CLA 131: Medical Terminology

Summer 2013 Section 210

Department of Modern and Classical Languages

College of Arts and Sciences

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(Note: E-mails are the only sure way to hear back from me in a timely fasion; I'm not in the office often during the summer)

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COURSE SUMMARY: CLA 131, Medical Terminology, is designed to acquaint the student with medical terminologies that derive from Latin and Greek and to explore the etymologies through which medical prefixes, suffixes, and combining forms from those two languages came into their modern usages in the various departments of medicine. Unlike a normal classroom course, CLA 131 is an on-line course designed for students planning careers in the health services.

COURSE OUTCOMES: At the completion of the course the student should be able to

 1. Demonstrate an understanding of current medical terminology.

 2. Demonstrate an understanding of the manner in which medical words are

 composed.

 3. Demonstrate an understanding of the Latin and Greek roots of medical terms.

 4. Demonstrate an ability to work with these terms in the context of applications

 in anatomy, physiology, and pathology.

COURSE TEXT: Wingerd, Bruce. *Medical Terminology Complete!* 2nd Ed. Upper

 Saddle River, New Jersey: Pearson, 2013. ISBN, 978-0-13-284322-5.

The publisher provides a companion website for the text and an interactive site. The interactive site is sold separately and is not required for the course. The companion website contains some sample questions in different formats. Neither of these study aids is required for the course.

Office Hours: Generally the fastest way to contact us is through e-mail. E-mail will be checked regularly during the day (M-F), and very often on the dates of each of our four exams.

Class Time and Location: This is an online course. Please go to MyUK and log into Blackboard using your LINK BLUE username and password.

Minimum Technology Requirements: In order to participate in this course, you will need access to a computer with the minimum hardware, software and internet configuration described at this site:

<http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Eye%20Chart.aspx>

Blackboard Hardware and Software compatibility may be found here: <http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>.

Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site: [https://download.uky.edu/](https://exchange.uky.edu/owa/redir.aspx?C=08a980e6b8ca4ab283ec71d60714221f&URL=https%3a%2f%2fdownload.uky.edu%2f" \t "_blank).

If you experience technical difficulties with accessing course materials, the Customer Service Center may be able to assist you. You may reach them at 859-218-HELP (4357) or by e-mail at [helpdesk@uky.edu](https://exchange.uky.edu/owa/redir.aspx?C=08a980e6b8ca4ab283ec71d60714221f&URL=mailto%3ahelpdesk%40uky.edu). Please also let the course administrator know if you are having technical difficulties.

The Blackboard Information Pages portal is found here: <http://wiki.uky.edu/blackboard/Wiki%20Pages/Home.aspx>. This website offers additional information and resources that can promote a successful distance learning experience.

The local bookstores that handle our textbooks are these stores:

Kennedy Bookstore, 405 S. Limestone, (606) 252-0331 or 1-800-892-5165, or go to the website: <http://www.kennedys.com>.

Wildcat Text Books, 563 S. Limestone, (606) 225-7771, or go to the website: <http://www.wildcattext.com>.

UK Bookstore 106 Student Center Annex, phone (606) 257-6304 or 1-800-327-6141, or

go to the website: <http://www.ukbookstore.com>.

Distance Learning Library Services: As a Distance Learning student you have access to the Distance Learning Library services at <http://www.uky.edu/Libraries/DLLS>.

This service can provide you access to UK’s circulating collections and can deliver to you manuscripts or books from UKs library or other libraries. The DL Librarian, Carla Cantagallo, may be reached at 859-257-0500, ext 2171, or 1-800-828-0439 (option #6) or by email at dlservice@email.uky.edu.

Disabilities/Medical Conditions: If you have a documented disability that requires academic accommodations, please let us know as soon as possible. In order to receive accommodations in this course, you must provide us with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257‐2754, email address jkarnes@email.uky.edu).

Getting Started on Blackboard: One of the first things you should do after registering for the course is to take a quick tour of Blackboard. Here are some steps:

1. Log into your Blackboard account, and select the medical terminology course;

2. In Course Information look for the files containing the syllabus, the course

schedule, technical issues, study tips, and frequently asked questions.

3. In Course Documents look for documents that pertain to the course;

You should also check that the e-mail address listed for you is your current e-mail address (it does not have to be a UK address, just the e-mail that you regularly use). To check your email address, go to the first window that opens when you log in to Blackboard (before you click on any courses). In that window under Tools, select Personal Information. Then select Edit Personal Information. If the email address that appears is not your regular e-mail address or if the email address listed is not compatible with Blackboard (e.g., Hotmail accounts sometimes have compatibility problems), you may change the address that Blackboard uses.

Course Requirements: The requirements for the course include four exams, all weighted equally. The exams will be multiple-choice tests of 50 questions covering the chapters studied since the last exam. The course grade will be determined on the basis of the average grade of these four exams. The chapters to be covered on each exam are these:

Exam 1, chapters 1 – 5 Exam 3, chapters 9 – 11

Exam 2, chapters 6 – 8 Exam 4, chapters 12 – 15

Because of the nature of the course, **no extra credit arrangements will be entertained**.

Examination Schedule: Course exams will be taken on Blackboard and will be available on the days indicated below, from 8:00 A.M. of the first day until 11:59 P.M. of the second day. Once you have opened the exam on Blackboard, you will have one hour to complete the exam; however, you should plan on beginning the exam so that, should you be accidentally bumped off the test, the availability window will still be open and you can get back to the exam.

Exam 1: May 16/17 Exam 3: June 6/7

Exam 2: May 28/29 Exam 4: June 17/18

Different versions of each exam will be administered. Students may take the exam on either day, but only once.

On-line Examinations: It is your responsibility to make sure that you access the material during the times when the tests will be available.

Please note the following:

* You must complete the exam within one hour.
* Once you access an examination, you need to **complete it in one sitting**. Blackboard sometimes makes a button available for pausing the examination to return to it later. **The clock keeps running** if you select this option, and time will be subtracted from your time limit.
* The test will not automatically close at the end of one hour, but you must finish the exam and submit it within one hour**. For every minute a student takes over the time limit, one percentage point will be subtracted from the test score**, at the instructor's discretion.

The exams will come available in the Exams folder on Blackboard on exam days during the time window indicated. Until that time, the exam will not appear. You may start once you have access to the exam. At that point, unless the computer kicks you off, you should be able to finish the exam within approximately 30 minutes; however, completion times may vary depending on the speed of your computer and the number of times you save your material.

As you take the exam, you will notice a small clock which will keep track of the time expired. If you go over the allowed time of one hour, your test grade will be reduced by one percentage point for each minute over.

If you encounter problems when taking an exam, please send me an e-mail and wait patiently. If you have not received a response after twelve hours, you may send another e-mail.

Online examinations are CLOSED BOOK examinations. You cannot use your textbook, dictionary, or notes.

The exam will be automatically graded, and your score will be available in the Blackboard grade book. You can review your scores by going to MY GRADES in the Tools folder on Blackboard.

You will be allowed to revisit the examination and see the questions you missed after all students have completed the exam. This will normally be one or two days after the scheduled exam days.

The chapters in the text are arranged by organic system and provide copious illustrations and explanation. There are also exercises throughout the text. Some of you may find the publisher’s companion website and the interactive website useful, but access to these is not required. Because of the nature of the course and the number of students enrolled, we are not able to grade any assignments you may find on these sites.

STANDARDS OF GRADING: Scores will be assigned based on the following standards:

 A 90-100% D 60-69%

 B 80-89% E below 60%

 C 70-79%

Missed Exams: Make-up exams (for missed examinations) will only be given for documented excused absences as defined by the University (Senate Rule V.2.4.2) and are scheduled as needed. A missed exam will result in a score of zero for that exam, unless an acceptable written excuse is presented **within 48 hours** of the missed examination.

The university rules governing excused absences may be found here: <http://www.uky.edu/StudentAffairs/Code/part2.html>. An excerpt of the relevant portions of this document may be found in *Excused Absences* in the Course Documents.

On-line Etiquette: Students are expected to maintain decorum that includes respect for other students and the professor, to log in regularly to the course, and to display an attitude that seeks to take full advantage of the educational opportunity.

Unresolved Academic Issues: Consult the University of Kentucky *Student Rights and Responsibilities* regarding the steps for addressing unresolved academic issues.

Honor Reminder: All work completed by students for this class should be the product of the personal efforts of the individual registered for the course. Presenting another’s work or ideas as one own is a form of cheating or plagiarism, is unethical, and will lead to those penalties outlined in the *University Senate Rules* (6.3.1 & 6.3.2). Students are also referred to the UK *Student Rights & Responsibilities* handbook. Students found in violation of this university policy risk receiving a zero for a specific requirement or a grade of E for the course, if the infraction warrants.