**Auburn University**

**College of Education**

**School 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

 **Co-requisites:** none

 **Class Meeting Times:** on-line course taken through **Caduceus International Publishing**

**Instructor:** Dr DadeMatthews, odd0003@tigermail.auburn.edu

**Office:** Kinesiology Building

**Office Hours:** Email, By appointment.

**Secondary Contact:** Dr. JoEllen Sefton, jmsefton@auburn.edu

**Communication** – please communicate **ONLY** through Auburn email. Do not use Canvas email for communication with your instructor, they will not receive the email and will not respond. (This will not be an allowable excuse for missing a deadline).

**2. Date Syllabus Prepared:** May 2, 2019

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

Purchase Your Online E-Textbook content subscription at: [**https://auburn.cipcourses.com**](https://auburn.cipcourses.com/)

**Make certain to select the correct section (001, 002, 003, etc) when creating your account!**

**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.

This course material is an online computer based classroom course. The tutorial format has an 800 page online printable textbook contains interactive audio-visual lecture pages that prepare each student for the 1000 self-testing flashcards and the 800 multiple choice self-test questions. These activities must be completed in full before you can take the final exam online in chapter 16 of E-Textbook. This work is worth 20% of the online course grade and is specifically designed to prepare you for a **comprehensive evaluations and final examination online**. The online Quizzes, Exams and Final are worth 80% of the online grade and your results are automatically graded and sent to you and your instructor along with you completed summary sheet (See pages 2 and 3 for details).

If you have any **technically related questions or concerns make certain to address the support team at Caduceus through the contact us portal on the content delivery platform (****support@cipcourses.com****).**

**This online classroom course is specifically designed to:**

1. Improve your medical vocabulary skills.
2. Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
3. Provide you with color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course.
4. Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.
5. Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.
6. Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at a convenient time and place.

**5. Course Objectives:**

The students will:

1. Spell and Define flashcard prefixes, suffixes, and stem words.
2. Identify and Explain the function of specific word parts.
3. Describe how medical compound terms (words) are constructed.
4. Build compound terms using multiple word parts in a combining form.
5. Fracture and Analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.
6. Define key compound medical terms found on the flashcards, both Literally and Actually.
7. Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
8. Identify Visually and Describe Verbally some of the medical problems, disorders, and diseases presented in the lectures.
9. Interpret and Understand medical course content, literature, records, and research.
10. Interpret and Understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

**Course Description**

Exams, quizzes and assignments will NOT be re-opened after the due dates. Please note you may have a quiz and an exam due the same day.

**Summer courses go by very quickly. Please make sure you check daily for assignments and assessments**

| **Due Date** | **Assignment** | **Description** |
| --- | --- | --- |
| Immediately | **Schedule your 4 exams in ProctorU**You cannot begin the course until you schedule your examsSyllabus acceptance quiz | **\*syllabus acceptance quiz****Schedule 4 exams** |
| ThursdayMay 23, 2019 | Chapter: 1: Overview Of Interactive Textbook | 1. Lecture: Orientation
2. Lecture: Introduction
 |
| ThursdayMay 23, 2019 | Chapter: 2: The Basics of Medical Terminology | 1. Lecture: Basics of Medical Terminology
2. Lecture: Basics of Medical Terminology
3. Lecture: Basics of Medical Terminology
4. Self-Test: Chapter Exercise
5. Quiz
 |
| ThursdayMay 23, 2019 | Chapter: 3: Body, Diagnosis, Equipment, Instruments, and Treatment | 1. Lecture: Diag Equip Inst
2. Lecture: Diag Equip Inst
3. Lecture: Diag Equip Inst
4. Lecture: Diag Equip Inst
5. Self-Test: Chapter Exercise
6. Quiz
 |
| ThursdayMay 30, 2019 | Chapter: 4: Integrated Medicine | 1. Lecture: Integrated Medicine
2. Self-Test: Chapter Exercise
3. Quiz
 |
| ThursdayMay 30, 2019 | Chapter: 5: Self-Testing Flash Cards**\*Exam 1** | 1. FlashCard: (A- to EMBRYO-)
2. FlashCard: (-EMESIS to MUC/O-)
3. FlashCard: (MULTI- to -SPASM)
4. FlashCard: (SPERM/O- to YO)
5. **\*Exam 1**
 |
| ThursdayMay 30, 2019 | Chapter: 6: Musculo/skeletal System Lectures | 1. Lecture: Musculoskeletal System
2. Lecture: Musculoskeletal System
3. Lecture: Musculoskeletal System
4. Lecture: Musculoskeletal System
5. Self-Test: Chapter Exercise
6. Quiz
 |
| ThursdayMay 30, 2019 | Chapter: 7: Nervous System and Special Senses Lectures | 1. Lecture: Nervous System
2. Lecture: Nervous System
3. Lecture: Nervous System
4. Lecture: Nervous System
5. Self-Test: Chapter Exercise
6. Quiz
 |

| **Due Date** | **Assignment** | **Description** |
| --- | --- | --- |
| ThursdayJune 6, 2019 | Chapter: 8: Circulatory (Cardio/vascular) System Lectures**\*Exam 2** | 1. Lecture: Circulatory System
2. Lecture: Circulatory System
3. Lecture: Circulatory System
4. Lecture: Circulatory System
5. Self-Test: Chapter Exercise
6. Quiz
7. **\*Exam 2**
 |
| ThursdayJune 6, 2019 | Chapter: 9: Respiratory System Lectures | 1. Lecture: Respiratory System
2. Lecture: Respiratory System
3. Self-Test: Chapter Exercise
4. Quiz
 |
| ThursdayJune 6, 2019 | Chapter: 10: Integumentary (Skin) System Lectures | 1. Lecture: Integumentary System
2. Lecture: Integumentary System
3. Lecture: Integumentary System
4. Lecture: Integumentary System
5. Self-Test: Chapter Exercise
6. Quiz
 |
| ThursdayJune 6, 2019 | Chapter: 11: Digestive System Lectures  | 1. Lecture: Digestive System
2. Lecture: Digestive System
3. Lecture: Digestive System
4. Self-Test: Chapter Exercise
5. Quiz
 |
| ThursdayJune 13, 2019 | **\*Exam 3**Chapter: 12: Urinary System Uro/genital System  | 1. **\*Exam 3**
2. Lecture: Urogenital
3. Lecture: Urogenital
4. Self-Test: Chapter Exercise
5. Quiz
 |
| ThursdayJune 13, 2019 | Chapter: 13: Reproductive Systems and Sexually Transmitted Infections | 1. Lecture: Sexually Transmitted Infections
2. Self-Test: Chapter Exercise
3. Quiz
 |
| ThursdayJune 13, 2019 | Chapter: 14: Endocrine SystemChapter: 15: Appendix and Bibliography | 1. Lecture: Endocrine
2. Self-Test: Chapter Exercise
3. Quiz
4. Lecture: Appendix
 |
| ThursdayJune 20, 2019 | **Chapter: 16: Final Exam**Once you take the final exam the course will close. You cannot go back and access the course | 1. **\*Final Exam**
 |

**7. Important Dates**

**DATE ASSIGNMENT**

**5th class day May 22nd** Last day to drop from course with no grade

 **Last Day to Withdraw: June 3** Last day to withdraw from course with no grade penalty “W” assigned.

**Exam Dates**

**NOTE Exams will be locked after this date! Plan accordingly.**

Closes Thursday: **May 30th (11:59 PM CT)** **EXAM # 1 closes**

Closes Thursday: **June 6th** **(11:59 PM CT) EXAM # 2 closes**

Closes Thursday: **June 13th** (**11:59 PM CT) EXAM # 3 closes**

Closes Thursday: **June 20th (11:59PM CT) FINAL EXAM closes**

**8. 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. Quizzes and tests are to be taken on an individual basis and without books, notes, computer sites, or outside help. You cannot work backwards. Once you complete the final you can no longer access the course.

* **All exams must be completed using ProctorU, web proctoring service.**
* **ProctorU exams must be scheduled prior to beginning this course** (see attached sheet for instructions).
* **If you find later that you need to change your exam time and you have more than 24 hours before schedule exam and slots are open there will be no charge to reschedule.**
* **Missed exams or exams that are re-scheduled with less than 24 hours’ notice will incur a re-scheduling charge.**
* **Appointment slots are on a first come/first served basis.** If all of the slots are full, you will not be able to schedule the exam. That is why you must schedule before you begin the course to insure you have an exam slot.

**\* PLEASE NOTE:** Any concerns regarding points or questions on a quiz or exam must be communicated to the instructor via e-mail with **24 HOURS of the closing of the assignment/assessment or exam.** Questions will not be reviewed or additional points given after that time. No Exceptions.

If you experience problems while completing a quiz/exam you must **email support (****support@cipcourses.com****) and the instructor immediately**. We can often go in and re-set the assessment and you can complete the assessment on time. Do not wait until the next day to report a problem if you want credit for the assessment.

 **Extra Credit:**  There are **no** extra credit opportunities for this class – **DO NOT ASK**. Grades will calculated to two decimal places and rounded up/down. (e.g. 89.43 rounds to an 89 = B; 89.45 rounds to 90 = A). **No exceptions. Asking for extra credit is asking for special treatment and is considered a violation of the academic dishonesty policy.**

| **Assignment** | **Number of Assignments** | **Total Points for Assignment** | **% of Total grade** |
| --- | --- | --- | --- |
| Syllabus Quiz | 1 | 10 | N/A |
| Chapter Exercises | 50 | 90 | 10% |
| Quizzes | 12 | 300 | 30% |
| Exams | 4 | 600 | 60% |
|  |  **TOTAL** | **1000** |  |

YOUR GRADE = Your total points / Total points for the course

\* Content Completions will not be tabulated until the end of the course, this percentage is a running tally over the term.

**All content must be completed for each section in order to access the evaluations** (you can’t just go in and take the quizzes and exams without completing the exercises

**Grading Scale**

| **Grade** | **Grading Scale** | **Points** |
| --- | --- | --- |
| A | 90% | - | 100.0% | 896 | - | 1000 |
| B | 80% | - | 89.9% | 796 | - | 895.9 |
| C | 70% | - | 79.9% | 696 | - | 795.9 |
| D | 60% | - | 69.9% | 596 | - | 695.9 |
| F | ≤ | - | 59.9% | 0 | - | 595.9 |

**9. Exams and Assessments**

Assignments are due on/before the date assigned unless an excused absence is **pre-arranged**. **No late work will be accepted.** Make-up exams will be taken through ProctorU. Students are expected to take exams/quizzes on their own without benefit of a book, notes or others.

All exams/quizzes are timed. 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 your instructor an e-mail to review the question and we will be happy to go over any questions. **Any grade changes or modifications must be made within 5 days of completing the assessment.**  No changes will be made after that time.

**ProctorU** -The **4 exams in this course will be taken using ProctorU**, an on-line proctoring service. (The quizzes do not require ProctorU.) ProctorU services are integrated within your online course. The cost of each proctored session is paid for when you purchase your online course subscription. Once you log into the course, you will see an alert banner to notify you to schedule the exams. you cannot begin the course until you schedule all of your exams. If you need to reschedule for the exam, please do so at **least 24 hours in advance to avoid an extra charge**. Proctor U requires that you have a web camera with a working microphone. Instructions on how to use ProctorU are attached at the end of this syllabus. There is a link in the instructions that allows you to test your computer and equipment to insure it works with the ProctorU system. I strongly suggest you check this out right away so that you can **solve problems prior to your first exam**. If you do not have equipment that works with the ProctorU system, you may use a library computer or take the exam at a testing center. When you take your exam make sure you do not have any additional reference materials, cell phones, additional computer screens, or other potential sources of exam help available on or around your desk area. You will be videotaped to insure you received no help from outside individuals. You will not be able to stop once you start the exam (no restroom breaks). If you have computer problems during the exam the video will allow us to see what happened and will validate your claim, allowing us to have you re-take the exam. You will also have a proctor available to help you with the system if needed. A demonstration link is provided in the instructions at the end of the syllabus.

**10. Class Policy Statements:**

Missed Assignments/illness: It is the student’s responsibility to contact the instructor **PRIOR TO** the missed assignment if an illness or emergency requires the student to miss quiz/exam due dates. Any missed work due to a University approved excuse **MUST be made up within 5 days**.

Email communication: You will be expected to communicate with your instructor in a professional manner using only your Auburn University email account. Consider your emails to your instructor like you would write a letter for a job application.

* Include a salutation and sign all e-mails, just as you would a letter.
* Address your instructor as Ms., Mr., or Dr. as appropriate.
* Include the course number and section number (KINE 3003-002), as well as your name and any other information we need to fix your problem. This will help us to solve your problem more quickly. Remember that we each teach multiple classes, and an email saying “can you check my grade for the last quiz” isn’t adequate information for us to help you. If you write “I’m Kaitlin McGinnis in KINE 3003-001, can you check to see why I could not complete quiz #4 covering the digestive system” will allow us to immediately find and solve your issue.
* Do not use texting format or other abbreviations in your email. Write in full words using complete sentences and punctuation.
* If you are upset, do not send the email.
* Do not assume that you will get an immediate response. Your instructor may be out of town.
* Email your primary instructor first. If the problem cannot be solved, email the secondary instructor.
* Professional communication will help prepare you for employment; we will model that in this course.
* **Emails that do not follow these requirements will not be answered.**

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 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.

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 do not put in an honest effort 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 AUAccess. Completing these evaluations are very important to improving the quality of the class.

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:

* + - See email communication requirements listed above.
		- Behave and communicate professionally on-line and in any postings. Unprofessional postings will result in the removal of this privilege 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 is 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.**
		- Use only your auburn email account for communication.
		- 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.

**ProctorU Instructions**



ProctorU services are integrated within your online course. The cost of each proctored session is paid for when you purchase your online subscription. Once you log into the course, you will see an alert banner to notify you to schedule the exams. If you need to reschedule for the exam, please do so at least 24 hours in advance to avoid an extra charge. Also, make sure you do not have any additional reference materials available on or around your desk area. Proctor U requires that you have a web camera with a working microphone. Please see links below to test your equipment to ensure it is compatible with Proctor U before the exam beings.

The following link can be used to run a pre-test to ensure that your equipment is compatible with the Proctor U service: <https://test-it-out.proctoru.com/>

Students will be allowed a bathroom break at the beginning of the proctored session only. Once the student begins working through the exam, breaks are not permitted. This is done to ensure that students are not leaving the proctored testing area to consult notes or reference materials in a room the proctors do not have access to.

As these exams are not open book, your workspace must be cleared of any extraneous materials that could be mistaken as notes or reference materials. This includes loose papers, index cards, etc. You will need a reflective surface like a mirror, or a cell phone camera, to show the proctor your screen. Once this is complete, your cell phone will need to be put away. Duplicate display screens are not permitted. Please visit the following link and click on What To Expect for more information, including a short YouTube video explaining the proceed of preparing for a proctored examination: <https://www.proctoru.com/resources/test-takers/live/>

More general information for test takes can be located via the following link: <https://support.proctoru.com/hc/en-us/categories/115001818507>



**How to begin your ProctorU exam session?**

1. Scheduling for your Proctored Examination. Once you purchase your course and login for the first time.
2. **You MUST schedule all 4 of your exams before beginning this course. If you need to change an exam date later you can as long as there are slots open.**
3. You will be presented with one or two banners at the top of the screen. These are alerts for you (student) to schedule your proctored exam immediately. This is to ensure a rescheduling charge or late scheduling charge will NOT occur. To schedule for the exam, please click on the alert link or scroll down to where the exam assignment is located within your course and click the “Scheduling” link. ‘Select Appointment’.
4. All exam rescheduling require a $35 dollar charge. If you should reschedule or schedule late for the exam. Make sure to pay attention to the deadline. We suggest students always schedule their exam ASAP at the beginning of the term. If you reschedule 24 hours before the exam deadline, you will not be charged the extra $35 dollars. Otherwsie, your initial payment for the subscription will cover the charge for the proctored examination. Again, this image will show the reschedule process with payment required.
5. When it’s time for your exam to start, simply login and click on your exam. Make sure you have studied all content needed to prepare for your exam and make sure you are using a reliable internet connection before you begin. Another good rule is to be logged into the exam ready 10-15 minutes before your session starts. (Click on the exam link and go through the instruction pages. Make sure your camera and microphone are working.)
6. Please click the “Begin proctor Session” 5 minutes before the exam session begins. This will allow you to install needed browser plug-in’s and connect with the ProctorU representative.
7. Once you click on the Begin Proctored Session button a new tab window will open asking to accept or allow plug-in’s or ask for permission to record. Note: This ProctorU session is all recorded via your web cam. This is required when taking the examination.
8. When this tab opens it will also ask you to allow api.proctoru.com notifications. Please allow for this session. You may need to disable your pop-up blocker for this domain or website if needed. Proctoru.com
9. A chat window will then display asking you to download another plug-in called Flash or follow the instructions from the ProctorU representative. If your browser does not have flash installed, then it will ask you to install this plug-in. Follow the prompts to install. If not, please follow the instructions from the ProctorU chat window.

NOTE: IF you need to install flash, this is what the flash installer looks like.

1. You will then see a pop-up asking to give control to the proctorU representative. They will then take control of your computer to help start the proctored session and begin the examination. Click ‘OK’.
2. When you click the install and run, an application will load.
3. Click the camera icon to allow or enable your Camera for viewing during the initialization steps.
4. After going through a series of questions to verify you as the correct student to take the exam. The ProctorU representative will ask you to go back to the exam within your browser to click begin exam. They will then enter a password to activate the exam. The ProctorU representative will instruct you on the rules of taking the exam before you get started. If you should need to reschedule the exam due to cheating or breaking a rule, you will be charged again for rescheduling the exam. All events are documented and presented to your instructor for further evaluation.
5. After the exam you will be presented with a survey. Please accept to better our ProctorU experience. Thank you. If you should have any other questions, please call our toll free line. 866-280-2900 M-F 8am-5pm EST. Option#1.