

FAYETTEVILLE STATE UNIVERSITY

College of Arts and Sciences
Department of Biological Sciences
MEDI 200 Medical Terminology
Fall 2010

I. LOCATOR INFORMATION:

Instructor: Dr. Lorinda McGildery

Office Location: Lyons Science 308

Course # and Name: MEDI 200 Medical Terminology

Telephone: 672-1660 (Office)

Semester Credit Hours: 4

672-1691 (Departmental Office)

Day and Time Class Meets:

MEDI 200-01: Lecture WF 9:00am-9:50am, LSA 113

MEDI 200-02: Lecture TR 1:00-1:50pm, LS 205

Office Hours: M @ 10am-1pm; T @ 12:20pm-12:50pm; W @ 10am-1pm; R @ 12:20pm-12:50pm

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FSU Policy on Electronic Mail: Fayetteville State University provides to each student, free of charge, an electronic mail account (username@broncos.uncfsu.edu) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

Course Description: A comprehensive study of the language of medicine, including the use of the terms in the various areas of medical science.

Goal of Course: Communication between medical specialists and supporting staff requires knowledge of a consistent and reproducible vocabulary. It is important for students to realize that accurate spelling, pronunciation, and usage of medical terms is of extreme importance in the care of a patient.

Required Materials:

Textbook: Medical Terminology Tenth Edition.

By Gene Dennerell and Phyllis E. Davis

CDs that come with text.

Any medical dictionary.

Notebook to keep words and information.

DISABLED STUDENT SERVICES:

In accordance with Section 504 of the 1973 Rehabilitation Act and Americans with Disabilities Act (ACA) OF 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1st Floor); 910-672-1203.

STUDENT LEARNING OUTCOMES:

UPON COMPLETION OF THIS COURSE, STUDENTS WILL BE ABLE TO:

1. Spell, pronounce, define, identify word parts, and correctly use medical terms or complete a statement using medical terms
2. Provide a medically acceptable abbreviation for phrases, names, or labels
3. Construct correctly spelled medical terms from word parts and definitions
4. Correctly develop the plural/singular form if given a singular/plural form of a medical term
5. Evaluate and retrieve information describing a major disease affecting the body systems
6. Evaluate and interpret medical records and other forms of medical communication

COURSE REQUIREMENTS & EVALUATION CRITERIA/GRADING SCALE:

Students are required to take all exams on the date they are scheduled. Make-up exams will not be given unless special arrangements have been made with the instructor prior to the exam date. Only in very unusual cases will any exceptions to these rules be made.

As a student in this course, you are responsible for all work assigned, whether or not you are present. You are, of course, also expected to complete your assignments on time. If you must be absent unavoidably, send your paper via a friend and ask that person to get your assignment, take notes for you, and pick up any handouts.

Students are required to attend all classes regularly and to keep appointments when they are scheduled. It is the responsibility of each student to be informed of the academic requirements of the instructor. An absence, excused or unexcused, does not relieve the student of any course requirement.

REVISION OF GRADES – STUDENT RESPONSIBILITIES

The following revisions became effective on August 16, 2007.

NEW TYPE OF GRADE: INTERIM GRADES – (New name for “midterm grade,” with additional purposes). Interim grades will be assigned from the first week of the semester until the deadline for class withdrawals. Interim grades are used for informational and warning purposes only; they are not part of your permanent transcript and have no effect on your GPA. Instructors may assign interim grade of F to warn students of poor academic performance or they may assign “X” or “EA” grades. (See below for explanations) After midterm, faculty will assign all students an interim grade of A – F to inform students of their academic status as of midterm.

- **INTERIM GRADE X = NO SHOW** – Assigned to students who are on a class roster, but never attend class. For warning purposes only; NOT a final grade.
STUDENTS: Check interim grades early in the semester. If you have an X grade, either begin attending the class or withdraw* from it. *See warning below about class withdrawals. If you do not take action in response to an X grade, you will receive a final grade of FN. (See “FN” below)
- **INTERIM GRADE EA = EXCESSIVE ABSENCES** - Assigned to students whose class absences exceed 10% of the total contact hours. For warning purposes only, NOT a final grade.
STUDENTS: Check your interim grades often. If you have an “EA” grade for a class, you are in jeopardy of failure if you do not take immediate actions. Either resume attending the class or withdraw from it. *See warning below about class withdrawals.

NEW FINAL GRADE:

- **FN = FAILURE DUE TO NON-ATTENDANCE** – Assigned to students who are on class roster, but never attend the class. An FN grades is equivalent to an F grade in the calculation of the GPA.
STUDENTS: You must attend (or withdraw* from) all the classes for which you are enrolled. *See warning below about class withdrawals.

WARNING ABOUT CLASS WITHDRAWALS:

- When you withdraw from a class, you are wasting your money and time. You receive no refund for withdrawing from individual classes and you slow your progress toward degree completion.
- If you withdraw from or fail more than one-third of your classes, you will no longer be eligible for financial aid.
- **STRIVE TO EARN CREDIT FOR ALL THE CLASSES IN WHICH YOU ENROLL; WITHDRAW FROM CLASSES ONLY WHEN IT IS ABSOLUTELY NECESSARY!**

Only students officially enrolled in the course can attend lectures. Insurance requirements prohibit friends, relatives and children from attending lectures or labs.

If you must withdraw from the course it is YOUR responsibility to complete the necessary paperwork for the withdrawal. If you stop attending lectures or labs without officially withdrawing from the course, you will receive the grade earned based on your point total (at the time you stop attending) divided by the maximum points (as if you had completed ALL work). This usually means a grade of F will be recorded.

Course Grading Policies:

Midterm exam	20%
Quizzes	10%
Assignments	20%
Semester project	25%
Final Examination	<u>25%</u>
	100%

Written exams will consist of multiple choice, true-false, and essay questions. A portion of the each exam will be dictated vocabulary where you will be required to furnish the correct spelling and/or definition of a word.

Quizzes will consist of multiple choice and dictation questions. Quizzes will consist of questions taken from the previous week's material.

The final examination will be a cumulative exam featuring questions from the entire semester.

Grades and their Numerical Equivalents are as follows:

Numerical Limit Letter Grades:

92-100%	A	73-82%	C
83-91%	B	64-72%	D
		Below 64%	F

Excessive absent 'FN'

Both 'F' and 'FN' count as zero in computing GPA

Additional Student Responsibilities:

ALL CELL PHONES MUST BE TURNED OFF (no vibration, alerts tones) before entering classroom. Students using cell phones during an exam will be dismissed from class and receive zero for that

FSU Policy on Disruptive Behavior in the Classroom

The *Code of the University of North Carolina* (of which FSU is a constituent institution) and the *FSU Code of Student Conduct* affirm that all students have the right to receive instruction without interference from other students who disrupt classes.

FSU Core Curriculum Learning Outcome under Ethics and Civic Engagement (6.03): All students will "prepare themselves for responsible citizenship by fulfilling roles and responsibilities associated with membership in various organizations." Each classroom is a mini-community. Students learn and demonstrate responsible citizenship by abiding by the rules of classroom behavior and respecting the rights all members of the class.

The FSU Policy on Disruptive Behavior (see FSU website for complete policy) identifies the following behaviors as disruptive:

1. Failure to respect the rights of other students to express their viewpoints by behaviors such as repeatedly interrupting others while they speak, using profanity and/or disrespectful names or labels for others, ridiculing others for their viewpoints, and other similar behaviors;
2. Excessive talking to other students while the faculty member or other students are presenting information or expressing their viewpoints.
3. Use of cell phones and other electronic devices
4. Overt inattentiveness (sleeping, reading newspapers)
5. Eating in class (except as permitted by the faculty member)
6. Threats or statements that jeopardize the safety of the student and others
7. Failure to follow reasonable requests of faculty members
8. Entering class late or leaving class early on regular basis
9. Others as specified by the instructor.

The instructor may take the following actions in response to disruptive behavior. Students should recognize that refusing to comply with reasonable requests from the faculty member is another incidence of disruptive behavior.

1. Direct student to cease disruptive behavior.
2. Direct student to change seating locations.
3. Require student to have individual conference with faculty member. At his meeting the faculty member will explain the consequences of continued disruptive behavior.
4. Dismiss class for the remainder of the period. (Must be reported to department chair.)
5. Lower the student's final exam by a maximum of one-letter grade.
6. File a complaint with the Dean of Students for more severe disciplinary action.

Students who believe the faculty member has unfairly applied the policy to them may make an appeal with the faculty member's department chair.

MEDI 200 Course Outline

WEEK	TOPIC	REQUIRED TEXT WORK
1	The Word- Building System	Unit 1
2	Surgical Suffixes, Dermatology, Hematology, and Diagnostic Imaging	Unit 2
3	Oncology and Central Nervous System	Unit 3
4	Orthopedics, Osteopathy, and Body Regions	Unit 4
5	Pathology, Otorhinlaryngology, and Prefixes dys, brady, tachy, poly, syn	Unit 5
6	Urology and Gynecology	Unit 6
7	Gastroenterology	Unit 7
8	Neurology, Psychology, Anesthesiology, and Vascular Terminology	Unit 8
9	TEST 1	Unit 1-8
10	Anatomic Terms/ Surgery, Diabetes, Immunology, Lesions, & Prefixes	Unit 9-10
11	Descriptive Prefixes, Asepsis, and Pharmacology/ Prefixes of Location and Medication Administration	Unit 11/12
12	Respiratory System and Pulmonology/Word Parts for Night, Sleep, Split, Skeletal System and Orthopedics	Unit 13/14
13	Ophthalmology, Endocrinology, and Medical Specialities	Unit 15
14	Student Presentations	
15	FINAL EXAM	Unit 1-15

Semester Project:

One of the objectives of the course is to ascertain knowledge of diseases and disorders which affect the major body systems. The semester project will give the student an opportunity to study and learn about a particular disease state. The semester project will link the vocabulary you learn throughout the semester to real-life medicine.

Components of the Project:

1. A written paper describing the disease state. This paper should be no longer than 3 pages, typewritten, size 12 font. The written paper should include a bibliography in the standard format.
2. An oral presentation. You will give a 10-15 minute presentation to the class about your selected disease/topic. You should stress how the disease presents, how it is diagnosed, what system and organs are affected, how it is treated, and a discussion about how the disease relates to this course. The presentation must be a PowerPoint.
3. Your presentation should include a one-page original handout about the disease. You should prepare this handout for each member of the class. The final exam will include questions taken from these handouts and presentations.

Semester Project Scoring Rubric

Standard

Score

Paper:

Student wrote a coherent, well-written paper_using the standard research paper format 0 1 2 3 4 5

Student wrote a paper with no spelling or grammatical errors 0 1 2 3 4 5

Included references written in the standard format. 0 1 2 3 4 5

Included information about the etiology of the disease 0 1 2 3 4 5

Included information about the symptoms of the disease 0 1 2 3 4 5

Included information about the treatment of the disease 0 1 2 3 4 5

Presentation:

Was professional 0 1 2 3 4 5

Poster board or PowerPoint was accurate and neat 0 1 2 3 4 5

Answered questions from audience 0 1 2 3 4 5

Handout:

Was complete, neat, and accurate 0 1 2 3 4 5

Total Points: 50

Grade is total point earned multiplied by 2 _____

Explanation of the standards:

- 0 Student did not make an effort OR the effort did not meet the standard.
- 1 Student made a very minimal effort OR the effort did not meet the standard.
- 2 Student made a fair effort OR the effort did not meet the standard.
- 3 MINIMAL STANDARD MET
- 4 Student made a good effort AND the work was above the standard.
- 5 Student made exemplary effort AND the work was well above the standard.

Semester Project Proposal

NOTE: You must choose a disease state to report on. Your topic MUST be approved by the instructor before you begin your research. You may hand this proposal in as soon as you have an idea what you want to study.

Student Name: _____

Topic: _____

Presentation Media: _____

Comments:

Teacher Comments: