

Phar 5201: Applied Medical Terminology

Fall 2019 Course Syllabus

2 credits



Course Director

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Course Coordinator

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Office Hours: By appointment – email the course account to set up a meeting

Course Email: phar5201@umn.edu

Course Site: <https://canvas.umn.edu>

Textbook: Allan, D.M. & Basco, R.C. (2019). *Medical language for modern health care*. (4th ed.). McGraw-Hill Education. **(Note: All enrolled students are automatically billed \$68 for access to an e-textbook that includes practice activities from McGraw Hill Connect.)**

Course Objectives

Upon completion of this course, you will be able to:

- Identify, define, and spell prefixes, suffixes, root words, combining forms, medical terms, and abbreviations
- Construct medical terms by using word elements
- Recognize terms of selected structures and systems, functions and conditions of the body
- Relate terms related to disorders, pathologies, surgical operations, diagnostics, and therapeutic procedures and interventions

You will be adding 2500+ words to your recognition vocabulary. An average American uses approximately 700 different words daily. Don't be intimidated; you will not be memorizing 2500 words, rather you will use a distributive method of combining word parts.

Course Expectations

- **This course is completely self-paced.** You are responsible to pace yourself through the course and meet all of the course requirements. Study your textbook at your own pace and complete your exams on the Canvas course site.
- Students are responsible for reading the weekly newsletters and any emails that come from phar5201@umn.edu or from other members of the course team. We expect you to contact us directly with any questions or concerns. When communicating via email, please maintain the same respect that you would use in face-to-face communication. We will make every effort to respond to emails within 48 hours except weekends and holidays.

Course Requirements

Prerequisites: None, but the course presumes background knowledge of human anatomy and physiology.

You must:

- Complete the online orientation located on the Canvas course site by September 6, 2019.
Note: You will not have access to course materials until you complete the orientation.
- Review the course materials
- Complete the six required exams

Recommended Exam Schedule			
Exam	Chapters Covered	Testing Week	Point Value
1	Ch. 1 – 5	September 3–6	50 points
2	Ch. 6 – 9	September 16–20	50 points
3	Ch. 10 – 13	September 30–October 4	50 points
4	Ch. 14 – 17	October 14–18	50 points
5	Ch. 18 – 22	October 28–November 1	50 points
Final Exam	Ch. 1 – 22	November 4–8	50 points

Chapters

Chapter 1: The Anatomy of Medical Terms
 Chapter 2: Word Analysis and Communication
 Chapter 3: The Body as a Whole
 Chapter 4: Integumentary System
 Chapter 5: Digestive System
 Chapter 6: Urinary System
 Chapter 7: Male Reproductive System
 Chapter 8: Female Reproductive System
 Chapter 9: Nervous System
 Chapter 10: Cardiovascular System
 Chapter 11: Blood
 Chapter 12: Lymphatic and Immune Systems

Chapter 13: Respiratory System
 Chapter 14: Skeletal System
 Chapter 15: Muscles and Tendons, Physical Medicine and Rehabilitation
 Chapter 16: Special Senses of the Eye and Ear
 Chapter 17: Endocrine System
 Chapter 18: Mental Health
 Chapter 19: Geriatrics
 Chapter 20: Cancer
 Chapter 21: Radiology and Nuclear Medicine
 Chapter 22: Pharmacology

Exams

You will be required to complete six exams in this course: Exams 1, 2, 3, 4, 5, and the Final Exam. The first five exams cover specific chapters from the textbook, and the Final Exam is a cumulative assessment of all 22 chapters. The recommended exam schedule details which chapters will be covered on each exam. Each exam will be open-book and completed online in Canvas. Exams consist of 50 multiple-choice questions, and you will have 50 minutes to complete them. Exams will be conditionally released in order as you complete each one (e.g. once you finish Exam 1, then Exam 2 will become available, and so on). Your lowest exam score will be dropped; only your top five exam scores will be used when calculating your final grade.

Please note that you will not be able to change your selections or answer blank questions once your exam is submitted. Canvas will automatically submit your exam when the allotted time is up, and you will not be able to reopen the exam after it is submitted. Since exams will be available throughout the semester, some students may complete the exam before others. It is expected that you will not share information regarding the exam with students who have yet to complete it.

This course is completely self-paced. You may finish this course early if desired. However, all exams must be completed by **Monday, November 11, at 11:59 pm (CT)**. We highly recommend you follow the exam schedule provided as this gives you time to study between each exam. **DO NOT** wait until the last

minute to complete your exams. **You are responsible** for the risk that something may happen that prevents you from taking the exams.

Grading Policy

Your final grade is based on your five highest exam scores out of the six exams (Exams 1, 2, 3, 4, 5, and the Final Exam). Grades are not determined by any other factors, as there are no points for the Orientation Quiz nor any of the practice activities in Connect. There is no extra credit in the course.

There are 250 points possible in this course. The final grade will be determined using the scale below.

Points	Percentage	Letter Grade	Points	Percentage	Letter Grade
232-250	≥ 92.5%	A	182-191	72.5-76.4%	C
224-231	89.5-92.4%	A-	174-181	69.5-72.4%	C-
217-223	86.5-89.4%	B+	167-173	66.5-69.4%	D+
207-216	82.5-86.4%	B	149-166	59.5-66.4%	D
199-206	79.5-82.4%	B-	0-148	<59.5%	F
192-198	76.5-79.4%	C+	174 or better	69.5%	S>C-

Missing and Late Work

We want you to succeed in this course. If you encounter difficulties completing the course as outlined, you should email the course account (phar5201@umn.edu) immediately. If any course requirements remain unfulfilled by the final course deadline, acceptable circumstances must be met and documentation must be provided to receive full credit for the activity. Circumstances and documentation for make-ups and incompletes are outlined in “Extensions and Incompletes.”

If acceptable circumstance or adequate documentation is not provided, a penalty on exams is at the discretion of the Course Director. However, in general, a penalty of 50% per day is applied to late exams.

Exam Review

You will only be able to review an exam immediately after you submit it to see which questions were answered incorrectly, the correct answers, and feedback on the questions. Once you exit the exam, you will not be able to access the exam again. To review an exam after it has closed, email the course account to set up an appointment with the course coordinator.

Regrade Request

If after reviewing an exam, you wish to have a response for a particular question reconsidered, the Regrade Request form found on the Canvas course site must be submitted. This online form documents the question you want reconsidered and the rationale. The request is reviewed by the Course Director and a response is provided via email. A regrade request must be submitted within **two (2) weeks after the exam** has been graded, unless otherwise stated in the course announcements/newsletters.

Course Policies and Resources

Extensions and Incompletes

If you have a personal concern that may hinder your progress or if you experience difficulties with the course, it is critical that you contact the Course Coordinator immediately. Difficulties arise when a student fails to remain in contact with us. Extensions on course requirements (e.g. exams) or incompletes for the course will be granted for the following conditions (For more information, see

Administrative Policy: Makeup Work for Legitimate Absences:

<http://www.policy.umn.edu/Policies/Education/Education/MAKEUPWORK.html>):

- illness of student or dependent, verified by a note from a health care provider;
- a family emergency, verified by a note from the professional person in attendance;
- military duty or leave, verified by a superior officer;
- a University-sponsored event, verified by a note from the leader of the sponsoring organization.

Additional circumstances may be considered at the discretion of the Course Director. Unless there is extenuating circumstances, extensions are generally not more than one week after the original due date. Documentation must be received by the Course Coordinator no later than one week after the extension request was submitted.

Incompletes will be granted to students making reasonable progress in the course at the time of the request and only after discussing the situation with the Course Coordinator via phone or email. You will be required to submit a written request including: (1) the date, (2) your name and ID number, and (3) your reason for requesting an incomplete. If it is determined that an incomplete can be granted, a contract for completion will be written and signed. If this contract is not completed as specified, the "I" will be changed to an "F".

Disability Accommodation

The University of Minnesota views disability as an important aspect of diversity, and is committed to providing equitable access to learning opportunities for all students. The Disability Resource Center (DRC) is the campus office that collaborates with students who have disabilities to provide and/or arrange reasonable accommodations.

- If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact the DRC office on your campus (UM Twin Cities - 612.626.1333) to arrange a confidential discussion regarding equitable access and reasonable accommodations.
- Students with short-term disabilities, such as a broken arm, can often work with instructors to minimize classroom barriers. In situations where additional assistance is needed, students should contact the DRC as noted above.
- If you are registered with the DRC and have a disability accommodation letter dated for this semester or this year, please contact your instructor early in the semester to review how the accommodations will be applied in the course.
- If you are registered with the DRC and have questions or concerns about your accommodations please contact your (access consultant/disability specialist).

Additional information is available on the DRC website for each campus:

- [UM Crookston](#) or email: uncdrc@umn.edu
- [UM Duluth](#) or email: umddr@d.umn.edu
- [UM Morris](#) or email: hoekstra@morris.umn.edu
- [UM Rochester](#) or email: disability@r.umn.edu
- [UM Twin Cities](#) or email: drc@umn.edu

Mental Health Services

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic

performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website:

<http://www.mentalhealth.umn.edu>

Sexual Harassment Policy

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program. Such behavior is not acceptable, especially in the University setting. For additional information, consult the Board of Regents Policy on Sexual Harassment: <https://policy.umn.edu/hr/sexharassassault>.

As the course team wishes to create and maintain an open, welcoming, and safe learning environment, we invite you to communicate with us if you feel you are a victim of sexual harassment and you wish to acquire help. We care about your well-being, and we will provide you with the necessary resources to begin the healing process. Although we will do our best to keep the information you share with us private, please be advised that it is mandatory for us to report any disclosures of sexual misconduct to the University. Such reporting is necessary in order for the University to remain in compliance with the Title IX Education Amendments Act.

Equity, Diversity, Equal Opportunity, and Affirmative Action

The University provides equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy:

http://regents.umn.edu/sites/regents.umn.edu/files/policies/Equity_Diversity_EO_AA.pdf

Student Academic Integrity and Scholastic Dishonesty

You are expected to do your own academic work and cite sources as necessary. Failing to do so is scholastic dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. (Student Conduct Code: http://regents.umn.edu/sites/regents.umn.edu/files/policies/Student_Conduct_Code.pdf) If it is determined that a student has cheated, he or she may be given an "F" or an "N" for the course, and may face additional sanctions from the University.

The Office for Community Standards has compiled a useful page of tips for Avoiding Scholastic Dishonesty: <https://communitystandards.umn.edu/avoid-violations/avoiding-scholastic-dishonesty>. If you have additional questions, please clarify with your instructor for the course. Your instructor can respond to your specific questions regarding what would constitute scholastic dishonesty in the context of a particular class-e.g., whether collaboration on assignments is permitted, requirements and methods for citing sources, if electronic aids are permitted or prohibited during an exam.

Appropriate Student Use of Class Notes and Course Materials

Taking notes is a means of recording information but more importantly of personally absorbing and integrating the educational experience. However, broadly disseminating class notes beyond the classroom community or accepting compensation for taking and distributing classroom notes undermines instructor interests in their intellectual work product while not substantially furthering instructor and student interests in effective learning. Such actions violate shared norms and standards of the academic community. For additional information, please see:

<https://policy.umn.edu/education/studentresp>

Academic Freedom and Responsibility

Academic freedom is a cornerstone of the University. Within the scope and content of the course as defined by the instructor, it includes the freedom to discuss relevant matters in the classroom. Along with this freedom comes responsibility. Students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Students are free to take reasoned exception to the views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Reports of concerns about academic freedom are taken seriously, and there are individuals and offices available for help. Contact the instructor, the Department Chair, your adviser, the associate dean of the college, or the Vice Provost for Faculty and Academic Affairs in the Office of the Provost.

Technology Expectations

Online classes offer students great flexibility in the pursuit of knowledge. To fully take advantage of this flexibility and to have a successful experience in an online course, students must understand and take action to meet certain requirements prior to registering for an online course. Such requirements include access to:

- Computer equipment (including hardware and software)
- Specific programs (including, but not limited to, Microsoft Word or other word processing software, Microsoft Excel, and Adobe PDF)
- Reliable internet access
- Functional internet browsers (such as Mozilla Firefox, Safari, and/or Google Chrome), with Flash, Shockwave, Java plugins, and allowable pop-ups.

Along with these requirements, the course team expects students will:

- Allow sufficient time to complete course assignments, discussions, exams, and other course related activities.
- Contact the course team using the course account listed in the syllabus if technical difficulties should arise.
- Attempt to make reasonable adjustments to solve problems (varies based on the circumstances, but may include actions like: turning off and re-starting the computer, using a different internet browser, clearing cache and cookies, checking internet access, etc).
- Utilize other resources available on your campus (see links below) for computer equipment (hardware and software), programs necessary to complete a course requirement, wifi access, etc.
- Contact technology support (this may include one or all the following):
 - [University of Minnesota 1-HELP](#) (Technology Help Service Desk) is available via phone and email 24 hours a day, 7 days a week, and via chat during certain hours.
 - Local campus support

- [Crookston](#)
- [Duluth](#)
- [Morris](#)
- [Rochester](#)
- [Twin Cities](#)

Technological issues are not an acceptable reason for failing to complete course requirements by the deadline. In rare circumstances, exceptions may be made when a system-wide outage has been reported and verified by the Office of Information Technology. Other issues will be considered on a case by case basis, and documentation may be required. Penalties may be applied at the course director's discretion.

Content from this section was taken and adapted from: (2016). Technology requirements and specifications. Retrieved from: <https://www.crk.umn.edu/units/online-programs/technology-requirements-and-specifications>.