



HSC 3537: Health & Medical Terminology | Fall 2021 (Section 1E94)
Department of Health Education & Behavior
College of Health and Human Performance | University of Florida

Instructor: Dr. Sayedul Huq

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Office Hours: Email by appointment only

Graduate Teaching Assistant: Mr. Reynolds

Devon Reynolds (he/his)

Email: reynolds.d@ufl.edu

I. EMAIL & COURSE CORRESPONDENCE:

Course website: <http://elearning.ufl.edu>

Course Communications:

- I will do my best to respond to emails within 48 hours.
- Please contact Mr. Reynolds (via GatorMail – your ufl.edu email application) **first**. He will also try to respond within 48 hours.
- If your inquiry requires further assistance, it will be forwarded to me by Mr. Reynolds.
- Please wait a full 48 hours before emailing us again.

Professionalism is expected in all communication! Review the associated document “Emails as Professional Correspondence.”

II. RECOMMENDED E-TEXTBOOK:

Fremgen, B.F. & Frucht, S.S. (2019). Medical Terminology: A Living Language. 7th edition.

- You can buy this book through UF All Access. Amazon and other stores may be more expensive.
- You do not need a code.
- If you prefer the feel of a hardcopy, the 6th edition is very similar to the 7th edition.
- I uploaded a guide on eLearning on how to access this text on UF All Access.

III. ABOUT THE COURSE

Overview: This 3-credit-hour course is run completely online. Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes.

Course Objectives: By the completion of this course, the student will:

- Spell and define prefixes, suffixes, and word roots common in health-related fields.
- Construct medical compound terms correctly using the appropriate suffixes, prefixes, and roots.
- List prefixes, suffixes, and roots of words common to specific organ systems of the human body

Inclusive Learning Statement: Your success in this class—and at UF and beyond—is important. So, we, your graduate TA and I, strive to provide an equitable and conducive learning environment for all students. Therefore, I ask that we all be respectful of the diverse opinions in this course.

If there are circumstances that may affect your performance in this class, please **let me know as soon as possible** so that we can work together to develop strategies to meet both your needs and the needs of the course. I recognize that there are many reasons students may need to adjust their pace, style, or method of learning, including but not limited to disability, temporary or ongoing personal life circumstances, unexpected emergencies, or other learning differences. You do not need to have a specific reason or diagnosis to talk to me about your needs; everyone deserves to learn in the way that makes the most sense for them at any point in time. Every possible effort will be made to accommodate you to help you succeed.

Instructional Methods: The instructional methods used in this course include video lectures, flashcards, self-testing quizzes, a midterm, and a final:

1. Introductory activities (10 points total) – The syllabus quiz and discussion will help you get orientated to the course.
2. Flashcards (60 points total) – Each module has flashcards of the key medical terminology (prefixes, suffixes, root terms, etc.) to help you learn.
3. Worksheets (60 points total) – Each module has a worksheet that will get you to practice building medical terminology.
4. Interactive Discussion Activities (45 points total) – These will be fun activities in some modules that will get you interacting with the medical terminology you are learning.
5. Weekly Quizzes (240 points total) – These will test you on the modules for that week.
6. Midterm examination (100 points) – The exam will be on Canvas and will be proctored through Honorlock. It will cover Modules 1 – 6.
7. Final Exam (125 points) – This final is cumulative meaning you will be tested on all the modules. The exam will be on Canvas and will be proctored through Honorlock. It will cover Modules 1 – 12.

Honorlock: Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. Please see the Honorlock page in Canvas for more information.

IV. UNIVERSITY POLICIES

University Policy on Accommodating Students with Disabilities: Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning and participation. Given that barriers may vary depending upon the environment, students should meet with a Disability Resource Center (DRC) Learning Specialist well in advance to discuss reasonable accommodations. Contact the DRC: 0001 Reid Hall, (352) 392-8565, <http://disability.ufl.edu>

Students with disabilities requesting accommodations should first register with the Disability Resource Center by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. Students are responsible for communicating accommodation modifications to their instructor.

University Policy on Academic Conduct: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is assumed that you will complete all work independently unless the instructor provides explicit permission for you to collaborate on course tasks. Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the student honor code, or student complaints, please see:

<https://sccr.dso.ufl.edu/process/student-conduct-code/> Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Class Demeanor or Netiquette: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. Please see professional correspondence document on Canvas.

Online Course Evaluation: Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students will be given the opportunity to provide feedback on the quality of instruction in this course using a standard set of HHP and university criteria.

Students are expected to provide professional and respectful feedback on this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/> Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

V. GRADING POLICIES

Assignment Policy: Grades are a direct result of the effort put into this course. Each assignment has been assigned a possible point value. Points are earned when assignments are completed and accumulate to create a final score. Assignments are due according to the due dates and times listed in the course schedule. All assignments are due by 11:59 ET on the due date. Rubrics for assignments can be found in Canvas. No late assignments will be accepted and do not email assignments to the instructor or to the TAs.

Only uploaded work in Canvas will be accepted. All work should be uploaded as PDFs or .doc(x). Please be aware that Canvas closes assignments at the time they are due. DO NOT WAIT until the last minute to upload your assignment or the assignment may be closed. It is your responsibility that you upload the correct document by the due date/time. Check to make sure you have uploaded the correct document. Failure to upload the correct document before Canvas closes the assignment will result in a 0 for that assignment. Submit early to avoid being stressed about this!

Assignment	Point Value	Grading Scale	
Introduction Activities (syllabus and discussion post)	10	A	93% and up
Flashcards (12 modules times 5 points each)	60	A-	90%-92.99%
Worksheets (12 modules times 5 points each)	60	B+	88-89.99%
Interactive Discussion Activities (3 activities times 15 points each)	45	B	83-87.99%
Weekly Quizzes (12 modules times 20 points each)	240	B-	80-82.99%
Mid-Term Examination (Modules 1 – 6)	100	C+	78%-79.99%
Final Examination (Cumulative on Modules 1 – 12)	125	C	73%-77.99%
		C-	70%-72.99%
		D+	68%-69.99%
		D	63%-67.99%
		D-	60%-62.99%
	Total 640	E	0%-59.99%

Late Assignment Policy:

This course is self-paced meaning while it has deadlines you may work ahead, but do not procrastinate. Procrastinating leads to late assignments and poor performance on quizzes/exams. Assignments are submitted through Canvas and are due by 11:59 p.m. on the date indicated on the course calendar.

Your success in this class depends on keeping up with coursework. While this is your responsibility as a student, I also understand that “life happens” and things come up that affect our ability to complete all of our responsibilities according to a predetermined schedule, especially with recent world events.

As a result, I will allow you to submit TWO assignments up to TWO days past the deadline to remain eligible for grading.

- However, you must email at MONAHUQ@peds.ufl.edu and let me know BEFORE the assignment is due. Copy your TA, Mr. Reynolds on the email. His email is reynolds.d@ufl.edu
- Assignments will not be accepted without written instructor approval at least 24 hours prior to the scheduled due date.
- That is, approval must be obtained via email 24hours the day before an assignment is due. Your TA cannot provide this opportunity to you.
- Late points will not be deducted as long as you give me a heads up with the proper amount of time. All other late work will receive a zero.

This DOES NOT apply to quizzes/exams, optional/extra credit work, or any work due the last day of the semester.

Please note that if you wait until close to 11:59 p.m. before attempting to submit your assignment for the first time and experience technical difficulties, you will not be granted additional time as a result.

- My advice is to attempt to submit before the scheduled due date to resolve technical issues that may arise if any.
- Do not wait until 11:59 p.m. to try and submit for the first time as work will not be accepted late (after 11:59 p.m.) if something goes wrong.
- Your quizzes, midterm exam, final exam, and optional extra earned work must be received by its due date. No exceptions.

You are expected to complete all assignments within the course by the specified dates. Late assignments will not be accepted. Requirements for class assignments and other work are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Late Assignment Policy (continued):

Medical Excuses:

- Please see university policy regarding university and medically excused absences.
- In the event of an unforeseen emergency (death in the immediate family, sudden illness, etc.), please contact your instructor as soon as possible.
- If you have experienced a documented emergency, please email me with the documentation.
- Be proactive and forthcoming.
- Failure to communicate with your instructor may result in a zero (0) grade.

Canvas Assignment Submissions

- I am unable to see you attempted to submit something using the app (I can view your activity in Canvas when using an internet browser). To protect yourself in the event of any technical glitch, do not use the mobile app for submitting assignments.
- Additionally, I recommend taking and saving screenshots of all Canvas submission confirmations. Failure to document your submission will result in a zero (0) grade should there be a system error.
- Do not contact your instructor without proper documentation to support your claims, which includes screenshots of submissions and a ticket number from the Help Desk.

Grade Adjustments: It is unethical and in direct violation of the Honor Code to request an unjustifiable grade adjustment. No extra credit opportunities are offered in this course. Please note that students have 1 week to review assignment grades/comments and contact the instructor with questions concerning the grade. Students who fail to review their assignment scores within one week of release of grades may not request retroactive adjustments on scores.

Contacting Your Instructor: Please contact your instructor through your GatorMail (UFL email). Keep in mind that email exchanges between students, faculty, and staff are a form of professional correspondence and permanent documentation between two (or more) people, and they are NOT confidential. Be sure your emails are polite, professional, and well prepared before hitting send.

Although most faculty try to answer emails promptly, you should allow 2 business days (48 hours) before expecting a response. While I may respond to your emails after business hours or on the weekends, please still be patient with me.

Email and Web Access Requirement: All students are required to have a UF email account and must be able to access Canvas. You are responsible for regularly checking both your UF email and the Canvas site for the course calendar, announcements, and other course resources/materials. If you are experiencing issues with Canvas call 352-392-HELP or connect via email (helpdesk@ufl.edu). Phone and email support are available 24/7. Do not contact your instructor without a ticket number from the help desk.

VI. COURSE SCHEDULE

Module	Module Topic	Assignments	Due Date
	Orientation Module	Intro discussion, syllabus quiz	Friday, 9/3/21 @ 11:59 PM
1	Intro to Medical Terminology	Worksheet, flashcards, quiz	Friday, 9/3/21 @ 11:59 PM
2	Body Organization	Worksheet, flashcards, quiz	Friday, 9/10/21@11:59 PM
3	Integumentary system	Worksheet, flashcards, quiz	Friday, 9/17/21@11:59 PM
4	Musculoskeletal system	Worksheet, flashcards, quiz	Friday, 9/24/21@11:59 PM
5	Cardiovascular system	Worksheet, flashcards, activity , quiz	Friday, 10/1/21@11:59 PM
6	Blood/ lymphatic/ immune systems	Worksheet, flashcards, quiz	Friday, 10/8/21@11:59 PM
	Midterm Exam	Friday, 10/15/21 @ 11:59 PM	
7	Respiratory system	Worksheet, flashcards, quiz	Friday, 10/22/21@11:59PM
8	Digestive system	Worksheet, flashcards, quiz	Friday, 10/29/21@11:59PM
9	Urinary system	Worksheet, flashcards, quiz	Friday, 11/5/21@11:59PM
10	Reproductive systems	Worksheet, activity , flashcards, quiz	Friday, 11/12/21@11:59PM
11	Endocrine system	Worksheet, flashcards, quiz	Friday, 11/19/21@11:59PM
12	Nervous system	Worksheet, flashcards, quiz	Wednesday , 12/1/21@11:59PM
	Final Exam	Wednesday, 12/8/21 @ 11:59 PM	

Disclaimer. This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.