

HPRS 1106 Syllabus Summer 2012

INSTRUCTOR INFORMATION:

NAME: Kristie Deramus

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COURSE INFORMATION:

TITLE: Medical Terminology, HPRS 1106.WB

COURSE DATES: JUNE 4, 2012 –JULY 5, 2012

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*. 7th edition, by Jane Rice; Pearson/Prentice Hall, 2012; ISBN-13:978-0-13-214802-3, ISBN-10:0-13-214802-1

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 4 days to complete each Module Test/ Module Critical Thinking Assignment. I will open the "wordlist" page for your review at the beginning of the semester. The "wordlist" is a table of all the material from the Medical Terminology textbook that you will be responsible for on the Module Assignments. The Wordlist will close immediately BEFORE the Module Tests/Module Critical Thinking Assignments open. Once the Tests/Critical Thinking Assignments open you can complete these assignments ANY TIME during the 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!**so, just to make sure that everything is clear: FOR EXAMPLE: On Monday June 4, Module 1 wordlist will be open. It will close at midnight on Tuesday June 5th (MAKE SURE YOU PRINT IT OUT TO STUDY FROM **BEFORE** IT CLOSES!!!!) Then at 12:05am on Wednesday June 6th, Module 1 Test and Module 1 Critical Thinking will open. These assignments will close at midnight on Saturday June 9th.....so that means you can complete these two assignments **ANY TIME** between 12:05am on June 6th and midnight on June 9th.....does that make sense??? Then for the next Module Wordlist 2.....it will be open beginning Monday June 4th and it will close at midnight on Saturday June 9th (MAKE SURE YOU PRINT IT BEFORE IT CLOSES.)....then the Module Test and Module Critical Thinking will open at 12:05am on Sunday June 10th and

they will close at midnight on Wednesday June 13th (complete these assignments any time during these 4 days).....if you are still confused, email or call me and I'll guide you to the right path.

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. You will complete your tests and critical thinking assignments using the **Respondus Lockdown Browser (RLDB)**. There is a link on our course site that will give you all the information you need on RLDB.....take a look at it, download the browser, and let me know if you have any difficulties at all. When you are ready to complete a Module Test or a Module Critical Thinking, you will need to close all programs and open the RLDB. It will take you to the login page for Blackboard (Bb)...login like normal then, 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. You will not need a password,..."no" is already selected by default....just click continue and then click submit. 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 using RLDB
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 July 4, 2012 – Thursday July 5, 2012. The final exam must be completed by midnight on Thursday July 5, 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 **5 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.

STUDENT SUCCESS CENTER:

The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

IMPORTANT COURSE DATES:

Classes Begin	June 4, 2012
Last Day to Drop/Withdraw with a “W”	June 26 , 2012
Independence Day	July 4, 2012
Last Class Day	July 5, 2012
Final Exam	July 4-5, 2012

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.

Pollock, Debbie (Manager)	432-335-6600	dpollock@odessa.edu
<i>Computer Services</i>		
Carson, David (Director)	432-335-6649	dcarson@odessa.edu
<i>Counseling</i>		
Aguilar, Rosie	432-335-6741	raguilar@odessa.edu
<i>Help Desk (Student Learning Center)</i>		
Carlson, Chip	432-335-6835	ccarlson@odessa.edu
<i>Financial Aid and Scholarship</i>		
Nesmith, Dee (Director)	432-335-6429	dnesmith@odessa.edu
<i>Library</i>		
Petersen, Carolyn (Director)	432-335-6641	cpetersen@odessa.edu
<i>Testing Center/Career Center</i>		
Pease, Terri (Coordinator)	432-335-6816	thilliard@odessa.edu
<i>Vice President of Instruction</i>		
Hughes, Tanya Dr.	432-335-6413	thughes@odessa.edu
<i>Vice President of Student Services</i>		
Bauske, Dr. David	432-335-6683	dbauske@odessa.edu

Access to Odessa College Library Online Catalog
<http://www.odessa.edu/dept/library/>

Scroll to the next page for your assignment schedule

ASSIGNMENT SCHEDULE:

Assignment	Reading Assignment	Word List	Assignments/Wordlists/Tests opening and closing times
1. Who are You			June 4 (opens at 8:00am) – June 5 (closes at midnight), 2012
2. Become Familiar with this Website			June 4 (opens at 8:00am) – June 6 (closes at midnight), 2012
Module 1 Wordlist	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	June 4 (opens at 8:00am) – June 5 (closes at midnight), 2012
Module 1 Test Critical Thinking			June 6 (opens at 12:05am) – June 9(closes at midnight), 2012
Module 2 Wordlist	Chapters 5, 6, & 7	Chapters 5, 6, & 7	June 4 (opens at 8:00am) – June 9 (closes at midnight), 2012
Module 2 Test Critical Thinking			June 10 (opens at 12:05am) – June 13 (closes at midnight), 2012
Module 3 Wordlist	Chapters 8, 9, & 11	Chapters 8, 9, & 11	June 4 (opens at 8:00am) – June 13 (closes at midnight), 2012
Module 3 Test Critical Thinking			June 14 (opens at 12:05am) – June 17(closes at midnight), 2012
Module 4 Wordlist	Chapters 10, 12, & 13	Chapters 10,12, & 13	June 4 (opens at 8:00am) – June 17(closes at midnight), 2012
Module 4 Test Critical Thinking			June 18 (opens at 12:05am) – June 21 (closes at midnight), 2012
Module 5 Wordlist	Chapters 14, 15, & 16	Chapters 14, 15, & 16	June 4 (opens at 8:00am) – June 21 (closes at midnight), 2012
Module 5 Test Critical Thinking			June 22 (opens at 12:05am) – June 25 (closes at midnight), 2012
Module 6 Wordlist	Chapters 17, 18, & 19	Chapters 17, 18, & 19	June 4 (opens at 8:00am) – June 25 (closes at midnight), 2012
Module 6 Test Critical Thinking			June 26 (opens at 12:05am) – June 29 (closes at midnight), 2012
Module 7 Wordlist	Chapters 20, 21, & 22	Chapters 20, 21, & 22	June 4 (opens at 8:00am) – June 29 (closes at midnight), 2012
Module 7 Test Critical Thinking			June 30 (opens at 12:05am) – July 3 (closes at midnight), 2012
Comprehensive Final Exam		Chapters 1 - 22	July 4 (opens at 12:05am) – July 5 (closes at midnight), 2012