Southern Illinois University Edwardsville
Department of Applied Health
Winter Term 2019
(December 16th – January 5th)

KIN211 – Medical Terminology

Course description: This online course is designed to develop skills necessary to read and comprehend original research, medical reports, and health/fitness evaluations with regards to prefixes, suffices, and word roots of medical terms. Emphasis is placed on building a working medical vocabulary based on body systems by studying the meaning, pronunciation, and spelling of medical terms.

NOTE: EXAMS MUST BE COMPLETED BY 11:59PM ON THE DUE DATE (see course schedule below). **Students will <u>not</u> be able to take tests after the due date. If a student misses an exam deadline the student will receive a 0 for the exam. No makeups. Answers to the exam will be available <u>only after the due date.</u>**

This course is designed to be an independent self-study course. There will be no classroom meetings; however, students may email course content questions to the instructor.

Instructor:	Erik Kirk
Email:	ekirk@siue.edu
Office:	VC 2613 (Lukas Annex)
Online Office Hours:	Place questions on Discussion Board or email me
Phone:	618-650-2938

Textbooks: Brooks, L. and Brooks, L. *Exploring Medical Language*, 9th ed., Elsevier/Mosby.
Computer Requirements: Minimum computer hardware: Pentium class computer with internet access and a professional version of Office 97 or higher (including Word and PowerPoint). Minimum browser software for PC users: Windows XP or higher, internet explorer 7.0 or higher, Firefox 3.5 or higher. Minimum browser software for Mac users: OSX 10.5 or higher, Safari 3.0 or higher.

Course goals/student learning outcomes: Upon completion of this course, each student will be able to:
1. Describe the origin of medical terms.
2. Define the four word parts and the combining vowel.
3. Build, analyze, and define medical terms using word parts.
4. Describe organizational components of the body, directional terms, anatomic planes, regions, and quadrants.
5. Identify the major body system structures and their related word parts.
6. Define medical terms related to diseases and disorders.
7. Define diagnostic terms for each body system.
8. Identify plural endings for medical terms.
9. Define surgical terms related to each body system.
10. Define medical terms commonly used in obstetrics and neonatology.
11. Define medical terms used in oncology.
12. Recognize common abbreviations used in each body system and specialty area.
13. Pronounce medical terms.
14. Spell medical terms.

Course Materials: Course materials and content will be available and presented on *BlackBoard* (accessed through bb.siue.edu). Materials will be presented in *PowerPoint* format

With each chapter of material there will be a handout and a *PowerPoint* presentation. <u>There are in book exercises as well and it is highly recommended that you complete these exercises prior to taking the exam</u>.

I have not set any restrictions on working ahead on the Units. However, the deadlines for the exams make it imperative that you do not fall behind.

Exams: Following each chapter you will be required to complete a timed online **exam.** Exams will be worth 100 pts and 45 minutes in duration. At the end of 45 minutes your exam will automatically be submitted for you even if you have not finished the exam. Each exam will require you to use the Respondus LockDown Browser. Exams will consist of multiple choice questions and matching. If you lose your internet connection, you may log back in and continue the exam. While you are disconnected the exam-timer does not stop. So you will need to log back in ASAP in-order to continue the exam. Remember that exam will automatically submitted at the end of 45 minutes. It is important that you have a reliable internet connection when taking the exam.

<u>**Tips for taking Exams on Blackboard:**</u> All Exams will require the Respondus LockDown Browser. If you have not used the LockDown Browser before you can down load it from Blackboard. More information regarding downloading and using the LockDown Browser can be found at <u>http://www.siue.edu/its/respondus/</u>

1. Don't use a wireless connection unless you have to. If you use a wireless connection use a connection that you trust (i.e. at home). Do NOT use public Wi-Fi to take an exam. Do NOT take exams on tablets, iPads, or phones.
2. Do not take the exam until you are fully prepared. Although you can use your materials to take the quiz, the quizzes will have a time limit. You will not have time to look up every answer. You can expect to have ~75 seconds to answer each question.
3. Do NOT use the browsers back button use the BlackBoard navigation buttons.
4. Save your answer before moving to the next question.
5. You must click the "Save and Submit" button at the end of the test to submit your quiz for grading.

If you lose your internet connection, you may log back in and continue the exam. While you are disconnected the timer does not stop. So you will need to log back in ASAP in-order to continue the exam.

<u>**Undergraduate Student's Evaluation:**</u>
Chapter Exams (16)   100%

<u>**Grading Scale**</u>:
A (90 to 100%)
B (80 to 89%)
C (70 to 79%)
D (60 to 69%)
F (0 to 59%)

Academic misconduct: (http://www.siue.edu/policies/3c2.shtml) Southern Illinois University Edwardsville ("University") strives to provide students with a solid foundation for intellectual development and an ability and desire to make contributions to society. Students are encouraged to set the events of the world in a broad perspective, bringing a reasoned approach to the challenges they may face. A presumption of intellectual honesty is the foundation of all learning. This Code is administered with the intent that the process described below is fair or just and educational.

Acts of academic misconduct for which students are subject to sanctions include, without limitation, plagiarism, cheating, failure or refusal to follow clinical practice standards, falsifying or manufacturing scientific or educational data and/or representing manufactured data to be the result of scientific or scholarly experiment or research, and soliciting, aiding, abetting, concealing, or attempting such acts. Plagiarism is defined as including, without limitation, the act of representing the work of another as one's own. Plagiarism may consist of copying, paraphrasing, or otherwise using the written, electronic, or oral work of another without proper acknowledgment or consent of the source or presenting oral, electronic, or written material prepared by another as one's own. Plagiarism also includes using information from electronic resources, including the Internet, without the use of proper citations.

In response to a student's academic misconduct, instructors may give the student a failing grade on the individual assignment or course without filing charges pursuant to this Code. However, for any other sanction, instructors must follow the procedures outlined in the Code. Any member of the University community may bring charges against a student for alleged acts of academic misconduct using the procedures of this policy. Charges of academic misconduct must be filed within twenty (20) working days of the actual occurrence, or the discovery of the occurrence, which forms the basis of the charge. Charges of academic misconduct shall be submitted in writing by the complaining party to the Provost and Vice Chancellor of Academic Affairs ("Provost") using the Academic Misconduct Complaint Form.

Accommodations for students with disabilities
According to SIUE University Safety and Emergency Procedures manual, persons with disabilities have the option of developing a plan in writing for evacuation in case of an emergency. If any student with a disability would like to develop such a plan, please contact the instructor.

*Students needing accommodations because of medical diagnosis or major life impairment will need to register with **Accessible Campus Community & Equitable Student Support (ACCESS)** and complete an intake process before accommodations will be given. The ACCESS office is located in the Student Success Center, Room 1270. You can also reach the office by e-mail at myaccess@siue.edu or by calling 618.650.3726. For more information on policies, procedures, or necessary forms, please visit the ACCESS website at www.siue.edu/access.*

Plagiarism:
The University recognizes plagiarism as a serious academic offense. Plagiarism, the act of representing the work of another as one's own, may take two forms. It may consist of copying, paraphrasing or otherwise using the written or oral work of another without acknowledging the source, or it may consist of presenting oral or written course work prepared by another as one's own. [http://www.siue.edu/POLICIES/1i6.html]
Normally a student who plagiarizes shall receive a grade of "**F"** in the course in which the act occurs. The offense shall also be reported to the Provost. In addition, any graduate student who has been found to have committed an act of plagiarism may be dropped from his or her graduate degree program by his or her department. A student who is reported a second time shall be suspended from the University for a period of not less than one term. Should a student who has been suspended for plagiarism be readmitted and be again found guilty of the offense, he/she shall be permanently expelled from the University.

Course Schedule

Topic	Chapter	*Exam Due Date*
1. Introduction to Medical Language	1	12/17
2. Body Structure, Color and Oncology	2	12/18
3. Directional Terms, Planes, Positions, Regions, and Quadrants	3	12/19
4. Integumentary System	4	12/20
5. Respiratory System	5	12/21
6. Urinary System	6	12/22
7. Male Reproductive System	7	12/23
8. Female Reproductive System	8	12/26
9. Obstetrics and Neonatology	9	12/27
10. Cardiovascular, Immune, and Lymphatic Systems and Blood	10	12/28
11. Digestive System	11	12/29
12. Eye	12	12/30
13. Ear	13	1/2
14. Musculoskeletal System	14	1/3
15. Nervous System and Behavioral Health	15	1/4
16. Endocrine System	16	1/5

Reminder: You may work ahead on the chapters and complete the course early, but do not allow yourself to get behind, as you cannot make up missed exams.