

## Medical Terminology Syllabus for Spring 2010

### Course Information

Course title: Medical Terminology  
Course number: Biology 3309  
Course description:  
Course date: Tuesday, January 19, 2010 through Friday, May 7, 2010  
Location: Online  
Meeting day(s): N/A  
Meeting time(s): N/A  
Prerequisite(s):

### Instructor Information

Name: Dr. Sandra Westmoreland  
Email: Please mail within WebCT  
Office location: No office is located on campus  
Office hours: Monday and Wednesday 2-4 pm via phone  
Phone: (940) 898-2560  
Biography:  
Teaching assistants:

### Course Features

**Time and Place of Class Meetings:** This internet course has no class meetings.

**Description of Course Content and Student Outcomes:** This course will enable the student to speak, use, and understand commonly used terms in the field of medicine.

This course is a web-based course in which students obtain the course information from their textbook, accompanying software and the materials found on the UTA WebCT Internet site (<http://webct.uta.edu>) or on the computers located in Ransom Hall. You may access the course at your convenience but you must observe university and testing deadlines. If you need further assistance, call the **Center for Distance Education (817) 272-7181** or email: [support@distance.uta.edu](mailto:support@distance.uta.edu).

By using the Internet or the facilities in Ransom Hall you will have access to the following course features:

- **Online Practice Sets:** Practice definitions and spelling terminology through exercises which include multiple choice, fill in the blanks, or labeling. The practice sets are timed and scored upon submission.
- **Web Links/ Library Resources:** These resources are to help you explore, in detail, topics that interest you. A list of the course Web Links can be accessed by clicking on the "Web Links" link located in the left hand navigation menu in WebCT. You can access a number of helpful library links by clicking on "Library Resources" also located in the left hand navigation menu in WebCT.
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- **Course Updates:** Messages will be sent by the professor via WebCT email regarding course updates, answers to general questions, and reminders about exam deadlines. Students are encouraged to check their WebCT email messages

frequently.

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## Course Supplies

*The Language of Medicine*, 8th edition, Davi-Ellen Chabner, W. B. Saunders Company with online access code for online activities. (ISBN 9781416034773)

If you purchase a used book, you must purchase the online access code separately. It can be purchased online at: <http://portals.elsevier.com/portal/majorsbooksdallas>.

The ISBN for the **access code only** is: 9781416034766.

## Class Schedule

Each unit is made up of 4 to 5 chapters. Complete each unit in this manner: read each chapter and study the terms by doing the exercises provided in the text and on the accompanying software. When you feel you have mastered the material in the chapter, do the online practice set to gauge your progress. You must score at least 60% on each module quiz before you can take the Unit Quiz. Proceed to the next module until all the chapters in the unit have been completed. You are now ready to take the unit quiz. Continue to the next unit.

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### Unit 1 Modules 1-4

Module 1 Basic Word Structure

Module 2 Terms Pertaining to the Body as a Whole  
Module 3 Suffixes  
Module 4 Prefixes

**Unit Quiz 1 opens on Thursday, February 4th, at 12:00 AM Central Time**  
**Take Unit Quiz 1 by Thursday, February 11th, at 11:55 PM Central Time**

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### **Unit 2 Chapters 5-9**

Module 5 Digestive System  
Module 6 Additional Suffixes and Digestive System  
Module 7 Urinary System  
Module 8 Female Reproductive System  
Module 9 Male Reproductive System

**Unit Quiz 2 opens on Thursday, March 4th, at 12:00 AM Central Time**  
**Take Unit Quiz 2 by Thursday, March 11th PM Central Time**

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### **Unit 3 Chapters 10-14**

Module 10 Nervous System  
Module 11 Cardiovascular System  
Module 12 Respiratory System  
Module 13 Blood System  
Module 14 Lymphatic and Immunity System

**Unit Quiz 3 opens on Thursday, April 1st, at 12:00 AM Central Time**  
**Take Unit Quiz 3 by Thursday, April 8th, at 11:55 PM Central Time**

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### **Unit 4 Chapters 15-18**

Module 15 Musculoskeletal System  
Module 16 Skin  
Module 17 Sense Organs: The Eye and The Ear  
Module 18 Endocrine System

**Unit Quiz 4 opens on Thursday, April 29th, at 12:00 AM Central Time**  
**Take Unit Quiz 4 by Thursday, May 6th, at 11:55 PM Central Time**

## **Getting Help**

Questions related to course content should be addressed to your course instructor.

If you are experiencing technical difficulties, please contact the Center for Distance Education by email at [support@distance.uta.edu](mailto:support@distance.uta.edu) or by phone at 817.272.7181 or 888.UTA.DIST toll free (8 AM until 5 PM, Monday through Friday). We will assist you in trouble shooting your difficulty and will direct you in the next step to take to resolve the problem.

The Help Desk will also answer technical questions. Email [webct@uta.edu](mailto:webct@uta.edu) or [helpdesk@uta.edu](mailto:helpdesk@uta.edu) or phone 817.272.2208. The Help Desk maintains the same hours as the Central Library. It is normally open Monday-Thursday, 7 AM until midnight, Friday, 7 AM until 8 PM, Saturday, 9 AM-8 PM, and Sunday, 9 AM-midnight.

All emails to support must be sent using an email service outside of the course environment .

## Course Requirements

### WebCT Mail

Since we will not meet face to face on a regular basis, I need a way to communicate with each of you. When you register for the course you will receive a WebCT mail account. All mail for the course should be sent through the WebCT mail tool. Students are encouraged to ask questions and interact with the instructor through this medium.

The following guidelines should be followed:

- Send no more than one (1) email per day per student consolidating all questions and comments in a single message.
- Allow one week for a reply.
- All challenges to questions must contain the text page reference of the proposed correct response.
- Students should maintain a professional and courteous tone in their communication.

#### **To Access WebCT Mail:**

From the homepage, click on the "Communication" image. From there click on the Mail image to go to the WebCT Mail box.

You may also access your WebCT mail box by clicking the "Go To Mail" link on the left hand navigation menu.

All mail for the course will be done within the course environment.

**To Send WebCT Mail:** Click "Compose Mail Message" from within the WebCT mail system. You will find a list of the students/ faculty in the course by clicking the "browse" button at the top of the "Compose Mail Message" box.

### Grading — Assignments

**Online Module Practice Sets:** After studying the software or text exercises, the online practice sets will help you gauge your progress before taking the online quiz for the unit. These practice sets are not used in calculating your grade, but you will receive a score, the time taken, and answers to the questions you have answered. Module practice sets may be done in the order you prefer; however, all practice sets must be completed to access the unit quiz. The instructor will monitor students' progress on the practice sets.

**Unit Quizzes:** Testing will be online. There will be a total of 4 unit quizzes -- one over each unit studied. Each unit quiz will count for 25% of your final grade. Unit Quizzes will have a total of 50 questions, but some questions may have multiple parts. **You must score at least 60% on the practice sets before you will be given access to the Unit Quizzes.** You will have 30 minutes to complete the unit quiz. Time remaining for the quiz will be shown on a small clock in the upper right hand corner of the quiz screen but, I also encourage you to keep your own time. Once time has expired, every time you attempt to save a question a pop up box will appear informing you that time has expired. **Although there will be a penalty for exceeding the test time limit, YOU MAY STILL SAVE ANSWERS AFTER TIME HAS EXPIRED.**

**Late Quizzes:** If you miss an exam deadline you have 48 hrs to contact the professor or you will be given an automatic zero on the exam. All excuses for missing an exam are subject to review by the course professor. A 20-point penalty may be applied to any exam

taken after the deadline.

### **Penalties for Exceeding Time Limit**

The following is a list of the point penalties that will be applied if you extend beyond the 30 minute quiz time period in Medical Terminology:

**The penalty is 1 point per minute over the allowed 30 minutes.**

**Taking more than 25 minutes over the time limit results in an automatic 0 on the quiz.**

After you are finished with the quiz, submit the quiz for grading by clicking "ok" on the "Submit Quiz for Grading" button. Then click the "view results" button to see your quiz score.

### **Grading Scale:**

The following scale will be applied for grade assignment in this course:

100-90% = A  
89.9-80% = B  
79.9-70% = C  
69.9-60% = D  
59.9% and lower = F

### **Course Assessment:**

After you have finished taking all the unit quizzes, you should complete two evaluation forms. The first form is an evaluation of the instruction that you received in this course. The second evaluation form is designed to gather your thoughts on classes taught in this format. Your comments on both of these forms are anonymous. Please plan to complete the evaluations before the end of the course. We rely on your opinions to make improvements to our courses. You will find the surveys at the end of the table of contents in the "Course Content" section of the course.

### **Attendance:**

No attendance is required in this online course.

### **Drop Policy:**

The last day to drop classes in Spring 2010 is April 2, 2010.

### **Final Exam**

***There is no final exam in this course.***

## **Important University Policies**

### **Americans With Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at <http://www.uta.edu/disability>. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

#### **Academic Integrity:**

The University of Texas at Arlington's policy on Academic Integrity can be reviewed at this location: <http://www.uta.edu/studentaffairs/judicialaffairs/> It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2)

#### **Student Support Services Available:**

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

#### **Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

#### **Bomb Threats:**

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

#### **After Hours Safety Escort:**

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

#### **MavMail:**

All students are assigned an email account and information about activating and using it is available at <http://www.uta.edu/email>. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT Arlington. Students are responsible for checking their email regularly.

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be send to students through email.