

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

ATEP 201 CP1—Medical and Scientific Terminology (3)
Summer 2014

DAY/TIME:	NET	LOCATION:	NET
INSTRUCTOR:	Ms. Candace Parham, ATC	EMAIL ADDRESS:	cparham@gmu.edu
OFFICE LOCATION:	Bull Run Hall 208C	PHONE NUMBER:	703-993-4389
OFFICE HOURS:	By appointment in office or via live chat on Blackboard	FAX NUMBER:	703-993-2025

PREREQUISITES

None

COURSE DESCRIPTION

Foundations of scientific and medical vocabulary including prefixes, suffixes and stems used to form compound words.

DELIVERY METHOD:

This course will be delivered online using an asynchronous format via the Blackboard learning management system (LMS) housed in the MyMason portal. You will log in to the Blackboard course site using your Mason email name (everything before “@masonlive.gmu.edu”) and email password. The course site will be available on May 14, 2014.

TECHNICAL REQUIREMENTS:

To participate in this course, students will need the following resources:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox. Opera and Safari are not compatible with Blackboard;
- Consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of the course requirements.
- The following software plug-ins for PCs and Macs respectively, are available for free downloading by clicking on the link next to each plug-in:
 - Adobe Acrobat Reader: <http://get.adobe.com/reader/>
 - Windows Media Player: <http://windows.microsoft.com/en-US/windows/downloads/windows-media-player>

EXPECTATIONS:

- **Course Week:** Because asynchronous courses do not have a “fixed” meeting day, our week will **start** on Monday and **finish** on Sunday.
- **Log-in Frequency:** Students must actively check the course Blackboard site and their GMU email for communications from the instructor, at a minimum this should be 2 times per week.

- **Participation:** Students are expected to actively engage in all course activities throughout the semester, which include viewing of all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:** Students are expected to demonstrate competence in the use of all course technology. Students are expected to seek assistance if they are struggling with technical components of the course.
- **Technical Issues:** Students should expect that they could experience some technical difficulties at some point in the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- **Workload:** Expect to log in to this course **at least three times a week** to read announcements, participate in the discussions, and work on course materials. Remember, this course is **not** self-paced. There are **specific deadlines** and **due dates** listed in the **CLASS SCHEDULE** section of this syllabus to which you are expected to adhere. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- **Advising:** If you would like to schedule a one-on-one meeting to discuss course requirements, content or other course-related issues, and you are unable to come to the Mason campus, we can meet via telephone or web conference. Send me an email to schedule your one-on-one session and include your preferred meeting method and suggested dates/times.

COURSE OBJECTIVES

The student will be able to:

1. Define medical and scientific word prefixes, suffixes and stem words,
2. Explain the function of specific word parts,
3. Describe how medical and scientific compound terms are constructed,
4. Analyze compound medical and scientific medical terms,
5. Define compound medical and scientific medical terms,
6. Describe medical equipment, treatment, diseases, diagnostic tests, medical problems and disorders, and
7. Interpret meaning from medical and scientific terms.

NATURE OF COURSE DELIVERY

This 100% on-line course covers foundational material that prepares undergraduate students for scientific and medical related course work as well as for advanced professional program admission examinations such as the GRE, MCAT, PCAT & DAT. Instructional techniques include self-graded quizzes, small group and class activities, midterm and final examinations, and on-line modules.

SPECIAL REQUIREMENTS

This course requires will utilize an on-line site portal at <http://www.gmumedterm.com/>. All assignments, modules, exams and correspondence will be conducted through this site. You must go to the site and register as a student in this course and pay the course fee of \$99.95. When registering, select *Summer A* as the term.

E-MAIL CORRESPONDENCE

Only messages that originate from a George Mason University address will be accepted. The following is an appropriate professional format:

Dear Ms. Parham, (*Beginning salutation*)

I am looking forward to your class. (*Text body*)

Regards, (*Ending Salutation*)

Ms. Parham (*Your name*)

REQUIRED READINGS/MATERIALS

Course e-text book access will be purchased at <http://www.gmumedterm.com/>

SUGGESTED READINGS/REFERENCES

Taber's Cyclopedic Medical Dictionary, 21st edition. F.A. Davis Company. Purchase the hard back, mobile app, or web access at <http://www.tabers.com/tabersonline/>

Fagerberg, S. (2009). Medical Terminology : A Textbook/workbook Supplement to the E-textbook, 3rd Edition. Caduceus International.

- Students who want to save time and ink in printing their own copies can contact Target Copy, 1412 West University Avenue, Gainesville, Fla. 32603. E-mail Address: service@target-copy.com (352)376-3826. Or you can order the workbook on Amazon (Medical Terminology Author: Dr. Seigfred Fagerberg)

Note: The Optional Textbook/Workbook contains the following:

1. All lecture slides in chapters 1-4 (Basis of Medical Terminology)
2. All 1000 flash card Word Parts, Abbreviation and "Fill-In-The Blank" exercises chapter 5.
3. All 800 M/C chapter Tests and "Fill-In-The Blank" chapters 4 and 6-14.

STUDENT COMPUTER TECHNICAL SUPPORT (ANYTIME)

E-mail: Go to the E-Textbook Website and click "CONTACT US" on the bottom left of the Tool Bar or go to: support@cipcourses.com
Phone: Toll Free 1-866-280-2900 (M-F 8-6 PM EST)

EVALUATION

Chapter Tests/Flashcard Activities

This is a series of *practice* testing modules (chapter 4, 6-14) and flashcards (chapter 5) to practice the material covered in the chapters. 1000 Flashcards and 800 Multiple Choice Test Questions will be completed. These are pass/fail assignments, as you must attempt and complete all required test and flashcard activities before the next mid-term or final examination can be accessed.

Mid-term Examinations

This examination covers all on-line modules, flashcards, and the practice tests as indicated on the course schedule. The summary sheet must show 100% of your online work completed for the indicated chapters to activate the exams. The questions are True/False and Multiple Choice developed from your textbook, and online self-testing materials. Be sure to review your on-line materials before the exam. ***It is expected that students will not use any type of assistance during the exam as it is closed note and closed reference.***

The exam can be taken any time after the previous chapters are completed in the interactive audio-visual E-Textbook and you feel prepared for the examinations. The exam is delivered via on-line format and the other sections of the website will be locked during the course of the exam. These are timed examinations (90 questions in 90 minutes).

Final Examination

This examination covers all on-line modules, flashcards, and the self-graded multiple choice questions from Chapters 8-15. Be sure to review your on-line materials before the exam.

The final exam can be completed in Chapter 16 at any time after you complete all work in the online interactive audio-visual E-Textbook and you feel prepared for the examination. This exam is delivered via on-line format and your E-textbook is locked for security.

The summary sheet on the website must show 100% of your online work completed to activate the final exam in Chapter 16. *The instructor does not need a copy of your summary sheet. That is electronically sent upon completion of the final exam.*

Progress Summary

You can continually assess your progress in the course activities, examinations, and presentations in the “Summary” section of “Course Materials.” This does not correspond with your grade for the course, it merely represents the percentage of the material that you have completed in the course.

This course will be graded on a percentage system:

Self-testing Activities	50%
Mid-term Examination	25%
Final Examination	25%
Total	100%

Grading Scale

A = 94 – 100	B+ = 88 – 89	C+ = 78 – 79	D = 60 – 69
A- = 90 – 93	B = 84 – 87	C = 74 – 77	F = 0 – 59
	B- = 80 – 83	C- = 70 – 73	

LATE ASSIGNMENTS

All work is due at the indicated date and time (Eastern Standard Time). **NO LATE WORK WILL BE ACCEPTED!**

TENTATIVE COURSE SCHEDULE

Weekly schedule and due dates

Deadlines	Chapter	Topic
Week of May 19 th	Ch 1-4	The Basics of Medical Terminology Self-Test Multiple Choice Questions
Week of May 27 th	Ch5- 7	Self-testing flashcards Musculoskeletal/Nervous Systems
Mid-Term Exam Deadline June 6 th @ 11:59pm		You can take the mid-term exam at any point after the online lectures and self- testing work for Chapters 1-7 are completed. The summary sheet must show 100% of your online work completed to activate the mid-term exam.
Week of June 2 nd	Ch 8, 9, 10	Cardiovascular/ Respiratory and Integumentary Systems
Week of June 9 th	Ch 11 & 12	Digestive and Urogenital Systems
Week of June 16 th	Ch 13-15	Reproductive Systems , Venereal Disease, Endocrine & Appendix
Final Exam Deadline June 20 th @ 11:59 PM		You can take the final at any point after The online lectures and self- testing work Are completed. The summary sheet must show 100% of your online work completed to activate the final exam in Chapter 16. <i>The instructor does not need a copy of your summary sheet. That is electronically sent upon completion of the final exam.</i>

Note: Faculty reserves the right to alter the schedule as necessary.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/honor-code/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

PROFESSIONAL BEHAVIOR: Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

