UPDATED
04.29.2021

HSC3537: Health & Medical Terminology
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Summer A 2021 – Sections 0176 + 0185

Instructor: Dr. Rodriguez

Dr. Julio D. Rodriguez, Ed.D., CHES® (352) 294-1805 | JDRodriguez@hhp.ufl.edu
Office Hours: **Via appointment**

Teaching Assistants: **Contact your designated TA with ALL course-related questions!***
TBA

I. EMAIL & COURSE CORRESPONDENCE:

E-textbook or website questions:
Contact your e-textbook publisher (Caduceus International Publishing).
Also review their helpful FAQs.
Email: support@cipcourses.com (or click "Contact Us" under Help), 24 hrs/day; 7 days/wk.
Phone: (Toll Free) 1-866-280-2900 (8am-6pm)

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

Other Course Related Questions:
If, after reviewing the course documents, you have questions, contact your assigned Graduate Teaching Assistant (TA) via UFL email.

- **Include your section number (0176 or 0185) in your email**.
- If your inquiry requires further assistance, it will be forwarded to your instructor by your designated TA.
- Allow 48 hours for response (longer if you email on weekends) before emailing again.
- **Professionalism is expected in all communication!** Review the associated document "Emails as Professional Correspondence."

II. TEXTBOOKS:

Required: Your **online e-textbook** contains your lectures and some learning activities.
Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.
It must be purchased through Canvas. A file with instructed is posted under files.

Recommended (Highly): Print Workbook: "HSC 3537 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, service@target-copy.com, 352-372-7436 or (352) 376-3826.
Order online **-** http://target-copy.com/?s=Medical+Terminology

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III. ABOUT THE COURSE

Overview: This 3-credit-hour course is run completely online. The **~800-page** (printable) e-textbook contains interactive audio-visual lectures that prepare each student for the **~1000 self-testing flashcards** and the **~800 multiple choice** self-test questions. **Review your orientation sheet to learn how the course works.**

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. And, (5) provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique *Language of Medicine.* In addition; free access to multiple medical web search engines (eg., webMD and more) is provided!

***Course Objectives*: Upon completion of the course, the student will**:

- Be 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.
- Define key compound medical terms, 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.
- Express increased comfort 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.

IV. GRADING & GRADE PENALTIES

	Point Value
E-Book Activities (Lectures, self-tests, word part exercises, and flashcards) To obtain full credit, simply complete Chapters 1-15, including lectures!	**15**
Syllabus Quiz & Discussion Posts	**25**
Mid-Term Examination Content tested will be on Chapters 2-7 (150 closed-response questions; you have 120 minutes)	**25**
Final Examination Content tested will be on Chapters 2-14 (250 closed-response questions; you have 180 minutes)	**35**
TOTAL	**100**

Grading Scale:

A = 92.5 to 100	B- = 79.5 to 81.4	D+ = 67.5 to 69.4
A- = 89.5 to 92.4	C+ = 77.5 to 79.4	D = 61.5 to 67.4
B+ = 87.5 to 89.4	C = 71.5 to 77.4	D- = 60 to 61.4
B = 81.5 to 87.4	C- = 69.5 to 71.4	E = 00 to 59.9

Finalizing Grades: Upon completing your final exam, Caduceus (your e-text publisher) notifies your instructors. In turn, we will update and finalize your grade in Canvas within 48 hours.

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.**

Grade Penalties (Note: Also see Couse Activities & Deadlines in Section V)

1. **Failure to begin your course (i.e., start Chapter 1)** by the deadline of May 14th will result in a **one point PER DAY deduction** from your Final Grade for every day after May 14th that you have

not begun your work. (Note: this is a per day penalty)

2. **Failure to complete any activity or discussion by the noted deadline will result in a 0 for that assignment.**

3. **Failure to complete your mid-term by the deadline** of June 1st will result in **a zero (0) for the Mid-Term**.

4. **Failure to complete your final exam by the deadline** of June 17th will result in **a deduction of five (5) points** provided the exam is completed on June 18th. After June 18th, uncompleted final exams will receive a 0.

V. COURSE ACTIVITIES & DEADLINES

We expect you to adhere to the course flow plan (below). **You may work ahead; just do not procrastinate. Procrastinating will result in grade penalties** (see above), affect your ability to learn well, and you may have difficulty getting a test time (based on **Honorlock** demand). *All deadlines are 11:59pm.

Deadline*	Activities Due
May 14	**Read course documents** (Syllabus, Orientation Sheet, Critical Dates, etc.) **Syllabus Quiz** **Discussion Post #1**: Introduce yourself! **Purchase** your Online E-Textbook **E-Book Activities: Ch. 1,** Orientation & Introduction
May 19	**E-Book Activities: Ch. 2,** The Basics of Medical Terminology **Discussion Post #2:** The Importance of Medical Terminology
May 21	**E-Book Activities: Ch. 3,** Body, Diagnosis, Equipment, Instruments, & Treatment **E-Book Activities: Ch. 4**, Integrated Medicine
May 28	*Reminder:* Don't forget your midterm exam with Honorlock! **E-Book Activities: Ch. 5**, Self-Testing Flash Cards & Fracturing Fundamentals **E-Book Activities: Ch. 6,** Musculo/skeletal System **Discussion Post #3:** Broken Bones **E-Book Activities: Ch. 7 (Part 26-31,** Nervous System and Special Senses]
June 1	**Mid-Term Examination** The mid-term exam is in Canvas, and must be proctored by Honorlock. The mid-term will be open for those who have completed Chapter 7.31 starting May 29. **E-Book Activity: Ch. 7.32** (survey confirming mid-term completion)
June 3	**E-Book Activities: Ch. 8,** Circulatory (Cardio/vascular) System **Discussion Post #4:** Controllable Risk Factors **E-Book Activities: Ch. 9,** Respiratory System

June 9	**E-Book Activities: Ch. 10,** Integumentary System **E-Book Activities: Ch. 11,** Digestive System **Discussion Post #5:** Vitamin/Nutrient Deficiency **E-Book Activities: Ch. 12,** Urinary System, Uro/Genital System **E-Book Activities: Ch. 13,** Reproductive System & Sexually Transmitted Infections *Reminder:* Don't forget your final exam with Honorlock!
June 14	**E-Book Activities: Ch. 14,** Endocrine System **E-Book Activities: Ch. 15**, Drag & Define Practice Activity & click through the Appendix
June 17	**Final Exam** The final exam is in Canvas, and must be proctored by Honorlock. The final will be open for those who have completed Chapter 15 starting June 15. **E-Book Activity: Ch. 16** (survey confirming completion of final exam)
June 18	**Final Discussion Post (#6)**

***All deadlines are 11:59pm**

STUDY ADVICE and Additional Exam Information are provided on your Orientation Sheet (page 2, yellow highlights).

VI. HONORLOCK EXAM INSTRUCTIONS

Your exams for this course are proctored by the online proctoring service, Honorlock. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7/365. Honorlock records your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so do not attempt to search for answers, even if it's on a secondary device. Any and all suspicions of cheating will be flagged and reviewed.

Before you take your exam, you should know:

- You will need your computer, a working webcam, and a stable internet connection.
- You will need Google Chrome and the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.
- You must take your exams in a place where other people are not in the room during the exam.
- You will need a valid picture ID (UFID, government ID card, driver's license, or passport).

When you are ready to take your exam:

- Be sure you have the Honorlock Chrome Extension downloaded (see previous bullet).
- Log into Canvas and click on your exam, and then click "Launch Proctoring" to begin the authentication process.
- You will take a picture of yourself, show your photo-ID and complete a scan of your room.

- The space where you are taking your exam must be completely cleared off – no paper, no notes, no books, no phone, etc.; and the room must be empty of other people.

Honorlock support is available always by live chat, phone (844-243-2500) and/or email (support@honorlock.com)

**** 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).****

VII. Additional Course Policies:

Academic Honesty and Personal Integrity: I expect and assume that you will be honest with me in all aspects of your conduct regarding our course. In return, I will do the same with you. By formally registering for coursework at the University of Florida, you agreed to abide by the following statements from the University: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity by abiding to the Honor Code."*

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."* The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. 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 TA in this class. http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

Accommodations for Students with Disabilities: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protections for persons with disabilities. Among other things, this legislation requires that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability that affects your ability to learn, you are encouraged to register through the Disabilities Resource Center (DRC) in the Dean of Students Office at 352-392-1261, or www.dso.ufl.edu/drc. You are encouraged to provide your accommodation letter and make your needs known to the instructor on or before Monday, January 27, 2019.

Assignment Policy: Students are expected to do their best work on all assignments. All deadlines are outlined in this syllabus. Technical difficulties are not a legitimate excuse for work that is submitted late. If a student fails to meet a course deadline, they will be provided an opportunity to submit after the deadline provided they have an acceptable reason for missing the deadline. The course instructor will make decisions for make-up work in accordance with University policies.

Course Evaluations: 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/.

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/
www.dso.ufl.edu/sccr/process/victim-rights/