

University of Florida
Department of Health Education & Behavior
College of Health and Human Performance

1. **General Course Information**

HSC 5536: Health & Medical Terminology / 3 credit hrs / FALL 2015 / FULLY ONLINE SECTION: 098D

ATTENTION: THIS COURSE DOES NOT USE SAKAI or CANVAS!

Instructor:

Dr. Julia Rae Varnes, MPH, Ph.D. Lecturer, HEB, Rm 75 FLG, (352) 294-1823; Email: jrvarnes@ufl.edu

Teaching Assistants:

TBA

TBA

TBA

Course Description: This course is designed to: (1) Improve your vocabulary skills; (2) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses; (3) Provide you with multiple (**4000**) color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course; (4) Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.; (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “**Language of Medicine,**” and finally, to (6) Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at your convenience. In addition; free access to multiple medical web search engines (eg., webMD and more) is provided!

Course Overview: This is a three credit hour computer based classroom course. The **1200 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1700 self-testing flashcards** and the **1400 multiple choice** self-test questions. Ten chapter exercises will follow Chapters 4 and 6-14; to help you review the content on the Final Exam. All of your coursework, including your chapter exercises, must be completed before you can take the final exam. **Your coursework counts for 50% of your course grade; your final exam counts for the other 50% of your course grade.**

2. **Course Objectives: The student will be able to:**

- A. Become fluent with meanings and use of medical terms.
- B. Spell and Define prefixes, suffixes, and stem words.
- C. Identify and Explain the function of specific, medical word parts.
- D. Describe how medical compound terms (words) are constructed.
- E. Build compound terms using multiple word parts in a combining form.
- F. Fracture and Analyze key compound medical terms in the Word Part Flashcards, Mult. Choice Questions, & Lecture Slides.
- G. Define key compound medical terms found on the flashcards, both “literal” meanings and “actual” meanings.
- H. Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- I. Identify Visually & Describe Verbally, medical problems, disorders, conditions, and diseases.
- J. Improve comfort level when taking Prof. Admin. Exams (eg, GRE, MCAT, DAT, NCLEX, OAT, PCAT, GMAT, LSAT).
- K. Interpret and Understand medical course content, literature, records, and research.
- L. Interpret and Understand word (term) meanings from a wide variety of academic disciplines.

3. **Readings: Required.**

Fagerberg, S. Health & Medical Terminology (latest edition), Caduceus International Publishing, Go to: www.hsc5536.com to get access to the online, e-textbook; click on: “create an account.”

Readings: Completely Optional.

Fagerberg, S. Medical Terminology Textbook Workbook: Graduate Course (latest edition); Target Copy; See Item #8 for more information, 590pp. ALSO available to you at the UF Library; and, again, content is printable from your E-text.

Rice, J. Medical Terminology: A Word Building Approach, 8th Ed. (2015); Pearson Publishing; comes with hard copy, paperback text with access to online lectures, learning activities, and more; outstanding for all pre-health majors (medicine, athletic training, therapy, nursing, etc.), 864pp.

4. Course Outline

- A. View and listen to the Audio-Visual Lectures in Chapters 1 through 4.
- B. Complete the Multiple Choice Chapter Exercises in Chapter 4.
- C. Learn, memorize, and complete the self-testing for the **1700** Flashcards in Chapter 5.
- D. **Then, WRITE OUT ALL of the Flash Cards, for more practice, to help you LEARN them (this can be done very conveniently via the optional workbook; see Item #8 for information on obtaining it.**
- E. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the **1400** Diseases and Disorders Multiple Choice Chapter Exercises for Chapters 6-14.
- F. **Then GO BACK through ALL of your Chapter Exercises; this time making sure you get 12-16 correct per screen. When you have achieved this level of Learning; you are ready to take your Final Exam and do well.** This final exam covers the **1700** Flashcard Word Part and Medical Abbreviation Meanings and the **1400** Multiple Choice Questions (Chapters 1-14). It will consist of multiple choice questions from the Multiple Choice Chapter Exercises, and True/False questions from the Flash Cards; **300 questions, total. AGAIN. Make Sure you Review your online Chapter Exercises (until you are getting 13-16 correct per screen), & practice writing out your Flash Cards (directly from the E-text; or, from the Optional Workbook) before the exam.**

5. Weekly Activities: Lectures, course work, Chapter Exercises Flash Cards, and Exam, YOU MUST ADHERE CLOSELY TO THIS COURSE FLOW PLAN; waiting till the last minute to finish will decrease your ability to learn the information well; and may result in CRASHING the SERVER; so NO ONE CAN FINISH; late finishers will be penalized!

Week 1 Read your Syllabus, Orientation Sheet, Start your Online E-Text (course work)

Weeks 1-4: Study Lecture Chapters 1 through 4: The Basics of Medical Terminology.

Complete the Chapter 4 Chapter Exercises; they contain 114 Multiple Choice Self Test Questions on Chapters 1-4.

Weeks 3-5: Chapter 5: Complete and LEARN the 1700 Self-Testing Flashcards

Complete 100 Flashcards Per Day for 17 Days = 1700 Flashcards.

Weeks 6-13: The Body System Lectures & Chapter Exercises

Week 6 Lecture Topic Chapter 6: Musculo/Skeletal System.

Week 7 Lecture Topic Chapter 7: Nervous System & Special Senses.

Week 8 Lecture Topic Chapter 8: Cardio/Vascular System.

Week 9 Lecture Topic Chapter 9: Respiratory System.

Week 10 Lecture Topic Chapter 10: Integumentary System AND Chapter 11: Digestive System.

Week 11 Lecture Topic Chapter 12: Uro/Genital System AND Chapter 13: Reproductive System.

Week 12 Lecture Topic Chapter 14: Endocrine System AND Chapter 15: Appendix.

Week 13 FINAL EXAMINATION: This exam is in the last section of your E-Textbook.

This final examination covers the **1700** Flashcard Word Part and Medical Abbreviation Meanings and the **1400** Multiple Choice Questions (**3100 total study questions**).

Review your on-line course work; and your Optional, supplemental Workbook (printed Flash Cards and Chapter Exercises of the E-Text) before taking this exam.

Do not wait till the last minute to take your final exam; CONTACT Proctor-U to SCHEDULE to TAKE YOUR FINAL EXAM AT LEAST ONE FULL WEEK before the due date to ENSURE you get an exam appointment that fits your schedule. Also, putting this off till the last minute stresses the server; if you do this, and cause the server to go down; you will face penalty points.

IMPORTANT NOTE: ANYONE COMPLAINING ABOUT THEIR GRADE WHO HAS NOT FOLLOWED THIS COURSE FLOW PLAN WILL HAVE POINTS DEDUCTED (1pt deducted from your final course grade) FOR EACH WEEK IT WAS NOT FOLLOWED.

6. Grading

A. **Course Work: COMPLETE ALL Activities in Chapters 1-15**

Includes 1400 Chapter Exercises and 1700 flash cards:

50% of Final Grade

B. **Final Examination: Content tested will be on Chapters 1-14.**

50% of Final Grade

= 100%

Grading Scale

A = 92 to 100%

B- = 80 to 81%

D+ = 68 to 69%

A- = 90 to 91%

C+ = 78 to 79%

D = 62 to 67%

B+ = 88 to 89%

C = 72 to 77%

D- = 60 to 61%

B = 82 to 87%

C- = 70 to 77%

E = 00 to 59%

Rounding up of grades will only occur if the grade is within 0.5 of the next letter or plus (+) or minus (-) grade.

UF Grade Values for Conversion

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0	0	0	0	0

7. **The Required On-Line Textbook; which contains your lectures; learning activities and exam:**
is accessed at: www.HSC5536.com
8. **More about the Completely Optional Workbook:** This material is taken directly from your online e-textbook; but if a hard copy is desired for studying the material, and you'd like to save time and ink in printing the information from the e-textbook, this 590 page workbook is available at **Target Copy**, 1412 W. University Ave, Gainesville, FL 32603; across from Anderson Hall on University Avenue (Target Copy shares the same building as Firehouse Subs). Ask for the **HSC 5536 Textbook/Workbook; E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826.**
9. **Student Computer Technical Help (ANYTIME)**
E-mail: Go to the E-Textbook Website and click "CONTACT US"
<http://www.ufmedterm.com/Contact.aspx>; OR, on the bottom left of the Tool Bar or go to: "Contact Us." This is 24 hrs/day; 7 days/wk. **Phone:** Toll Free; 1-866-280-2900 (8am-6pm).
10. **CRITICAL Information for the Term:**

Week 1: August 24-28. START YOUR COURSE.

FAILURE TO START YOUR COURSE WITHIN THREE WEEKS (September 14th) of the first day of class; WILL RESULT in a DEDUCTION of ONE POINT, per day, from your COURSE GRADE.

Week 12: November 9th: YOUR COURSEWORK MUST BE FINISHED BY 5pm on THIS DATE!

Now you have time to follow our study advice for the exam; AND, to SCHEDULE your Final Exam with Proctor-U (they need 3 days notice) to Ensure Your EXAM is Completed by: NOVEMBER 19th = YOUR DUE DATE (5pm). ABUSE OF THE COURSE FLOW PLAN WILL RESULT in a One Point Deduction of your grade for each day the coursework remains incomplete by November 19th.

THE DIRECTIONS FOR SCHEDULING YOUR EXAM ARE IN ITEM #11 (next page).

A DEDUCTION of ONE POINT OFF YOUR COURSE GRADE WILL BE ASSESSED FOR EACH DAY YOUR EXAM IS COMPLETED AFTER THE DUE DATE ABOVE!

EXTRA CREDIT: There is NONE; so PLEASE do NOT ask!

University Policy: Asking for extra points after your course is completed is an HONOR OFFENSE.

11. PROCTOR U INSTRUCTIONS:

This course will be using ProctorU, a proctoring service for graded exams. UF will cover the cost associated with using ProctorU. This service is a user-friendly system, but you must follow these guidelines to register and take your exams:

1. Review the technical requirements for ProctorU at <http://www.proctoru.com/tech.php>
 - a. You should also know:
 - i. Exams can be administered 9:00AM – midnight (Eastern time), seven days a week.
 - ii. Students will need to have a microphone and webcam in place during the test-taking period.
 - iii. An inexpensive webcam and microphone will work fine. ProctorU recommends the Microsoft LifeCam VX-5000 webcam, but most brands or models will work. This webcam, as well as many newer webcams, come complete with a microphone in the camera. Students will NOT be allowed to take an exam without a webcam.
 - iv. Exams may be taken at a student’s home, but students must plan to take their exams in an environment where other people are not in the room with the student during the exam.
 - v. Students will need to have some administrative rights on the computer they are using for the exam to enable the proctoring service to function.
2. **Please register/create new login with ProctorU here - <https://go.proctoru.com/RequestNewLogin.Asp>. IF this site is not working; go to: <https://go.proctoru.com>; and Click the “New User Sign In.”**
3. **Once you've done this, please call ProctorU directly at 205.870.8122 and schedule an exam time for HSC5536.** They will register you for the exam.
4. Their website will describe how you register and log on for your exam. Your exam will be delivered via www.hsc5536.com and the ProctorU proctor will have the password for the exam.
5. Once you receive your Login ID, schedule your test(s) at <http://go.proctoru.com/>
6. UF will cover the cost associated with using ProctorU. You must schedule exams AT LEAST 72 hours (3 days) prior to exam date to avoid a late fee.
7. Should you have any questions about scheduling your examination or questions about how your examination will be proctored, please contact Owen Beatty at beatty@hhp.ufl.edu or 352.294.1615.
8. **IMPORTANT NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND THE INTERNET CONNECTION (so that the webcam connection works smoothly for you).**

12. UF POLICY STATEMENTS (Academic Honesty & Accommodations for Students with Disabilities):

Academic Honesty: “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the *Student Honor Code*, as part of the registration process. “ As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

Accommodations for Students with Disabilities

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf