The University of South Dakota, Spring 2017

CLHU-101-U820T-2017 Fall Medical Terminology

Instructor: Lisa Millen
Email: Lisa.Millen@usd.edu
Email is the most efficient way in which to contact the professor.

No prerequisites: None 3 credit hours
Instructional methods: on-line quizzes and assignments, exams

Learning Objectives
· The student will be able to define the basic Greek and Latin word elements (prefixes, suffixes, combining forms) that compose medical terms.
· The students will be able to analyze a medical term in terms of its prefix, combining form(s), and suffix.
· The students will be able to produce the essential meaning a medical term by translating its prefix, combining form(s) and suffix.
· The students will be able to form medical terms from given cues.

Student learning will be assessed by on-line chapter quizzes for each chapter, by three tests, and by an exercise requiring the student to form medical terms.

For information about the university's technical, academic, and student support services, as well as how to take advantages of these services, please refer to the Online Student Handbook. This document also contains important information pertaining to minimum technology requirements, registration information, as well as other university services and policies.

Course description: This course aims to enable students to understand medical terms through study of the Greek and Latin word elements that form medical terms. Medical terminology is the language used by professionals in the medical industry. Understanding medical terminology is vital when entering a number of medical professions. The terminology covered in the course is from the most current edition of Taber’s Cyclopedic Medical Dictionary. The course teaches how to analyze (break down) medical terms into prefix, combining form (base), and suffix and how to build (form) medical terms. Topics include: Greek and Latin prefixes, suffixes, combining forms (bases); pluralization of Latin nouns; terminology of the body systems (Cardiovascular; Respiratory; Digestive; Optic; Female Reproductive; Urinary; Male Reproductive); pronunciation of medical terms. The course includes a review of the body systems and notes to give students a historical perspective on medical terminology.

Textbooks


**Course Requirements**

Students are expected to learn the forms and meanings of all Greek and Latin prefixes and suffixes in chapters 1 through 15 of *Dunmore and Fleischer's Medical Terminology* (textbook; abbreviated as DF).

**Quizzes:** Students will take graded, on-line quizzes for each chapter (WQ 1 is the quiz for chapter 1, WQ 2 for chapter 2, and so forth). Each quiz has 20 questions and can be taken an unlimited number of times. However, each time a quiz is different and different questions from the chapter may appear. Each quiz will automatically time-out after 5 minutes. Although all quizzes will be available throughout the entire semester, students must complete a quiz each week in order to be prepared for the corresponding exams. All quizzes are located under the Content tab on the course D2L site. The quizzes purposely have a very short completion time, as that is how well you need to know the vocabulary. If you cannot recall it that quickly, you do not know it as well as this course requires. After you have earned a 100% on a quiz, take it several more times to assure you know the vocabulary well. You should review past quizzes multiple times throughout the semester. The grade book always keeps your highest grade.

I would suggest you make flashcards of all necessary vocabulary words. Students should also complete exercises 1, 2, and 3 for each chapter in preparation for the weekly quizzes. Answers to these exercises can be checked in a standard medical dictionary.

**Composing Medical Terms Assignments:** There are three assignments that involve composing medical terms. Due dates are listed on the course schedule, and detailed instructions for the assignments are found on D2L under Content.

**Tests:** There will be 3 exams, each with 50 multiple-choice questions. The test questions will be taken from the question banks of the on-line quizzes. Each test is cumulative. Therefore, exam 1 covers chapters 1-5, while exam 2 covers chapters 1-10. The final exam will cover chapters 1-15. Exams must be proctored. It is the student’s responsibility to find an acceptable proctor within the first two weeks of the course. Instructions can be found in the “Getting Started” widget on the home page.

**Grading Turn Around Time:**

Grading
Quizzes are automatically corrected upon submission. Your assignments and exams will be corrected within two weeks of the due date, and possibly sooner. Grades will be available in the gradebook.

**Proctor Information:** There are official proctor centers across the state of South Dakota--see the Online Student Orientation Guide for the list of sites and their contact information. The USD testing center also has an established process to approve proctors outside of the state. Students who will not be using one of the USD proctor centers in South Dakota, must complete the Proctor Form (found in the getting started widget) and return it to the USD Testing Center **within the first week of the semester.** All Proctor Forms must be received no later than one week after the start of the semester. The reason for this is that the testing center must verify all non-testing center proctor sites before approval. CDE also provides external proctors with proctor guidelines, so knowing what proctors will be used assures ample opportunity to provide them with assistance in adhering to these guidelines.

**Grading:**

Your grade for the semester will be determined in the following manner:

3 exams @ 50 pts. each = 150 points
15 on-line quizzes @ 2 pts. each = 30 points
30 medical terms @ 2 pts. each = 60 points

Total: 240 points possible

**Grading Scale:**

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
<td>240-216 points.</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
<td>215-192 points.</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
<td>191-168 points.</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
<td>167-144 points.</td>
</tr>
<tr>
<td>F</td>
<td>59-below</td>
<td>143-0 points.</td>
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</tbody>
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Students can view their grades anytime by clicking on the grades link found under the Assessments tab in the toolbar.

**USD Student Policies**

1. Freedom in learning. Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of
opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

2. Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Ernetta L. Fox, Director
Disability Services, Room 119 Service Center
(605)677-6389
Web Site: www.usd.edu/ds
E-mail: dservices@usd.edu

3. No credit can be given for a dishonest assignment. At the discretion of the instructor, a student caught engaging in any form of academic dishonesty may be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.