

COURSE # HLTH 1300

Medical Terminology I

*2018-2019*

**Instructor**

**Instructor:**

**Phone:**

**Email:**

**Office Hours:**

**Course**

## Course Description

***This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to all colleges and universities. Contact the receiving institution for how the credits will be applied.***

The purpose of this course is to prepare students for understanding and interpreting the language of medicine. The course will focus on the basic critical components of medical terminology, proper pronunciation and usage within common medical specialties.

**Catalog Description**

Helps students read and understand the language of medical terminology. Stresses terminology usage and accuracy. Studies elements, abbreviations, spelling, pronunciation, and logic of medical terminology. Includes lectures and audiovisual presentations.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

## Course Objectives or Learning Outcomes

At the completion of the course, students will be able to read and understand the language of medical terminology. Students will have an understanding of terminology usage, pronunciation, spelling and logic.

**Required Text and Materials**

Frucht, S.S. (2017). *Medical Terminology: Get Connected!*, 2nd Edition. Pearson Education, Inc.

**Department Policies**

**Assessment**

For this two (2) credit-hour course students should expect to spend up to 6+ hours a week completing course activities.

As a student, you can expect this course to challenge and engage you as a learner. You will be expected to work in groups, engage in class discussions, complete projects and papers as required, and succeed as a student in this course.

This scale represents your percentage of total points

|  |  |  |
| --- | --- | --- |
| **Activity** | **Percentage** | **Points** |
| Participation | 16 | 100 |
| Online Chapter Quiz | 25 | 160 |
| Final Analysis Paper and Presentation |  43 | 270 |

**Assignments**

Each chapter has a series of activities and assignments. All assignments and activities are to be completed within MyTerminologyLab.com. Assignments and activities may be completed at a pace conducive to each individual student, however, they must be completed prior to the final exam on June 19, 2018. No exceptions. Grades will be determined according to the scores on the activities and assignments recorded on MyMedicalTerminologyLab.com.

**Final Exam**

The final exam will be comprehensive and cover all chapters in the textbook.

**Grading Scale**

 A = 100-95 B - = 82-80 D+ = 69-66

 A - = 94-90 C+ = 79-76 D = 65-63

 B+ = 89-86 C = 75-73 D - = 62-60

 B = 85-83 C - = 72-70 F = 59-0

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include: evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc. The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class.

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college.  Any student caught cheating will receive, at minimum, zero points on that particular assignment for the first offense.  A second offense can result in failing the course and will entail being reported to Student Advising.  Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source.   Additional information on this topic is published in the student handbook and is available on the UVU website.

### **Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and make contact with faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code

5.4.4 Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1) Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.

2) Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.

3) Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:

a) Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.

b) Listing sources in a bibliography not used in the academic exercise.

c) Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

 d) Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

### **Students with Disabilities**

**Students who need accommodations because of a disability** may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747. Deaf/Hard of Hearing individuals, email [nicole.hemmingsen@uvu.edu](https://owa.uvu.edu/owa/redir.aspx?C=r3xUa4y2bkalWljgIj1VXM3KzYlusNIIESMqIpkF5USfG-H3cUMstYl8DNScKc_quB49PvOQ-l0.&URL=mailto%3anicole.hemmingsen%40uvu.edu) or text 385-208-2677.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Attendance**

Attendance in this class is not mandatory due to the different learning preferences with each student. However, class will be held according to the schedule on the top of this syllabus. Chapters will be covered in class as listed in the semester schedule below. Class will consist of chapter reviews, discussion and group activities.

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

* 1. Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

### **Dropping the Class**

### \_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade.

Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.

**Class Business:**

1. This class requires your preparation, attendance, and active participation. If you miss a class, do NOT ask the instructor “What did I miss?” It is your responsibility to get the information from another student.

2. Students must be prepared to discuss the assigned readings on the date listed on the calendar.

3. Important announcements will be made at the beginning of each class and posted on Canvas. Missing the announcements because of tardiness or absences will not be an excuse for lack of knowledge of information given in the announcements.

4. If you are unclear about an assignment, please do not hesitate to ask in class. Chances are that other students have the same question. You can also visit me during office hours or send me an e-mail listed on the front page of the syllabus. If I do not reply to your e-mail, it means that I did not receive it. Please make sure you have the correct e-mail address.

5. Please make every effort to turn in quality work in a timely manner.

6. Students are expected to be respectful of the instructor and classmates. Please show your respect by keeping the following class rules:

 a. **TURN OFF YOUR CELL PHONE AND PUT IT AWAY DURING CLASS.**

 b. **Please do NOT text during class.**

c.Be present when you are in class. Avoid doing homework and/or studying for other classes during our class time. Your team members will be frustrated with you, as will the instructor!

d. You are encouraged to bring your laptop to class as this class with have in-class team assignments.

 e. Be on time to class.

 f. Conduct private conversations outside of class.

 g. Do NOT bring your children to class.

 h. When others are presenting, please be respectful by giving them your attention.

**Instructor Responsibilities**

Instructor will:

* Maintain an active presence in the course.
* Respond to emails within ONE business day. (Emails received after 12 pm MST on Friday will be responded to by noon on the following Monday.) If multiple emails are received regarding the same question or concern, they may responded to with an Announcement to the entire class.
* Provide timely, meaningful and constructive feedback on assignments.
* Help guide and facilitate students through course material to provide an effective learning experience.
* Refer students to appropriate services for issues that are non-course content specific. For instance, technical issue, writing labs, accessibility services, etc.
* Mentor students though the course and provide career and academic counseling.

**Semester Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Topic** |  |  |
| 10-May | Introduction, Course syllabus |  |  |
| 15-May | Chapters 1,2 |  |  |
| 17-May | Chapters 3,4 |  |  |
| 22-May | Chapters 5,6 |  |  |
| 24-May | Chapters 7,8 |  |  |
| 29-May | Chapters 9,10 |  |  |
| 31-May | Chapters 11,12 |  |  |
| 5-Jun | Chapters 13,14 |  |  |
| 7-Jun | Chapters 15,16 |  |  |
| 12-Jun | Chapter 17 |  |  |
| 14-Jun | Review |  |  |
| 19-Jun | Final |  |  |