



CHUKCHI CAMPUS

University of Alaska Fairbanks
COLLEGE OF RURAL AND COMMUNITY DEVELOPMENT
P.O. Box 297, Kotzebue, Alaska 99752

Addendum to UAF/Northwest Arctic Borough School District Tech Prep Articulation Agreement 2017 – 2018

University of Alaska Fairbanks
Chukchi Campus
PO Box 297, 604 Third Ave
Kotzebue, AK 99752

Northwest Arctic Borough School District
PO Box 51, 744 Third Ave
Kotzebue, AK 99752

Purpose:

In addition to the current General Tech Prep Agreement between the University of Alaska Fairbanks (UAF) Chukchi Campus and Northwest Arctic Borough School District (NWABSD), we have agreed to the following processes and criteria with respect to the Allied Health Program.

1. The Northwest Arctic Borough School District will follow UAF Allied Health Program based curriculum in coordination with the administration and faculty of the University of Alaska Fairbanks Chukchi Campus pertaining to the following courses:

Allied Health

UAF Course #	UAF Course Title	UAF Credit	NWABSD Course Title
HLTH F100	Medical Terminology	3 credits	Medical Terminology

NWABSD will teach for the attached outcome:

1. The attached syllabus will be followed.
2. NWABSD will provide the support necessary for students to be successful in these course(s) which may include computer support, reference books, and academic assistance.
3. Chukchi Campus will process student registrations.
4. In order to receive concurrent credit, the student will register for the Tech Prep class during the semester in which the competencies will be completed.



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Approvals

Linda Joule, Director
Chukchi Campus
University of Alaska Fairbanks

Mary Pete, Dean
College of Rural and Community Development
University of Alaska Fairbanks

Linda Joule 7/28/17
Signature Date

DocuSigned by:
Mary Pete July 28, 2017
826A3166C74643B
Signature Date

Jennifer Meyer, Academic Head Co-Chair
Allied Health Department
University of Alaska Fairbanks

Ralph King
Assistant Superintendent
Northwest Arctic Borough School District

DocuSigned by:
Jennifer Meyer July 28, 2017
6AAB121C979949C
Signature Date

Ralph King 7.22.17
Signature Date

Northwest Arctic Borough School District Medical Terminology

COURSE INFORMATION:

Title: Medical Terminology

Department/Number: HLTH F100 Credits: 3

Prerequisites: High school graduation, GED, or permission of program coordinator.

Location: Alaska Technical Center

Meeting dates & times: August 28-December 20, 2017

Monday, Wednesday & Friday 1st Period: 9:00-9:55am

INSTRUCTOR INFORMATION:

Name: Cindy Lincoln RN, BSN, BEd, MLIS

Office location: Alaska Technical Center

Office hours: Tuesday-Thursday 1:00- 2:45pm

Cindy Lincoln: 442-1612

Clincoln@nwarctic.org

COURSE READINGS/MATERIALS:

- Course textbook: *The Language of Medicine*, 10th Edition, Davi-Ellen Chabner, BA, MAT, 2014, Elsevier, Inc.
- *Taber's Cyclopedic Medical Dictionary*, 19th Edition, Thomas Venes, D.C.L. F.A. Davis Company, Philadelphia. (optional)

COURSE DESCRIPTION:

This course is the study of medical terminology, including analysis and origin of word roots, prefixes, and suffixes. Understanding the word components, students will be able to build, spell, and define medical words. Content will be presented by body systems, focusing on terms for anatomy, diagnostic, pronunciation, and abbreviations. This course is designed for those interested in health care and health care professionals.

COURSE GOALS:

The goal of the course is to introduce students to a wide range of medical terms and provide students with the knowledge and skills to understand medical words by recognizing roots, prefixes and suffixes. Students will also gain a foundation in understanding the structure and function of the human body systems.

STUDENT LEARNING OUTCOMES/OBJECTIVES:

- Explore and understand the basic elements of medical and scientific words.
- Define common roots, prefixes, and suffixes of medical and scientific words.
- Acquire ability to analyze words based on the elements of roots, prefixes, and suffixes.
- Explore and identify the structural organization of the body, including regions, divisions, positional, and directional terms.
- Develop working knowledge of human anatomy and physiology and their relationship to wellness and disease by effectively participating in group and individual projects and written assignments.
- Demonstrate knowledge and understanding of medical terms associated with the structure and function of the human body systems.
- Demonstrate a working knowledge of normal and pathological states of the following human body systems:

- Digestive, Urinary, Male and Female Reproductive System, Nervous, Cardiovascular, Respiratory, Blood and Lymphatic/Immune systems, Musculoskeletal system, and the Skin.
- Identify various diagnostic procedures used to determine pathologies of body systems.
- Engage in health care activities which promote problem solving, critical thinking and core standards in the real world.
- Evaluate and analyze the importance of developing a healthy lifestyle and the potential risks of unhealthy lifestyle choices.
- Demonstrate understanding of personal responsibility in one's own health and health care.
- Demonstrate job keeping skills by participation in class, work, and community projects and activities.
- Demonstrate ability to apply reading, communication, and math skills in school, community and workplace activities

INSTRUCTIONAL METHODS:

Lecture and discussion, audiovisual aids, class projects, assignments, and activities.

COURSE CALENDAR:

Attached.

COURSE POLICIES:

Instructional Methods:

Medical Terminology will be delivered in a classroom setting at the Alaska Technical Center and/or Kotzebue High School. Students are expected to attend classes regularly and on time. Every class is important in order to understand the course content. Excessive absences may result in a failing grade or removal from class. Students are also expected to notify the instructor of all scheduled school required absences for the semester (e.g. travel to athletic events) during the first week of class and are responsible to coordinate making up missed class work with the instructor.

Plagiarism/Academic Integrity:

Plagiarism and cheating are serious offenses and may result in failure on exams, papers, projects, or courses. The entire purpose of participation in this class is to acquire useful skills through learning. To cheat is to lose the opportunity to learn these skills.

Honesty is a primary responsibility of every student. The following are common guidelines regarding academic integrity:

1. Students will not collaborate on any quizzes, in-class exams, or take-home exams that contribute to their grade in a course, unless specific permission has been granted. No materials may be used to assist in quizzes and examinations without specific permission.
2. Students will not represent the work of others as their own. A student will attribute the source of information not original with himself or herself (direct quotes or paraphrases) in all assigned work.

Incompletes:

Incomplete 'I' grades will only be given if the student has successfully completed a majority of the class and has some emergency or extenuating circumstance which makes it a hardship for them to complete the course this semester. The student must have a C or better and have the majority of their work completed to be eligible for an Incomplete. Incompletes are awarded at the discretion of the instructor. Students given and 'I' grade will have a specified period of time to complete specified assignments. Failure to complete assignments within the specified time period will result in an 'I' grade changing to an 'F' (failing) grade on your report card.

Withdrawal:

Students are expected to formally withdraw from the class if they cannot complete the course. Students who do not successfully complete the class or withdraw will receive a grade of 'F'.

Participation and Preparation:

"Participation" grades are based on being on time, staying for the whole class, and contributing in group discussion and small group projects. Please share your thoughts respectfully with the whole group, as this is how we can all learn from each other. Students are expected to contribute to class in a manner that is conducive to learning.

Assignments:

Students are expected to be prepared for class. You should read the material scheduled to be discussed prior to the class period. If you come to class unprepared, it diminishes the discussion for everyone. Work turned in on time may be returned with suggestions to obtain additional points if re-submitted. Extra credit options may be available as the course unfolds.

EVALUATION:

Students will be evaluated using a point system to determine a final grade. Points will be accumulated by participating in class discussions, completing weekly assignments and quizzes, and a final exam. There will be opportunities to earn extra credit by bringing in current Healthcare Events relevant to course material discussed.

Grading Criteria

Participation and class attendance	10%
Weekly Assignments/Quizzes	60%
Midterm and final exam	3 00%
TOTAL	100%

A mid-term and a final exam will be worth 50% of total grade.
There may be opportunities for extra credit.

Students are subject to the Student Code of Conduct, which can be found at www.uaf.edu or in the student handbook. The university may initiate disciplinary action against any student found responsible for committing, attempting to commit, or assisting in the commission of any of the prohibited forms of conduct outlined in the Student Code of Conduct. Academic dishonesty (i.e., cheating, plagiarism, collaboration on assignments, etc.) and disruptive actions will not be tolerated and will be reviewed in accordance with procedures specified in regent's policy, university regulations, and university policies and procedures.

Assignment and course grades are based on the following criteria:

Grade Definition

A = 100% - 90%	An honor grade. Demonstrates originality, independence, a thorough mastery of the subject; completing more work than is regularly required. Demonstrates a deep understanding of content, presented with exceptional clarity and poise.
B = 89% - 80%	Better than the average. Above the average expectation. Projects or papers are presented neatly and thoroughly but do not have the depth and originality for an 'A'.
C = 79% - 70%	Average. The student grasps the essential information; material is complete and presented on time.

D = 69% - 60% Below average. Student misses significant aspects of the assignment. Material is submitted late; student is unprepared to participate in class.

F = below 60 % Student was unable to complete the assignment on time with at least a 60% understanding and presentation.

STUDENT SUPPORT SERVICES:

Chukchi Student Services Coordinator provides services by appointment and on a walk-in basis. staff at Chukchi understand the unique challenges of rural students and will assist by providing advising services and assisting with forms and applications if needed. Services are not limited to those listed and other services will be provided if possible. For more information contact:

Mary Booth Barger (907) 442-3400

DISABILITIES SERVICES:

UAF has a Disability Services office that operates in conjunction with the College of Rural and Community Development's (CRCD) campuses and UAF's Center for Distance Education (CDE). Disability Services, a part of UAF's Center for Health and Counseling, provides academic accommodations to enrolled students who are identified as being eligible for these services. If you believe you are eligible, visit <http://www.uaf.edu/chc/disability.html> on the web or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus at (907) 474-7043, fydso@uaf.edu.

Medical Terminology
Northwest Arctic Borough School District
Fall 2017

Instructor: Cindy Lincoln, RN, BSN, BEd

Dates: Monday, Wednesday & Friday 2nd Period 9:00 – 9:55

WEEK	DATE	Discussion/Reading Assignment	Quizzes/Exams
1	Aug.28 – Sept. 1	Chapter 1 Basic Word Structure	
2	Sept. 4 - 8	Chapter 1 Basic Word Structure Chapter 2 Terms Pertaining to the Body as a Whole	Quiz Chapter 1
3	Sept. 11 – 15	Chapter 2 Terms Pertaining to the Body as a Whole Chapter 3 Suffixes	
4	Sept. 18 – 22	Chapter 3 Suffixes	Quiz Chapter 2
5	Sept. 25 – 19	Chapter 4 Prefixes	Quiz Chapter 3
6	Oct. 2 – 6	Chapter 4 Prefixes	Quiz Chapter 4
7	Oct. 9 – 13	Chapter 5 Digestive System Chapter 6 Additional Suffixes and Digestive System Terms	Quiz Chapter 5
8	Oct. 16 – 20	Chapter 6 Additional Suffixes and Digestive System Terms Chapter 7 Urinary System	Quiz Chapter 6 Quiz Chapter 7 Take Home
9	Oct. 23 – 27	Chapter 8 Female Reproductive System	Quiz Chapter 8
10	Oct. 30 – Nov. 3	Chapter 9 Male Reproductive System Chapter 10 Nervous System (Thursday/Friday)	Quiz Chapter 9 Quiz 10 Take Home
11	Nov. 6 – Nov. 13	Chapter 11 Cardiovascular System	
12	Nov. 20 – Nov. 22	Chapter 11 Cardiovascular System Chapter 12 Respiratory System	Quiz Chapter 11
13		Chapter 13 Blood System NO CLASS: WED-THURS-FRI (Clinical Training)	
14		Chapter 14 Lymphatic System NO CLASS: WED-THURS-FRI (Clinical Training)	Quiz Chapter 12 Wed: Quiz 13/14 Take home
15	Nov. 27 – Dec. 1	Chapter 15 Musculoskeletal System Chapter 16 Skin	Quiz 15

16	Dec. 4 – 8	Chapter 16 Skin Chapter 17 Eye and Ear	Quiz Chapter 16
17	Dec. 11 – 15	Chapter 17 Eye and Ear Chapter 18 Endocrine System Overview (Handout)	Quiz 17 Take home Diagram Quiz 18
18	Dec. 18 - 20	Tuesday 9:00 – 11:00 Final exam	Final Exam