

## Jacksonville College Course Syllabus

### Course Information

MEDT 1370: Medical Terminology 1 – Summer 1 2016

Online Only – All documents, quizzes and tests are on Moodle only

### Instructor Contact Information

Instructor name: Mrs. Tina Lane

Emergency Contact phone number: cell (979) 224-1009

Primary Contact - Email: [tlane@jacksonville-college.edu](mailto:tlane@jacksonville-college.edu)

Office location: M6

Office Hours: By appointment

Online Office Hours: Monday – Thursday, 7:00 – 9:00 pm

**YOUR ONLINE QUIZ AND TEST GRADES ARE VIEWABLE ON MOODLE SO YOU CAN KEEP UP WITH WHAT YOUR GRADE IS. IF YOU ARE UNSURE OF HOW TO SEE YOUR GRADES, SEND ME AN E-MAIL OR ASK ME DURING OFFICE HOURS.**

### Course Pre-requisites, Co-requisites, and/or Other Restrictions

Students are expected to meet all basic reading and math levels.

### Course Description

Medical terminology I is a basic level biology course designed for people entering the medical field to give them a basic understanding of biomedical terminology. It consists of a study into the word origin and structure by explanation of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

### Student Learning Objectives/Outcomes

During this course, the student is expected to gain skills and competencies in the course subject matter, in reading, in writing, in speaking, in critical thinking and in computer use skills.

It is my goal that at the completion of study of course subject matter, every student will:

1. Understand prefixes, suffixes and root words that frequently utilized by medical professionals.
2. Be able to pronounce, spell and use medical terminology appropriately.
3. Use and understand medical abbreviations

### Course Philosophy

The instructor will make specific efforts toward integration of Christian faith within the teaching/learning process by demonstrating the complexity of microbial life and the elegance that strongly displays the works of the creator, God the Father, rather than subject to simple randomness.

## Required Textbooks and Materials

Unlocking Medical Terminology by Bruce Wingerd 2<sup>nd</sup> Edition Pearson

## Grading Policy

8 Quizzes	40%
4 Tests (averaged)	40%
Cumulative Final Exam	20%

In accordance with the Jacksonville College student handbook, letter grades are as follows:

Letter Grade	Numerical Range
A	90%-100%
B	80%-89.9%
C	70%-79.9%
D	60%-69.9%
F	<60%

## Library Use

The instructor will assign several activities that require students to use the Jacksonville College Library. Those activities may include reading assignments, watching a video clip, checking reference material or using the internet for research.

## Assignments & Course Calendar

Chapter	Topic
1	Word Parts
2	Body Terminology
3	Cells & Tissue
4	Integumentary System
5	Skeletal and Muscle Systems
6	Nervous System
7	Eyes
8	Ears

## QUIZZES

Each student must enroll in the Moodle course for Medical Terminology. The students will take a timed, online open book pre-quiz consisting of questions from the book. The pre-quizzes may be taken up to 5 times and the best grade will be used as the quiz grade for that chapter.

## TESTS

Each test will cover two chapters of material. This will be a timed test, so even though it is an open book test, there will not be enough time for you to look up each question.

## **FINAL**

The final will be cumulative over all chapters of material covered in this course.

## **Technical Support**

If you experience any technical problems with your MOODLE account, you may send an email to:  
[help@jacksonville-college.edu](mailto:help@jacksonville-college.edu)

## **WEEKLY SCHEDULE**

### **Week 1 – June 6 - 12**

- Study Chapter 1 material
- Take Chapter 1 Pre-quiz online
- Study Chapter 2 material
- Take Chapter 2 Pre-quiz online
- Take Test #1 over Chapters 1 & 2 must be taken before June 12 at midnight

### **Week 2 – June 13 - 19**

- Study Chapter 3 material
- Take Chapter 3 Pre-quiz online
- Study Chapter 4 material
- Take Chapter 4 Pre-quiz online
- Take Test #2 over Chapters 3 & 4 must be taken before June 19 at midnight

### **Week 3 – June 20 –26**

- Study Chapter 5 material
- Take Chapter 5 Pre-quiz online
- Study Chapter 6 material
- Take Chapter 6 Pre-quiz online
- Take Test #3 over Chapters 5 & 6 must be taken before June 26 at midnight

#### Week 4 – June 27 – July 7

- Study Chapter 7 material
- Take Chapter 7 Pre-quiz online
- Study Chapter 8 material
- Take Chapter 8 Pre-quiz online
- Take Test #4 over Chapters 7 & 8 must be taken before July 3 at midnight
- Take Cumulative Final Test over all terms and definitions Chapters 1-8 by July 7 at midnight

#### **Jacksonville College Honor Code**

Each person of the Jacksonville College community is expected to uphold the Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student. Therefore, “. . . whatever you do, do it heartily, as to the Lord and not to men” Colossians 3:23 (NKJV).

A violation of the Honor Code consists of but is not limited to the following defined actions:

#### **DEFINITIONS:**

A. Lying: making a false statement made with the deliberate intent to deceive. Lying includes but is not limited to the following:

1. Misrepresenting yourself by having another individual substitute for you in the taking of a quiz or test.
2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)
3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.

B. Stealing: taking the property of another, including College property, without permission or right.

C. Cheating: dishonest behavior including, but not limited to, the following acts:

1. Plagiarism: the act of taking or closely imitating another individual's thoughts or words and using them as your own, whether by paraphrase or direct quotation, without giving credit through proper documentation; the submission of an assignment written by another student, commercial organization, or anyone other than the student.
2. Unauthorized Assistance or Collaboration: students working together on any tests, quizzes, assignments, or exams without the instructor's permission.
3. Use of Unauthorized Materials: using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without instructor's permission.
4. Unauthorized Dual Submission of Previous Academic Work: using any work from a previous course or another course for an assignment unless a student has received prior permission from an instructor.
5. Other Academic Misconduct: including, but not limited to, stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student's electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.

#### **DISCIPLINARY CONSEQUENCES OF ACADEMIC VIOLATIONS:**

- A. First Offense: The student will be given a zero or "F" on the test, exam, course paper, or class assignment.
- B. Second Offense (whether in same class or another class): The student will receive an "F" in the course in which the second offense occurred.
- C. Third Offense (whether in same class or another class): The student is subject to being withdrawn from the College by the Academic Dean.

#### **REPORTING ACADEMIC VIOLATIONS:**

- A. The instructor and student will sign the Academic Violation Report Form. The instructor will send copies of the Report Form to the Academic Dean and the Dean of Students.
- B. The Dean of Students may talk with the student regarding the academic violation. (See the Student Handbook.)
- C. The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.

D. For a second offense, the Academic Dean will notify the student regarding an “F” in the course in which the second and subsequent violation occurred.

E. For a third offense, the Academic Dean will notify the student of their due process in the withdrawal procedures from the College.

APPEALS: The student may refer to the “Student Grievance Procedure” section in the Course Catalog.

**JACKSONVILLE COLLEGE HONOR CODE STUDENT PLEDGE:**

As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students.

(Updated 05.2015)