

**Medical Terminology
Introduction & Syllabus****Instructor- Margaret Voss
Summer 2013**

KINES 203 (Medical Terminology for Allied Health Professionals) was designed for students planning to enter one of the many allied health fields. The course helps students prepare for careers in physical therapy (PT), occupational therapy (OT), medicine (MD, DO), physician assistant (PA-C), pharmacy (R.Ph), dietary medicine (RD), veterinary medicine (DVM), and emergency care (EMT, EMT-P). Some allied health programs require a 3 credit course in medical terminology prior to admission into graduate school. This course fulfills that requirement. Students will acquire both a working knowledge of medical terminology and a familiarity with frequently encountered medical documents and reports.

COURSE OBJECTIVES:

By the end of this course the student will:

- a. develop a working knowledge of anatomical, physiological, and medical terminology
- b. understand the function and interrelationship of vertebrate organ systems
- c. master proper terminology to describe the pathological conditions and therapeutic procedures specific to disease processes associated with each body system
- d. be able to decipher and understand terminology used to explain the pharmacology and clinical treatments associated with the pathology of the body
- e. develop competency in reading, interpreting, and constructing a variety of forms of medical documentation.

INSTRUCTOR INFORMATION

INSTRUCTOR: Dr. Margaret Voss
OFFICE: 160 Nick
E-MAIL: mav11@psu.edu
PHONE: 814-898-6292
ANGEL Course Management System: <https://cms.psu.edu/>

TEXTBOOK:

Medical Terminology: A Body Systems 6th Edition, by B.A. Gylys & M.E. Wedding.
ISBN: 9780803620902, F.A. Davis Company

MINIMUM TECHNICAL REQUIREMENTS:

Operating System Windows 98; Macintosh OS 9 (must have a dual boot MAC with access to Windows)
Processor 500 MHz
Memory 256MB or RAM
Browser *Windows:* Firefox 3.6 or higher *Mac OS X:* Firefox 3.6 or higher
Modem Cable or DSL preferred
Sound Card Required
Microphone Required
Camera Optional, but may be desirable for Voice Thread presentations
Monitor/Video Card 15" monitor; SVGA or better (1024 X 768, 16-bit graphics)

You will also need certain software installed and cookie settings configured correctly.
[Click to test your current configurations.](#) The minimum requirements for this course are:

1. Flash Player (required for viewing video clips)
2. Adobe Acrobat Reader (required, some course materials are in PDF format)
3. JavaScript (required for interactive features)

METHOD OF INSTRUCTION:

All course instruction and communications will be conducted online. Videos and voice threads will be used throughout the course to explain chapter content, assignments, and exercises. ANGEL, the Penn State Course Management System, will be used to administer all on-line quizzes, exercises, assignments, and exams. Google documents will be used as a file repository for group assignments and Google chat will be used for peer discussions and group work. All assignments will be submitted to ANGEL – no hard copy assignments will be handed to the instructor. In addition, ANGEL will provide the communication needed between student and instructor (ex. email and discussion forums). It will be important for students to pay attention to assignment deadlines. They are posted in each ANGEL file and the complete list of deadlines for the course can be found in the course schedule below. Students are responsible for meeting assignment deadlines. Late assignments will not be accepted and the schedule will not be altered after the course has begun. Special circumstances (emergencies, illness, etc) that prevent a student from meeting a deadline must be discussed with the instructor as soon as possible.

STUDENT / INSTRUCTOR COMMUNICATION:

All course questions of a general nature (i.e., those appropriate for the entire group) will be posted to the “Ask the Instructor” Discussion Forum. If you send me an assignment question via email, I will likely ask you to submit it to the discussion forum. Submitting all course questions to the discussion forum eliminates multiple responses to students. In addition, other students can respond to the question as well. If a question is posted to the discussion forum, I will respond within 24 hours. My goal is to be as responsive and accessible as possible, but do not expect to receive a response to assignment questions just a few hours before the assignment is due. Twenty-four (24) hours is the normal response time.

Students are expected to review their ANGEL course Email at least once a day. Schedule changes and assignment notes will be communicated electronically and it is the student’s responsibility to monitor Emails and discussion forums.

SUBMISSION OF ASSIGNMENTS:

Written Assignments:

Each student will upload their pathology report assignments to a clearly labeled “Drop Box” in ANGEL by the due date and due time of the assignment (EST). Submission permissions will be disabled after the deadline; plan ahead and be sure to leave enough time for submission prior to the posted deadline. Failure to submit the assignment in the specific drop box on the required date and time will result in a zero grade. Follow the course schedule to determine the date when assignments posting are due. Assignment deadlines are also posted on each folder and file within ANGEL.

Once the assignments are received, the instructor will review all of the student assignments and return comments, suggestions for revisions, and post the assignment grade in the class grade book. Student should have access to all instructor feedback with 2 days of submission.

When submitting written documents for assignments, make sure they are submitted as Word (preferred), PDF or Plain Text documents. If you are creating documents with a ".pages" extension, convert them to a Word document before you submit them to a drop box. Be sure to retain copies of all of your submitted work; technology fails occasionally so it will be

important to be able to provide copies of assignments in the event something should go wrong when posting assignments.

ANGEL assessments (quizzes):

There will be an ANGEL based quiz associated with each chapter completed in the text. The quiz will be clearly labeled as a graded individual assignment. You should read the chapter, do the practice assignments at the end of each chapter, as well as those posted on ANGEL, and then take the assessment. The assessment will be open book, but since they are timed, you will need to have excellent familiarity with the material and the text to do well. Other quizzes, exercises and discussions will be used to reinforce key concepts and introduce supplemental material. Although we will not review all chapter material, you will still be responsible for knowing the material. All quizzes must be completed by the assigned due date. Each quiz will be disabled on ANGEL after the posted due date and time. There will be no opportunity to take a quiz after the posted date and time. No exceptions will be made to this approach.

COURSE STRUCTURE:

A. Grading Policies: All quizzes will be open book and note. Quizzes will primarily cover chapter material but will also contain questions relating to the required medical document assignments. Make-up quizzes or extensions on assignments will be given only if there is a medical or family related emergency (written documentation required). You must notify me as soon as you are aware of any potential conflicts or problems that might necessitate extensions for any class activity.

B. Academic Dishonesty: Please do not risk the repercussions for this behavior. You are all bright people capable of original and independent work. If you were not, you would not be in this class. Cheating on exams, plagiarism in written work, or failing to participate fully in group assignments will not be tolerated; infractions will be dealt with according to University policy. This may be reviewed at: <https://cms.psu.edu/section/default.asp?id=GROUP-110215-093529-LEW>

C. Note to students with disabilities: Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for modifications or reasonable accommodations in this course, please refer to the information found in this [link](#) or **contact the Disability Specialist in the Office of Student Affairs**, Room 115 Reed Union Building, 898-6111.

D. <u>Point Break Down for Final Grade</u>	<u>1255 pts Total</u>
(1) Quizzes (16 x 40 points each) _____	640pts
(2) Group Voice Thread Project _____	250pts
(3) Medical Record Activities (11 x 20 points each) _____	220pts
(4) VT Discussions (Dating game, AIDS, Smoking, HPV vaccine; 4 x 10 pts) _____	40pts
(5) Pathology Consultation Letter _____	80pts
(6) Contributions to Group Dictionary project (5pts X 5 words) _____	25pts

Team Project Breakdown

01 - Submit Team Contracts - (20 pts)

02 - Submit Topics - (10 pts)

03 - Submit Resources - (20 pts)

04 - Submit Individual Consultation Letter & Clinical Guideline (100 pts)

05 - Submit Presentation - (100 pts – 50 pts for presentation; 50 pts for individual contribution to project)

E. Final Grade Distribution

93-100%	A
90-92.9%	A-
87-89.9%	B+
83-86.9%	B
80-82.9%	B-
77-79.9%	C+
70-76.9%	C
60-69.9%	D
<60%	F

6. COURSE SCHEDULE:

Module	To Do	Assigned	Completion / Submission Date @ midnight
1	<i>Introduction: word elements, suffixes and prefixes</i>		
1A	Video: Introduction, Syllabus Review		
	Read Chapter 1 Word Elements	Quiz 1: Syllabus Review (40pts)	5/13/13
	Learning activity: Root words (ANGEL)	Quiz 2: Basic Elements, Chapter 1 (40 pts)	5/14/13
		Team Kickoff activity assigned (Assignments announced 5/17/12)	5/8/13
		Team Building Voice Thread (10 pts)	5/15/13
1B	Video: Word Elements		
	Read Chapter 2 Suffixes & Chapter 3 Prefixes	Quiz 3:Chapter 2 - Suffixes (40 pts)	5/16/13
	Suffix practice activity (text pp 22-28)	Quiz 4:Prefixes, Chapter 3 (40 pts)	5/17/13
	Prefix practice activity (text pp 36-38)		
1C	Video: Demonstration of Body Planes	Quiz 5:Body Structure, Chapter 4 (40 pts)	5/20/13
	Read: Chapter 4 Body Structure	Pathology Consultation Letter assigned (80 pts)	5/30/13

	Learning Activities (text pp 60-70)	Project: Milestone One (20 pts) Team contracts	5/22/13
2	<i>Integument, Digestive, and Respiratory systems</i>		
2A	Read: Chapter 5 Integument	Medical Record Activity 01, Integument (20 pts)	5/20/12
	Listen and Learn exercise - Integument	Quiz 6: Integument, Chapter 5 (40 pts)	5/21/13
	Learning Activities (text pp 93-99)		
2B	Read: Chapter 6 Digestive System	Medical Record Activity 02, Digestive System (20 pts)	5/22/13
	Listen and Learn exercise – Digestive System	Quiz 7: Digestive System, Chapter 6 (40 pts)	5/23/13
	Learning Activities (text pp 132-143)		
2C	Read: Chapter 7 Respiratory System	Medical Record Activity 03, Respiratory System (20 pts)	5/24/13
	Listen and Learn exercise – Respiratory System	Smoking Voice Thread (10 pts)	5/24/13
	Learning Activities (text pp 172-178)	Quiz 8: Respiratory System, Chapter 7 (40 pts)	5/28/13
		Project: Milestone Two (30 pts) Topics	5/28/13
3	<i>Cardiovascular & Lymph systems</i>		
3A	Read: Chapter 8 Circulatory System	Medical Record Activity 04, Cardiovascular (20 pts)	5/29/13
	Listen and Learn exercise – Circulatory System	Quiz 9: Cardiovascular System, Chapter 8 (40 pts)	5/30/13
	Learning Activities (text pp 214-218)		
3B	Read: Chapter 9 Blood, Lymph, and Immune Systems	Medical Record Activity 05, Immune System (20 pts)	5/31/13
	Listen and Learn exercise – Blood, Lymph, and Immune Systems	Quiz 10: Blood, Lymph, and Immune Systems (40 pts)	5/31/13
	Learning Activities (text pp 255-257)	HIV/AIDS Voice Thread (10 pts)	6/3/13
3C	Work on Pathology Reports	Pathology consultation letter/radiological report from module 1C (80 pts)	5/30/13
		Group meetings in google docs	5/31/13
		Project: Milestone Three (50 pts) Resources	6/3/13
4	<i>Musculoskeletal System</i>		
	Read: Chapter 10 Musculoskeletal System I	Medical Record Activity 06, Musculoskeletal System (20 pts)	6/4/13
4A	Listen and Learn exercise – Musculoskeletal I	Quiz 11: Musculoskeletal System I, Chapter 10 (40 pts)	6/5/13
	Learning Activities (text pp 297-302)		

4B	Read: Chapter 10 Musculoskeletal System I	Medical Record Activity 07, Musculoskeletal System (20 pts)	6/6/13
		Quiz 12: Musculoskeletal System II, Identification (40 pts)	6/7/13
5	<i>Genitourinary System</i>		
5A	Read: Chapter 11 Genitourinary System	Quiz 13: Genitourinary System (40 pts)	6/10/13
	Listen and Learn Activity: Genitourinary System	Medical Record Activity 08, Genitourinary System (20 pts)	6/11/13
	Learning Activities (text pp 336-341)	HPV Vaccine Voice Thread (10 pts)	6/11/13
5B	Read: Chapter 12 Female Reproductive System	Quiz 14: Female Reproductive System (40 pts)	6/12/13
	Listen and Learn Activity: Female Reproductive System	Medical Record Activity 09, Female Reproductive System (20 pts)	6/13/13
	Learning Activities (text pp 381-386)		
5C		Project: Milestone Four (75 pts) Individual consultation letter based on Group Topic	6/14/13
6	<i>Endocrine and Nervous Systems</i>		
6A	Read: Chapter 13 Endocrine System	Quiz 15: Endocrine System (40 pts)	6/17/12
	Listen and Learn Activity: Endocrine System	Medical Record Activity 10, Endocrine System (20 pts)	6/18/12
	Learning Activities (text pp 416-419)		
6B	Read: Chapter 14 Nervous System	Quiz 16: Nervous System (40 pts)	6/19/12
	Listen and Learn Activity: Nervous System	Medical Record Activity 11, Nervous System (20 pts)	6/20/12
	Learning Activities (text pp 453-457)		
6C	Final Project posted by noon	Project: Milestone Five (75 pts)	6/19/13
	Final Comments due		6/21/13
	All contributions to group dictionary submitted (25 pts)		6/21/13