

**HSC 5536: Medical Terminology for Health Professions**  
**Department of Health Education & Behavior**  
**College of Health and Human Performance**  
**University of Florida**  
**Summer B 2016**  
**Section: 4F86**

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Office Hours: Thursday, 8:30am to 11:30am

## **I. GENERAL COURSE INFORMATION**

*Overview:* This is a 3-credit hour course that is run 100% online. The **1,200 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1,700 self-testing flashcards** and the **1,400 multiple choice** self-test questions. Ten chapter exercises will follow Chapters 4 and 6 to 14; to help you review the content on the Final Exam. All of your course activities, including your chapter exercises, must be completed before you can take the final exam.

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!

**Your course activities count for 50% of your course grade; your final exam counts for the other 50% of your course grade (i.e., [Course Activities + Final Exam] / 2 = Final Grade).**

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

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

**II. REQUIRED E-TEXTBOOK:** This online e-textbook contains your lectures, learning activities, and final exam. **It must be accessed through: <https://HSC5536.cipcourses.com>. Click on: “Register now”**

Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.

**Highly Recommended, but Optional Print Workbook: “HSC 5536 Textbook/Workbook”**

Material is taken directly from your online e-textbook. The 438-page workbook, is available at:

**Target Copy**, 1412 West University Ave, Gainesville, FL 32603.

E-mail: [service@target-copy.com](mailto:service@target-copy.com); Phone: 352-372-7436 or (352) 376-3826.

Or order online - <http://target-copy.com/?s=Medical+Terminology>

**Optional:** 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.

### III. EMAIL & COURSE CORRESPONDENCE:

**E-textbook or website issues:** Contact your e-textbook publisher (Caduceus International Publishing). Also review their helpful FAQs.

*Email:* [support@cipcourses.com](mailto:support@cipcourses.com) (or click contact us under the Help tab), 24 hrs/day; 7 days/wk.

*Phone:* (Toll Free) 1-866-280-2900 (8am-6pm)

**Exam Scheduling Questions:** Contact ProctorU (see Section VII of this syllabus).

**For all other course related questions, you email your instructor. But first...**

- Review all course documents and emails to ensure your question is not answered there.
- Review the document “**Emails as Professional Correspondence.**” I will expect all emails to follow these guidelines.
- Allow 48 hours for response (longer if you email on weekends) before emailing again.
- **Professionalism is expected in all communication!**

### IV. COURSE FLOW PLAN: ACTIVITIES, & EXAM (AKA: What do I do?!)

**Your Course Activities** include your Lectures, Chapter Self-Test Exercises, and Flash Cards. You will also have a Final Exam (Your Chapter 16). **You are expected to adhere to the following course flow plan.** Procrastinating and waiting until the last minute to finish will decrease your ability to learn the information well, and may result in you not getting a desired test time (based on ProctorU demand). **Late finishers will be penalized.**

- Week 1:**        **Read course documents** (Syllabus, Orientation Sheet, Critical Dates)  
                  **Purchase** your Online **E-Text** (<https://HSC5536.cipcourses.com>)  
                  Complete Audio-Visual lectures **Chapters 1 to 4: The Basics of Medical Terminology.**  
                  Complete **Chapter 4 self-testing exercises** (cover Chapters 1 to 4)
- Weeks 1-2:**    **Chapter 5: Complete and LEARN the 1,000 Self-Testing Flashcards**  
                  Complete 170 Flashcards Per Day for 10 Days = 1,700 Flashcards.
- Week 3-4:**    Complete Audio-Visual lectures and self-testing exercises for **The Body System** chapters  
                  Chapter 6: Musculo/Skeletal System.  
                  Chapter 7: Nervous System & Special Senses.  
                  Chapter 8: Cardio/Vascular System.  
                  Chapter 9: Respiratory System.  
                  Chapter 10: Integumentary System **AND** Chapter 11: Digestive System.  
                  Chapter 12: Uro/Genital System **AND** Chapter 13: Reproductive System.  
                  Chapter 14: Endocrine System **AND** Chapter 15: Appendix.
- Week 4:**        Contact ProctorU to schedule exam (see Section VII of this syllabus)
- Week 5:**        **FINAL EXAMINATION - The exam is the last chapter of your e-textbook** (Chapter 16), and is proctored by ProctorU (see Section VII). The final examination is 300 questions (200 True/False; 100 Multiple-Choice), and covers the 1,000 Flashcard Word Part and Medical Abbreviation Meanings, and the ~800 Self-Testing Exercise questions.

**STUDY ADVICE** can be found on your Orientation Sheet (page 2, yellow highlights).

**IMPORTANT NOTE:** Anyone complaining about their grade, who has not followed this flow plan, will have points deducted (1pt deducted from your final course grade) for each week it was not followed.

V. **DEADLINES!** (Also see very important item III & your critical dates sheet)

**Week 1: Start your course.**

**\*Grade Penalty:** Failure to start your course **within 10 days (July 6<sup>th</sup>)** of the first day of class may result in a DEDUCTION of ONE POINT, per day, from your final grade.

**July 28<sup>th</sup>, 11:59pm. Course Activities** (Chapters 1 to 15) must be complete!

**\*Grade Penalty:** Abuse of the course flow plan (Section III) may result in a One Point Deduction per day off your final grade if course activities are not complete by July 28<sup>th</sup>.

**August 2<sup>nd</sup>, 11:59pm = Final Due Date.** Your exam must be **COMPLETED** by this date! (note that your coursework was due July 28<sup>th</sup>)

**\*Grade Penalty:** A Five (5) Point deduction off your final grade will be applied for each day your exam is late!

**\*\*Completion of the course (course activities and exam) on any date AFTER August 5<sup>th</sup> WILL RESULT IN FAILING THE COURSE.**

**Extra Credit: There is NONE. Please do NOT ask** (if you do, I will NOT respond)! University Policy: Asking for extra points after your course is completed is an **HONOR OFFENSE**.

VI. GRADING

<b>Course Activities (Lectures, self-testing exercises, &amp; flashcards)</b> To obtain full credit, simply complete Chapters 1-15, including lectures!	<b>100 points</b>
<b>Final Examination</b> (Content tested will be on Chapters 1-14)	<b>100 points</b>
<b>TOTAL</b>	<b>200 points</b>

As indicated above, your grade is an average of your course activities and your final exam grade. For example: You receive 100% just for completing your course activities (yay!). Let's say you receive an 83 on the final exam. Thus your course average is 91.5. We round up to a 92%, and you've just earned an A! (See grade/percent values below)

**Grading Scale:**

A = 92 to 100%	C = 72 to 77%
A- = 90 to 91%	C- = 70 to 71%
B+ = 88 to 89%	D+ = 68 to 69%
B = 82 to 87%	D = 62 to 67%
B- = 80 to 81%	D- = 60 to 61%
C+ = 78 to 79%	E = 00 to 59%

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

**Notification of Grades:** Once you complete your exam, Caduceus (your e-textbook publisher) will send a course completion email to you and your instructors. You will receive an additional grade confirmation from your instructor within 48 hours confirming your final grade.

## VII. **PROCTORU/FINAL EXAM INSTRUCTIONS:**

This course uses ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register and take your exam.

First, you should know:

- Exams can be administered 24-hours a day, seven days a week. Exams must be **scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee**. Late registrations are subject to availability and same day appointments cannot be made online (you must call).
- **Microphone and webcam are required**. Most computers now come equipped with these; but if not, an inexpensive webcam and microphone are fine. Students will NOT be allowed to take an exam without a webcam. Review technical requirements for ProctorU: <http://www.proctoru.com/tech.php>.
- **You must take your exam in a place where other people are not in the room during the exam.**
- **You will need to have some administrative rights on the computer you are using** for the exam to enable the proctoring service to function.

### **Scheduling your Exam:**

1. **Register** with ProctorU: Go to <https://go.proctoru.com>. Click “New User? Sign up here” if you don’t have an account
2. Once you’ve registered, find our exam and schedule an appointment. Here is how you search for our exam (HSC 5536 – Medical Terminology):
  - Institution: "University of Florida"
  - Term: "HSC 3537 or 5536 - Dr. Varnes"
  - Exam: "HSC 5536c – Health and Medical Terminology (grad)"

**\*\*If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the 'Live Chat' button. Or, you can always call ProctorU’s hotline at 855-772-8678; select option 1.**

3. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your account at <https://HSC5536.cipcourses.com>); the ProctorU proctor will have the password for the exam.
4. If you have any additional questions about scheduling your examination or about how it will be proctored, please contact Owen Beatty at [beatty@hhp.ufl.edu](mailto:beatty@hhp.ufl.edu) or 352.294.1615.

**\*\* IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND A STRONG INTERNET CONNECTION (so that the webcam connection works smoothly for you).\*\***

## VIII. **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](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf)

**Title IX:** University of Florida has zero tolerance for sexual discrimination, harassment, assault/battery, dating violence, domestic violence, or stalking. Students are encouraged to report any experienced or witnessed occurrences to law enforcement and/or one of UF’s Title IX Coordinators. Students can report incidents or learn more about their rights and options by contacting Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261; or visit:

[www.dso.ufl.edu/sccr/process/incident-report/](http://www.dso.ufl.edu/sccr/process/incident-report/)  
[www.dso.ufl.edu/sccr/process/victim-rights/](http://www.dso.ufl.edu/sccr/process/victim-rights/)