**Auburn University**

**College of Education**

**Department of Kinesiology**

**Course Syllabus**

**1. Course Number:** KINE 3003-001

 **Course Title:** Medical Terminology for Allied Health Professions

 **Course Hours:** 3 semester hours

 **Prerequisites:** none

 **Corequisites:** none

 **Class Meeting Times:** **on-line, one in person meeting required**

  **Time and Place:** IT IS MANDATORY THAT YOU ATTEND **ONE** OF THE FOLLOWING MEETINGS. EACH MEETING WILL LAST 15-20 MINUTES

 **Monday, June 24th: 10:30 AM**

 **Monday, June 24th: 4:00 PM**

 **Tuesday, June 25th: 10:30 AM**

Meeting Place: Beard-Eaves Coliseum Section 10 of Seating (Third floor through the East Entrance (Donahue Drive Side))

 **Instructor:** Valerie Lee

 **Office:** KINE 241 (Neuromechanics Lab) **Phone:** 334-844-1694 **Email:** val0008@tigermail.auburn.edu

 **Office Hours:** By appointment.

**2. Date Syllabus Prepared:** May 13, 2013

**3. Required Text(s):**

Ehrlich, A. & Schroeder, C. (2004). *Introduction to Medical Terminology* (2*th ed).* Florence, KY: Delmar Cengage Learning. Suggest workbook that goes along with text.

A Medical Dictionary Published in the last 3 years

Suggestion: Venes, D., Thomas, C.L., & Taber, C.W. (2009). *Tabers Cyclopedic Medical Dictionary (21ed.).* Philadelphia, PA: F. A. Davis Company.

**4. Course Description:** Using web-based experiences, students learn medical terminology/abbreviations used in Allied Health Care Professions; and how to apply this knowledge to health care documentation.

**5. Course Objectives:** The students will:

 1. Define root words and combining forms used to describe the organs and structures of the body

 2. Define suffixes and prefixes in medical words

 3. Build and analyze medical words

 4. Understand the meaning of medical words by defining the elements

 5. Use medical abbreviations in problem oriented medical records

 6. Understand special procedure reports and prescription terminology

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**6. Course Contents:**

**Course Progression**

 **Final day assessment is available (due by 5 pm)**

Introduction to Medical Terminology Chapter 1 June 26 - Wednesday

The Human Body in Health and Disease Chapter 2 June 26 - Wednesday

The Skeletal System Chapter 3 June 26 - Wednesday

Muscular System Chapters 4 June 26 – Wednesday

**Test # 1 Chapters 1-4 June 28– Friday**

Cardiovascular System Chapter 5 July 3 - Wednesday

The Lymphatic and Immune Systems Chapter 6 July 3– Wednesday

The Respiratory System Chapter 7 July 3- Wednesday

The Digestive System Chapter 8 July 10 – Wednesday

The Urinary System Chapter 9 July 10 - Wednesday

**Test # 2 Chapters 5-8 July 12 – Friday**

The Nervous system Chapter 10 July 17 - Wednesday

Special Senses Chapter 11 July 17 - Wednesday

Skin: the Integumentary System Chapter 12 July 17 – Wednesday

The Endocrine System Chapter 13 July 24 – Wednesday

The Reproductive Systems Chapter 14 July 24 – Wednesday

Diagnostic Procedures and Pharmacology Chapter 15 July 24 – Wednesday

**Test # 3 (FINAL EXAM)**  **Chapters 8-15 + some major themes** **July 31 - Wednesday**

**7. Course Requirements/Evaluation:**

**All course work will be completed and graded on-line.** **It is vital in a web-based course that students remain current on course work.** Quizzes and exams will remain accessible only for specific dates. Work not completed by the required date will receive a grade of zero. Students are encouraged to work in groups to complete homework and to study. Quizzes and tests, however, are to be taken on an individual basis and without books or notes.

**\* PLEASE NOTE: Any concerns regarding points or questions on a quiz or exam must be communicated to the instructor via e-mail WITHIN 2 DAYS of the deadline for the assessment completion. Questions will not be reviewed or additional points given after that time. No Exceptions.**

 Quiz 15 @ 30 points 450 points

 Tests 3 @ 100 points 300 points

 750 points

##### Grading Scale

Letter Grade % Grade

 A 89.60-100

 B 79.60-89.59

 C 69.60-79.59

 D 59.60-69.59

 F ≤ 59.59

**8. Class Policy Statements:**

Participation: Students are expected to participate in all on-line discussions and postings. It is the student’s responsibility to contact the instructor if an illness or emergency requires the student to miss quiz due dates. Any missed work due to a University approved excuse **MUST be made up within 5 days**.

Quizzes/Exams: Assignments are due on/before the date assigned unless an excused absence is **pre-arranged**. **No late work will be accepted. All make-up assessments must be taken with the instructor.** Students are expected to take exams/quizzes on their own without benefit of a book, notes or others. All exams/quizzes are timed. **Quizzes have a time limit of 30 minutes and exams have a time limit of 90 minutes.** If you are not comfortable taking a timed assessment, arrangements can be made to take a proctored assessment. Students are asked to review exams after they are graded and look up missed questions. If the answer is still unclear, please make an appointment or send me an e-mail to review the question and I’d be happy to go over any remaining questions you may have. See previous note on assessment concerns. **Any grade changes or modifications must be made within 5 days of completing the assessment. No changes will be made after that time.**

Attendance/Absences: Attendance is required at the first class meeting and any subsequent meetings announced by the instructor (ie: exams, lectures) unless other arrangements are made **PRIOR** to this meeting.

Questions/help: Students are encouraged to ask questions and seek extra help on a regular basis. **Please do not wait until the day before an exam or quiz is due**. The goal is to keep up and enjoy the material! I make every attempt to respond to e-mails quickly, however, please do not assume that you will receive an immediate response.

Unannounced quizzes: There will be no unannounced quizzes.

Canvas Grades: Please note that in the “Grades” section of Canvas. The default setting does **NOT** calculate the quizzes you miss as “0” in the gradebook. This produces a grade that does not reflect your work in the course. Please be advised that this is a **PERSONAL SETTING** on Canvas. It is your responsibility to know your current grade in the course. To calculate your grade at any point during the semester, add up all of the points your earned, divide by the total points possible thus far in the course, and multiply by 100%. Grade changes will **NOT** be considered in the case of misunderstanding between the “Canvas” reported score and your “true” score in the course.

Disability Accommodations: "Students who need accommodations are asked to electronically submit their approved accommodations through AU Access and to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternate time can be arranged. To set up this meeting, please contact me by e-mail. If you have not established accommodations through the Office of Accessibility, but need accommodations, make an appointment with the Office of Accessibility, 1228 Haley Center, 844-2096 (V/TT)."

Honesty Code: The University Academic Honesty Code and the Student Policy eHandbook regulations pertaining to cheating will apply to this class. This is especially important in an on-line course. Please remember the idea is to learn the material so that it will help you in your future careers. If you don’t put an honest effort into this the course will be of no use to you.

Course Evaluations: Students are requested to complete the online course evaluation through the AU eValuate system available through the “Students” tab on the Auburn University main page or through AU Access. Completing these evaluations are very important to improving the quality of the class. This semester the AU eValuate system opens for course evaluations at **8:00 AM on July 20, 2013 and close at 11:59 PM on July 28, 2013.**

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

* + - Behave and communicate professionally on-line and in any postings. Unprofessional postings will result in the removal of this privilage and the inability to gain points. Additionally, you may be removed from this course for unprofessional conduct.
		- Remember that postings may be misinterpreted, and not to post responses when you are angry. **\*This goes for e-mail correspondence with classmates and the instructor.**
		- Remember all of your discussions are public; it’s easy to forget this in chat rooms or on the discussion board.
		- **If you find a posting that you find offensive or inappropriate please notify the instructor immediately.**
		- Please include a salutation and sign all e-mails, just as you would a letter.
		- Do not use texting abbreviations in postings or e-mails.
		- Engage in responsible and ethical professional practices
		- Contribute to collaborative learning communities
		- Demonstrate a commitment to diversity
		- Model and nurture intellectual vitality