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HSC 5536C: Health & Medical Terminology
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Spring 2021

Instructor: Dr. Julio D. Rodriguez, Ed.D., CHES®

Email: JDRodriguez@hhp.ufl.edu

- Please use UFL email.
- In your subject line, please include '*HSC5536c*' OR '*Med Term*'

Phone: 352-294-1805

Office: FLG 127

Office Hours: **By Appointment.**

I. CLASS FORMAT, STRUCTURE, & ACCESS

Individuals learn in unique ways; therefore, course content is delivered via a variety of modalities (online video material/lectures; assigned readings, online student discussions, and other activities).

Canvas: UF's Canvas is the official course management system for this course. I do not control the technical aspects of the e-learning site. Report any Canvas issues directly to e-Learning Support Services (helpdesk@ufl.edu or https://request.it.ufl.edu or 352-392-4357).

Important: *A faulty internet connection IS NOT an excusable reason for any missed assignments, activities, and/or quizzes.*

Your e-textbook: You will complete the majority of course lectures and practice activities via your e-textbook. If you have questions about content, reach out to your instructor. If you have issues with or questions about the e-textbook itself (including purchasing and/or deferment), please contact your e-textbook publisher (Caduceus) after reviewing 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)

UF Internet (eduroam) is available worldwide! UF students can access eduroam (highspeed WiFi) for free with their GatorLink log-in credentials. The eduroam network is fast and secure and has more than 10,000 wi-fi hotspots in 106 countries and territories worldwide. Many of these locations are in open spaces and/or large communal rooms, so you can get online while physically distancing and following CDC guidelines in an air-conditioned space. Access is available in rural areas, too! Here's a link to all the eduroam sites.

How to connect to eduroam: If you can get a Wi-Fi signal at any of the eduroam locations and your mobile device (laptop, smartphone, or tablet) has already been configured for eduroam, then you will automatically connect. Otherwise, follow the instructions for connecting here: https://helpdesk.ufl.edu/connecting-to-eduroam-off-campus/.

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II. TEXTBOOKS:

Required:

1. Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.
   It must be purchased and accessed through Canvas.
2. Check Canvas Module "To Do" lists for additional linked required readings**.**

Recommended (Highly):

Print Workbook: "HSC 5536 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

***Optional*:** Rice, J. Medical Terminology: A Word Building Approach, 8th Ed. (2015); Pearson Publishing. (Helpful for all pre-health majors)

III. ABOUT THE COURSE

Overview: This is a 3-credit hour course that is run 100% online. The **1,200 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1,700 self-testing flashcards** and the **1,400 multiple choice** self-test questions. These activities (and more) are included in the e-text to help you review and learn the content on the exams. The additional discussion-based activities are designed for you to apply your knowledge.

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) 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 repetition and reinforcement needed to assure mastery of this unique *Language of Medicine.*

***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
Syllabus Quiz	**1**
E-Book Activities (Lectures, self-tests, word part exercises, & flashcards) To obtain full credit, simply complete Chapters 1-15, including lectures!	**14**
Canvas Discussion Posts (8 at varying point values)	**25**
Canvas Quizzes (4 at 3 points each)	**12**
Canvas Mid-Term Examination Content tested will be on Chapters 2-7	**18**
Canvas Final Examination Content tested will be on Chapters 2-14	**30**
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

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. And, you **will forfeit your ability to earn extra points**. (Note: this is a per day penalty)

2. **Failure to complete any quiz or discussion by the noted deadline will result in a 0 for that assignment, and will forfeit your ability to earn extra points**.

3. **Failure to complete your mid-term by the deadline** of June 1st will result in **a zero (0) for the Mid-Term**. AND, you will **forfeit your ability to earn extra points**.

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.

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V. COURSE ACTIVITIES & DEADLINES

We expect you to adhere to the course flow plan (below). **There are opportunities to work ahead; just do not procrastinate. Procrastinating will result in grade penalties** (see above), and affect your ability to learn well.

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

Module / Week	Module Opens	Module Due*	Activities Due
1	May 13	**May 14**	**Read Course Documents** **Syllabus Quiz** **Discussion Post #1**: Introduce Yourself **Purchase** your Online E-Textbook **E-Book Activities: Ch. 1,** Orientation & Introduction
2	May 13	**May 19**	**E-Book Activities: Ch. 2,** The Basics of Medical Terminology
3	May 13	**May 21**	**E-Book Activities: Ch. 3,** Body, Diagnosis, Equipment, Instruments, & Treatment **Discussion Post #2:** The Importance of Medical Terminology **E-Book Activities: Ch. 4**, Integrated Medicine
4	May 13	**May 28**	**Quiz #1** (Covers Chapters 2-4) **E-Book Activities: Ch. 5**, Flash Cards & Fracturing Fundamentals
5	May 13	**May 28**	**E-Book Activities: Ch. 6,** Musculo/skeletal System **Discussion Post #3:** Musculoskeletal injuries
6	May 13	**May 28**	**E-Book Activities: Ch. 7,** Nervous System and Special Senses **Quiz #2** (Covers Chapters 6-7)
7	May 29 – June 1	**June 1**	**Mid-Term Examination** (Covers Chapters 2-7)
8	May 29	**June 3**	**E-Book Activities: Ch. 8,** Circulatory (Cardio/vascular) System **Discussion Post #4:** Cardio/vascular System
9	May 29	**June 3**	**E-Book Activities: Ch. 9,** Respiratory System **Discussion Post #5**
10	May 29	**June 9**	**E-Book Activities: Ch. 10,** Integumentary System **Quiz #3** (Covers Chapters 8-10)
11	May 29	**June 9**	Check this week's To Do List on Canvas for **Additional Readings** **E-Book Activities: Ch. 11,** Digestive System **Discussion Post #6:** Dental Health
12	May 29	**June 9**	**E-Book Activities: Ch. 12,** Urinary System, Uro/Genital System **Discussion Post #7**
13	May 29	**June 9**	**E-Book Activities: Ch. 13,** Reproductive System & Sexually Transmitted Infections **Quiz #4** (Covers Chapters 11-13)

14	May 29	**June 14**	**E-Book Activities: Ch. 14,** Endocrine System **E-Book Activities: Ch. 15**, Drag & Define Practice Activity & Appendix
	(UF controlled)	**TBA - June 17**	**(Non-)Discussion Activity #8: Course Evaluation**
FE	June 15-17 (after M14)	**June 15 - 17**	**Final Exam** (Covers Chapters 2-14)

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:

To ensure we have a great semester, remember --
All transactions and relationships are enriched by courtesy. Be considerate of

one another during group work and discussions, all ideas have merit. Be considerate of your classmates and the professor through all interactions.

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/

Accommodating 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. A mong other things, it 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 (or different-ability) that affects your learning, please reach out to the Disabilities Resource Center (DRC). And share your accommodation letter with your instructor as quickly as possible to ensure you have access for the full semester. *If you did not register formally, but you know you have different learning, behavioral, or other needs that might affect your performance in the course, tell me and I will help you.*

Assignment Policy: Students are expected to do their best work on all course assignments. I assume that you will put forth your best effort on all course assignments to get the best results from the course. All assignments are due by 11:59 P.M. on the date specified on the syllabus. I strongly advise that you make back-up copies of all work and submit your work early to prevent technical issues from precluding successful submissions. 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. Please communicate with your instructor about your needs.

Course Evaluations: I value (and use!) your professional and respectful feedback on the quality of instruction in this course. I ask you to please complete the evaluation for this course via https://ufl.bluera.com/ufl/ (also available in Canvas under GatorEvals). You will be notified when the evaluation period opens. UF provides guidance on how to give feedback in a professional and respectful manner. You can also view public summaries of course and instructor evaluation results.

Exam Policy: Students are expected to have the midterm and final exams proctored through HonorLock (one of UF's approved online proctoring service). Please follow the step-by-step procedures on the HonorLock handout (available on the course website) that provides directions regarding how to use this service. Please note that, to use this service, you must have a webcam and microphone to use with your computer.

> **Inquiries regarding quiz and exam questions** will be addressed after the initial grading of each. If you have questions about specific examination questions, you will be asked to (a) describe your concern(s) in writing and (b) formally submit your inquiry to the course instructor. Please send an email to the course instructor with any specific quiz/test-related concerns. All emails should be sent within 24 hours of completing the quiz or exam. The course instructor will evaluate the validity of each student concern and take appropriate action as needed (e.g., send a written response to the student, modify the course grade if the student inquiry is found to have sufficient merit).

Netiquette, Communication Courtesy: All members of the class are expected to follow rules of

common courtesy and respect when communicating through any modality. I will not tolerate improper language and disparaging comments; these actions will result in disciplinary action. For more information on expected communication behaviors, please check UF's Netiquette Guide for Online Courses.

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 here. Or contact Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261.

VIII. Helpful Student Resources

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and therefore, UF Online is responsible for providing the same student support services to students who are seeking an online degree through distance learning. Other resources are available at http://www.distance.ufl.edu/getting-help for:

- Counseling and Wellness Center
  Individual counseling, group counseling, and online resources are available to UF students at no charge. Visit the website or call 352-392-1575. If you are having a crisis, you can call anytime and request to speak to the counselor on call.
- Dean of Students Office
  Do you need help resolving a conflict or would you like access to the student code of conduct? Visit the UF Dean of Students website for more information.
- Disabilities Resource Center
  If you have a physical, learning, sensory or psychological disability, please visit the UF Disabilities Resource Center website for more information.
- GatorWell Health Promotion services
  GatorWell provides health-related resources, information, and individual services to students. Recommended services: Wellness Coaching for Academic Success (virtual appointments available).
- Online Library Help Desk
  The help desk is available to assist students with access to all UF Libraries resources.