KIN 211: Medical Terminology

Department of Applied Health
School of Education, Health and Human Behavior

SIUe

Erin Vanderbunt, EdD

Office Hours: Virtual through ZOOM, by appointment
Email: evander@siue.edu; the preferred method of contact is through the TEAMS chat; second best option is via email from the Blackboard class page.

> ℹ️ *Welcome to KIN 211: 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.*
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> ***NOTE:*** *This is a three-week course. You must complete a chapter each day. The exam for each chapter must be submitted by 11:59PM on the due date. It is the student's responsibility to finish all tests by the due date.*
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> *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 or schedule appointments for office meetings.*
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> *You have BRAINS in your HEAD.*
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> *You have FEET in your SHOES.*
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> *You can STEER yourself any*
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> *DIRECTION you CHOOSE.*
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> *~ Dr. Seuss*

Course Materials

TEXTBOOK:
Brooks, L. & Brooks L. *Exploring Medical Language*, 10th ed., Elsevier/Mosby.

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. There are in book exercises as well and it is highly recommended that you complete these exercises prior to taking the exam.

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.

TECHNOLOGY CAPABILITIES

Students in an online course should be able to:

- Access a computer daily.
- Use a word processor, such as MS Word, to compose assignments and communicate with others in class.
- Attach files to emails or course areas
- Navigate websites and course materials
- Reach out to tech support staff when issues arise and troubleshoot to resolve problems

**Since this is an online course, you are expected to have reliable Internet access on a regular basis. It is your responsibility to address any computer problems that might occur. Such problems are not an excuse for delays in meeting expectations or for missing course deadlines. Blackboard support is available by calling ITS at 618-560-5500, emailing help@siue.edu, or by visiting: http://www.siue.edu/its/bb/help.shtml. Urgent tech support requests should be made by phone.

Course Goals and Student Learning Outcomes

Upon completion of the 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 Requirements

Participation Requirements

An online student is expected to:

- Participate in the virtual classroom 5-6 days a week
- Be able to use terminology properly
- Be able to complete assignments on time
- Be self-motivated and self-disciplined
- Accept critical thinking and decision making as part of the learning process
- Be polite and respectful
- Be willing to "speak up" if problems arise
- Be able to apply what you learn

Grading Policy, Assessments, and Outline

GRADING POLICY: Your KIN 211 grade will be based entirely upon the total number of points you earn during the semester. Your final grade will be based on a 90, 80, 70% scale and there is NO ROUNDING!

Graduate students will be required to write a brief scientific review of literature on one of the following disease states: diabetes, heart disease, cancer, osteoporosis, or hypertension. The topic and must be approved by the instructor. Papers will be due Friday, January 10th. This will be worth 10% of your final grade.

Undergraduate Student's Evaluation*:
Chapter Exams (16)   100%

Graduate Student's Evaluation*:
Chapter Exams (16)   90%
Scientific Review (1)   10%

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

EXAMS *(please read this carefully)***:** Following each chapter you will be required to complete a timed online **exam.** Exams will be worth 100 pts and 60 minutes in duration. At the end of 60 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. This means that you will need to log back in ASAP in-order to continue the exam. Remember that exam will automatically be submitted at the end of 60 minutes. It is important that you have a reliable internet connection when taking the exam.

Exam Due Dates: All exams must be completed and submitted by 11:59PM on their due date.   If you miss a due date on an exam, you will automatically receive a *25% deduction*.

In order to get partial credit, late exams must be completed within 48 hours of the due date. After this time period, you will receive a zero for that quiz.

<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 download it from Blackboard. More information regarding downloading and using the LockDown Browser can be found at http://www.siue.edu/its/respondus/

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 exam, they 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.
6. While exams are due at 11:59 PM on the due dates, the instructor will likely NOT be available for help at that time. If you think you may have questions, it is advisable that you take the exam during daytime hours.

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

COURSE OUTLINE: The course content will be organized by chapters on Blackboard. Students are required to complete one chapter per day but are permitted to move ahead in the course if they wish. All exams are due by end of day at 11:59 PM.

WEEK	Content	Exam Due Date
ONE 12/20-12/26	Ch 1. Introduction to Medical Language Ch. 2 Body Structure, Color and Oncology Ch. 3 Directional Terms, Planes, Positions, Regions Ch. 4 Integumentary System Ch. 5 Respiratory System	12/20 12/21 12/22 12/23 12/24
TWO 12/27 – 1/2	Ch. 6 Urinary System Ch. 7 Male Reproductive System Ch. 8 Female Reproductive System Ch. 9 Obstetrics and Neonatology Ch. 10 Cardiovascular, Immune, Lymphatic and Blood	12/27 12/28 12/29 12/30 12/31
THREE 1/3 - 1/9	Ch. 11 Digestive System Ch. 12 Eye Ch. 13 Ear Ch. 14 Musculoskeletal System Ch. 15 Nervous System and Behavioral Health Ch. 16 Endocrine System	1/3 1/4 1/5 1/6 1/7 1/8

University and Instructor Policies

ATTENDANCE/WITHDRAWL POLICY:

1. The general policy outlined by the University will be followed.
   (http://www.siue.edu/policies/1i9.shtml)
   This policy states: _"Upon registration, students accept the responsibility for attending classes and completing course work. It is the responsibility of students to ascertain the policy of instructors with regard to absence from class, and to make arrangements satisfactory to instructors with regard to missed course work. Students should understand that it is particularly important to attend the first meeting of a course. Failure to attend the first session of a course may result in the student's place in class being assigned to another student."_

Failure to Attend, Participate Actively, or Withdraw Properly

If a student fails to attend or stops attending class(es), he/she is expected to officially withdraw from the class(es) by following the University's procedures for withdrawing from a course. Failure to actively participate in <u>classes or</u> comply with University withdrawal procedures will result in the following:

Never attended - Faculty will either notify the Office of the Registrar during the first two weeks of the term to process an administrative withdrawal from the class or a grade of NS will

be assigned at the end of the term. When students are withdrawn within the first two weeks of the term, no entry of the class is retained on the student's transcript.

Ceased attendance - Faculty will assign a grade of WR or UW (See <u>Grading System - 1J1</u> for details) when a student has established a record of attendance or active participation without completing the requirements of the class. Active participation may include, but is not limited to, turning in an assignment, an exam or computer assisted instruction."

2. The instructor's policy for this course includes:
   a. Students are expected to log in to Blackboard daily.
   b. Students who experience technical issues (internet connectivity, etc.) should contact ITS immediately AND send Dr. Vanderbunt an email outlining the problem (cc me if you send an email).
   c. Students should check both their SIUE email AND Blackboard announcements daily and are responsible for all course changes, updates, or announcements delivered through those means.
   d. The preferred method of contact is via chat in Microsoft Teams (for a quicker response), otherwise, please send an email through the Blackboard class page so that I can quickly see that it is a course-related matter.

SUBJECT TO CHANGE NOTICE:

All material, assignments, and deadlines are subject to change. It is your responsibility to stay in touch with your instructor and to review the course site regularly.

ACADEMIC DISHONESTY: (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.

STUDENT CONDUCT: "Students enrolled in online, as well as face-to-face and blended courses at SIUE have the responsibility to be good citizens of the University and the community, to pursue their educational goals with honesty and integrity, to contribute to an environment which encourages free inquiry and expression, to abide by all applicable laws and SIUE policies and procedures, and to respect the rights and responsibilities of fellow students, faculty and staff." The *SIUE Student Academic Code* can be found at: http://www.siue.edu/policies/3c2.shtml

Student Resources

ACADEMIC SERVICES AND SUPPORT

Academic support services on campus include access to library resources, readiness assessment, testing services, tutoring, a writing center, a math center, supplemental instruction programs, and teaching assistants. Students should seek out these resources when in need of support in addition to the instructor's support.

ACCESSIBILITY:

It is the policy and practice of the Southern Illinois University Edwardsville to create inclusive learning environments. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or to accurate assessment of achievement—such as time-limited exams, inaccessible web content, or the use of non-captioned videos—please contact Accessible Campus Community and Equitable Student Support (ACCESS) as soon as possible. In order to properly determine reasonable accommodations, students must register with ACCESS either online at siue.edu/access or in person in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling 618-650-3726.

If you feel you would need additional help in the event of an emergency situation, please notify your instructor to be shown the evacuation route and discuss specific needs for assistance.

DIVERSITY AND INCUSION:

SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and social justice, where racism, sexism, classism, ableism,

heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code.

The Hub https://www.siue.edu/csdi is an excellent resource for students for support and community. Any person who believes they have experienced or witnessed discrimination or harassment can contact Ms. Jamie Ball, Director in the Office of Equal Opportunity, Access and Title IX Coordination at (618) 650-2333 or jball@siue.edu. There is also an online form for reporting bias incidents at https://cm.maxient.com/reportingform.php?SIUEdwardsville&layout_id=10