

HPRS 1106 Syllabus Spring 2013

INSTRUCTOR INFORMATION:

NAME: Kristie Deramus

PHONE: 432/638-3008 (cell) this is my personal cell phone as I do not live in Odessa and I do NOT office on campus

E-mail Address: kderamus@odessa.edu

COURSE INFORMATION:

TITLE: Medical Terminology, HPRS 1106.WB, WB9

COURSE DATES: January 22, 2013 – May 12, 2013

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 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. These are separate assignments found in separate folders. **You should not use your textbook while completing these assignments (although you may be able to find the answers for the tests in the textbook, you will NOT be able to find the answers for the critical thinking assignments.)** These assignments are designed to see how well you are studying the material from the wordlists and whether or not you understand the terms, conditions, and body systems you are studying. Trying to complete these assignments with your textbook will leave you frustrated as you exceed the time limit and lose points on the assignment. **IF you read the chapters and spend 30 minutes to 1 hour a day going over the meaning of the terms on the wordlist, you should be successful on your assignments.**

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 1 week to complete each Module Test/ Module Critical Thinking Assignment. I will open the "wordlist" page for your review 2 weeks before the Test/Critical Thinking open. 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 week. However, your assignments will be timed. The time limit is in accordance with the time limit you would have to complete the assignments in a classroom setting. 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 Tuesday January 22, Module 1 wordlist will be open. It will close at midnight on Sunday, February 3rd (MAKE SURE YOU PRINT IT OUT TO STUDY FROM **BEFORE** IT CLOSES!!!!!!) Then at 12:05am on Monday February 4th, Module 1 Test and Module 1 Critical Thinking will open. These assignments will close at midnight on Sunday February 10thso that means you can complete these two assignments **ANY TIME** between 12:05am on February 4th and midnight on February 10thdoes that make sense??? Then for the next Module Wordlist 2.....it will be open beginning Monday February 4th and it will close at midnight on Sunday February 17th. (MAKE SURE YOU PRINT IT BEFORE IT CLOSES.).....then the Module 2 Test and Module 2 Critical Thinking will open at 12:05am on Monday February 18th and they will close at midnight on Sunday February 24th (complete these assignments any time during these 7 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.....and you will have 1 hour to complete each test. The critical thinking assignments will consist of some short- answer, fill in the blank, true/false, and multiple choice.....and you will have 1 hour to complete each critical think assignment. Again, the time limit is set in place as it would be in a classroom setting and as a way to ensure academic honesty on the assignments. You will complete your tests and critical thinking assignments using the **Respondus Lockdown Browser (RLDB)**. There is a link (a button on the right hand side that says "Respondus Lockdown Browser") 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.....don't forget to take the practice test (it is one true/false questions to make sure your browser is working properly) as it is worth 5 bonus points....**PLEASE DO THIS ASAP IN CASE YOU HAVE TROUBLE....DON'T WAIT UNTIL THE LAST MINUTE, AS I WILL BE MUCH LESS SYMPATHETIC DURING CRUNCH TIME IF YOU HAVE PROCRASTINATED!!!!!!** **IN FACT, LET'S SAY THAT THE PRACTICE TEST IS DUE NO LATER THAN MIDNIGHT ON FEBRUARY 3RD**. 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 "Assignments" toolbar, open the critical thinking assignment folder 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.....remember there is not a password.



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 Monday May 13, 2013 – Thursday May 16, 2013 AT NOON. The final exam must be completed by NOON on Thursday May 16, 2013. 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 **2 weeks (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	Jan 22, 2013
Deadline for Spring Deg Application	Mar 20, 2013
Spring Break	Mar 11 -16, 2013
Good Friday	Mar 29, 2013
Last Day to Drop/Withdraw with a "W"	Apr 16, 2013

Last Class Day
Final Exam
Spring Graduation

May 12, 2013
May 13-16, 2013 (at NOON)
May 17, 2013

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

Dr. Donald Wood 432-335-6340 dwood@odessa.edu

Vice President of Student Services

Hughes, Tanya Dr. 432-335-6750 thughes@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			Jan 22 (opens at 8:00am) – Jan 27 (closes at midnight), 2013
2. Become Familiar with this Website			Jan 22 (opens at 8:00am) – Jan 30 (closes at midnight), 2013
Module 1 Wordlist	Chapters 1, 2, 3, & 4	Chapters 1, 2, 3, & 4	Jan 22 (opens at 8:00am) – Feb 3 (closes at midnight), 2013
Module 1 Test Critical Thinking			Feb 4 (opens at 12:05am) – Feb 10 (closes at midnight), 2013
Module 2 Wordlist	Chapters 5, 6, & 7	Chapters 5, 6, & 7	Feb 4 (opens at 12:05am) – Feb 17 (closes at midnight), 2013
Module 2 Test Critical Thinking			Feb 18 (opens at 12:05am) – Feb 24 (closes at midnight), 2013
Module 3 Wordlist	Chapters 8, 9, & 11	Chapters 8, 9, & 11	Feb 18 (opens at 12:05am) – Mar 3 (closes at midnight), 2013
Module 3 Test Critical Thinking			Mar 4 (opens at 12:05am) – Mar 10 (closes at midnight), 2013
Module 4 Wordlist	Chapters 10, 12, & 13	Chapters 10, 12, & 13	Mar 4 (opens at 12:05am) – Mar 24 (closes at midnight), 2013
Module 4 Test Critical Thinking			Mar 25 (opens at 12:05am) – Mar 31 (closes at midnight), 2013
Module 5 Wordlist	Chapters 14, 15, & 16	Chapters 14, 15, & 16	Mar 25 (opens at 12:05am) – Apr 7 (closes at midnight), 2013
Module 5 Test Critical Thinking			Apr 8 (opens at 12:05am) – Apr 14 (closes at midnight), 2013
Module 6 Wordlist	Chapters 17 & 18	Chapters 17 & 18	Apr 8 (opens at 12:05am) – Apr 21 (closes at midnight), 2013
Module 6 Test Critical Thinking			Apr 22 (opens at 12:05am) – Apr 28 (closes at midnight), 2013
Module 7 Wordlist	Chapters 19, 20 & 21	Chapters 19, 20 & 21	Apr 22 (opens at 12:05am) – May 5 (closes at midnight), 2013
Module 7 Test Critical Thinking			May 6 (opens at 12:05am) – May 12 (closes at midnight), 2013
Comprehensive Final Exam		Chapters 1 - 21	May 13 (opens at 12:05am) – May 16 (closes at <u>NOON</u>), 2013