



EHS – 115 Medical Terminology
Syllabus Summer 2015
Online Class - Blackboard

Faculty

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Course Description

An introduction to medical terminology and the structure of medical words including prefixes, suffixes, roots and combining forms. Course includes the study of pronunciation, spelling, and definitions of medical terms, as well as anatomical, pathological and surgical terminology as related to body's systems.

Course Goal Statement

On completion of this course, the student will be able to identify, spell, and define all the primary medical terms related to the diagnosis, pathology, and treatment of the major body systems

Course Objectives

1. Master the tools for analyzing words into component parts
2. Identify the four word parts
3. Define anatomical terms as for the major body systems
4. Participate in forum discussions
5. Appropriately spell medical terms
6. Recognize and define common prefixes and suffixes
7. Utilize medical terminology in appropriate context and form
8. Designate the organs within the major body systems
9. Comprehend the most common diseases associated with body systems

Required Textbooks

Medical Terminology for Health Professions, 7th Edition, by Ann Ehrlich and Carol L. Schroeder
ISBN: 9781305249868

Recommended Materials

Dorland's Illustrated Medical Dictionary, 32nd Edition. W.B. Saunders Co.
ISBN: 9781416062578

Grading

The final course grade is based on the total points achieved on all graded assignments:

15 Chapter Learning Labs – 100 points each	1500 points
15 Chapter Tests – 75 points each	1125 points
1 Comprehensive Review Quiz – 75 points	75 points
1 Final Exam – 100 points	<u>100 points</u>
	2800 points

- A – 2800 – 2520 points
- B – 2519 – 2240 points
- C – 2239 – 1960 points
- D – 1959 – 1680 points
- F – 1679 – 0 points

Chapter Assignments

This course will take you through Medical Terminology like you have never seen it before. This is an extremely fast paced course but the best part is it is self-paced. You will have the entire course open to you on 5/26/15 at 12am, and you will have the ability to complete as much as you want as fast as you want as long as you have all the graded assignments completed prior to 6/30/15 at 11:59pm. Each chapter you will have 2 graded assignments to complete, the learning lab and the chapter test. In addition to the chapter assignments you will have a comprehensive review quiz to complete. This course is a self-paced program that allows you to move through each chapter with the pace that you feel comfortable with. You have the opportunity to do many other activities throughout the chapter to make sure you understand the material. I highly encourage each of you to complete as many of the activities in each chapter as you can. You will have a better understanding of the material with the more activities that you do.

Final Exam

The final exam for this course will be online. You will find the final exam under the “Final Exam” tab located on the left hand side of the screen when you are in the blackboard course. The final exam will be available to you starting July 1, 2015 at 12pm and it will end on January 2, 2015 at 3pm. This exam will cover material from Chapter 1 through Chapter 15 of the course. It will be a 100 question multiple choice exam.

The following are the instructions for taking the on-line final exam:

1. The final exam can be found under the Final Exam tab.
2. You will have 27 hours to complete the final exam once it opens up on blackboard.
3. You will have 1 attempt at taking the final exam.
4. You will have 3 hours to take the final exam and then the program will shut down.
5. You will not be able to return to previously answered questions so please make sure you are satisfied with your answer prior to moving on to the next question.
6. You will not be able to pause the final exam and come back to it; the final exam must be completed once you start taking it.
7. Please do not use anyone's brain but your own.
8. Textbooks and notes will be allowed during the final exam.

Student expectations and responsibilities

Students are expected to read each chapter, complete the exercises in the book and use the student CD for practice and phonetical assistance. Students are responsible for reading and completing all the assignments as outlined in the syllabus and schedule. It is understood that assignments submitted after the due date will not be accepted for a grade. Students are responsible for meeting all course expectations in an independent manner, and to rely on the instructor for guidance and clarification. Students are to be courteous and respectful to the instructor and fellow classmates in all communications and correspondences with this course. Students should plan to spend approximately 6-10 hours per week doing assigned readings and other work for this course.

This is an online course and let's face it: technology breaks, servers go down, transfers time out, files become corrupt. The list goes on and on and these are not considered emergencies. They are part of the normal production process. An issue you may have with technology is no excuse for late work. You need to protect yourself by managing your time and backing up your work. If you notice an issue you need to report it ASAP to myself and Cengage Customer Support. A link has been provided for you, to go directly to the Cengage Customer Support center. The sooner you contact them when an issue occurs with MindTap the sooner your issue can be resolved.

I strongly encourage you to verify that your score is recorded in the MindTap gradebook after you complete each graded assignment. That is the only way to verify that you have completely finished the assignment. If for some reason your grade isn't showing in the gradebook and you completed the graded assignment you can bypass notifying me first and contact Cengage Customer Support directly. They can look into more than I can and can assist you faster than I can with that particular issue.

Missing graded assignments at the end of the course will not be allowed to be completed because of "technology issues" or any other reason. You need to manage your time and be aware of your assignments to ensure that you are receiving the appropriate grade for each assignment you complete.

Frequently asked Questions

Question: I was taking the chapter 9 test, and when I clicked next after question 33 to go to question 34 the screen just went blank and then closed. I reopened it, and my previous answers were saved, but it will not load any further questions.

Answer: Clear your cookies and delete your history. Run a systems check again after you do that and make sure you still have all the green checks.

Question: Where do I enter the access code to get into the course?

Answer:

1. Clear your browser history and delete your cookies
2. Turn off your pop up blockers
3. Do a system check utilizing this link and make sure that all the check marks are green
<http://ng.cengage.com/static/browsercheck/index.html>
4. Enter EHS 115 through your myUMBC blackboard access
5. Click on "Course Documents" on the left hand side of your screen
6. Click on the "Session 1" folder
7. Click on "Introduction"
8. At that time it should send you to a screen that enters you into MindTap
9. You should have 2 options at that time, either enter your access code or purchase an access code.

Question: Does spelling count in this course? Do I need to add the “-“ before -ectomy to get the answer right?

Answer: This next bit of information may be pretty common sense but I want to make sure everyone is aware that this is a medical terminology course. In the MindTap system when you have to answer certain questions you need to type in a word to answer it. When you are typing in the word to the textbox on the homework or chapter test you must spell it correctly. The MindTap system is designed to accept only the correct answer. If you are supposed to capitalize the first letter of a word and you don't then you will be marked wrong. If you are supposed to add a "s" to the end of the word and you do not then you will be marked wrong. It is not a malfunction in the system, it is the fact that you spelled the word incorrectly. Just missing a letter or adding an extra letter can make a word completely different and in turn wrong. Please make sure you are extra careful with this so you do not loose points unnecessarily.

UMBC Counseling Center

Diminished mental health can interfere with optimal academic performance. The source of symptoms might be related to your course work; if so, please speak with me. However, problems with other parts of your life can also contribute to decreased academic performance.

UMBC provides cost-free and confidential mental health services through the Counseling Center to help you manage personal challenges that threaten your personal or academic well-being.

Remember, getting help is a smart and courageous thing to do – for yourself and for those who care about you. For more resources get the Just in Case mental health resources Mobile and Web App. This app can be accessed by clicking: <http://counseling.umbc.edu/justincase>

The UMBC Counseling Center is in the:
Student Development & Success Center (between Chesapeake and Susquehanna Halls)
Phone: 410-455-2472
Hours: Monday – Friday 8:30am – 5:00pm.

Academic Integrity and Professional Ethics

Academic integrity is an important value at UMBC and the Department of Emergency Health Services. By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook, or the UMBC Policies section of the UMBC Directory. Rigorous standards allow UMBC students, faculty, and administrators, as well as scholars and employers in the larger community, to trust that the work that students submit is the fruit of their own learning and academic effort.

All members of the UMBC community are expected to make a commitment to academic honesty in their own actions and with others. Academic misconduct could result in disciplinary action that may include suspension, dismissal from the paramedic program, or dismissal from UMBC. The following activities are examples of academic misconduct that are not tolerated by UMBC. Other situations will be considered on an individual basis and reviewed as to whether the incident violates the standards set forth as an EMS professional.

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| 1. Cheating | 5. Illegal substance use |
| 2. Lying | 6. Plagiarism |
| 3. Unethical behavior | 7. Fabrication |
| 4. Stealing | 8. Facilitating academic dishonesty |

Students are expected to behave in a manner consistent with the *UMBC Policy for Academic Misconduct in Undergraduate Courses* and the *Student Conduct Code*. Both of these documents are contained in the schedule of classes and the UMBC web page. Student work submitted for credit should be original in nature. Work submitted for credit in another course will not be accepted for credit in this course.