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Rich Panning 12/18/15
Signature Date

Susan Henrichs, Provost
P.O. Box 7580
University of Alaska Fairbanks
Fairbanks, AK 99775-7580

Susan Henrichs 1/12/16
Signature Date

Syllabus for Medical Terminology A (3 credits)

- Course:** Blackboard, Semester, Career and Technical Education
- Faculty:** Krystle A. Peñaflor, OD
kapenaflor@alaska.edu
907.543.6554
- Office Hours:** No office hours since this class is on Blackboard. I will be available by email and phone. Please leave a message during the day if you are directed to my voicemail and I will return your call as soon as I can.
- Course Description:** Medical Terminology: Study of 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, laboratory and medical specialties. Includes use of a medical dictionary, word pronunciation, and abbreviations. Designed for high school students pursuing a career in health care.
- Course Objectives:** Upon successful completion of this course, the student will:
1. Correctly identify, pronounce and spell word elements found in each chapter
 2. Build medical words using word elements
 3. Appropriately spell, define and pronounce all medical terminology presented
 4. Correctly locate and identify anatomical landmarks appropriate to each chapter
 5. Write the correct terms for common abbreviations as presented in each unit
 6. Define and spell correctly pathophysiological terms as presented in each chapter
- Resources & Materials:**
- Leonard, Peggy C. 2013. Quick and Easy Medical Terminology 7th edition. Saunders.
ISBN: 978-1 455740703
- Instructional Methods:** Blackboard will be the main method of instruction to deliver course content. All assignments, quizzes, and tests will be given through Blackboard. Reliable internet access to log onto Blackboard is required for this class.

Policies & Procedures:

Time Commitment: College level courses customarily require at least 3 hours of time for homework per lesson. It is the responsibility of the student to review each lesson and the required reading assignment.

Attendance: Each student is expected to log into Blackboard weekly to complete assignment readings, quizzes, and examinations. The course is asynchronous. There is no interaction with the instructor with the exception of Blackboard communication or email.

- Students must be self- motivated to succeed in the online course.
- There will be a teacher on site to act as a facilitator.
- This individual will be the person the student will go to for assistance.

Excused exams and quizzes must be taken within one week. Non-excused missed assignments, quizzes, and exams will be given a zero.

Evaluation & Grading: Elements of Grades for Medical Terminology A:

Element	Number	Points Each	Total Points	Percent of Grade
Exams	2	100	200	50%
Quizzes	6	20	120	30%
Assignments	2	15	30	7.5%
Blackboard Participation	2	25	50	12.5%
Totals			400	100%

Grading Scale: (based upon the percentage of total possible points)

- A** 90 – 100%
- B** 80 – 89%
- C** 70 – 79%
- D** 60 – 69%
- F** 59 % and below

Quizzes – 25 Multiple Choice questions. Unlimited attempts allowed. Only the highest score will be recorded. Questions will be randomized for each attempt. Quizzes will be available for 2 weeks.

Exams – 50 Multiple Choice questions. Only one attempt allowed. Exams will be available for 1 week.

Assignments – These will be announced throughout the semester. Assignments will be due 2 weeks after they are assigned.

Blackboard Participation - These will be announced throughout the semester. These will be due 2 weeks after they are assigned.

Quizzes and Exams are closed-book, meaning no notes, books, or any other sources are allowed. A facilitator MUST be present when taking a quiz or exam or it will be considered a ZERO.

Tentative Discussion, Test and Worksheet Schedule Updated 8/28/15

Schedule subject to change. It is the student's responsibility to make sure they have the most updated version

Week	Week of:	Discussion Topic/ Reading Assignment	Quizzes & Exams	Due Dates
1	9/14/15	Orientation/Syllabus	Quiz 1	9/18/15
2	9/21/15	Chapter 1 - Introduction	Quiz 2	9/25/15
3	9/28/15	Chapter 2 – Suffixes		
4	10/5/15		Quiz 3	10/9/15
5	10/12/15	Chapter 3 – Prefixes		
6	10/19/15		Quiz 4	10/23/15
7	10/26/15	Chapter 4 – Procedures		
8	11/2/15		EXAM 1	11/6/15
9	11/9/15	Chapter 5 – The Body		
10	11/16/15		Quiz 5	11/20/15
11	11/23/15	Chapter 6 – Musculoskeletal System		
12	11/30/15		Quiz 6	12/4/15
13	12/7/15	Chapter 7 – Circulatory System		
14	12/11/15		EXAM 2	12/18/15

15		Chapter 8 – Respiratory System		
16			Quiz 7	
17		Chapter 9 – Digestive System		
18			Quiz 8	
19		Chapter 10 – Urinary System		
20			Quiz 9	
21		Chapter 11 – Reproductive System		
22			EXAM 3	
23		Chapter 12 – Integumentary System		
24			Quiz 10	
25		Chapter 13 – Nervous/Psych System		
26			Quiz 11	
27		Chapter 15 – Endocrine System		
28			Quiz 12	
29		Chapter 14 – Special Senses		
30			EXAM 4	

Student Code of Conduct

UAF students are subject to the Student Code of Conduct. In accordance with board of regents' policy 09.02.01, UAF will maintain an academic environment in which freedom to teach, conduct research, learn and administer the university is protected. Students will benefit from this environment by accepting responsibility for their role in the academic community. The principles of the student code are designed to encourage communication, foster academic integrity and defend freedoms of inquiry, discussion and expression across the university community.

UAF requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or violates the rights of others is prohibited. Students and student organizations are responsible for ensuring that they and their guests comply with the code while on property owned or controlled by the university or at activities authorized by the university.

The university may initiate disciplinary action and impose disciplinary sanctions against any student or student organization found responsible for committing, attempting to commit or intentionally assisting in the commission of any of the following prohibited forms of conduct:

1. cheating, plagiarism or other forms of academic dishonesty
2. forgery, falsification, alteration or misuse of documents, funds or property
3. damage or destruction of property
4. theft of property or services
5. harassment
6. endangerment, assault or infliction of physical harm
7. disruptive or obstructive actions
8. misuse of firearms, explosives, weapons, dangerous devices or dangerous chemicals
9. failure to comply with university directives
10. misuse of alcohol or other intoxicants or drugs
11. violation of published university policies, regulations, rules or procedures
12. any other actions that result in unreasonable interference with the learning environment or the rights of others.

This list is not intended to define prohibited conduct in exhaustive terms, but rather offers examples as guidelines for acceptable and unacceptable behavior.

Honesty is a primary responsibility of you and every other UAF 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 the course instructor grants permission. Only those materials permitted by the instructor may be used to assist in quizzes and examinations.**
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 compositions, theses, and other reports.**
3. **No work submitted for one course may be submitted for credit in another course without the explicit approval of both instructors.**

Alleged violations of the Code of Conduct will be reviewed in accordance with procedures specified in regents' policy, university regulations and UAF rules and procedures. For additional information and details about the Student Code of Conduct, contact the dean of students or visit www.alaska.edu/bor/.

Students with Disabilities: The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The instructor for HLTH 100 will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.