

SCI 198 Medical Terminology

Instructor Information: Ms. Dawn Gentry dgentry@ferrum.edu *preferred method of communication* Me	Office Hours: <ul style="list-style-type: none"> • Virtual office hours by appointment • Request an appointment by email Note: emails will be answered within 24 hours on weekdays and 24-48 hours on weekends – please return the same courtesy, and check your email as I may try to reach you as well.
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I. COURSE DESCRIPTION

Course Description. Opportunity for student to be introduced to, learn, and practice medical terminology using case studies, model medical reports, and professional expertise from various medical fields. Focus will be on the study of the principles of word building of medical terms to provide a grounding in basic medical terminology through a study of root words, prefixes and suffixes. (2 credits)

Prerequisite: NONE

COURSE STRUCTURE: This course is conducted entirely online, which means students do not have to be on campus to complete any portion of it. Access to a computer with internet access is required. Students will participate in the course using Ferrum's Online Course Management System called Brightspace (ferrum.desire2learn.com). Students will use their Student ID number and create a private password to access Brightspace. Within Brightspace, students will access online lessons, course materials, and resources. At designated times throughout the course, students will participate in a blend of self-paced and group paced activities using Brightspace and additional internet based technologies. Activities will consist of discussion forums, course readings, papers, assignments, and exams. Assigned faculty will support the students throughout this 6-week course.

II. COURSE REQUIREMENTS

Required Materials: none

Required Readings: *as assigned in Brightspace*

Note: Ancillaries to the textbooks (e.g., lectures, articles, etc.) will be posted on Brightspace

Additional Materials for Learning:

- Computer with basic audio/visual output equipment
- Internet access (broadband recommended)
- Microsoft Office
- Google Education Suite (provided via your Ferrum College email account)

Brightspace Requirements: To ensure compatibility with Brightspace, enable JavaScript and Cookies on your browser, and disable pop-up blockers. In addition, you must have Adobe Flash Player 10.1 or later. Information about preferred compatible browsers for use with Brightspace are available at the following

website:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

III. COURSE OBJECTIVES AND PROGRAM STUDENT LEARNING OUTCOMES

These objectives and SLOs are assessed using the assignments as shown. Descriptions of the assignments are provided below.

Course Objective	Program SLO	Assignment
Explore the historical aspects of medical terminology.		
Utilize methods of word dissection to derive meaning.		
Apply language concepts to effectively engage with peers and course faculty.		
Demonstrate vocabulary competency with words commonly used in healthcare.		

IV. ASSIGNMENTS

All assignments for this course will be submitted electronically through Brightspace unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under extreme circumstances. All assignments should follow APA conventions and must be submitted using Word unless otherwise specified. Quotes should be minimized, and works cited should be recent (within the last 5 years). Percent of final course grade is provided next to each assignment.

Vocabulary Exercises (30%; 4 sets at 7.5% each): Each weekly course module contains assigned exercises.

Body System Presentation (30%; 2-part assignment): Student will be assigned a body system to research from the medical terminology perspective. Student will 1) draft an outline of a 3-5 minutes video presentation about the assigned body system. Course faculty will offer feedback on the submitted draft. Based on feedback the student will make edits, corrections, or revisions in order to produce the final presentation. 2) The final Body System Presentation will be uploaded into the designated Discussion Forum so that peers and course faculty may view it. Students will have to give structured and substantive feedback to at least 2 peers within the Discussion Forum.

Medical Term Infographic (20%): Student will design and present an infographic demonstrating appropriate terminology and understanding of the topic selected (topics will be provided by course faculty).

Final Exam (20%): A final exam will be accessible in Brightspace during the last 2 days of the course. The final exam will include True/False, Multiple Choice, Matching and Short Answer style questions, and will contain 100 questions.

*More information about each assignment/assessment will be provided on Brightspace.

In addition to the Graded Forums, there are a few other forums in our class:

- Coffee House (a place for students in your class to connect and chat about non-course related things)
- Ask the Professor (Forum for asking non-personal questions to the professor). Another student is also welcome to clarify if they have thoughts or ideas about the post.

SCHEDULE OF TOPICS / ASSIGNMENTS		
Module	Topic	Assignments
1	Overview of Medical Terminology Why understanding is important	<ol style="list-style-type: none"> 1. Review Syllabus; ask questions as necessary 2. View 4 videos posted in Module 1 – take notes as necessary 3. Read Chapter 1 of textbook pdf found in Brightspace/Module 1 4. Print pages 14 -19, complete exercises, and upload them to the assignment link in Module 1. <p>*Students will receive Body System assignment from course faculty.</p>
2	A Deep Dive	<ol style="list-style-type: none"> 1. Read Chapters 2 – 4 of textbook pdf found in Brightspace/Module 1 2. Print pages 30-37, 49-53, and 76-88, complete exercises, and upload them to the assignment link in Module 2. 3. Submit draft or outline of Body System Presentation. The draft or outline can be in any format you choose.
3	A Closer Look	<ol style="list-style-type: none"> 1. Read the chapter(s) associated with the body system that is the subject of your Body System Presentation. 2. Complete the end of chapter exercises 3. Upload completed exercises to the assignment link in Module 3.
4	It's a WRAP	<ol style="list-style-type: none"> 1. Submit the final version of Body Systems Presentation in corresponding Discussion Forum by due date. 2. Using the Feedback Tool given, offer feedback to at least 2 peers on their Body System Presentations. 3. Complete Course Feedback Form.

V. GENERAL POLICIES

GRADING SCALE

90-100%	A
80-89%	B
70-79%	C
60-69%	D
<59%	F

Academic Integrity

In all instances, policies identified in the Ferrum College Catalog and the Ferrum College Student and Faculty Handbooks regarding the Honor System shall be followed. Specifically, do not:

- Cheat.
- Plagiarize, that is, use another person's words or ideas as your own without proper documentation.
- Collaborate with others unless specifically requested in an assignment or discussion.
- Let another student login to your Brightspace account.

Failure to follow this policy will result in disciplinary action which can affect your academic standing in the College.

Civility Policy

Online courses promote the advance of knowledge through positive and constructive debate both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

Office of Academic Accessibility (OAA)

Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please remember that accommodations cannot be granted retroactively; they must be requested in a timely manner prior to when the accommodation is needed. Students who wish to use accommodations through OAA are encouraged to contact the Office of Academic Accessibility at nbeach@ferrum.edu or 540-365-4210.

Tech Support

Students needing technical assistance with Brightspace at any time during the course or to report a problem can contact Ferrum's 24/7 Brightspace Technical Support Center at: 1-877-325-7778 or Email and Chat available through this link: <https://community.brightspace.com/support/s/>.

Students can also get in-person help if on-campus at the Helpdesk (Lower Level of Stanley Library). Technicians are trained to help students with Brightspace and its tools. It is also helpful if you let me know what kinds of difficulties you encounter so that I can change the course for future students so they don't have the same issues.

If on campus, Helpdesk Support is available via email at: helpdesk@ferrum.edu or via phone during normal business hours at: 540-365-4357