

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

**1. Course Number:** KINE 3003

**Course Title:** Medical Terminology for Allied Health Professions

**Course Hours:** 3 semester hours

**Prerequisites:** none

**Co-requisites:** none

**Class Meeting Times:** on-line course

**Instructors:** Jeremy McAdam, Jessica Washington, Justin Moody, Anna La Mantia, Dr. JoEllen Sefton, ATC;

**Email Addresses:** Jeremy McAdam [jms0039@tigermail.auburn.edu](mailto:jm0039@tigermail.auburn.edu), Jessica Washington [jkw0011@tigermail.auburn.edu](mailto:jkw0011@tigermail.auburn.edu), Justin Moody [jrm0063@tigermail.auburn.edu](mailto:jm0063@tigermail.auburn.edu), Anna La Mantia [azl0046@tigermail.auburn.edu](mailto:azl0046@tigermail.auburn.edu)

**Office:** Kinesiology Building

**Office Hours:** Email, By appointment.

**Secondary Contact:** Dr. Sheri Brock

**2. Date Syllabus Prepared:** January 5, 2017

**3. Required Text(s):**

Purchase Your Online

**E-Textbook content subscription at:** <https://auburn.cipcourses.com>

Make certain to select the correct section when creating your account!

**Justin Moody will oversee section 001**

**Jessica Washington will oversee sections 002**

**Jeremy McAdam will oversee section 003 & 004**

**Anna Maria La Mantia will oversee section 005**

**4. 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 work is worth 20% of the online course grade and is specifically designed to prepare you for a comprehensive evaluations and final examination online. The online Quizzes, Exams and Final are worth 80% of the online grade and your results are automatically graded and sent to you and your instructor along with you completed summary sheet (See pages 2 and 3 for details). If you have any technically related questions or concerns make certain to address the support team at Caduceus through the contact us portal on the content delivery platform ([support@cipcourses.com](mailto:support@cipcourses.com)).

**This online classroom course is specifically designed to:**

- a) Improve your vocabulary skills.
- b) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
- c) 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.
- d) Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.

- e) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “Language of Medicine”.
- f) 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.

**5. Course Objectives:** The students will:

- a) Spell and Define flashcard prefixes, suffixes, and stem words.
- b) Identify and Explain the function of specific word parts.
- c) Describe how medical compound terms (words) are constructed.
- d) Build compound terms using multiple word parts in a combining form.
- e) Fracture and Analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.
- f) Define key compound medical terms found on the flashcards, both Literally and Actually.
- g) Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- h) Identify Visually and Describe Verbally some of the medical problems, disorders, and diseases presented in the lectures.
- i) Interpret and Understand medical course content, literature, records, and research.
- j) Interpret and Understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology.

**Course Description**

<b>Week/ Date</b>	<b>Assignment</b>	<b>Description</b>
Week 1 January 21, 2017 Saturday	Chapter: 1: Overview Of Interactive Textbook	1. Lecture: Orientation (0/20) 2. Lecture: Introduction (0/10) 3. Syllabus Acceptance Quiz (Canvas)
Week 2 January 28, 2017 Saturday	Chapter: 2: The Basics of Medical Terminology	3. Lecture: Basics of Medical Terminology (0/21) 4. Lecture: Basics of Medical Terminology (0/31) 5. Lecture: Basics of Medical Terminology (0/25) 6. Self Test: Chapter Exercise (0/44) 7. Exam: Quiz
Week 3 February 4, 2017 Saturday	Chapter: 3: Body, Diagnosis, Equipment, Instruments, and Treatment	8. Lecture: Diag Equip Inst (0/38) 9. Lecture: Diag Equip Inst (0/24) 10. Lecture: Diag Equip Inst (0/23) 11. Lecture: Diag Equip Inst (0/21) 12. Self Test: Chapter Exercise (0/61) 13. Exam: Quiz
Week 4 February 11, 2017 Saturday	Chapter: 4: Integrated Medicine	14. Lecture: Integrated Medicine (0/16) 15. Self Test: Chapter Exercise (0/9) 16. Exam: Quiz
Week 5 February 18, 2017	Chapter: 5: Self-Testing Flash Cards	17. FlashCard: (A- to EMBRYO-) (0/250) 18. FlashCard: (-EMESIS to MUC/O-) (0/250)

Saturday		19. FlashCard: (MULTI- to -SPASM) (0/250) 20. FlashCard: (SPERM/O- to YO) (0/250) 21. <b>Exam: Exam 1</b>
Week 6 February 25, 2017 Saturday	Chapter: 6: Musculo/skeletal System Lectures	22. Lecture: Musculoskeletal System (0/20) 23. Lecture: Musculoskeletal System (0/19) 24. Lecture: Musculoskeletal System (0/12) 25. Lecture: Musculoskeletal System (0/16) 26. Self Test: Chapter Exercise (0/77) 27. Exam: Quiz
Week 7 March 4, 2017 Saturday	Chapter: 7: Nervous System and Special Senses Lectures	28. Lecture: Nervous System (0/26) 29. Lecture: Nervous System (0/17) 30. Lecture: Nervous System (0/24) 31. Lecture: Nervous System (0/7) 32. Self Test: Chapter Exercise (0/121) 33. Exam: Quiz
Week 8 March 11, 2017 Saturday	Chapter: 8: Circulatory (Cardio/vascular) System Lectures	34. Lecture: Circulatory System (0/21) 35. Lecture: Circulatory System (0/19) 36. Lecture: Circulatory System (0/24) 37. Lecture: Circulatory System (0/5) 38. Self Test: Chapter Exercise (0/74) 39. Exam: Quiz 40. <b>Exam: Exam 2</b>
Week 9 March 18, 2017 Saturday	Chapter: 9: Respiratory System Lectures	41. Lecture: Respiratory System (0/31) 42. Lecture: Respiratory System (0/24) 43. Self Test: Chapter Exercise (0/51) 44. Exam: Quiz
Week 10 March 25, 2017 Saturday	Chapter: 10: Integumentary (Skin) System Lectures	45. Lecture: Integumentary System (0/35) 46. Lecture: Integumentary System (0/20) 47. Lecture: Integumentary System (0/21) 48. Lecture: Integumentary System (0/33) 49. Self Test: Chapter Exercise (0/78) 50. Exam: Quiz
Week 11 April 1, 2017 Saturday	Chapter: 11: Digestive System Lectures	51. Lecture: Digestive System (0/42) 52. Lecture: Digestive System (0/29) 53. Lecture: Digestive System (0/18) 54. Self Test: Chapter Exercise (0/93) 55. Exam: Quiz (0%) 56. <b>Exam: Exam 3</b>

Week 12 April 8, 2017 Saturday	Chapter: 12: Urinary System Uro/genital System	57. Lecture: Urogenital (0/38) 58. Lecture: Urogenital (0/24) 59. Self Test: Chapter Exercise (0/39) 60. Exam: Quiz
Week 13 April 15, 2017 Saturday	Chapter: 13: Reproductive Systems and Sexually Transmitted Infections	61. Lecture: Sexually Transmitted Infections (0/33) 62. Self Test: Chapter Exercise (0/55) 63. Exam: Quiz
Week 14 April 22, 2017 Saturday	Chapter: 14: Endocrine System	64. Lecture: Endocrine (0/35) 65. Self Test: Chapter Exercise (0/35) 66. Exam: Quiz
Week 15 April 29, 2017 Saturday	Chapter: 15: Appendix and Bibliography	67. Lecture: Appendix (0/6)
Week 16 May 3, 2017 Wednesday	Chapter: 16: Final Exam	68. Exam: Final Exam

**7. Important Dates: NOTE Exams will be locked after this date! Plan accordingly this term.**

**DATE**

**ASSIGNMENT**

15<sup>th</sup> class day Wed: **February 1<sup>st</sup>**

***LAST DAY TO DROP FROM COURSE WITH NO GRADE***

Spring Break: **Mar. 13<sup>th</sup> -17<sup>th</sup>**

**CHAPTER 9: RESPIRATORY SYSTEM**

Closes Saturday: **Feb. 18<sup>th</sup> (11:59 PM CT)**

**EXAM # 1**

Closes Saturday: **Mar. 11<sup>th</sup> (11:59 PM CT)**

**EXAM # 2**

Closes Saturday: **Apr. 1<sup>st</sup> (11:59 PM CT)**

**EXAM # 3**

Closes Thursday: **May 3<sup>rd</sup> (11:59PM CT)**

**FINAL EXAM**

**8. 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 or notes.

**\* PLEASE NOTE: Any concerns regarding points or questions on a quiz or exam must be communicated to the instructor via e-mail by 5 pm the following Monday (following Quizzes) or WITHIN 3 DAYS FOLLOWING an Exam. Questions will not be reviewed or additional points given after that time. No Exceptions.**

Assignment	Number of Assignments	Points per Assignment	Total Points for Assignment	% of Total grade
Syllabus Quiz	1	10	10	N/A
Chapter Exercises	50	4	200	20%
Quizzes	12	20.8	250	25%
Exams	3	100	300	30%
Final Exam	1	250	250	25%
<b>TOTAL</b>			<b>1000</b>	

YOUR GRADE = Your total points / Total points for the course

\* Content Completions will not be tabulated until the end of the course as this percentage is a running tally over the term. All content must be completed to access the evaluations and therefore this percentage will be perfect should you complete the course in its entirety.

### Grading Scale

Grade	Grading Scale	Points
A	89.6% - 100.0%	896 - 1000
B	79.6% - 89.6%	796 - 895.9
C	69.6% - 79.6%	696 - 795.9
D	59.6% - 69.6%	596 - 695.9
F	≤ - 59.6%	0 - 595.9

### 9. Class Policy Statements:

Participation: Students are expected to participate in all on-line discussions and postings. It is the student's responsibility to contact the instructor if an illness or emergency requires the student to miss quiz due dates. Any missed work due to a University approved excuse **MUST be made up within 5 days.**

Quizzes/Exams: Assignments are due on/before the date assigned unless an excused absence is **pre-arranged.**

**No late work will be accepted. All make-up assessments must be taken with the instructor.** Students are expected to take exams/quizzes on their own without benefit of a book, notes or others. All exams/quizzes are timed. **Quizzes have a time limit of 12 minutes and exams have a time limit of 50 minutes.** If you are not comfortable taking a timed assessment, arrangements can be made to take a proctored assessment. 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 me an e-mail to review the question and I'd be happy to go over any remaining questions you may have. See previous note on assessment concerns. **Any grade changes or modifications must be made within 5 days of completing the assessment. No changes will be made after that time.**

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.

Canvas Grades: Please note that in the "Grades" section of Canvas. The default setting does **NOT** calculate the quizzes you miss as "0" in the gradebook. This produces a grade that does not reflect your work in the course. Please be advised that this is a **PERSONAL SETTING** on Canvas. It is your responsibility to know your current grade in the course. To calculate your grade at any point during the semester, add up all of the points you earned, divide by the total points possible thus far in the course, and multiply by 100%. Grade changes will **NOT** be considered in the case of misunderstanding between the "Canvas" reported

score and your “true” score in the course.

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 don't put an honest effort into this the course will be of no use to you.

Course Evaluations: Students are requested to complete the online course evaluation through the AU eValue 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:

- 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's 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.**
- Please include a salutation and sign all e-mails, just as you would a letter.
- 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