I. GENERAL COURSE INFORMATION

Course Description: 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 (3000) 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 (e.g., GRE, MCAT, PCAT & DAT); (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine,” and finally, (6) Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at your convenience. In addition, free access to multiple medical web search engines (e.g., webMD and more) is provided!

Course Overview: This is a 3-credit-hour computer-based classroom course. The 800-page online printable textbook contains interactive audio-visual lecture pages that prepare each student for the ~1000 self-testing flashcards and the ~800 multiple choice self-test questions. Ten chapter exercises will follow Chapters 4 and 6-14; to help you review the content on the Final Exam. ALL of your coursework MUST be completed before you can take the final exam.

Your coursework counts for 50% of your course grade; your final exam counts for the other 50% of your course grade (i.e., [Coursework + Final Exam] / 2 = Final Grade).

Course Objectives: The student will be able to:
• Become 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 in the Word Part Flashcards, Mult. Choice Questions, & Lecture Slides.
• Define key compound medical terms found on the flashcards, 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.
• Improve comfort level when taking Prof. Admin. Exams (e.g., 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.

II. READINGS: The REQUIRED, Online textbook contains your lectures, learning activities, & exam. It must be accessed through: www.HSC3537.com. Click on: “create an account.”

Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.

Optional Print Workbook. Material is taken directly from your online e-textbook. It’s great if you’d like a hard copy for studying the material, and you want to save time and ink in printing from the e-textbook. The 438-page workbook is available at Target Copy, 1412 West University Ave, Gainesville, FL 32603; (Target Copy shares the same building as Firehouse Subs). Ask for the HSC 3537 Textbook/Workbook; E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826. You can also order it online - http://target-copy.com/?s=Medical+Terminology (scroll down and click on the “Undergraduate” workbook).
III. COURSE OUTLINE & FLOW (AKA: What do I do?!)

**IMPORTANT FOR YOUR GRADE**

1. View and listen to the Audio-Visual Lectures in Chapters 1 through 4.
2. Complete the Multiple Choice Chapter Exercise in Chapter 4.
3. Learn, memorize, and complete the self-testing for the 1000 Flashcards in Chapter 5.
4. WRITE OUT ALL of the Flash Cards for more practice, to help you LEARN them (this can be done very conveniently via the optional workbook - See above for information on obtaining it).
5. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the ~800 Diseases and Disorders Multiple Choice Chapter Exercises (nee tests) for Chapters 6-14.
6. GO BACK through ALL 10 of your Chapter Exercises/tests; this time making sure you get 13-16 correct per screen. When you have achieved this level of Learning; you are ready to take your Final Exam and do well.

Weekly Activities: Lectures, course work, Chapter Exercises, Flash Cards, and Exam. You must adhere to the following course flow plan. Procrastinating and waiting until the last minute to finish will decrease your ability to learn the information well, and may result in CRASHING the SERVER, so NO ONE CAN FINISH. Late finishers will be penalized!

You have the entire semester. There are NO EXCUSES.

Week 1: Read your Syllabus, Orientation Sheet, Start your Online E-Text (coursework)
Weeks 1-4: Chapters 1 to 4: The Basics of Medical Terminology. Complete the Chapter 4 Exercises (114 Multiple Choice Self-Test Questions on Chapters 1-4).
Weeks 4-5: Chapter 5: Complete and LEARN the 1,000 Self-Testing Flashcards Complete 100 Flashcards Per Day for 10 Days = 1000 Flashcards.
Week 6: Chapter 6: Musculo/Skeletal System.
Week 7: Chapter 7: Nervous System & Special Senses.
Week 8: Chapter 8: Cardio/Vascular System.
Week 9: Chapter 9: Respiratory System.
Week 10: Chapter 10: Integumentary System AND Chapter 11: Digestive System.
Week 12: Chapter 14: Endocrine System AND Chapter 15: Appendix.

Week 13 FINAL EXAMINATION: This exam is in the last section of your E-Textbook (Chapter 16). The final examination covers the 1000 Flashcard Word Part and Medical Abbreviation Meanings and the ~800 Multiple Choice Questions (~1,800 total study questions). Review your online course work and your optional, supplemental Workbook (printed Flash Cards and Chapter Exercises of the E-Text) before taking this exam. See your Orientation Sheet for more in-depth study tips (page 2, yellow highlights)!

Do not wait till the last minute to take your final exam. CONTACT Proctor-U to SCHEDULE to TAKE your FINAL EXAM AT LEAST ONE FULL WEEK before the due date to ENSURE you get an exam appointment that fits your schedule. Putting this off until the last minute stresses the server, and could cause the server to go down; you will face penalty points.

IMPORTANT NOTE: ANYONE COMPLAINING ABOUT THEIR GRADE WHO HAS NOT FOLLOWED THIS COURSE FLOW PLAN WILL HAVE POINTS DEDUCTED (1pt deducted from your final course grade) FOR EACH WEEK IT WAS NOT FOLLOWED.
IV. GRADING

A. Course Work: COMPLETE ALL Activities in Chapters 1-15

50% of Final Grade

B. Final Examination: Content tested will be on Chapters 1-14.

50% of Final Grade

= 100%

Grading Scale

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<th>Letter Grade</th>
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<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>E</th>
<th>WF</th>
<th>I</th>
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Rounding up of grades will only occur if the grade is within 0.5 of the next letter or plus (+) or minus (-) grade.

UF Grade Values for Conversion

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<th>Letter Grade</th>
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<th>B</th>
<th>B-</th>
<th>C+</th>
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V. DEADLINES! (Also see very important item III.)

Week 1: January 5th to 11th. **START YOUR COURSE.**

FAILURE TO START YOUR COURSE WITHIN 3 WEEKS (January 26th) of the first day of class will result in a DEDUCTION of ONE POINT, per day, from your final GRADE.

Week 12: March 29th, your COURSEWORK MUST BE FINISHED BY 5pm on THIS DATE! Now you have time to follow our study advice for the exam; and to SCHEDULE your Final Exam with Proctor-U (they need 3-days notice) to Ensure Your EXAM is Completed by April 7th = YOUR DUE DATE (5pm).

**ABUSE OF THE COURSE FLOW PLAN WILL RESULT in a One Point Deduction of your final grade for each day the coursework remains incomplete by March 29th.**

April 7th = FINAL DUE DATE (5pm). Exam MUST be COMPLETED by THIS DATE!

**ONE POINT DEDUCTION OFF YOUR COURSE GRADE WILL BE APPLIED FOR EACH DAY YOUR EXAM IS COMPLETED AFTER THIS DUE DATE!**

EXTRA CREDIT: There is NONE; so PLEASE do NOT ask!
University Policy: Asking for extra points after your course is completed is an HONOR OFFENSE.

VI. STUDENT TECHNICAL HELP and Questions about your E-Text…

Contact Caduceus ANYTIME!

**Email:** Go to your E-Textbook site & click “CONTACT US” 24 hrs/day; 7 days/wk.

**Phone:** (Toll Free) 1-866-280-2900 (8am-6pm).

See the next page for information about your final exam…
VII. **PROCTORU/FINAL EXAM INSTRUCTIONS:**

This course uses ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register (step-by-step on the next page) and take your exams.

First, you should know:
- **Exams can be administered 24-hours a day, seven days a week.**
- **Microphone and webcam are required.** Most computers now come equipped with these; but if not, an inexpensive webcam and microphone are fine. Students will NOT be allowed to take an exam without a webcam. Review the technical requirements for ProctorU: [http://www.proctoru.com/tech.php](http://www.proctoru.com/tech.php).
- **Plan to take your exam in an environment where other people are not in the room during the exam.**
- **You will need to have some administrative rights on the computer you are using** for the exam to enable the proctoring service to function.
- **You must schedule exams AT LEAST 72 hours (3 days) prior to avoid a late fee.**

**Scheduling your Exam:**

1. **Register/create new login** with ProctorU: Go to [https://go.proctoru.com](https://go.proctoru.com). Click the “New User Sign Up.”
2. Once you’ve registered, search for the appropriate exam (HSC 3537 – Medical Terminology), and then schedule your appointment time.
   **If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the ‘Live Chat’ button. Or, you can always call ProctorU’s hotline at 855-772-8678; select option 1.**
3. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your account at [www.hsc3537.com](http://www.hsc3537.com)); the ProctorU proctor will have the password for the exam.
4. If you have any additional questions about scheduling your examination or about how it will be proctored, please contact Owen Beatty at beattyo@hhp.ufl.edu or 352.294.1615.

**IMPORTANT NOTE:** **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND THE INTERNET CONNECTION (so that the webcam connection works smoothly for you).**

VII. **UF POLICY STATEMENTS (Academic Honesty & Accommodations for Students with Disabilities):**

**Academic Honesty:** “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the Student Honor Code, as part of the registration process. “ As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

**Accommodations for Students with Disabilities**

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation." [http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf](http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf)

**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/](http://www.dso.ufl.edu/sccr/process/incident-report/)

[www.dso.ufl.edu/sccr/process/victim-rights/](http://www.dso.ufl.edu/sccr/process/victim-rights/)