#### Auburn University College of Education School of Kinesiology Course Syllabus

1. **Course Number: KINE 3000-001**

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 JoEllen Sefton, jmsefton@auburn.edu COVID Back-up Instructor: Ms Frances Neal, fkn0001@auburn.edu Office: Kinesiology Building #296

Office Hours: Tues 9:00 – 10:00 and Wed 1:00 – 2:00 (zoom meeting available upon request)

**Communication** – 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).

1. **Date Syllabus Prepared:** April 30, 2024
2. **Required Text(s):** Caduseus website platform access through AU All Access.

#### What is All Access?

All Access is Auburn’s program of delivering course materials to you digitally. Sometimes this will be a textbook, sometimes an access code. Your instructor has coordinated with the AU Bookstore to deliver this content for the course and help make sure you have what you need. All Access makes sure you are ready the first day of class, and the material is so much cheaper with this delivery that it’s the best way we can help you succeed in your courses at Auburn…. financially and academically.

#### How do I find it?

1. Purchase Your Online E-Textbook through AU Access at [http://aub.ie/allaccess](https://nam11.safelinks.protection.outlook.com/?url=http%3A%2F%2Faub.ie%2Fallaccess&data=05%7C02%7Cjms0018%40auburn.edu%7C81912e11597548bb621f08dc0d3ba01d%7Cccb6deedbd294b388979d72780f62d3b%7C0%7C0%7C638399796944929392%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=6SFG9mY5dZvmVdvuAx8eJ2nPtEH0Ybyikd4IwGZsxic%3D&reserved=0).
2. On the main page you’ll see a list of delivery methods – click on **Caduceus.** There will be instructions here.
3. You will get an email right before classes start from [noreply@auburn.edu](mailto:noreply@auburn.edu) that will have your code for Caduceus access. You'll also get another email with redemption instructions.
4. Go to the AU Canvas course page for KINE 3000. The home page has instructions needed for the course.

## The link to create your account is listed under #1 on the list of things to do on the home page. Click on this link. PLEASE make sure you click on the correction section (section 1, 2, etc.)

## The AU Canvas page is also where you will go to take your exams.

#### What content am I getting?

For this course, KINE 3000, you’re getting life-time access to a license for the Caduceus course, and it is required content for the course. You will have access to course materials and animations after the course if you wish to review the materials or study for other courses, entry exams, or licensing exams. AI Verbalization tools and the 860 3D immersive contents that are attached to this subscription should be bookmarked for future use.

#### What does it cost?

**The price you’ll be billed is $128.95.** This site will act like your textbook and you’ll have lifetime access so you can use it to study for future board exams, etc. For the first week of class, everyone gets this content for free. All students in this course start as opted in to pay for the content for the course.

If you want to opt out and not be charged, all you have to do is follow the instructions (see <https://www.aubookstore.com/t-txt_allaccessoptout1.aspx> ). You’ll lose access at the end of the first week of class unless you’ve purchased it on your own.

The opt in deadline **is May 22** you will receive a reminder.

#### How do I pay?

If you’re still opted in on May 22 then we’ll send the charge to your next ebill. This will be labeled as the

course on your ebill so you’ll know. You’ll get an email a few days before to remind you about the deadline.

You can provide payment or gain access in 2 different ways:

* + Keycode (Provided via All Access)
  + Pay Later, aka Deferment - Instant access to the materials payable at a later date. Please note if you choose this option, you will still be responsible to obtain and redeem a keycode to complete the entire course and receive credit. This option is temporary and **access will be suspended after the deferment period has expired**.

#### What if I’m on scholarship?

We can charge All Access content to any scholarship that we charge at the Bookstore. Those will be done automatically when we bill.

#### What is the refund policy?

For this course, we can only offer refunds to students who have dropped the course or withdrawn from the university. Please contact us at [books@auburn.edu](mailto:books@auburn.edu) if you need our help.

**Course Support**

*Note: Google Chrome or Firefox works best as a browser and you’ll want to make sure it’s up to date. Internet Explorer will not work.*

**Who do I go to for help:**

#### FIRST – read your syllabus. Almost everything you need will be located in the syllabus.

#### Purchasing my course?

#### Russell Weldon [books@auburn.edu](mailto:books@auburn.edu) or 844-1352. Also, <http://aub.ie/allaccess> has more info as well.

1. **Course enrollment, Canvas problems, exam access/issues, AU excused absences (illness, etc)**

* Contact your course instructor via AU email. Their contact info can be found at the top of the syllabus. Do NOT message them via Canvas, they will not receive the message. Your course instructor also has weekly officer hours in-person and via zoom to help you. This information is also listed at the top of your syllabus which is posted on Canvas and in Caduceus.

1. **Caduceus Course Materials issues - contact the Caduceus Support Team:**

* Email: [support@cipcourses.com](mailto:support@cipcourses.com)
* Responses within 24 hours
* Email is the preferred communication method for documentation purposes

Note: A detailed email containing screenshots is the best way to ensure prompt resolution of issues. When leaving a detailed voicemail message please provide your name, the spelling of your name if it is non-standard, along with the email address you used for registration, your school, and which course you are taking.

* Phone (Toll Free): 866-280-2900, Option# 1
* Telephone support hours: Mon-Fri 8am to 5pm ET

**COVID 19 Policies**

This fully on-line course should have few impacts from changes at Auburn University due to COVID 19. Any changes will be announced on the course Canvas site. The current COVID policy and procedures can be found at: [COVID-19 Resource Center](https://auburn.edu/covid-resource-center/policies/) [(auburn.edu)](https://auburn.edu/covid-resource-center/policies/)

Students who test positive for COVID 19 should contact the [Student Health Center](https://cws.auburn.edu/aumc/) or their health care provider to receive care and for the latest direction on quarantine and self-isolation. Remember to get a note from your health care provider and email that note to the course instructor. Please **Contact your instructor immediately** if you are too sick to complete your course assignments. See the course requirements and late work policies below. We will continue to follow those policies while also being as responsive as possible to the current situation. If you have a child or a family member that becomes ill and requires your care contact your instructor and he/she will work with you to devise a plan to help you complete your work and fulfill your family responsibilities. Your instructor wants you to be successful in this course while ensuring policies are fair to all students. **Early communication with your instructor is key**.

If I test positive and become too ill to continue teaching this course, I have listed a back-up instructor above who will take over this course. You likely won’t even notice the change. The course will progress with all deadlines in place.

Your health and safety, and the health and safety of your peers, are my top priorities. My hope is that if you are feeling ill or if you have been exposed to someone with any virus, you will stay home to protect others.

#### 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 online classroom course is specifically designed to:

* 1. Improve your medical vocabulary skills and communicative abilities through verbalization of key terms.
  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. Help 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.

#### Course Objectives:

The students will:

* 1. Spell, Define and Pronounce key 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 quizs and an exam due the same day. All assignments close at 7 pm CT. **Your 2 exams only are taken via the Canvas website using SmarterProctoring at the AU Testing Center. Distance students should contact their instructor at the beginning of the course for distance exam options.**

**Summer courses have several chapters due each week – check carefully for what is due each Thursday**

| Due Date | Assignment | Description |
| --- | --- | --- |
| Thursday  May 16, 2024 | Chapter: 1: Overview of Interactive Textbook | 1. Lecture: Orientation 2. Lecture: Introduction |
| Thursday  May 16, 2024 | 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 |
| Thursday  May 23, 2024 | Chapter: 3: Body, Diagnosis, Equipment, Instruments, and Treatment  Chapter 4: Integrated Medicine | 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 7. Lecture: Integrated Medicine 8. Self-Test: Chapter Exercise 9. Quiz |
| Thursday  May 23, 2024 | Chapter: 5: Self-Testing Flash Cards  **Make sure you have scheduled your Exam 1 test date/time with The AU Testing Center** | 1. FlashCard: (A- to EMBRYO-) 2. FlashCard: (-EMESIS to MUC/O-) 3. FlashCard: (MULTI- to -SPASM) 4. FlashCard: (SPERM/O- to YO) |
| Thursday  June 6, 2024 | Chapter: 6: Musculo/skeletal System Lectures  Chapter: 7: Nervous System and Special Senses Lectures  **\*First Exam\* (CH 1-7) comprehensive** | 1. Lecture: Musculoskeletal System 2. Lecture: Musculoskeletal System 3. Lecture: Musculoskeletal System 4. Lecture: Musculoskeletal System 5. Self-Test: Chapter Exercise 6. Quiz 7. Lecture: Nervous System 8. Lecture: Nervous System 9. Lecture: Nervous System 10. Lecture: Nervous System 11. Self-Test: Chapter Exercise 12. Quiz 13. **FIRST EXAM – go to the AU CANVAS course website to access the exam through SmarterProctoring or ProctorU** |

| Due Date | Assignment | Description |
| --- | --- | --- |
| Thursday  June 6, 2024 | Chapter: 8: Circulatory (Cardio/vascular) System Lectures  Chapter: 9: Respiratory System Lectures | 1. Lecture: Circulatory System 2. Lecture: Circulatory System 3. Lecture: Circulatory System 4. Lecture: Circulatory System 5. Self-Test: Chapter Exercise 6. Quiz 7. Lecture: Respiratory System 8. Lecture: Respiratory System 9. Self-Test: Chapter Exercise 10. Quiz |
| Thursday  June 13, 2024 | 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 |
| Thursday  June 13, 2024  Thursday  June 13, 2024 | Chapter: 11: Digestive System Lectures  Chapter: 12: Urinary System Uro/genital System | 1. Lecture: Digestive System 2. Lecture: Digestive System 3. Lecture: Digestive System 4. Self-Test: Chapter Exercise 5. Quiz 6. Lecture: Urogenital 7. Lecture: Urogenital 8. Self-Test: Chapter Exercise 9. Quiz |
| Thursday  June 20, 2024 | Chapter: 13: Reproductive Systems and Sexually Transmitted Infections  **Make sure you have scheduled your Exam 2 test date/time with The AU Testing Center** | 1. Lecture: Sexually Transmitted Infections 2. Self-Test: Chapter Exercise 3. Quiz |
| Thursday  June 20, 2024 | Chapter: 14: Endocrine System  Chapter: 15: Appendix and Bibliography | 1. Lecture: Endocrine 2. Self-Test: Chapter Exercise 3. Quiz 4. Lecture: Appendix |
| Thursday  June 20, 2024 | **Chapter: 16: Second Exam Due (comprehensive)**  Once you take the second exam the course will close. You cannot go back and access the course | 1. Quiz 2. **\*SECOND Exam – go to the AU CANVAS course website to access the exam and ProctorU** |

#### Important Dates

**May 17** Last day to add a course

**May 18-20** Dropping a course during this period will result in a **$100 drop fee/course**

**May 22** Last day to drop from course with no grade. Last day for a potential tuition refund for dropped classes

**June 14** Last day to withdraw from course with no grade assignment

#### Exam Dates

**NOTE Exams will be locked after this date/time! Plan accordingly, schedule exam times in advance.**

Closes Thursday: **June 6th (7:00 PM CT) FIRST EXAM closes**

Closes Thursday: **June 20th (7:00 PM CT) SECOND EXAM closes**

#### How to take the exams

Your 2 exams will be accessed through the AU Canvas course website for this course.

* **We will use the AU Testing Center and SmarterProctoring. Distance students should contact their instructors for help setting up a ProctorU exam.**
* Quizzes and all other assignments are accessed through the Caduceus website.

## On-Campus Students – use the AU Testing Center

The AU testing center is located at: Biggin Hall Second Floor, 112 South College Street, Auburn University AL 36849. You can find information about their hours of operation and scheduling here. All the information you need on SmarterProctoring can be found on this page: [The Biggio Center for the Enhancement of Teaching & Learning (auburn.edu).](https://biggio.auburn.edu/programs/testing-services-programs/student-testing)

**NOTE: you must bring your AU ID card to the testing center to take the exams**. Copies on your phone will not be accepted.

Prior to taking the exam: first go to **Smarter Proctoring** on the Canvas site (left side menu) and set up your account. Go ahead and schedule your exam by going to SmarterProctoring to schedule the exam. **DO NOT wait until the last minute** - you will need to find an available slot at the testing center for your exam. Waiting too late and finding no slots is not a reason for an extension.

#### 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.

**\* 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 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Number of Assignments** | **Total Points for Assignment** | **Total Points** | **% Total grade** |
| Chapter Exercises | 50 | 1.75 | 87.5 | 9% |
| Quizzes | 12 | 21.88 | 262.5 | 26% |
| Exam 1 | 1 | 250 | 250 | 25% |
| Exam 2 | 1 | 400 | 400 | 40% |
|  | **TOTAL** | | **1000** | **100** |

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 to access the evaluations

#### Grading Scale

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Grade** | **Grading Scale** | | | **Points** | | |
| A | 89.6% | - | 100.0% | 900 | - | 1000 |
| B | 79.6% | - | 89.6% | 800 | - | 896 |
| C | 69.6% | - | 79.6% | 700 | - | 796 |
| D | 59.6% | - | 69.6% | 600 | - | 696 |
| F | ≤ | - | 59.6% | 0 | - | 596 |

1. **Exams and Assessments**

Assignments are due on/before the date assigned unless an excused absence is **pre-arranged**. **No late work will be accepted.** All exams are taken through The AU Testing Center and Smarterproctoring or the ProctorU system (off campus students) via the course Canvas website.

#### Both exams are comprehensive.

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.

**On-campus students** will take exams through the AU Testing Center via SmarterProctoring. You must create an account. See information above.

#### 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 (not Canvas email or messaging). 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.