

HPRS 1106.11 Syllabus Spring 2013

Department: Biology **Course Title:** Medical Terminology **Name:** HPRS_1106_11
Start Date: 01/22/2013 **End Date:** 05/17/2013 **Modality:** Face to Face
Credits: 1 **Day:** Tuesday **Time:** 8:30-9:20 am
Instructor's Name: Clovis Stacey **OC Email:** cstacey@odessa.edu
Instructor's Office: WH 130 **OC Phone #:** (432) 335-6543
Office Hours: M: 11am - 12 pm, 4-5 pm; T: 11 am - 1 pm, W: 9-10 am, 5-6 pm; Th: 11 am – 1pm, F: 9-10 am by appointment

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.

Prerequisites / Corequisites: None / A&P I

ICOs: 1

Course Objectives:

1. Learner will be able to recognize and use the prefixes, suffixes, root words and plurals required for exploration in the scientific and medical fields.
2. 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.
3. Learner will be able to recognize and use the abbreviations and symbols required for exploration in the scientific and medical fields.
4. Learner will learn and be able to identify the basic surgical procedures used in the medical fields.
5. Learner will learn and be able to identify the basic medical specialties used in the medical fields.
6. Learner will learn and be able to identify the basic diagnostic procedures used in the medical fields.
7. Learner will be able to identify the basic structures and functions of the eleven organ systems of the human body.

Required Readings/Materials: *Medical Terminology: A Word-Building Approach*. 7th edition, by Jane Rice; Pearson/Prentice Hall, 2008; ISBN-13: 978-0-13-214802-3, ISBN-10: 0-13-214802-1

Grading Policy: The learners' semester grade for the course is determined by calculating the below percentiles for each area, and then adding the percentiles for each area together for a percentage out of 100:

Tests & Grading:

7 Quizzes at 100 pts.	700	78% of course grade
1 Comprehensive Final	<u>150</u>	22% of course grade
Total Points	850	

A= 89.5 – 100

B = 79.5 - 89.49

C = 69.5 - 79.49

D = 59.5 - 69.49

F = <59.5

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 432-335-6861 to request assistance and accommodations.

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.

Student E-mail: 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.**

Student Portal: Odessa College uses the Student Portal found on the OC Homepage

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 Success: 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.

Reasonable Expectations of Engagement for Instructors:

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students:

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,

- having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
- seek out help from my instructor and/or from tutors;
 - ask questions if I don't understand; and,
 - attend class regularly to keep up with assignments and announcements.

Department Specific Information:

Last Day to drop the class with a "W" is Tuesday, April 16, 2013

Cell phones must be turned off while the student is in the classroom.

Tentative Lecture Schedule:

Jan.	22	Introduction to class.
	29	Fundamental Word Structure, (1), Suffixes (2), Prefixes (3), The Organization of the Body (4).
Feb.	05	<u>Quiz 1 (Ch. 1, 2, 3, & 4)</u>
	12	The Integument System (5), Skeletal System (6), Muscular System (7)
	19	<u>Quiz 2 (5, 6, & 7)</u>
	26	The Digestive System (8), Cardiovascular System (9), Respiratory System (11)
Mar.	05	<u>Quiz 3 (8, 9, & 11)</u>
	12	Spring Break. No Classes
	19	Blood and Lymphatic System (10), Urinary System (12), Endocrine System (13)
	26	<u>Quiz 4 (10, 12, & 13)</u>
Apr.	02	The Nervous system (14), Ear (15), Eye (16)
	09	<u>Quiz 5 (14, 15, & 16)</u>
	16	Female Reproductive System (17), Obstetrics (18), Male Reproductive System (19)
	16	Last day to drop with a "W"
	23	<u>Quiz 6 (17, 18, & 19)</u>

	30	Oncology (20), Radiology and Nuclear Medicine (21), Mental Health (22)
May	07	<u>Quiz 7 (20, 21, & 22)</u>
	14	Final Exam: WH 108, 8:30-11:00 am