



Syllabus

HS 121 (On-Line) – Medical Terminology

Summer 2020 (Second 7 week session) – Husson University

Instructor: Dr. David Prescott

Class Meetings: No class meetings. The entire course is on line using Google Canvas.

Instructor e-mail: prescottd@my.husson.edu

Instructor Phone: 992-1969

Instructor Office: Peabody 296C

Office Hours: By appointment

Textbook: Fregman, Bonnie F. and Frucht, Suzanne, S. *Medical Terminology: A Living Language (7th edition)*. Pearson Education, 2016. ISBN: 978-0-13-407025-4.

Course Description: This course is designed to give the student a comprehensive vocabulary of *medical language*. Any student who intends to have a career in the healthcare industry will find this course essential to gaining credibility in the complex healthcare culture. This course will enhance the future professional's ability to communicate with co-workers, patients, and families. The ability to understand medical terms will be gained by an analysis of root forms, prefixes, and suffixes, and each assignment will focus on a new body system to add to your understanding.

This course utilizes Google Canvas to convey class information, post assignments, and take quizzes. The student is expected to complete the readings of each chapter and complete the assigned quizzes of the posted on Canvas on a daily basis.

Course Objectives:

This course will:

1. Provide an introduction to the basic rules of using word parts to form medical terms.
2. Allow students to learn and be able to describe the various body systems.
3. Help students understand what documentation is required for typical patient care, and how it is organized.
4. Provide guidance on various occupations that use medical terminology exclusively.
5. Teach students be able to decipher various examples of discharge summaries, physician consultation reports, and other chart notes.

Grading: Grading is based on 13 chapter quizzes, speed quizzes, and completion of homework assignments. There is no final exam for the course.

Regular Chapter Quizzes: (70%) Chapter quizzes will be multiple choice and will be completed on-line. Each quiz will be 20-30 questions. Quizzes are open book, but you are not allowed to take quizzes with another student or use any human resource to help you with the quiz.

Homework: (15%) There will be three or four homework assignments per chapter, taken from the exercises in your textbook. Homework is designed to help you review the material in each chapter. Homework will not be graded or returned to you, but it will be checked for completeness. If a homework is submitted that does not include a response for each question, or if it is obvious that most of the answers are incorrect, the student will receive a “zero” grade for that homework.

Memorization Speed Quizzes (15%) – For each chapter after completing the homework and chapter quiz, you will be asked to complete a 7 question quiz that is timed at 3-4 minutes. The goal of these quizzes is to help you commit medical terms to memory. Questions will be based on a list of 15 terms from the chapter, which will be given to you in advance.

Policy on Late Work: Quizzes and homework should be completed by their due date. All assignments will remain open on Canvas until the end of the semester. However, deductions from your final point grade will occur if assignments are repeatedly late. All students are allowed 2 late homework assignments and 2 late quizzes without a penalty; after that point deductions from your final grade will occur.

Attendance Policy:

Attendance in online courses is demonstrated in a variety of ways such as by submitting academic assignments, taking exams, engaging in interactive tutorials or computer-assisted instruction, participating in online discussions about academic matters, or initiating contact with the faculty members to ask questions about the academic content of the course.

Students must log in at least once a week at a minimum but multiple logins are highly recommended to satisfy academic obligations. Any students who begins active participation but does not log in to their course(s) for 7 consecutive calendar days, or as outlined in the course syllabus, may be assigned a grade of "X" (Failure for excessive absences).

Please note: Absences do not constitute a withdrawal. Students formally withdraw from classes only by submitting a Course Withdrawal Form available from the Registrar's Office or at go.husson.edu.

Course Calendar

Due July 8	Ch.1 Intro to Medical Terminology	Chapter 1 Homework, Quiz, Speed Quiz
Due July 12	Ch. 2 Body Organization	Chapter 2 Homework, Quiz, Speed Quiz
Due July 15	Ch. 3 Integumentary system	Chapter 3 Homework, Quiz, Speed Quiz
Due July 19	Ch.4 Musculoskeletal System	Chapter 4 Homework Only
Due July 22	Ch. 4 Musculoskeletal System (cont.)	Chapter 4 Quiz, Speed Quiz
Due July 26	Ch. 5 Cardiovascular System	Chapter 5 Homework, Quiz, Speed Quiz
Due July 29	Ch. 6 Blood, Lymphatic & Immune Systems	Chapter 6 Homework, Quiz, Speed Quiz
Due August 2	Ch. 7 Respiratory System	Chapter 7 Homework, Quiz, Speed Quiz
Due August 5	Ch. 8 Digestive System	Chapter 8 Homework, Quiz, Speed Quiz
Due August 9	Ch.9 Urinary System	Chapter 9 Homework, Quiz, Speed Quiz
Due August 12	Ch. 10 Reproductive System	Chapter 10 Homework, Quiz, Speed Quiz
Due August 16	Ch. 11 Endocrine System	Chapter 11 Homework, Quiz, Speed Quiz
Due August 19	Ch. 12 Nervous System	Chapter 12 Homework, Quiz, Speed Quiz
Due August 21	Ch. 13 Special Senses: The Eye and Ear	Chapter 13 Homework, Quiz, Speed Quiz
	No Final Exam	

Academic Honesty:

Students and faculty in colleges and universities seek new knowledge and insights. There is so much to learn and know that we must build on the work of each other. Academic integrity is essential to that building process. We rely on each other, therefore, to specify what we know, how we know it, or where we found it. Underlying this reliance is an obligation to be honest, forthright, and civil in all dealings with fellow student, staff, and faculty. Behavior inconsistent with these obligations in the context of this course will not be tolerated.

Cheating, plagiarism, fabrication, falsification, collusion, and assaultive, demeaning or disruptive behavior are all examples of behavior that fall below the norms of academic integrity. [Optional: A student who engages in any such behavior will receive, at a minimum a grade of “F” in the pertinent assignment. The student may also have his or her final grade reduced by one or more grade points or be immediately dismissed with a failing grade from the course. Such behavior may also result in additional penalties, including suspension or dismissal from the student’s program, School, or the University, and may delay or prevent professional licensure.]

If the instructor for this course determines that a violation of academic integrity has occurred, the instructor will record the finding in a report and meet with the student to discuss the findings and proposed sanctions. The student may appeal the findings to the Dean of [according to the course] within 10 business days of the scheduled meeting with the instructor. Uncontested sanctions or those supported by the Dean will become a matter of record on the student’s file and be retained for the duration of the student’s attendance at Husson.

Students with Disabilities

Husson University reasonably accommodates those who request accommodations and provide evidence of a disability. Such efforts are in accordance with the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. In order to request disability-related services at Husson, students must self-identify to the Disability Services office within the Center for Student Success, and they must provide appropriate and up-to-date documentation to verify their disability or special needs. Notice to other departments, faculty or staff, does not constitute self-identification to the University.

After the accommodations have been approved, the student must notify the instructor by providing the accommodation plan. Depending upon the nature of the request, the instructor may then coordinate with Center for Student Success to fulfill the plan. If you have any questions regarding reasonable accommodations or need to request disability-related services, please contact the Center for Student Success, located in Peabody Hall room 208, or call (207) 992-1934, or e-mail studentsuccess@husson.edu.

Sexual Assault / Misconduct

Administration, faculty and staff at Husson University are interested in the intellectual, physical, and emotional well-being of its students. At the University faculty members are considered “responsible employees” under the regulations of Title IX and are therefore required to report incidences of sexual assault and/or misconduct. This reporting obligation pertains to incidents that have been observed as well as those that have been heard. Because advisors, faculty, and staff must report such matters, the ability of these individuals to maintain the confidentiality of information provided is limited. Confidentiality can be maintained through Husson University Counseling Center. The Husson University community encourages students to advance a culture of safety and concern for others.

For further information regarding resources available to students and policies regarding sexual misconduct, please visit: <http://www.husson.edu/title-ix>

Non-Discrimination

Husson University is committed to maintaining an environment that is free from unlawful harassment and discrimination of all kinds and prohibits discrimination against or harassment of any individual or group on the basis of race, color, sex, sexual orientation, gender identity and/or expression, religion, ancestry or national origin, age, physical or mental disability, citizenship, veteran status, or any other applicable legally protected status in matters of admissions, employment, housing, or services in the educational programs or activities it operates. Consistent with this commitment, as well as federal and state laws, Husson University does not tolerate unlawful discrimination or harassment in any form.

Religious observance policy

Husson University recognizes that the student body includes adherents of many faiths, and that observance of religious holidays is an important part of religious practice. In support of this sentiment, any student who is unable to attend classes or to participate in any examination, study, or course requirements on a day of observance because of his or her religious belief, shall be provided with an opportunity to make up the course requirements so long as the effort to do so does not create an unreasonable burden upon the instructor, department or the University. The student must provide advanced notice as established in the syllabus such that the instructor has adequate opportunity to prepare for a makeup. At the discretion of the instructor, the occasion for making up coursework could occur prior to the examination or due date of the assignment. No adverse or prejudicial effects shall result to a student's grade for the examination, study, or course requirement on the day of religious observance because he or she relies upon these provisions. In the case of an internship or clinical, students should refer to the applicable policy in place by the employer or site.

Consent to use data for research

Your assessment data, which can include exams and quizzes, may be used for research on how students learn, and how to improve instruction. Any data used for research purposes would be deidentified and no names would be used in publications. If you have questions/concerns or do not want your coursework used for research purposes, please contact your instructor. Note that consent is not needed for internal use of data for purposes such as assessment validation or course improvement.

Instructors Discretion to Modify the Syllabus

The instructor has the authority to modify the syllabus based on (her/his) determination that such changes would better meet the learning objectives of the course. It is the responsibility of the student to maintain awareness of those modifications and note them as necessary. The instructor also has full discretion to determine the extent to which (if at all) technology will be used and/or available within the classroom. Such determination could be based on technology as a learning tool or simply to minimize distractions among students.