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| Course Number and Title: | AH 290- Medical Terminology |
| Instructor: | Jan Hunt-Shepherd South Campus- Room 142 780-2566 jan.hunt-shepherd@wku.edu |
| Credit Hours: | 2 semester hours |
| Course Description: | This course is designed to acquaint the student with the specialized language of medicine and to develop communication skills in areas where use of medical terms is necessary and appropriate. |
| Competencies: | At the conclusion of this course, the student should be able to meet the following competencies: <ol style="list-style-type: none"> 1. Correctly define, spell, and use most conventional medical terms 2. Identify common variations in pronunciations 3. Identify medical diseases and related body structures |
| Due Date: | DUE DATES: All class assignments, quizzes (chapters 1-9) and the midterm exam must be completed by noon on Wednesday, March 14. NO EXTENSIONS WILL BE GRANTED FOR THE ASSIGNMENTS AND QUIZZES. A 24 hour extension will be granted for completion of the midterm exam (expires March 15 at noon), but will result in an automatic mid-term exam grade deduction of 30%. All class assignments, quizzes (chapters 10-18) and the final exam must be completed by noon on Wednesday, May 9th. NO EXTENSIONS WILL BE GRANTED FOR THE ASSIGNMENTS AND QUIZZES. A 24 hour extension will be granted for completion of the final exam (expires May 10th at noon), but will result in an automatic final exam grade deduction of 30%. Please be aware that technical issues may occur, but you are still responsible for completing all work by the due date (and time). I recommend completing all work two to three days prior to the due date to allow any technical issues to be resolved, which will allow you to still meet the deadline. Technical issues occurring after midnight prior to the deadline could result in your inability to complete your work. Technical issues do not result in an exception to the deadline. All work, including tests, is online and may be completed from anywhere. Class is self-paced. For a recommended schedule, refer to Blackboard, under Information. |
| Textbooks: | Chabner, Davi-Ellen. <u>The Language of Medicine</u> , 9th Edition, W.B. Saunders Co, Philadelphia, PA |
| References: | Though not required, you may purchase one if you choose: <p> <u>Taber's Cyclopedic Medical Dictionary</u> <u>Dorland's Illustration Medical Dictionary</u> <u>Stedman's Pocket Medical Dictionary</u> </p> |
| Examinations: | There will be eighteen quizzes (one for each chapter), a mid-term |

(chapters 1-9), and a comprehensive final.

Activities:

1. Complete the mandatory assignments on blackboard. Additional exercises are available on blackboard and the textbook for practice.
2. Use the textbook CD and computer activities when additional help or review is desired.

When completing work on blackboard, it is the responsibility of the student to make sure the grades are listed on the grade center. If you have completed one of these assignments and the grade is not posted or the assignment does not show it as completed, please contact me immediately. Once deadlines have passed or final course grades are posted, there will be NO allowances made for missing grades on assignments.

Grading Scale:

The following grading system will be used:

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| 90%-100% | = | A |
| 80%- 89% | = | B |
| 70%- 79% | = | C |
| 60%- 69% | = | D |
| 0%- 59% | = | F |

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| Quizzes | = | 360 points |
| Assignments | = | 185 points |
| Mid-term | = | 200 points |
| Final | = | <u>200 points</u> |
| | | 945 points |

To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed.
Example: If you have received 71 points out of a possible 80 points, calculate 71 divided by 80 ($71/80 = .8875$) which is rounded to 89% or a high "B".

Extra Credit:

By completing the Class Evaluation you will receive 5 extra credit points.

Instructional Methods:

On-line tutorials, assignments, textbook CD activities, and textbook exercises at the end of each chapter.

Student Engagement:

The mission of our university is that "Western Kentucky University prepares students to be productive citizens of a global society and provides service and lifelong learning opportunities for its constituents". Therefore Western has developed a Quality Enhancement Program that encompasses that mission into the theme "Engaging Students for Success in a Global Society".

For more information on Western Kentucky University's QEP Program, refer to the following link
<http://www.wku.edu/qep/>.

Disability Accommodations:

“Students with disabilities who require accommodations academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room A200 Downing University Center. The OFSDS telephone number is (270) 745-5004 V/TDD. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability services.” Office for Civil Rights

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

Revision: 1/2012