

HPRS 1106 Syllabus Summer 2011

INSTRUCTOR INFORMATION:

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COURSE INFORMATION:

TITLE: Medical Terminology, HPRS 1106.BWB, BW8, BW9

COURSE DATES: JUNE 6, 2011 –AUGUST 11, 2011

COURSE CREDITS: 1 credit

PREREQUISITES: none

COURSE DESCRIPTION: A study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. (SCANS 1)

COURSE OBJECTIVES:

Learner will be able to recognize and use the prefixes, suffixes, root words and plurals required for exploration in the scientific and medical fields.

Learner will be able to recognize and use the vocabulary words, and the definitions of the vocabulary words, required for exploration in the scientific and medical fields.

Learner will be able to recognize and use the abbreviations and symbols required for exploration in the scientific and medical fields.

Learner will learn and be able to identify the basic surgical procedures used in the medical fields.

Learner will learn and be able to identify the basic medical specialties used in the medical fields.

Learner will learn and be able to identify the basic diagnostic procedures used in the medical fields.

Learner will be able to identify the basic structures and functions of the eleven organ systems of the human body.

TEXT: *Medical Terminology: A Word-Building Approach*. 6th edition, by Jane Rice; Pearson/Prentice Hall, 2008; ISBN-13:978-0-13-222531-1, ISBN-10:0-13-222531-X

This textbook is really nice, with explicit pictures of certain medical conditions AND an audio glossary on the CD. Be sure to take advantage of this feature. You can find out information about your book and even order one online by going to www.odessacollegebookstore.com

EMAIL RULES: This is a web course and we will utilize this technology for communication, delivery of assignments, and on-line testing. Communication is preferable through e-mail. You must use your Odessa College email address. Please access your Odessa College Student E-mail, by following the link to either set up or update your account:

<http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email. This may seem inconvenient, but this policy is in place to protect not only the faculty, but also the student from receiving emails which may contain viruses, Trojan horses, worms, etc. that may damage our computers! The IT department has access to both student and faculty email accounts so they can assist all of us in the event of a problem. I check email daily (except on school holidays) and will usually respond within 24 hrs to your email. I normally will be online checking and responding to emails every night between 9:30 and 11:00 p.m., so that would be a good time for you to be looking for a response from me.

Please remember to sign your name in your email as I may not recognize your email address.

If you don't get a response from me, assume that I didn't get it and **please** email again or call. I have listed my cell phone number which has voice mail in case you are not near a computer and have an emergency. You can also send me a text message if you have an emergency (be sure it is a true emergency). When phoning or texting, be sure to leave your full name, phone number and brief comment concerning your needs. Please speak clearly when leaving a message. I will return the call as soon as possible. And, please, since I am giving you my personal cell phone number, no calls before 9:00am or after 9:00pm.

GRADING:

7 Module Tests (usually 100 pts each)	35%
7 Critical Thinking Assignments	35%
“Who Am I?”	2.5%
“Familiar with Website”	2.5%
1 Final Exam	25%

ASSIGNMENTS: This class has been setup in individual Modules. Each Module consists of three to four chapters of material from the Medical Terminology textbook. There is a wordlist which outlines the material to be learned from each chapter. There will be a test for each module covering the material outlined in the wordlist. There is also a critical thinking exercise for each module to further assess your understanding of the material.

Each assignment has a specific opening date and closing date as outlined in the "Assignment Schedule" table at the end of the syllabus. You must submit the assignment no later than midnight of the date listed (on the assignment schedule) or a grade of zero will be recorded. This means that you can turn the assignment in anytime until the day it is due.....as long as I have it by closing time listed on the "Assignment Schedule". It is your responsibility to download the wordlist and complete the assignments during the period of time in which they are open. I WILL NOT reopen a wordlist or assignment (test or critical thinking) if you miss a closing time, so please don't request that I do so. In addition, I will not reopen wordlists for the final exam (because you should already have them downloaded from your work throughout the semester) and you will not be able to review old exams. Unfortunately, due to the way Blackboard operates, doing so would compromise the integrity of the tests in this course.

Unless noted on the "Assignment Schedule", you will have 9 days to complete each Module. During the first 5 days, I will open the "wordlist" page for your review. The "wordlist" is a table of all the material from the Medical Terminology textbook that you will be responsible for on the Module Assignments. During the last 4 days, I will open the Module Test and Critical Thinking Assignment for that module. I will open the Module Assignments for a particular Module for 4 days after the "wordlist" closes. You can complete these assignments ANY TIME during those 4 days. However, your assignments will be timed. I will deduct 1 point from your assignment score for each minute that you exceed the time limit. Once you click on the icon (for the test or for the critical thinking assignment), you are committed to completing the task. You are **NOT ALLOWED** to use your textbook for the test or the critical thinking assignments. **You should approach each assignment on the Internet as you would a test that you take in the classroom.** If you rely on your book to complete the assignments, you will have an extremely difficult time with the final exam (also timed) and your final grade in the class will be disappointing for you. There will not be enough time to look up all the answers. I know it might be tempting, since I'm not sitting right there watching you, and I know you want to make a good grade, but it really is more important to LEARN the information and not to use your textbook. Besides, would you really want someone who coasted through their health sciences classes (by cheating) to be responsible for your medical care?????!! I know you can handle this class...it just takes some time, commitment, and perseverance!

You do not have to submit any work from the textbook, just the scheduled assignments and tests that are listed below (on the "Assignment Schedule".) The tests will consist mainly of multiple choice, fill-in-the-blank, and matching. The critical thinking assignments will consist of some short- answer, fill in the blank, true/false, and multiple choice. To take a Module test, click on the "Module Test" toolbar and open the test by clicking on it. To complete a Critical Thinking assignment, click on the "Critical Thinking" toolbar and open the critical thinking assignment by clicking on it. Follow the directions from there.

HERE ARE THE DIRECTIONS TO FOLLOW for taking a Module test or completing a Critical Thinking assignment:

Online Exam/Critical Thinking Information

Due to technical issues the questions will be displayed one at a time.

Instructions:

Log on to Blackboard

Enter our course (HPRS 1106: Medical Terminology)

Click on the Test tab or the Critical Thinking tab

When you open the exam/critical thinking assignment, question one will automatically load and a timer will appear in the upper right hand corner of the test window.

To select an answer to a question simply click on the empty circle to the left of the answer you choose. When you click in the empty circle a green dot should appear in the circle to let you know the selection was made.

Proceed to the next question by clicking on the forward  arrow button. When you click on the arrow button, a new box will appear asking you to confirm question submission; select ok. This will automatically save your answer and advance you to the next question. If you need to go back a question, simply click the back  arrow button.

When you reach the end of the test; around 100 questions, you will see a  button in the lower right corner of the test window. Click the  button to complete and submit the exam. If you have left any question or questions blank, a new window will appear stating: the following questions may be incomplete. A list of questions which have not been answered will be seen in the window. Select cancel, if you want to answer the questions that were skipped. If you are prepared to submit the exam, select ok. A box will then appear asking you to confirm assessment submission; click ok.

If at any time during the test you select the  arrow button, you will automatically advance to question 1. If you select the  arrow button you will automatically advance to the last question. This is especially helpful if you have skipped a question and need to advance to the final question to submit the test.

In addition to the time limit on the tests, it is important to know that spelling counts. **If your answer is misspelled, it will be counted as incorrect.** In medical terminology, a difference in one letter can make a difference in the meaning of the term.....SO spelling is imperative to obtain full credit.

FINAL EXAM:

The final exam will be comprehensive and accounts for 25% of your grade. Hopefully, this will encourage you not to rely on using your textbook on the module tests or critical thinking assignments. :) It will be composed of multiple choice and fill in the blank (abbreviations), and critical thinking questions. **You may take your final exam any time from Wednesday August 10, 2011 – Thursday August 11, 2011. The final exam must be completed by midnight on Thursday August 11, 2011. Failure to complete the final exam during this time will result in a grade of zero!**

Keep in mind that you are not supposed to use your textbook, wordlists, note-cards, or any other material on the final exam. This holds true for your module tests as well. Ultimately, if you want to succeed in this class, you must approach **ALL** of your tests as if you were taking them in the classroom.

POLICIES AND PROCEDURES:

SPECIAL NEEDS: Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

STUDENT GRIEVANCES: Student grievances should first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.

INCOMPLETE POLICY: An incomplete grade may be given only if (1) the student has passed all work completed, and (2) he/she has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.

LONG TERM ABSENCE POLICY: Students are expected to make contact with the instructor each week by completing their assignments. If you are absent from the course for more than **9 days (the amount of time given for one module unit)** without contacting the instructor, the course will be made unavailable to you. You will need to contact your instructor by email explaining the reason and request access to the course website. It is not the responsibility of the instructor to ensure your participation in the course.

STATEMENT OF ACADEMIC DISHONESTY:

In cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure as stated in the *Student Handbook* under the heading titled *Student Right to Due Process* on page 31.

IMPORTANT COURSE DATES:

Classes Begin	June 6, 2011
Last Day to Drop/Withdraw with a "W"	August 3, 2011
Independence Day	July 4, 2011
Last Class Day	August 11, 2011
Final Exam	August 11, 2011

PREPARATION FOR COMPUTER EMERGENCIES:

Computer Crash: Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems: When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Alternate Computer: Make arrangements to have access to another computer that you can use in the event you have computer problems. Identify a college, library, Internet café, employer, friend, or other source that would provide you with computer access in case of emergency. Always be prepared for waking up to a non-functional computer.

If you take care with these few simple suggestions you will understand why technology problems are NOT acceptable reasons for deadline extensions.

OTHER IMPORTANT INFORMATION:

Learning Resource Center (Library): The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian" service provide additional help.

Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or students' and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Student Support Services:

ADA Accommodation/Support

Rivera-Weiss, Becky 432-335-6861 brivera@odessa.edu

Admissions & Registration & Transcripts

Beard, Becky (Director) 432-335-6443 bbeard@odessa.edu

Blackboard Technical Support

Davis, Corey 432/335-6781 cdavis@odessa.edu

Bookstore

Stevens, Heather (Manager) 432-335-6654 smolder@odessa.edu

Business Office

Pollock, Debbie (Manager) 432-335-6600 dpollock@odessa.edu

Computer Services

Carson, David (Director) 432-335-6649 dcarson@odessa.edu

Counseling

Aguilar, Rosie 432-335-6741 raguilar@odessa.edu

Help Desk (Student Learning Center)

Carlson, Chip 432-335-6835 ccarlson@odessa.edu

Financial Aid and Scholarship

Nesmith, Dee (Director) 432-335-6429 dnesmith@odessa.edu

Library

Petersen, Carolyn (Director) 432-335-6641 cpetersen@odessa.edu

Testing Center/Career Center

Pease, Terri (Coordinator) 432-335-6816 thilliard@odessa.edu

Vice President of Instruction

Hughes, Tanya Dr. 432-335-6413 thughes@odessa.edu

Vice President of Student Services

Bauske, Dr. David 432-335-6683 dbauske@odessa.edu

Access to Odessa College Library Online Catalog

<http://www.odessa.edu/dept/library/>

ASSIGNMENT SCHEDULE:

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
1. Who are You			June 6 (opens at 8:00am) – June 9 (closes at midnight), 2011
2. Become Familiar with this Website			June 6 (opens at 8:00am) – June 10 (closes at midnight), 2011
Module 1 Wordlist	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	June 6 (opens at 8:00am) – June 12 (closes at midnight), 2011
Module 1 Test Critical Thinking			June (opens at 12:05am) – June 16 (closes at midnight), 2011
Module 2 Wordlist	Chapters 5, 6, & 7	Chapters 5, 6, & 7	June 17 (opens at 12:05am) – June 21 (closes at midnight), 2011
Module 2 Test Critical Thinking			June 22 (opens at 12:05am) – June 25 (closes at midnight), 2011
Module 3 Wordlist	Chapters 8, 9, & 11	Chapters 8, 9, & 11	June 26 (opens at 12:05am) – June 30 (closes at midnight), 2011
Module 3 Test Critical Thinking			July 1 (opens at 12:05am) – July 5 (closes at midnight), 2011
Module 4 Wordlist	Chapters 10, 12, & 13	Chapters 10,12, & 13	July 5 (opens at 12:05am) – July 9 (closes at midnight), 2011
Module 4 Test Critical Thinking			July 10 (opens at 12:05am) – July 13 (closes at midnight), 2011
Module 5 Wordlist	Chapters 14, 15, & 16	Chapters 14, 15, & 16	July 14 (opens at 12:05am) – July 18 (closes at midnight), 2011
Module 5 Test Critical Thinking			July 19 (opens at 12:05am) – July 22 (closes at midnight), 2011
Module 6 Wordlist	Chapters 17, 18, & 19	Chapters 17, 18, & 19	July 23 (opens at 12:05am) – July 27 (closes at midnight), 2010
Module 6 Test Critical Thinking			July 28 (opens at 12:05am) – July 31 (closes at midnight), 2011
Module 7 Wordlist	Chapters 20, 21, & 22	Chapters 20, 21, & 22	Aug 1 (opens at 12:05am) – Aug 5 (closes at midnight), 2011
Module 7 Test Critical Thinking			Aug 6 (opens at 12:05am) – Aug 9 (closes at midnight), 2011
Comprehensive Final Exam		Chapters 1 - 22	Aug 10 (opens at 12:05am) – Aug 11 (closes at midnight), 2011