

Fall 2009

Instructor Information

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Learning Objectives

- The student will know 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.
- Student learning will be assessed by on-line chapter quizzes for each chapter and by three tests.

Course Information

Course title: Medical Terminology

Course number: CLHU 101

Course discipline: Classical Humanities

Course Prerequisite(s): None.

Student Support: The following website offers a variety of student support resources, including an introduction to Desire2Learn (D2L); tips for on-line learning; On-Line Orientation Packet (includes minimum technology requirements); documents and forms (the latter contains the proctor form).

<http://www.usd.edu/ce/StudentServices/>

Minimum technology requirements are also given in the syllabus below.

Course description: The course aims to enable students to understand medical terms through study of the Greek and Latin word elements that form these terms. Students can use exercises in the textbook as well as on-line quizzes for each of the fifteen chapters. Students are responsible for knowing the meaning of all prefixes, suffixes, and "combining forms" introduced in each chapter. Because of the nature of this course, it is not a course that involves much student-to-student discussion.

Desire 2 Learn

On the CE webpage, <http://www.usd.edu/ce/StudentServices/>, you will find a Step-by-Step Guide for D2L access, as well as a tutorial on accessing the course (the tutorial is actually a voiced-over guide).

Course Requirements

Introduction: 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).

Learning Procedure:

- Make flash cards with the form on one side and the meaning on the other.
- Do exercises 1, 2, and 3 for each chapter. Students can check their answers in *Taber's Medical Dictionary* (or other current standard medical dictionary); or can e-mail the instructor (jsebesta@usd.edu) if the answer is still unclear.
- Take the on-line quizzes for each chapter; these quizzes are titled, for example, WQ 1 (for chapter 1), WQ10 (for chapter 10). Each quiz has 20 questions drawn randomly for the quiz's question bank; quizzes will therefore be different each time they are taken and may be taken any number of times. Each quiz is timed and will automatically time-out after five (5) minutes.
- The course will proceed with the chapters in numerical order.

Textbooks

Required: *Dunmore and Fleischer's Medical Terminology*, Cheryl Walker-Esbaugh, Laine H. McCarthy, Rhonda A. Sparks, FA Davis Co., 3d ed. 2004, 0-8036-0032-1

Required: A medical dictionary. Suggested is *Taber's Cyclopedic Medical Dictionary* (or any, current medical dictionary), Taber, FA Davis Co., any edition. The most current is the 20th ed., ISBN 0803612079.

Grading

Semester grades are determined by

- the grades earned on three tests; and
- the scores on the on-line quizzes.

Tests: There are three on-line tests, each with 50 multiple-choice questions.

- Test questions are taken from the question banks of the on-line quizzes.
- The test material is cumulative; students should keep reviewing earlier chapters. Students take these on-line tests with a proctor.
- Tests cover chapters thus: chapter 1-5, 1-10, and 1-15. All tests are cumulative.
- Tests must be proctored: refer to the On-Line Orientation Packet for guidelines for securing a proctor. The proctor form must be submitted to Continuing Education by September 30 and can be down-loaded at <http://www.usd.edu/ce/StudentServices/forms.cfm>
- Test grades will be released only after the test period has ended and all tests are graded.

On-line quizzes: Each of the 15 textbook chapters has an on-line quiz. Each on-line quiz is worth a maximum of 2 points towards the semester grade. To earn quiz points, a student must submit the quiz within the 5 minutes time period. No points are earned if a quiz is submitted after the 5minute period.

- Quizzes are scored by D2L after the student takes the quiz, and the grade is immediately available to the student.
- To view on-line quiz points earned, click Homework Grades link on the main course webpage.

Students may take each on-line quiz as frequently as they wish for practice. D2L keeps track of the highest score for each on-line quiz. Should a student's score on a retaken quiz be lower than an earlier score, there is no penalty; the highest score will be kept by D2L.

Semester grade: The semester grade will be determined as follows:

Three test grades: 150 points

Fifteen on-line quizzes: 30 points

Grading Scale:

A 180-162 points. B 161-144 points. C 143-126 points. D 125-108 points. F 107-0 points.

Disability Policies: It is the responsibility of any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability to 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. Disability Services, Room 119 Service Center (605)677-6389 Web Site: www.usd.edu/ds E-mail: dservice@usd.edu

The Disability Services accommodation form may be downloaded at <http://www.usd.edu/ds/students/forms.cfm>

Board of Regents Policy

Freedom in learning. Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should contact the dean of the college which offers the class to initiate a review of the evaluation.

Communication with instructor:

- The instructor may be communicated with via e-mail at jsebesta@usd.edu.
- The office phone (with answering machine) is 605-677-5218; FAX 605-677-5568.
- Monday through Friday the instructor checks her e-mail several times daily. Students may expect to receive a response to their e-mails within 24 hours. E-mails received late on Friday will be answered by Monday noon at the latest.
- The instructor will e-mail students every week with that week's assignment; assignments are also available on the course calendar.

Netiquette Standards: Netiquette standards for this course are those contained in the CE On-line Orientation Packet that may be downloaded at <http://www.usd.edu/ce/StudentServices/>

Minimum Technology Requirements: See “Technology Requirements” at <http://www.usd.edu/ce/StudentServices/>)

To ensure the effective delivery of USD online courses, minimum hardware and software requirements have been established.

A USD email account is required for all online courses.

- All new students should go to <http://www.usd.edu/accounts/pickup> to create a USD email account.
- If you have an active account but you are unsure of your username or password, please contact the USD helpdesk at 605-677-5028.

Minimum Hardware Requirements

See “Technology Requirements” at <http://www.usd.edu/ce/TechReqs.pdf>

- 233 MHz Intel® Pentium® processor or equivalent (or better) with Windows 98, ME (final release version), NT Workstation 4.0 (with service pack 4 or later), 2000, or XP (English language version).
- If using a MAC (OS7 or newer version)
- 64MB of RAM, 128MB of RAM recommended
- 56 Kbps modem; high-speed Internet access recommended (DSL, cable) with and active USD email account
- Sound card and speakers recommended
- Resolution of 800 x 600; 1024 x 768 recommended

Minimum Software Requirements

- Microsoft Internet Explorer 6.x or greater (Netscape 7.x or newer will work with some limitations*)
- Microsoft Office 2000 or newer

FREE DOWNLOADS

- Macromedia Flash Player (current version)
- RealOne Player (current version) or Windows Media Player (current version)
- Adobe Acrobat Reader (current version)
- If you do not know or are unsure about whether your computer meets these requirements, please contact the USD helpdesk at 877-269-6837, or email your questions to helpdesk@usd.edu.
- USD and Gateway Computers have established a partnership allowing USD students to purchase computers that will meet the requirements listed above at a student discount. For more information visit the Information Technology Services website at <http://www.usd.edu/its> and click on the link to Gateway Individual Purchases, or call the USD helpdesk at 877-269-6837.
- In addition, Barnes & Noble @ the U. offers a student discount on purchases of Microsoft Office Pro. For more information contact Barnes & Noble @ the U. by calling 605-677-6291.

Dial up access

- If you plan to access your courses and email using a dial up connection and modem from home, of course, you will need to purchase internet service through a provider. Other options for internet access are cable or satellite services, if they are available in your area.
- It is important for you to be aware of the speed of your internet connection. This will

impact the time it takes to access your coursework. The faster your access speed, the easier it will be to participate in your course.

Cheating and Plagiarism

The following is the official College of Arts and Sciences policy: Because the entire educational process rests upon an atmosphere of academic honesty and trust, the College community must promote and protect the sanctity of such an environment at the University. To that end, the College of Arts and Sciences considers the following infractions as being inimical to the objectives of higher education: Cheating is defined as intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. (Student Conduct Code) Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. (Student Conduct Code) At the discretion of the instructor, a student caught cheating or plagiarizing 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.