

UNIVERSITY OF ARKANSAS at MONTICELLO
College of Technology at McGehee
Face to Face Course Syllabus
HIT 1133 Tech Medical Terminology
Tuesday/Thursday 11:10 am until 12:30 pm
Spring 2011

Course Title: 1100 HIT 1133 Tech Medical Terminology
Tuesday/Thursday 11:10 am until 12:30 pm

Credit Hours: 3

Instructor: Rebecca Newton

Email address: newtonr@uamont.edu

Office Hours:

Tuesday 9:00 am- 11:00 am, 12:30 pm -2:30 pm

Thursday 9:00 am-11:00 am, 12:30 pm-5:00 pm, 8:15 pm-9:15 pm

Other times as arranged by the instructor and student. Please use email to contact the instructor. Virtual office hours are from 9:00 am 10:30 am and 1:30 pm until 3:00 pm Tuesday through Friday. This means I will be online to quickly respond to your email. I will do my best to respond to all other emails within 24 hours during the week and 72 hours on weekends and holidays.

Office Location: McGehee campus

Office Number: 870-222-5360

Email Address: newtonr@uamont.edu

REQUIRED TEXTS & OTHER RESOURCES

2nd Edition Essentials of Medical Language, David M Allan and Karen D Lockyer,
McGraw Hill Publishing ISBN 978-0-07-337461-1

Medical Dictionary for Allied Health, Breskin, Dumith, Pearsons, Seeman, McGraw Hill
Publishing ISBN 978-0-07-351096-5

Reliable Internet access either through a home connection or through one of UAM's computer labs. Microsoft Office or similar word processing software.

Microsoft PowerPoint

Blackboard Account

UAM Email Account

USB storage device

COURSE DESCRIPTION

This course is designed to introduce students to the formation, understanding, construction and deconstructions of medical terms. Students will be able to use the medical dictionary efficiently and effectively to locate definitions, identify pronunciations, and develop good spelling habits. Students will analyze unfamiliar terms using their knowledge of word roots, suffixes and prefixes gained in the course.

MISSION STATEMENT

The mission of UAM College of Technology at McGehee is to provide customized quality educational services to meet the needs of regional workforce development and enhance economic growth of the state.

Values

SERVICE: Our priority is to provide the finest instructional resources and support services to enhance the growth and development of students.

ACCOUNTABILITY: UAM College of Technology - McGehee's evaluation process is systematic and ongoing with an emphasis on strategic long-range planning, assessment and improvement programs for continuing institution effectiveness, and evaluation of administrators, faculty, staff, and students.

CREDIBILITY: We are committed to high standards which are demonstrated through quality educational programs and student-centered support services.

COMMITTED TO QUALITY: We recognize the importance of faculty and staff through open, honest communications, appropriate involvement in planning and decision making, encouragement of responsibilities, reward of exceptional performance, and the provision for professional development.

Vision

A life-long learning center composed of a highly professional team working to support customer needs and providing world-class quality workforce development.

GOALS AND OBJECTIVES AND CORRELATED STANDARDS:

Proficiency and retention of course material related to the learning outcomes vary from student to student depending on prior preparation, acquired study habits, native intelligence, motivation, effort, concentration and other factors. Students will participate in a variety of tasks that will enable them to be able to:

1. Demonstrate dependability, honesty, organization and punctuality
2. Develop superior work ethics and establish professional conduct and online appearance
3. Define the meaning of medical terminology roots, suffixes and prefixes
4. Identify and decipher medical abbreviations
5. Spell and pronounce basic words common to the medical field as part of career preparation
6. Use the medical dictionary efficiently and effectively to locate definitions, identify pronunciations and develop good spelling habits
7. Analyze unfamiliar terms using knowledge of word roots, suffixes and prefixes gained in the course correctly identifying the newly created words by knowing the meaning of its parts
8. Become acquainted with specialized medical terminology common among those who use technology as well as those who work in selected areas of business and industry

9. Develop an appreciation for the need to continue building personal vocabularies beyond the scope of this text

METHODS OF INSTRUCTION

The method of instruction will be lecture, cooperative/collaborative learning, presentations, observations, demonstrations, reflective teaching, recitation, discussions, research and use of technology. Methods of instruction will also include small group activities, field experiences, and assigned activities outside the classroom setting. Other methods of instruction may also be utilized as deemed appropriate by the instructor.

METHOD OF DELIVERING ASSIGNMENTS

Please submit work via the assignment link in Blackboard. Assignments hand delivered or submitted through email will not be accepted.

ATTENDANCE POLICY:

Students are expected to attend each class. The instructor will report all student attendance to the Office of the Registrar, UAM College of Technology-McGehee and Financial Aid Office. Attendance is taken at each class meeting. Any class participation points missed due to absence will not be made up. Class participation points will be taken during 6 random class periods throughout the semester.

COURSE REQUIREMENTS:

1. Students must have a Blackboard account and an UAMONT email address.
2. Read chapter before it is discussed in class.
3. Participate in class discussion, activities, and projects.
4. Be tested over textbook and class material covered.
5. Complete chapter assignments.
6. Attend each class ready to take a quiz over the material covered in the previous class period.

TESTS:

The tests will be multiple choice, short answer, fill-in-the-blank, and matching questions. Tests will cover more than one chapter and may be given using a scantron with test booklet or online using Blackboard. Students are responsible for providing the scantron. Test dates will be announced during class. 50 points possible per test.

QUIZES, CLASS ACTIVITIES AND DISCUSSIONS:

Students are responsible for participating in class quizzes. Quizzes are given in the first 10 minutes of the class period. Late students will not be allowed to turn in a quiz.

Quizzes cannot be made up.

Class activities and discussions will be assigned throughout the semester for points.

Students must be present to receive credit for class activities and discussions. These points cannot be made up. Please note: missing class and in turn class activity points will lower your grade in this course.

Points will vary.

FIELD EXPERIENCE (Required for Course Completion):

None

GRADING SCALE:

A= 90—100

B= 80—89

C= 70—79

D= 60--69

F= 59 and below

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services in Crossett and McGehee.

SPECIAL POLICIES AND INFORMATION

ATTENDANCE POLICY:

Regular and punctual attendance is required in class. Students must participate in class to receive maximum benefit of learning. As future professionals, students are expected to maintain a professional demeanor at all times. Attendance will be recorded throughout the semester. It is important that students participate in the class discussions and class activities. Late work will not be accepted. Makeup work will not be allowed. Students with perfect attendance (documented by the instructor) may be eligible for extra credit at the end of the semester. Class participation points cannot be made up. Please note: missing class and class activity points will lower your grade in this course.

STUDENTS WITH DISABILITIES:

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the candidate to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in Harris Hall Room 120; phone 870 460-1026; TDD 870 460-1626; Fax 870 460-1926. UAM COT McGehee Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105. UAM COT Crossett Office of Special Student Services representative on campus; phone 870 364-6414; fax 870 364-5707.

STUDENT CONDUCT STATEMENT:

Students at the University of Arkansas at Monticello are expected to conduct themselves appropriately, keeping in mind that they are subject to the laws of the community and standards of society. They must not conduct themselves in a manner that disrupts the academic community or breaches the freedom of other students to progress academically.

USE OF TECHNOLOGY:

Students will word-process all papers and class assignments. Students are responsible for obtaining an e-mail address from the Information Technology Center. Students will

conduct internet research concerning class topics. Students will develop multi-media presentations using a variety of instructional resources including Microsoft PowerPoint. Students are responsible for making time to visit the computer labs on campus to complete required assignments.

ACADEMIC DISHONESTY:

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
 - a. Copying from another student's paper.
 - b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor.
 - c. Collaboration with another student during the examination.
 - d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material.
 - e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: To adopt and reproduce as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student or students involved will be that the instructor will assign a grade of F for the examination or assignment involved.

CELL PHONE POLICY:

UAM COT McGehee seeks to promote a teaching and learning environment free from classroom disruptions.

The following policy is intended to define acceptable classroom behavior with regard to cell phones, pagers, MP3 players, and similar electronic devices in order to preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

As a member of the learning community, each student has a responsibility to other students who are members of the community. UAM COT McGehee prohibits the use by students of cell phones, pagers, MP3 players, or similar electronic devices during scheduled classes. All such devices must be turned off or put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances. Cell phones may not be answered or utilized for text

messages, instant messages, games, Facebook, MySpace, and other uses in a classroom. All MP3 players must be turned off prior to entering the classroom. Both ear buds and/or ear phones must be removed from ears. **If you decide to ignore the policy, you will be asked to leave and may be counted absent.**

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the *Academic Dishonesty Policy*.

COURSE OUTLINE/CALENDAR:

The course outline can be found under the content page in Blackboard.

FINAL EXAM SCHEDULE:

The final exam for this course will be Wednesday, December 14 from 10:30 am until 12:30 pm.