

HEALTH OCCUPATIONS 1000-02: Medical Terminology Spring Semester 2015

Instructor: Dr. Karen L. Bauer

Office: Science 103

Office Hours: 8:00 – 8:50 am Thursday; 9:00 – 9:50 am F; 10:00 – 10:50 am MW;
2:00 – 2:50 pm Tuesday (or by appointment)

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Lecture: TR 9:00 - 9:50 am Science 113 (Section 02, CRN 27339) 2 credits
(See Syllabus for topical coverage)

Course Objectives: Upon successful completion of this course, the student will be able to:

- analyze and understand simple to advanced medical terms, alone and in context,
- develop facility in the correct spelling and pronunciation of medical terms,
- associate medical terms with the proper body systems,
- describe symptoms and manifestations of some medical conditions.

There is a tremendous amount of material to be covered and you may feel overwhelmed at first. With time and much practice, both during and outside of class, word roots, combining forms, prefixes and suffixes will become more familiar. The chapter organization of the text aids in associating medical terms with specific body systems.

Required Textbook: *The Language of Medicine*, Tenth Edition. Davi-Ellen Chabner.
W.B. Saunders Elsevier Publishing. 2014. ISBN: 9781455728466
(Cost: New - \$89.95; Used - \$69.30)

Examinations: There will be seven exams worth 100 points each given during the course plus a comprehensive final exam worth 200 points for a total of 900 points. The exams will contain a variety of questions that may include fill-in-the-blank, multiple choice, matching, true-false, etc. You will be tested on knowledge of medical terms as well as the correct spelling and pronunciation of terms. Your lowest score from the seven exams will be dropped from consideration in figuring your final grade. This lowers the overall number of points to 800. If you should miss an exam because of illness or some other reason, you will take a zero on that exam and it will become the score that is dropped. The final exam will not be dropped. Should you miss a second exam because of unavoidable and valid circumstances, you must notify me in advance. Only if I am notified in advance of your absence will I discuss the possibility of your taking a makeup exam. **No advance notice = no makeup exam.**

Grading Policy: Grading for this course will be determined on the basis of points accumulated from our six highest exams plus the final exam. A total of 800 points can be earned as outlined above (see “Examinations”). Points earned in the course will be translated into a letter grade as follows (see next page):

A = 93.6 - 100% (749 - 800 points)	C = 73.6 - 76.9% (589 - 615 points)
A- = 90.0 - 93.5% (720 - 748 points)	C- = 70.0 - 73.5% (560 - 588 points)
B+ = 87.0 - 89.9% (696 - 719 points)	D+ = 67.0 - 69.9% (536 - 559 points)
B = 83.6 - 86.9% (669 - 695 points)	D = 63.6 - 66.9% (509 - 535 points)
B- = 80.0 - 83.5% (640 - 668 points)	D- = 60.0 - 63.5% (480 - 508 points)
C+ = 77.0 - 79.9% (616 - 639 points)	F = < 60% (479 points and below)

Grades will NOT be based on the curve. If everyone earns an "A," everyone gets an "A." The percentages or total points as outlined above may be decreased but will NOT be increased.

Make certain that you do your own work. Please do not copy the work of others. Besides not helping you, this practice is illegal – it is called plagiarism. Students who copy assignments/exam answers, whether suspected or apparent, or who permit another or others to copy, will receive NO credit for the assignment.

Extra Credit: There will be no extra credit assignments given in this course. There is plenty of regularly scheduled work to keep you busy, and if you concentrate on understanding it, there should be no need for extra credit. I believe every student should be treated equally. Extra credit leads to unfair advantages for some students over others.

Academic Integrity or Dishonesty (Cheating and Plagiarism): The instructor will not tolerate any act of cheating which she observes. If any student is observed cheating on any examination or assignment, the instructor will note the time and event and the student will receive no credit for that assignment. Such act of cheating will include the use of books or notes unless these are expressly permitted by the instructor, looking upon another student's paper during the time an examination is in progress, consulting others inside or outside of class using text messaging functions, etc. If a second offense is committed by a student, he/she will be subject to further disciplinary action (See "Code of Conduct," Dixie State University Catalog or Student Handbook).

D Mail Statement: You are required to frequently check your Dmail account. Important class and college information will be sent to your Dmail account, including DSU bills, financial aid/scholarship notices, notices of cancelled classes, reminders of important dates and deadlines, and other information critical to your success at DSU and in your courses. If you don't know how to access your Dmail account, go to www.dixie.edu and select "Dmail" from the left column. To locate your Dmail username and password, go to www.dixie.edu, and click on "Log in to student services."

Please Do Not Bring Your Young Children To Class. Too often children cause disruption during class because they are fidgety, get bored, and have short attention spans. It is against university policy to bring children to class. Please try to find other arrangements.

Students with Disabilities: If you are a student with a medical, psychological or a learning difference and requesting reasonable academic accommodations due to this disability, you must provide an official request of accommodation to your professor(s) from the Disability Resource Center **within the first two weeks** of the beginning of classes. Students are to contact the center on the main campus to follow through with, and receive assistance in the documentation process to determine the appropriate accommodations related to their disability. You may call **(435) 652-7516** for an appointment and further information regarding the Americans with Disabilities Act (ADA) of 1990 per Section 504 of the Rehabilitation Act of 1973.

A Word About Cellular Phones, Picture Phones, iPods, MP3s, and Text Messaging: The use of electronic communications devices is strictly forbidden during class lectures and exams! All cellular phones must be turned off during class. Too many students in the past have answered their phones and carried on a conversation or otherwise used a communication device to text message, surf the Web and such while I am trying to lecture. Not only is this behavior extremely rude to me, but it is also rude to others who are trying to pay attention and learn. I will not tolerate cellular phones ringing during class. Be advised that if yours rings, a minimum of 15 points will be deducted from your grade. If you disrupt class by leaving to respond to a phone call or you use your text messaging function, you will also receive a point reduction. If you leave class to respond to a cellular phone call, do not return to class and cause further disruption. If your phone calls and text messages are more important than this class, then drop the class.

Lecture Attendance: I do not record attendance. However, bear in mind that students with even a few class cuts usually fail to achieve passing course grades. Instructors are not required to accommodate students' individual work schedules. Students should register for classes that do not conflict with their work schedules.

Following is the Dixie State University "Attendance Policy" –

"Regular and prompt attendance in classes and laboratory sessions is expected of every Dixie State University student. Attendance requirements are established by each instructor and such requirements are enforced by the University. No absence excuses a student from completing work missed. It is the student's responsibility to find out which assignments will be missed."

"Students receiving scholarship assistance other than federal aid are being sponsored by the citizens of the state of Utah or private donors. As recipients, these students are expected to exert a full effort in their academic studies. As a condition of accepting these funds, and for the privilege of representing Dixie State University in co-curricular activities, these students should plan on regular attendance in classes and laboratories for which they are registered. Attendance will be monitored and those students not attending on a regular basis are subject to termination of their scholarship and/or suspension from participation in activities."

Attendance is essential. If you do not attend class regularly, you hurt yourself because not only will you fall behind, you will also miss out on valuable information that cannot be easily gleaned from a classmate's notes. Please be here to get the information firsthand.

Other Important Dates to Remember: Please make note of the following dates important to your success this semester. You will see such items as the last date for a full refund, the last date to drop or audit, the last date for complete withdrawal from school, etc.

REGULAR SEMESTER DATES WORTH NOTING

Jan. 12	Classwork starts
Jan. 16	Last day to add without signature
Jan. 19	Martin Luther King Jr. Day -- No School
Jan. 22	Drop/Audit fee begins (\$10 per class)
Jan. 27	\$50 Late registration/payment fee
Feb. 2	Pell Grant Census
Feb. 2	Last day for refund
Feb. 2	Last day to drop without receiving a "W" grade

Feb. 2	Graduation Application Deadline for Spring 2015 associate degrees
Feb. 4	Courses dropped for non-payment
Feb. 6	Last day to ADD/AUDIT classes
Feb. 16	President's Day Holiday
Mar. 2	Graduation Application Deadline for Summer 2015 baccalaureate degrees
Mar. 2	Mid-term grades due
Mar. 6	Last day to DROP individual class
Mar. 9-13	Spring Break
Apr. 1	Graduation Deadline for Fall 2015 baccalaureate degrees
Apr. 10	Last day for complete withdrawal
Apr. 13	Fall Registration open to Seniors (90+ credits)
Apr. 14	Fall Registration open to Juniors (60+ credits)
Apr. 15	Fall Registration open to Sophomores (30+ credits)
Apr. 16	Fall Registration open to all students
Apr. 29	Classwork ends
Apr. 30	Reading Day
May 1, 4-7	Final Exams
May 8	Commencement

Important Links:

- Disability Resource Center** - dixie.edu/drcenter
- IT Student Help Desk** - dixie.edu/helpdesk
- Library** - library.dixie.edu
- Testing Center** - dixie.edu/testing
- Tutoring Center** - dixie.edu/tutoring
- Writing Center** - dixie.edu/english/dsc_writing_center.php

LECTURE and ASSIGNMENT SCHEDULE

HLOC 1000-02: Medical Terminology

Spring Semester, 2015

	Date	Chapter	
Jan.	13 Tues	1	Syllabus; Basic Word Structure
	15 Thurs	2	Terms Pertaining to the Body as a Whole
	20 Tues	3	Suffixes
	22 Thurs	4	Prefixes
	27 Tues		EXAM 1 - Chapters 1, 2, 3, 4
	29 Thurs	5	Digestive System
Feb.	3 Tues	5	Digestive System (continued)
	5 Thurs	6	Additional Suffixes and Digestive System Terminology
	10 Tues	7	Urinary System
	12 Thurs		EXAM 2 - Chapters 5, 6, 7
	17 Tues	8	Female Reproductive System
	19 Thurs	9	Male Reproductive System

	Date		Chapter	
Feb.	24	Tues	10	Nervous System
	26	Thurs		EXAM 3 - Chapters 8, 9, 10
Mar.	3	Tues	11	Cardiovascular System
	5	Thurs	12	Respiratory System
	10	Tues		SPRING BREAK – No School
	12	Thurs		
	17	Tues	13	Blood System
	19	Thurs		EXAM 4 - Chapters 11, 12, 13
	24	Tues	14	Lymphatic and Immune System
	26	Thurs	15	Musculoskeletal System
	31	Tues	15	Musculoskeletal System (continued)
Apr.	2	Thurs		EXAM 5 - Chapters 14, 15
	7	Tues	16	Skin
	9	Thurs	17	Sense Organs: The Eye and the Ear
	14	Tues	17	Sense Organs: The Eye and the Ear (continued)
	16	Thurs		EXAM 6 - Chapters 16, 17
	21	Tues	18	Endocrine System
	23	Thurs	19	Cancer Medicine (Oncology)
			20	Radiology and Nuclear Medicine
	28	Tues		EXAM 7 - Chapters 18, 19, 20
May 5 Tuesday		FINAL EXAM - Comprehensive 8:00 – 10:00 am in SCI 113		

Note: It is intended that the topics will be discussed on the dates indicated. However, some topics may overlap the dates according to time and circumstances.

HLOC 1000 Exam Format (No SCANTRON forms are required. Students write on the exam paper provided by the instructor.)

PLEASE do not fill out your exam in red or pink pen or red or pink pencil. This will result in a 10% point deduction.

Each of the seven unit exams will consist of the following format:

Part 1: Pronunciation Fifteen medical terms selected from the assigned chapters will be pronounced either correctly or incorrectly. The student must determine whether or not the instructor's pronunciation of the term is correct or incorrect and indicate such by circling "yes" or "no" beside the given word on the exam paper. (15 questions worth 1 point each = 15 points total)

Part 2: Spelling Ten medical terms from the assigned chapters will be spelled four different ways. Only one version is correct. The student is to circle the correct spelling of the term. (10 questions worth 1 point each = 10 points total)

Part 3: Multiple Choice Twenty questions each with five possible answers will be asked. The student is to circle the SINGLE BEST answer of the choices "a" through "e" for each question. Much of the material for the multiple choice questions comes from the "meatier" portions of the chapters dealing with diseases, their symptoms and treatments, etc. (20 questions worth 1.5 points each = 30 points total)

Part 4: Fill-in-the-blanks Ten statements are given with one or more medical terms left out (as indicated by a blank line(s)). The student must use the "shopping list" of terms provided to fill in the correct answers given the context of the statement(s) for each question. (10 questions worth 1 point each = 10 points total)

Part 5: Build-the-terms Fourteen definitions or meanings of medical terms are given. The student must use the "shopping list" of word roots, prefixes, and suffixes to build the correct medical term and write that term in the blank provided beside each definition. Spelling counts as does following the rules of keeping or dropping combining vowels between roots and suffixes. (These rules will be covered in Chapter One.) (14 questions worth 1.5 points each = 21 points total)

Part 6: Matching Fourteen medical terms are listed in Column A. The student is to write the letter of the word or phrase from Column B that matches each in the blank before the term in Column A. (14 questions worth 1 point each = 14 points total)

The point value of Parts 1 – 6 described above is 100 points.

Extra Credit (up to 5 points maximum per unit exam) The student may go back to page one of the exam and write a complete definition for five of the fifteen pronunciation terms. Each correct and complete definition is worth one extra credit point.

FINAL EXAM (Comprehensive) Worth 200 points

The comprehensive final exam is comprised of 200 word parts that must be matched with the correct meaning. This exam is really eight smaller "matching" exams with 25 questions per page. Of the 25 word parts on a given page, the "match" to the word part will be on the same page among choices "a" through "y." By the time you complete this course, you ought to be able to match word parts with their meanings. Studying the glossary on pp. 959 – 967 should help a great deal regarding your success on this exam.