems.
6. Develop the specialized medical vocabulary needed in a clinical setting.

### Course Outline

Modules 1 and 2: Basic Word Structure and Terms Related to the Body as a Whole

Module 3: Suffixes and Prefixes

Module 4: Digestive System

Module 5: Urinary System

Module 6: Female and Male Reproductive Systems

Module 7: Nervous System

Module 8: Cardiovascular System

Module 9: Respiratory System

Module 10: Blood and Lymphatic Systems

Module 11: Musculoskeletal System

Module 12: Skin and Sense Organs

## **Student Responsibilities and Resources**

As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. This section provides a brief overview to important standards, policies and resources.

### **Student Code**

You are responsible for acting in accordance with the [University of Connecticut's Student Code](#), available at [http://www.community.uconn.edu/student\\_code.html](http://www.community.uconn.edu/student_code.html). Review and become familiar with these expectations. In particular, make sure you have read the section that applies to you on Academic Integrity:

- [Academic Integrity in Undergraduate Education and Research](#)
- [Academic Integrity in Graduate Education and Research](#)

Cheating and plagiarism are taken very seriously at the University of Connecticut. As a student, it is your responsibility to avoid plagiarism. If you need more information about the subject of plagiarism, use the following resources:

- [Plagiarism: How to Recognize it and How to Avoid It](#)
- [Instructional Module about Plagiarism](#)
- [University of Connecticut Libraries' Student Instruction](#) (includes research, citing and writing resources)

### **Netiquette and Communication**

At all times, course communication with fellow students and the instructor are to be professional and courteous. It is expected that you proof read all your written communication, including discussion posts, assignment submissions, and mail messages. If you are new to online learning or need a netiquette refresher, please look at this guide titled, [The Core Rules of Netiquette](#).

### **Adding or Dropping a Course**

If you should decide to add or drop a course, there are official procedures to follow:

- Matriculated students should add or drop a course through [PeopleSoft](#).
- Non-degree students should refer to [Non-Degree Add/Drop Information](#) located on the registrar's website.

You must officially drop a course to avoid receiving an "F" on your permanent transcript. Simply discontinuing class or informing the instructor you want to drop does not constitute an official drop of the course. For more information, refer to the:

- [Undergraduate Catalog](#)
- [Graduate Catalog](#)

### **Academic Calendar**

The University's [Academic Calendar](#) contains important semester dates.

### **Students with Disabilities**

Students needing special accommodations should work with the University's [Center for Students with Disabilities \(CSD\)](#). You may contact CSD by calling (860) 486-2020 or by emailing [csd@uconn.edu](mailto:csd@uconn.edu). If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

The University of Connecticut's online course management system, HuskyCT, is a product of Blackboard, Inc. "Blackboard measures and evaluates accessibility levels using two sets of standards; Section 508 of the Rehabilitation Act issued from the United States federal government and the Web Accessibility Initiative (WAI) issued by the World Wide Web Consortium (W3C)." (Retrieved December 1, 2008 from <http://www.blackboard.com/company/accessibility.aspx>).

### Software and Platform Requirements

- Word processing software
- [Adobe Acrobat Reader](#)
- Internet access

This course is completely facilitated online using the learning management platform, [HuskyCT](#). If you have difficulty accessing HuskyCT, call the Digital Learning Center (DLC) at (860) 486-1187, or contact them online (including instant chat) at <http://dlc.uconn.edu/contact.html>.

### Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

### Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the [Office of Institutional Research](#).