

Syllabus
HSC 4531 Medical Terminology
3 Credit Hours
University of South Florida
Fall Semester 2008

Course Overview:

Course **HSC 4531** is listed online at <http://www.usfmedterm.com> . This course is designed for undergraduate degree seeking students at the University of South Florida and is a student-centered, online, computer based classroom course.

Course Format

The student will work through the online text book at their own pace. The 800 page online printable textbook contains interactive audiovisual lecture pages that prepare the student for the 1000 self-testing flashcards and the 800 multiple choice self-test questions. These activities must be completed in full prior to taking the final exam. This work is worth 60% of the final grade, and is specifically designed to prepare the student for the comprehensive final examination. The final exam is worth 40% of the final grade. Course modules are designed to facilitate successful completion of each, in order to move on to the next one.

This unique educational program has been developed to improve the student's personal vocabulary. The program also provides important insights into medical and scientific content information, which students will again encounter in future courses as they prepare for professional careers.

This web-based course contains 3500 color medical pictures. These pictures are intended to visually assist the student, in understanding why specific word parts were selected to form the thousands of specialized compound medical and English terms discussed in this course.

This course provides the opportunity to study and replay the audio-visual lectures at a convenient time and place. It also provides the student with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique language.

Instructor James Van Elswyk, M.D
 College of Public Health
 E-mail Address: jvanelsw@health.usf.edu
 Office Hours: M-R 9:30-11:00
 Room: 2150 cubicle C

All the information you need to participate in the course is provided in this syllabus. Additionally, your instructors will be communicating with you via Blackboard

announcements throughout the semester. It is the student's responsibility to check Blackboard frequently, to make sure you are not missing any important information.

Office Hours:

9:30-11:00 T- &R or by appointment

Textbook Information:

Purchase of the online textbook is required in order to complete this course. The textbook cannot be purchased at any bookstore. You will not be able to take this course any other way. To purchase the Online Tutorial Textbook you should go directly to the course site at <http://www.usfmedterm.com>. The price for the Online Textbook is \$99.95, and students may download and print some of the materials as they work. For students who would also prefer to have a hardcopy of the undergraduate course text, and save on personal printing costs, an additional copy of the text may be obtained from service@university-copy.com (1-352-372-7436 or Fax 1-352-373-7505) at a cost of \$29.95. **Please note that this latter additional copy of the text does not substitute for purchase of the online course. The online textbook is a course requirement. The online book cannot be purchased in the USF bookstore,**

Attendance:

Students are required to attend one of the two course orientations offered August 25 and 26 at 4 pm in auditorium C of the college of Public Health. and also the final exam on site, at the College of Public Health. All lectures and self-testing activities are completed online, at any site and time chosen by the student.

Student Responsibility:

Self-paced online courses offer the freedom to access the course material at the student's convenience, at a time and place chosen by the student. The course has been designed to facilitate mastery of the material, but the student will find there is a lot of information to cover. It is the student's responsibility to set aside time to complete the lectures and activities, and to provide proof of completion prior to taking the final exam.

Course Flow Plan:

- A. View and listen to the Audio-Visual Lectures in **Chapters 1 through 4.**
- B. Complete the Multiple Choice Question Bank (10 Item Quizzes) in **Chapter 4.**
- C. Memorize and complete the self-testing for the **1000** flashcards in **Chapter 5.**
- D. View and listen to the Audio-Visual Lectures for the Body Systems in **Chapters 6-14.** Complete the **800** Diseases and Disorders Multiple Choice Question Banks (10 Questions/Self-test) in the last file of **Chapters 6-14.**
- E. After completing the steps outlined above, now generate a printed **Summary Sheet** by clicking the printer icon (the typewriter symbol at the left of the computer screen. This sheet will show you the number of lecture pages that

you have completed in the online textbook, the self-testing totals for the **1000** flashcards in **Chapter 5** and the totals for the **800** multiple choice questions in **Chapters 4 and 6-14**. You must complete all of the assigned computer work and provide the **Summary Sheet** information to your instructor for recording at the time you take the final exam.

F. **There is no extra credit work.**

Course Objectives and Goals (12)

At the completion of the course, the student will be able to:

- A. Spell and define flashcard prefixes, suffixes, and stem words.
- B. Identify and explain the function of specific word parts.
- C. Describe how medical compound terms (words) are constructed.
- D. Build compound terms using multiple word parts in a combining form.
- E. Fracture and analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.
- F. Define key compound medical terms found on the flashcards, both literally and actually.
- G. Spell and define medical equipment, treatment, diseases, and diagnostic compound terms.
- H. Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures.
- I. Perform at a high level on Professional College Admission Tests including the GRE, MCAT, DAT, NCLE, OAT, PCAT, VCAT, and similar examinations.
- J. Interpret and understand medical course content, literature, records, and research.
- K. Interpret and understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

University Policies

Course Attendance at First Class Meetings

This policy has been put into effect so that USF may effectively utilize classroom space and to insure that all students have maximum opportunity to enroll in classes where demand exceeds availability of seats.

Students are required to attend the first class meeting of undergraduate courses for which they registered prior to the first day of the term (**the mandatory orientation is considered to be the first class meeting for this course**). Names of students who register prior to the first day of the term are printed on the first class roll for each course section. The first class roll is used by professors to drop students who do not attend the first day of class. Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the first class meeting to request waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes

will not be on the first class roll and, therefore, will not be dropped for non-attendance by the instructor. To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

Academic Dishonesty and Disruption of Academic Process

Punishments for academic dishonesty, will depend on the seriousness of the offense and may include assignment of an “F” or a numerical value of zero on the subject paper, lab report, etc., or an “F” or an “FF” grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University. A student who receives an “FF” grade may not use the university’s Grade Forgiveness Policy if the course is subsequently repeated. Assignment of an “FF” grade indicates academic dishonesty, is reflected only on internal records, and prevents the student from repeating the course using the Grade Forgiveness Policy. If a student who has been accused of academic dishonesty drops the course, the student’s registration in the course will be reinstated until the issue is resolved. Please note that dismissal of a student for reasons of academic dishonesty may be reflected on the student’s transcript with the following formal notation: Dismissed for Academic Dishonesty.

- a. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an “F” with a numerical value of zero on the test, and the “F” shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.
- b. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an “F” in the course.
- c. For the use of another student, or stand-in to take an examination for the enrolled student, it is suggested that the; it is also suggested that the stand-in, if a University student, be suspended from school for one year.
- d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or other graded assignments, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an “F” in the course and may be expelled from the University.
- e. It is suggested that students who receive or give stolen computer programs receive an “F” with a numerical value of zero on the program or programs, and the “F” be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

Cheating

Cheating is defined as follows:

- (a) the unauthorized granting or receiving of aid during the prescribed period of a course-graded exercise: students may not consult written materials such as notes or books, may not look at the paper of another student, nor consult orally with any other student taking the same test
- (b) asking another person to take an examination in his/her place
- (c) taking an examination for or in place of another student
- (d) stealing visual concepts, such as drawings, sketches, diagrams, musical programs and scores, graphs, maps, etc., and presenting them as one's own
- (e) stealing, borrowing, buying, or disseminating tests, answer keys or other examination material except as officially authorized, research papers, creative papers, speeches, other graded assignments, etc.
- (f) Stealing or copying of computer programs and presenting them as one's own. Such stealing includes the use of another student's program, as obtained from the magnetic media or interactive terminals or from cards, print-out paper, etc.

Punishment Guidelines For Academic Dishonesty

Punishments for academic dishonesty, will depend on the seriousness of the offense and may include assignment of an "F" or a numerical value of zero on the subject paper, lab report, etc., or an "F" or an "FF" grade (the latter indicating academic dishonesty) in the course, suspension or expulsion from the University. A student who receives an "FF" grade may not use the university's Grade Forgiveness Policy if the course is subsequently repeated. Assignment of an "FF" grade indicates academic dishonesty, is reflected only on internal records, and prevents the student from repeating the course using the Grade Forgiveness Policy. If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved. Please note that dismissal of a student for reasons of academic dishonesty may be reflected on the student's transcript with the following formal notation: Dismissed for Academic Dishonesty.

- b. For observation of or exchanging test information with other students during the course of a classroom test, the students who receive or give such information may receive an "F" with a numerical value of zero on the test, and the "F" shall be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

- b. For the use of any prohibited device, such as a cheat sheet, recording, calculator if forbidden on exam, etc., during the course of a classroom test to assist the student or other students, the student using such prohibited device may receive an “F” in the course.
- c. For the use of another student, or stand-in to take an examination for the enrolled student, it is suggested that the; it is also suggested that the stand-in, if a University student, be suspended from school for one year.
- d. For stealing, borrowing, or buying of research papers, creative works, speeches or tests and other exam materials, or other graded assignments, or the dissemination of such materials, or the manipulation of recorded grades in a grade book or other class records, the student, if enrolled in the course, may receive an “F” in the course and may be expelled from the University.
- e. It is suggested that students who receive or give stolen computer programs receive an “F” with a numerical value of zero on the program or programs, and the “F” be used to determine the final course grade. It is the option of the instructor to fail the student in the course.

Disruption Of Academic Process

Disruption of academic process, is defined as the act or words of a student in a classroom or teaching environment which in the reasonable estimation of a faculty member: (a) directs attention from the academic matters at hand, such as noisy distractions; persistent, disrespectful or abusive interruptions of lecture, exam or academic discussions, or (b) presents a danger to the health, safety or well being of the faculty member or students.

Remember that Blackboard is considered an academic environment, and is set up for the purpose of managing course material, facilitating communication between instructors and students, and providing a record of the students’ performance. **Blackboard features are not to be used to promote personal business in any fashion.**

Punishment Guidelines For Disruption of Academic Process

Punishments for disruption of academic process will depend on the seriousness of the disruption and will range from a private verbal reprimand to dismissal from class with a final grade of “W,” if the student is passing the course, shown on the student record. If the student is not passing, a grade of “F” will be shown on the student record. Particularly serious instances of disruption or the academic process may result in suspension or permanent expulsion from the University.

Hearings

Emergency Hearings - an expedited emergency hearing may be held before an academic administrator appointed by the dean or by the appointed academic committee in cases that involve the safety, health or welfare of any student or staff member.

Academic Assistance For Students With Disabilities

Student Disability Services exists to ensure that students with disabilities have the academic support necessary to achieve academic success at the University of South Florida. Course related assistance and academic accommodations are provided to eligible students with documented disabilities. Services may include advocacy, reader services, interpreters, alternate exam administration, note takers, and adaptive equipment such as FM systems and large print computer access.

Students are encouraged to contact our office as early as possible prior to enrollment to make arrangements for appropriate services. Documentation of a disability and significant current functional impairment resulting from that disability is necessary in order for accommodations to be provided. Students should bring a current Memorandum of Accommodations from the Office of Student Disability Services.

Disability Accommodations

For information regarding qualifications for student disabilities through the Disabled Student Academic Services Office (DSA), at the University of South Florida, see the 1999-2001 USF Graduate Catalog which can be found online at: <http://download.grad.usf.edu/PDF/section14.pdf> (page 4 of 6) and directly contact the DSA for arrangement of academic accommodations and assistance at (813) 974-4309, SVC 2043, Coordinator of Disabled Student Academic services. The student with academic disabilities is to notify the instructor.

“I” Grade Policy

An “I” grade indicates incomplete coursework and may be awarded to graduate and undergraduate students. Undergraduate rules apply to non-degree-seeking students as well. **An "I" grade may be awarded to an undergraduate student only when a small portion of the student's work is incomplete (<30%), and only when the student is otherwise earning a passing grade. To receive an “I” a contract must be signed by the student and instructor.**

Until removed, the “I” is not computed in the GPA for either undergraduate or graduate students. The time limit for removing the “I” is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. “I” grades not removed by the end of the time limit will be changed to “IF” or “IU,” whichever is appropriate.

If an instructor is willing, he or she may accept work from a student after an "I" grade has changed to an IF or IU grade, and assign the student a final grade in the course, unless the student has graduated. Whether or not the student is in residence, any change to “IF” grades will be calculated in the cumulative GPA and, if applicable, the student will be placed on appropriate probation or academically dismissed.

Students are not required to re-register for courses in which they are only completing previous course requirements to change an “I” grade. However, if a student wants to audit a course for review in order to complete course requirements, full fees must be paid.

Dates of Religious Observation

Students who anticipate the necessity of missing any lecture, exam, or class requirement due to the observation of a major religious observance, must provide notice of the date(s) to the instructor, in writing, by the second-class meeting. Students are not required to attend if the lecture, exam, or assignment occurs on a day or a time prohibited by his or her religious beliefs. In that case, accommodation for a make-up exam will be provided.

System Requirements

Software Requirements:

A Microsoft or Apple operating system which supports:
Internet Explorer 5 or above (link for Mac)
Windows Media Player 7.1 or above (link for Mac)
Flash Player 6 or above

Minimum Hardware Requirements:

Dialup internet access (not recommended, see network recommendations)
Sound card
Headphones

Network Recommendations:

High-speed Internet Connection (such as ISDN or Cable Modem)

Browser Compatibility:

CIPCourses.com is known to work well on PC's or Apple computers running **Internet Explorer 5 or above**. The course cannot support Netscape users due to the lack of support for current internet standards, and the differences in the various versions of Netscape, all which require special attention CIP (the publishers) cannot provide.

Accessing Blackboard

Definition and purpose:

Blackboard is a University of South Florida supported web-based program that allows students to access course materials from any computer terminal linked to the web. Additional course materials such as lecture slides, exercises answers, and article review questions are located on the website. ***Only students officially enrolled in the course may obtain access to Blackboard.*** Students must have a Net ID account to access Blackboard. If you have not yet obtained one, please follow the instructions below

Applying For A Net ID Account

1. To apply for a Net ID account, go to the website: <https://my.usf.edu>
2. Click on "Sign up" for your USF account (you will need your date of birth, Student ID #, and USF ID card number).
3. Fill in all relevant information and submit your application. You should be able to access Blackboard immediately.

Logging On To Blackboard

1. To initiate log on to the site, go to the address <https://my.usf.edu>
2. Enter login identification (your Net ID account username)
3. Enter password (the default password for each user is their social security number –

please do not use spaces or hyphens; or your Net ID account password, if you created it)

4. Once you've entered the site and read all of the current announcements, you may click on the green headings located on a panel on the left side of the screen (e.g. course documents for lecture slides; assignments for practice problems and answers). We have provided a link to the course web site under "Web Resources" on the main page.

Assistance With Blackboard

If you have difficulty accessing the site, please do not contact the course instructors, or the teaching assistant. We can only assist you with course material once you've logged onto the site.

Instead, contact the Academic Computing Help Desk by one of the following methods:

- Phone (813) 974-1222, or toll free in Florida 1-800-94-1222
- Web <http://www.acomp.usf.edu/Help/javaindex.html>
- Email Help-ac@usf.edu
- In person LIB 608 (6th floor of the Tampa Campus Library)

Technical Support With Course Site and Features

For assistance with course site and features please email < support@cipcourses.com >.

For toll free calls please dial 1-866-280-2900 or call direct 1-352-318-2254

The Following schedule is a suggested course flow plan for the lectures and the self-testing interactive work. Please note the schedule date for the final exam.

Week 1

Mandatory Class Orientation (Mon 8/25/08 or Thursday 8/26/08) 4 pm in CPH Rm 1023A. College of Public Health Auditorium A. The student must attend one of the two orientations – Overview of Syllabus, Online

Textbook, and of Self-Testing Items

Students should also, during this first week:

- Create student account with Caduceus International Publishers to access online textbook.
- Students receiving financial aid must follow instructions provided in orientation so that they may begin the course without delay.

Week 2-14

- Study Lecture Chapters 1 through 4
 - Complete Chapter 4 - the test bank in this chapter contains a file of 114 Multiple Choice Self Test Questions.
- Complete Chapter 5 - memorize and complete the 1000 self-testing flashcards.
- Complete Chapters 6-14, including self-tests. **Please note that the system banks your errors in these self-tests, and will continue to generate questions until all errors in the current chapter have been cleared.** Therefore, you may successfully complete all answers in one of the versions of the chapter test, and be unable to proceed to the next chapter because you still have errors to clear in the chapter you are completing.

- Print your lecture and self-testing course summary, and present it to your instructor at the time of the final exam, along with a picture ID.

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Week 15 – Final Exam: Friday December 5, 2008- in CPH 1023A

time to be announced

Important Notice: Students will not be allowed to sit for the final exam if they:

- Fail to bring a printout of the completed course summary as generated by CIP
- Fail to bring a photo ID

Grading

Online Computer 1800 Self-Test Questions	60% of final grade
Final Examination	40% of final grade

The final exam is given on December 5, 2008 , the Friday of the last week of classes. Instructors allow 2 hours to complete the exam, which will consist of 200 multiple choice and True/False questions. Students must bring a printout of the course summary sheet indicating that completion of all course requirements, a photo ID, and #2 pencils. STUDENTS WILL NOT BE ALLOWED TO SIT FOR THE EXAM WITHOUT PROOF OF COURSE COMPLETION AND PHOTO ID. Once the final exam is taken and corrected the final course grade will be posted on Oasis.

With the exception of an emergency, make-up exams must be scheduled at least 72 hours prior to the schedule date and time.

Grading Scale

90-100% = A	70-79 % = C	< 60 % = F
80-89 % = B	60-69 % = D	

Disclaimers:

This syllabus is a preliminary plan for the class and from time to time the class schedule may need to be adjusted by the instructor. If necessary, some components of this syllabus may change. However, any such changes will be announced to the students in class or by Blackboard. The student is responsible for any such announced change.