

First, I want to welcome you to the medical terminology on-line course. I hope it will be an interesting course for you; I know that it will be a useful one whether you are planning a career in the medical sciences or whether you are a "medical services consumer" (as we all are in life!).

Second, let me introduce myself a little. A picture of me is at <http://www.usd.edu/~history/faculty.cfm>.

I am Professor of Classics and Chair of the Department of History, and hold the BA in Classics from the University of Chicago and the PhD in Classics from Stanford University. Since coming to USD in 1972, I have taught Latin and Greek, classical art and archaeology, women in antiquity, ancient literature and comparative civilizations. I took over the teaching of this course in Medical Terminology in 1983 and have taught it several times a year ever since. I've enjoyed teaching the course and learned much about medicine and medical conditions from students who work as EMTs and nurses.

Textbooks may be ordered from USD Barnes and Noble:

<http://usd.bkstore.com/bkstore/content?st=283&m=0201>

If you have not ordered your textbook, you should do so immediately.

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.

Should you not have your textbook yet, there will be a pdf file of the first several chapters on the course website under the icon **Textbook**. You should be able to print these off, if you wish.

Now for how to access the course, etc.

Accessing the Course On-Line: If you are a student enrolled in one of the public universities of South Dakota, you can access the course by using your regular log-on ID. If you are not enrolled in one of the public universities of South Dakota, you will need to obtain a USD logon ID. Directions on how to do so are at

<http://www.usd.edu/ce/knowyourusername.cfm>.

Please consult <http://www.usd.edu/ce/StudentServices/> for answers to other questions on e-learning that you may have.

Once you access the course, you will see the course home page with several links.

The **Syllabus** link contains policies and general information on the course; you are responsible for being aware of this information.

The **Events** link gives you the weekly assignments and the dates of the tests and what material the tests cover.

Click on the **Quizzes** link to locate the on-line chapter quizzes. There is a quiz for each one of the fifteen chapters (DF 1, DF 2, etc.) that the course covers.

The **Grades** link will show the homework points you earn by taking the on-line quizzes for each chapter.

There is also a link to a student user guide for D2L on this course home page for questions you may have on D2L.

Next, look at your textbook Walker-Esbaugh et al. *Dunmore and Fleischer's Medical Terminology ed. 3*. Each chapter contains some background information, parts of medical vocabulary (prefix, suffix, combining form), etymological notes (very interesting to read) and several exercises for practice.. You are responsible for memorizing all prefixes and suffixes that may be introduced in a chapter. These are in boldface type; see pages 5-7 in chapter 1 for examples. You are also responsible for all combining forms introduced in each chapter. See pages 7 and 8 in chapter 1 (note that you are also responsible for the suffix forms in bold face on page 9 as well as the combining form.) You are not responsible for the Greek words in the furthest left-hand column (or, in later chapters, the Latin words). The first chapters have a lot of material to memorize, because of the prefixes and suffixes. The calendar for the course clearly indicates what you need to memorize in each chapter; I also will e-mail you each Monday the assignment.

Suggestions for Study:

I suggest making flash cards with the form on one side and the meaning on the other. Writing something down helps in memorizing it, and you can take these flash cards with you and practice in any spare time you may have. To memorize, frequent repetition helps. A number of forms you will already be familiar with. If you have an over-active toddler, you already have an idea of what "hyper" means! And we've all been given shots with a hypodermic needle. Make whatever connections you can with familiar words using these forms. The information in the "etymological notes" will also help you retain the meanings.

I also suggest that once you are fairly proficient with the flash cards that you do the exercises in the textbook for each chapter. Analyze each term as the authors suggest on p. 10 exercise 1:

a (prefix) not + bi "life" + sis (suffix) condition of. [The condition of having no life present. (Before the discovery of hot vent tube worms in the very deepest parts of the ocean, the deep ocean sea floor was thought to be abiotic (adjective form).]

You can check your answers in your medical dictionary. (I recommend Taber's, but you may use any medical dictionary you have. There are some on-line medical dictionaries, too.) If you can't find the term, or have a question on a particular exercise word, don't hesitate to e-mail me.

Next, you can turn to the link for Quizzes. Click on it, and a list of quizzes, one for each chapter, will show up. (This icon will be activated only when the course begins in September.) Each quiz has a bank of questions that automatically rotates, so each time

you retake a quiz, you will have new material. The prefixes and suffixes and combining forms are also included in each quiz, too. As you do the quiz, be sure to click on "save answer" each time you answer a question (I learned the hard way that I needed to do that!) These quizzes are in the same format as the tests that count toward your semester grade. In fact, the questions from these chapter on-line quizzes are the question bank that I use in composing the three tests you will take. (If you think there is any error in a question, or note a misspelling, let me know the quiz number and question topic [not number] e.g. error in "biology" or "anti" or something like that, and I'll check it out.) You should start taking each chapter quiz on the Thursday or Friday of the week that chapter is assigned.

The course requires you to take three proctored tests, as mentioned above. You need to submit a proctor form to Continuing Education. This form and other information pertaining to an on-line course can be downloaded at <http://www.usd.edu/ce/StudentServices/forms.cfm>

I believe I've covered everything. But if you have a question, please do let me know; don't hesitate to e-mail or phone!

Sincerely,

Dr. Judith Lynn Sebesta

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605-677-5218 (with answering machine)