

UNIVERSITY OF ARKANSAS at MONTICELLO
College of Technology, McGehee
Course Syllabus
HIT 1113 Medical Terminology Online
Spring 2012

Course Title: HIT Tech Medical Terminology

Credit Hours: 3

Instructor: Rebecca Newton

Office Hours:

Virtual office hours are from 9:00 am 10:30 am and 1:30 pm until 3:00 pm Wednesday 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 hours are Tuesdays on the McGehee campus 9:00 am until 11:00 am and 12:30 pm until 2:00 pm; Thursdays on the McGehee campus 9:00 am until 11:00 am, 12:30 pm until 5:00 pm, and 7:45 pm until 8:45 pm.

Other times as arranged by the instructor and the student.

Office Location: McGehee campus

Office Number: 870-222-5360

Email Address: newtonr@uamont.edu

UAM TECHNICAL SUPPORT INFORMATION

- Issues with usernames, passwords, or UAM Email:
 - **Help Desk** at helpdesk@uamont.edu or phone 870-460-1036. Open Monday-Friday, 8 a.m.-4:30 p.m.
- Issues with BLACKBOARD:
 - **Help Desk** at blackboard@uamont.edu or phone 870-460-1286

Fall and Spring

Sunday	2:00PM - 10:00PM
Monday - Thursday	8:00AM - 10:00PM
Friday	8:00AM - 4:30PM
Saturday	1:00PM - 4:00PM

Summer

Sunday	Closed
Monday - Friday	8:00AM - 4:30PM
Saturday	Closed

MINIMUM TECHNOLOGY REQUIREMENTS for Blackboard Online

Instruction

Access to a working computer with Internet capability. Operating System: Windows 2000, XP, Vista or Macintosh OS X

- Hardware: 256 MB of RAM, 1GB free hard disk space
- Microsoft Office 2007 recommended
- Connection to the Internet: (broadband connection, such as RoadRunner, Satellite Internet or DSL, is preferred). Broadband connections are recommended for assessments.

REQUIRED TEXTS & OTHER RESOURCES

2nd Edition Essentials of Medical Language, David M Allan and Karen D Lockyer, McGraw Hill Publishing

McGraw Hill Connect online resource (Connect is included with a new textbook. Connect can be purchased from the McGraw Hill website)

Medical Dictionary for Allied Health, Breskin, Dumith, Pearsons, Seeman, McGraw Hill Publishing

Reliable Internet access either through a home connection or through one of UAM's computer labs. High speed internet is recommended for taking quizzes and exams.

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 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

NETIQUETTE

"Cyberspeak" for etiquette on-line and in e-mail: manners, civility, and shared rules. The rules of netiquette apply to everyone who uses the internet or any kind of network to communicate to any other person in the world. A complete set of netiquette rules will be posted on Blackboard for student use.

INSTRUCTOR FEEDBACK SCHEDULE

All emails, discussion postings, assignments, etc. will be addressed within 24 hours Monday-Friday and within 72 hours Weekends and Holidays. The instructor will be

available for chat, emails, video chat via web cam during the scheduled virtual office hours.

ATTENDANCE POLICY:

Students are expected to participate in group discussions based on the discussion guide lines posted on Blackboard. The instructor will report any non-participating student to the Office of the Registrar, UAM College of Technology-McGehee and Financial Aid Office.

METHOD OF DELIVERING ASSIGNMENTS

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

EMERGENCY OR INTERRUPTION IN COMPUTER SERVICE POLICY

Prepare for unexpected problems and emergencies. Understand that problems and glitches do occur in online learning, as they do in any learning environment. Have a back-up plan, such as using the computers at a local library, for submitting assignments in case your computer crashes or your service is interrupted.

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.

DISCUSSION BOARD FORUM REQUIREMENTS

The student will participate in sixteen (16) Discussion Board Forums intended for interactive reflection. Each forum assignment will be completed in two parts: 1) the student will post an original thread in response to the instructor's prompt and 2) the student will then post replies to the threads of two other classmates. Each thread should be at least 200 words and is due by Friday night of the assigned module/week; the two replies, 100 words each, are due by Friday night of the same module/week.

COURSE REQUIREMENTS:

1. Students must have a Blackboard account and a UAMONT email address.
2. Read chapter before it is discussed on the class discussion board in Blackboard.
3. Participate in class discussion through the discussion board in Blackboard.
4. Be tested over textbook and class material covered.
5. Complete chapter assignments. Submit all assignments through the assignment page in Bb.
6. Take a comprehensive final exam on Bb.
7. Assignments, discussion postings and exams cannot be made up and will not be accepted late in this course.

ASSIGNMENTS/ACTIVITIES

TESTS:

The sixteen (16) tests will be multiple choice, short answer, fill-in-the-blank, and matching questions. Tests will cover more than one chapter and are open book. Tests are only open for one day and must be taken during that time period. Tests are found on the content page under the unit learning module.

50 points possible per test, 100 points possible for the comprehensive final exam.

900 total points for tests.

DISCUSSIONS:

The student will participate in sixteen (16) Discussion Board Forums intended for interactive reflection. Each forum assignment will be completed in two parts: 1) the student will post an original thread in response to the instructor's prompt and 2) the student will then post replies to the threads of two other classmates. Each thread should be at least 200 words and is due by Friday night of the assigned module/week; the two replies, 100 words each, are due by Friday night of the same module/week.

20 points for each original thread and 5 points for each response for a total of 30 points per discussion. 480 total points.

CHAPTER ASSIGNMENTS:

The student will complete an assignment per chapter that is covered in the course.

Assignments include short answer questions, creating brochures, reviewing patient/client charts/records and essays. Students must complete the assignments in the format requested by the instructor posted under the assignments tab in Blackboard.

Assignment points and due dates vary. Please see the Content tab in Blackboard for more information.

GRADING ASSIGNMENT:

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:

It is the policy of UAM to strictly enforce attendance and punctuality requirements for all of its educational courses and activities. Absences will adversely affect the final grade.

Regular and punctual attendance is required in class and any required field experiences. Students must participate in class to receive maximum benefit of learning. Students are expected to maintain a professional demeanor at all times. Attendance will be recorded throughout the semester using the discussion board. It is important that students participate in the class discussions. Late work will not be accepted. Makeup work will not be allowed. Missed work will receive a 0 score.

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.

McGehee: Office of Special Student Services representative on campus; phone 870 222-5360; fax 870 222-1105. 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 at the Information Technology Center. Students will conduct internet research concerning class topics. Students will develop multi-media presentations using a variety of instructional resources. Students will communicate through email and the discussion board.

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:

Although this is an online course, the cell phone policy is included in the syllabus. Please refrain from using your cell phone when participating in discussions, submitting assignments, or taking exams. Do not use a cell phone when visiting the instructor during office hours. UAM College of Technology 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 College of Technology 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 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 a cell phone 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 is subject to change. More details on due dates can be found on the content page of Bb.

FINAL EXAM SCHEDULE:

The final exam for this course will be open on Blackboard from 6:00 am until 11:59 pm Wednesday, May 2.