

George Mason University
College of Education and Human Development
Division of Health and Human Performance
Athletic Training Education Program

ATEP 201- DL1 – Medical and Scientific Terminology
3 credit hours, Fall 2020
NET Based Course

Faculty

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Prerequisites/Corequisites

None.

University Catalog Course Description

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

Course Overview

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.

Course 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 August 24, 2020. This course is accelerated and does **not** run the entire semester.

Technical Requirements

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox is required (note: Opera and Safari are not compatible with Blackboard).
- Students must maintain 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 course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
 - 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 Sunday and **finish** on Saturday.
- **Log-in Frequency:** Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least **5 times** per week.
- **Participation:** Students are expected to actively engage in all course activities throughout the semester, which includes viewing 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 who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- **Technical Issues:** Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues. Do not wait until Saturday, there is no technical support on the weekend with reliable communication.
- **STUDENT COMPUTER TECHNICAL SUPPORT**
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)
- **Workload:** Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student’s responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- **Instructor Support:** Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- **Netiquette:** The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- **Accommodations:** Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Learner Outcomes or Objectives

This course is designed to enable students to do the following:

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.

Professional Standards

The course meets Commission on Accreditation of Athletic Training Education (CAATE) competencies and proficiencies in one or more of the following content areas: evidence-based practice, prevention and health promotion, clinical examination and diagnosis, acute care of injury and illness, therapeutic interventions, psychosocial strategies and referral, healthcare administration, professional development and responsibility.

Required Texts

Course e-text book access will be purchased at <https://gmucourses.com/> for \$139.95.

Suggested Reading/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/>. Check GMU online resources.

Fagerberg, S. (2015). Medical Terminology: A Textbook/workbook Supplement to the E-textbook, 4th 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.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor

- **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**

Exam must be completed by listed date. 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 (100 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. (100 questions at 90 minutes)

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.

- **Grading Policies**

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!** Professional Dispositions

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:

<http://cehd.gmu.edu/values/>.

GMU Policies and Resources for Students

Policies

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- 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 Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or <https://cehd.gmu.edu/api/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.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/>).
- 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 Office of Student Support staff helps students negotiate life situations by connecting them with appropriate campus and off-campus resources. Students in need of these services may contact the office by phone (703-993-5376). Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://studentsupport.gmu.edu/>, and the OSS staff will follow up with the student.

For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.

Class Schedule

WEEK	DATES	TOPIC	CHAPTER ASSIGNMENT
1	8/24 to 8/30	Overview & Orientation; Basics of Medical Terminology Body, Diagnosis, Equipment, Instruments, and Treatment Integrated Medicine <i>*Chapter Test (practice) at end of lecture*</i>	1, 2, 3 & 4
2	8/31 to 9/6	Self-testing Flashcards Musculoskeletal System <i>*Chapter Test (practice) at end of lecture*</i> Nervous System and Special Senses <i>*Chapter Test (practice) at end of lecture*</i>	5, 6, & 7
3	9/7 to 9/13	Self-testing Flashcards Musculoskeletal System <i>*Chapter Test (practice) at end of lecture*</i> Nervous System and Special Senses <i>*Chapter Test (practice) at end of lecture*</i> MID-TERM EXAMINATION: You may take the mid-term exam at any point after all the online lectures and self-testing work for Chapters 1-7 are completed. The online course summary sheet must show 100% of your online work is completed to activate the mid-term exam. <i>Due by 11:59pm on Sunday, 9/13/2020</i>	5, 6, & 7
4	9/14 to 9/20	Circulatory (Cardio/vascular) System <i>*Chapter Test (practice) at end of lecture*</i> Respiratory System <i>*Chapter Test (practice) at end of lecture*</i>	8, 9
5	9/21 to 9/27	Integumentary (Skin) System <i>*Chapter Test (practice) at end of lecture*</i> Digestive System <i>*Chapter Test (practice) at end of lecture*</i>	10,11
6	9/28 to 10/4	Urinary System Uro/genital System <i>*Chapter Test (practice) at end of lecture*</i> Reproductive Systems and Venereal Disease <i>*Chapter Test (practice) at end of lecture*</i> Endocrine System <i>*Chapter Test (practice) at end of lecture*</i> Appendix and Bibliography	12, 13, 14 & 15
7	10/5 to 10/11	FINAL EXAMINATION: You can take the final at any point after all online lectures and self-testing work are completed for Chapters 1-15. The summary sheet must show 100% of your online work completed to activate the final exam in Chapter 16. Note: The instructor does not need a copy of your summary sheet. That is electronically sent upon completion of the final exam <i>*Due by 11:59pm on Sunday, 10/11/2020.</i>	

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

Special Requirements

This course requires will utilize an on-line site portal at <https://gmu.cipcourses.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 \$139.95. When registering, select *Summer* as the term and C01. Blackboard will be used very little, this portal will host all the information you require.

E-mail Correspondence

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

Dear Mr. Ferranti, (*Beginning salutation*)

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

Regards, (*Ending Salutation*)

(*Your name*)

CAMPUS AND REMOTE LEARNING GUIDANCE FOR STUDENTS ENROLLED IN CEHD COURSES

Both a Safe Return to Campus and Successful Remote Learning Depend on YOU.

All students are required to take **Safe Return to Campus Training** prior to visiting campus: it is, however, recommended for all Mason students. Training is available in [Blackboard](#).

Students are required to follow the university's public health and safety precautions and procedures outlined on the university [Safe Return to Campus webpage](#).

All students in face to face and hybrid courses must also complete the **Mason COVID Health Check daily**, seven days a week.

- You may not come to class if you receive a Yellow or Red email response to the Mason COVID Health Check.
 - You may only come to class if you receive a Green email response to the Mason COVID Health Check.
 - If you suspect that you are sick or have been directed to self-isolate, quarantine, or get testing do not go to class.
 - Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.
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Disability Services: Students unable to participate in a course in the manner presented, either due to existing disability or COVID comorbidity risk, should seek accommodations through the [Office of Disability Services](#).

Campus Closure: If the campus closes or class is canceled due to weather or other concerns, students should check [Blackboard](#), Mason email, or the [Mason website](#) for updates on how to continue learning and information about any changes to events or assignments.

Participation and Make-up Work: CEHD instructors will work with students to find reasonable opportunities to make up class work or assignments missed due to documented illness. Begin by contacting your instructor for guidance. For further assistance, students may contact their program and the CEHD Office of Student and Academic Affairs (cehdsaa@gmu.edu).

Technology Requirements:

- Activities and assignments in CEHD courses regularly use the [Blackboard](#) learning system. Students are required to have regular, reliable access to a computer with an updated operating system (recommended: Windows 10 or Mac OSX 10.13 or higher) and a stable broadband Internet connection (cable modem, DSL, satellite broadband, etc., with a consistent 1.5 Mbps [megabits per second] download speed or higher. Additionally, CEHD course activities and assignments may regularly use web-conferencing software ([Blackboard Collaborate](#) / [Zoom](#)). In addition to the requirements above, students are required to have a device with a functional webcam and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.
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Course Materials and Student Privacy:

- All course materials posted to [Blackboard](#) or other course site are private; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.
 - Video recordings of class meetings that include audio or visual information from other students are private and must not be shared.
 - Live Video Conference Meetings (e.g. [Collaborate](#) or [Zoom](#)) that include audio or visual information from other students must be viewed privately and not shared with others in your household.
 - Some/All of your CEHD synchronous class meetings may be recorded by your instructor to provide necessary information for students in this class. Recordings will be stored on [Blackboard](#) [or another secure site] and will only be accessible to students taking this course during this semester.
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Testing with LockDown Browser:

CEHD courses may require the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). [Information on installing and using LockDown Browser may be found here.](#)

You will need the following system requirements for online exams:

- Windows: 10, 8, 7
- Mac: OS X 10.10 or higher
- iOS: 10.0+ (iPad only)
- Must have a compatible LMS integration
- Web camera (internal or external) &
- microphone A reliable internet connection
- Prior to your first exam, you must install LockDown Browser following the step-by-step instructions linked above.

To ensure LockDown Browser and the webcam are set up properly, do the following:

- Start LockDown Browser, log into Blackboard and select your course.
- Locate and select the Help Center button on the LockDown Browser toolbar.
- Run the Webcam Check and, if necessary, resolve any issues or permissions your computer prompts.
- Run the System & Network Check. If a problem is indicated, see if a solution is provided in the [Knowledge Base](#). Further troubleshooting is available through the [ITS Support Center](#).
- Exit the Help Center and locate the practice quiz.
- Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted.
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
- Clear your desk of all external materials not permitted — books, papers, phones, other devices.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.

Remain at your computer for the duration of the test. Make sure that your

- computer is plugged into a power source, or that battery is fully-charged.
- If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.

To produce a good webcam video, do the following:

- Do not wear a baseball cap or hat with a brim that obscures your face.
- Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or any other surface where the device (or you) are likely to move.
- If using a built-in (internal) webcam, avoid tilting the screen after the webcam setup is complete.
- Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.