I. ABOUT THE COURSE

Overview: This is a 3-credit-hour course that is run completely online. The (approx.) 800-page (printable) e-textbook contains interactive audio-visual lectures that prepare each student for the (approx.) 1000 self-testing flashcards and the (approx.) 800 multiple choice self-test questions. Review your Orientation sheet to learn how the course works.

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 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!

Your course activities count for 50% of your course grade; your final exam counts for the other 50% of your course grade (i.e., [Course Activities + 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, Multi. 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. REQUIRED E-TEXTBOOK:

Your online e-textbook contains your lectures, learning activities, and final exam. For instructions on purchasing and accessing this e-textbook, please review your Orientation sheet.

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

Recommended (Highly):
Print Workbook: “HSC 3537 Textbook/Workbook” – The 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.
E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826.

III. EMAIL & COURSE CORRESPONDENCE:

E-textbook or website issues: Contact your e-textbook publisher (Caduceus International Publishing). Also review their helpful FAQs.
Exam Scheduling Questions: Contact ProctorU (see Section VII of this syllabus).

Other course related questions, **contact your assigned Graduate Teaching Assistant (TA).**

- **Include your section number in your email** (noted at the top of the syllabus).
- If your inquiry requires further assistance, it will be forwarded to me by your designated TA.
- **Professionalism is expected in all communication!** Review the associated document “Emails as Professional Correspondence.”

IV. COURSE FLOW PLAN: Activities & Exam (AKA: What do I do?!)

Your **Course Activities** include your Lectures, Chapter Self-Test Exercises, and Flash Cards. You will also have a Final Exam. **You are expected to 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 you may have difficulty getting a test time (based on ProctorU demand). **Late finishers will be penalized.**

- **Week 1:** Read course documents (Syllabus, Orientation Sheet, Critical Dates)  
  Purchase your Online E-Text  
  Complete Chapter 1, Orientation & Introduction

- **Week 2-4:** Complete Audio-Visual lectures for Chapters 2 to 4  
  Complete Chapter 4 Self-Test Cumulative Chapter Exercises (covers Chapters 1 to 4)

- **Weeks 4-5:** Chapter 5: Complete and LEARN the 1,000 Self-Testing Flashcards  
  Complete 100 Flashcards Per Day for 10 Days = 1,000 Flashcards

- **Weeks 6-8:** Complete AV lectures and self-testing exercises for Chapters 6 to 9 (one per week)  
  Chapter 6: Musculo/Skeletal System.  
  Chapter 7: Nervous System & Special Senses.  
  Chapter 8: Cardio/Vascular System.

- **Weeks 9-11:** Complete AV lectures and self-testing exercises for Chapters 9 to 12 (two per week)  
  Chapter 9: Respiratory System **AND** Chapter 10: Integumentary System  
  Chapter 11: Digestive System **AND** Chapter 12: Uro/Genital System  
  Chapter 13: Reproductive System **AND** Chapter 14: Endocrine System

- **Week 12:** Chapter 15: Appendix (just click through)  
  Contact ProctorU to schedule exam (see Section VII of this syllabus).

- **Week 13:** **FINAL EXAMINATION** - The exam is the last chapter of your e-textbook (Chapter 16), and is proctored by ProctorU (see Section VII). The final examination is 300 questions (200 True/False; 100 Multiple-Choice), and covers the 1,000 Flashcard Word Part and Medical Abbreviation Meanings, and the ~800 Self-Testing Exercise questions.

**STUDY ADVICE:** can be found on your Orientation Sheet (page 2, yellow highlights).

**IMPORTANT NOTE:** Anyone complaining about their grade who has not followed the above flow plan, will have points deducted (1pt deducted from your final course grade) for each week it was not followed.
V. DEADLINES! (Also see very important item IV for your course flow plan, and your critical dates sheet, which is sent via email after drop/add)

Week 1: Start your course.
*Grade Penalty: Failure to start your course within 3 weeks (September 12th) of the first day of class may result in a DEDUCTION of ONE POINT, per day, from your final grade.

November 7th, 11:59pm. Course Activities (Chapters 1 to 15) must be complete!
*Grade Penalty: Abuse of the course flow plan (Section III) may result in a One Point Deduction per day off your final grade if course activities are not complete by November 7th.

November 17th, 11:59pm = Final Due Date. Your exam must be COMPLETED by this date (note that your coursework was due November 7th)!
*Grade Penalty: A one (1) Point deduction off your final grade will be applied for each day your exam is late!

**Completion of the course (course activities and exam) on any date AFTER December 9th WILL RESULT IN [FAILING] THE COURSE.

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.

VI. GRADING

| Course Activities (Lectures, self-testing exercises, & flashcards) | 100 points |
| Final Examination (Content tested will be on Chapters 1-14) | 100 points |

TOTAL 200 points

Your grade is an average of your course activities and your final exam grade.
Example: You receive 100% just for completing all your course activities (yay!). If you receive an 83 on the final exam, your course average is 91.5. We round up to a 92%, and you’ve just earned an A!

Grading Scale:

A   = 92 to 100%
A-  = 90 to 91%
B+  = 88 to 89%
B   = 82 to 87%
B-  = 80 to 81%
C+  = 78 to 79%
C   = 72 to 77%
C-  = 70 to 71%
D+  = 68 to 69%
D   = 62 to 67%
D-  = 60 to 61%
E   = 00 to 59%

*Rounding up will only occur if the grade is within 0.5% of the next letter or plus (+) or minus (-) grade.

Notification of Grades: Once you complete your exam, Caduceus (your e-textbook publisher) will send a course completion email to you and your instructors. You will receive an additional grade confirmation from your TA within 48 hours confirming your final grade.
VII. PROCTORU/FINAL EXAM INSTRUCTIONS:
This course uses ProctorU, a proctoring service for graded exams. You must follow these guidelines to register and take your exam.

First, you should know:
- Exams can be administered 24-hours a day, seven days a week. Exams must be scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee. Late registrations are subject to availability and same day appointments cannot be made online (you must call).
- 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 technical requirements for ProctorU: http://www.proctoru.com/tech.php.
- You must take your exam in a place 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.

Scheduling and Accessing your Exam:
1. Register with ProctorU: Go to https://go.proctoru.com. Click “New User? Sign up here” if you don’t already have an account.
2. Once registered, find our exam and schedule an appointment. Here is how you search for our exam:
   - Institution: "University of Florida"
   - Term: "HSC 3537 or 5536- Dr. Varnes"
   - Exam: "HSC 3537 Medical Terminology-Final Exam-Julia Varnes"
   *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 e-textbook); 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.

** 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).**

VIII. UF POLICY STATEMENTS:
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

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:
http://www.dso.ufl.edu/sscr/process/incident-report/
http://www.dso.ufl.edu/sscr/process/victim-rights/