Course Objectives: The purpose of this course is to familiarize students with medical terminology and pronunciation. Although this course was designed for nutrition students, the material covered is relevant for students in other health-related fields. This class welcomes individuals who wish to know more about the "language of medicine" for themselves and their families, as well as persons who may need to know medical terms in their workplace.

About this course: This is an asynchronous course, which means the class has no formal lectures or meeting times. You will need to access to the Internet for this class. High-speed Internet access is highly recommended, especially when taking quizzes and exams. Lecture notes and links to related World Wide Web pages are provided through the Internet to supplement the required textbook, *Medical Terminology: the Language of Health Care* by Marjorie Canfield Willis, Second Edition, ISBN-10: 0-7817-4510-1; ISBN-13: 978-0-7817-4510-9. The book includes a CD to help you with pronunciation of terms and a handy reference card. The text also provides you with an additional Smarthinking service that is optional for this class. Please note that the second edition of the text is required; the last three quizzes are case studies based on material that is not in the first edition. Nutrition & diet therapy notes are provided on the webpage under “Course content.” This material is NOT covered in the textbook.

Learning Outcomes: Upon successful completion of this course, students will be able to

- build medical terms from components
- apply medical terms in appropriate situations
- interpret patient records

Course Requirements:

Quizzes and tests can be taken on-line when you feel you are ready to take them. The class Blackboard website will be available at 8 a.m. on Monday, September 3. Some students have had difficulty pacing their work with an open schedule, so this course has a deadline of Sunday, October 21 at 11:59 p.m. for submission of quizzes 1-8 and exam 1, which covers chapters 2-9. There is a 25% penalty if these assessments are not submitted by the due date. Quizzes 9-20 and exam 2 cannot be taken late.

The course grade is based on 20 quizzes and two exams, all of which are available through the class web page. Paper copies of these exercises are not available. You have up to 20 minutes to take each quiz, and one hour for exams. With the exception of chapter 1, there is a quiz for each

Please note that the second edition of the text is required; the last three quizzes are case studies based on material that is not in the first edition. Nutrition & diet therapy notes are provided on the webpage under “Course content.” This material is NOT covered in the textbook.
chapter in the textbook. There is also a quiz for the Powerpoint notes on the website dealing with
diet therapy and nutrition. Two additional quizzes will involve application of medical terminology to
interpretation of a patient’s mock record. Each required on-line exercise may only be taken once.
**All work must be completed and submitted before 11:59 p.m. on Sunday, December 16.** If you
lose your Internet connection while taking a quiz, please let me know as soon as possible. Grades
may be checked by clicking on the "My Grades" button on the left-hand menu.

**Contact:** Please email me at your earliest convenience so that I know what your email address is.

Email is the most convenient way to contact me. I try to answer messages within 24 hours; however,
I may be traveling to research conferences during the semester and thus will be checking email less
frequently.

**Incomplete Grade Policy:** If you have a serious health issue or other problem that prevents you
from completing your work on time, please let me know no later than November 30. I do not give
incomplete grades (I) to students who simply have not had the time to do the work. Students are
responsible for access to computers. If you do not know where you can use a computer for free,
please let me know before the end of September. Students who do not finish all work by the course
deadline will either receive a grade based on the work submitted or if no work was submitted a
grade of L (equivalent to F) will be assigned.

**Dropping the Class:** Please contact your academic advisor if you feel that you need to drop this
class. Monday, Sept. 17 is the last day to drop the class for a refund. Oct. 3 is the end of the first 1/3
of the semester if you have to withdraw; courses dropped after Nov. 16 will be graded as “F” not
“W.”

**Prerequisite:** There are no prerequisites for this course.

**Accommodations for Students with Disabilities:** Students with disabilities who may need
services or accommodations to fully participate in this class should contact Ann Smith, Director of
Disability Services in 121 East Annex, (voice) 581-2319, (TTY) 581-2325 as early as possible in the
semester.

**Reaching the course homepage:** Using an Internet browser such as Internet Explorer, Netscape,
or Safari, please type in the address [http://www.courses.maine.edu](http://www.courses.maine.edu). Click on “Log in” then follow the
directions on the next web page. In general, your login ID and password will be the same as your
UNET (your @maine.edu email address) or MaineStreet/PeopleSoft information. After you type in
your ID and password, please click the Login button. Next you will see a webpage that will contain a
list of Blackboard courses for which you are registered. Click on “FSN 230 Nutritional and Medical
Terminology Fall 2010” and you will be taken to a page that shows you any news for the course.
From there you can enter the main class web page.

For technical assistance with logging in, please call the Distance Education Help Line @ 1-877-947-
4357 (HELP), or email help@umit.maine.edu.

**Academic Honesty:** I sincerely hope that you have enrolled because you want to learn medical
terminology, and that cheating will not be a problem. Academic dishonesty includes cheating,
plagiarism and all forms of misrepresentation in academic work, and is unacceptable at The
University of Maine. As indicated in the University of Maine’s undergraduate on-line “Student
Handbook,” plagiarism (the submission of another’s work without appropriate attribution) and
cheating are violations of The University of Maine Student Conduct Code. Cheating on web courses
includes copying another student’s answers, using the textbook or on-line notes while taking a quiz
or test (except for the last 3 quizzes), and printing off quizzes and exams for other students. Please
do not discuss answers for the quizzes and exams with your friends until you have all completed those assessments. Students who do so will be subject to University of Maine Academic Honesty policies. Fortunately, the vast majority of students who have taken the course have shown integrity and have also gotten very good grades. Please let me know if you feel overwhelmed with the work, so that I can work with you to accomplish course learning objectives on a reasonable schedule with not too much stress for both of us!

**Grading:** Medical terminology must be very precise. Please answer fill-in questions very carefully. No credit will be given for answers that are spelled or punctuated incorrectly. If the question asks for a single answer, do not type in the plural form of the word, and vice versa. If you are asked for a prefix, then place a hyphen after the word fragment. A hyphen should be placed before a suffix. If you are asked to complete a word, do not use a hyphen at all. Words that are proper nouns or that begin a sentence should be capitalized. Do not capitalize other words or your answer will be marked as incorrect. No credit will be given for responses that provide more than one answer.

**Tips for success:**

- Read each chapter in your book thoroughly and do the practice exercises at the end of each chapter before attempting to take the associated quiz.

- Although materials are available on the class website for most chapters, the materials supplements the book. You are required to know the material covered in the on-line notes for nutrition and diet therapy.

- Spend a fair amount of time on chapters 1-4 since they are the foundation for the rest of the course.

- Type carefully! There is no partial credit for incorrectly-spelled words, or for terms that have part of the term correct.

- Capitalize terms that are proper nouns such as a person’s names. For example, Alzheimer’s disease, not alzheimer’s, because someone named Alzheimer discovered the disease. Capitalize words that begin a sentence. Do not use the Caps Lock key on your computer keyboard.

- Be careful when answering the fill-in questions. If you are asked “What is the prefix that means yellow?” then put a hyphen after “xantho-”. However, if you are asked to complete a word, do not add the hyphen. For example, the correct answer for “A _______oma is a yellow tumor” should be “xanth” not “-'xanth-.” If a fill-in question asks you the meaning of an acronym or abbreviation such as I.V., please only use capitals when they are needed. The correct answer is *intravenous* not *Intravenous*.

- You will not receive credit for answers in which you provided more than one answer. There may be several correct answers, but you must provide just one. Use the term that seems the best fit for the fill-in question.

- If you are not sure which term to use, think about the parts of the word and “build” it from the root, prefix and suffix. Please be sure to complete the work at a steady pace. Rushing to complete the assessments too early or too late in the semester is likely to hurt your grade.
Letter grades are based on the total number of points earned at the end of the semester. There are twenty 10-point quizzes and two 100-point exams for a total of 400 points.

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<thead>
<tr>
<th>Points</th>
<th>Letter grade</th>
<th>Points</th>
<th>Letter grade</th>
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<tbody>
<tr>
<td>&gt;376</td>
<td>A</td>
<td>296-307</td>
<td>C</td>
</tr>
<tr>
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<td>A-</td>
<td>280-295</td>
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<tr>
<td>348-359</td>
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<td>268-279</td>
<td>D+</td>
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<tr>
<td>332-347</td>
<td>B</td>
<td>256-267</td>
<td>D</td>
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<tr>
<td>320-331</td>
<td>B-</td>
<td>240-255</td>
<td>D-</td>
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<tr>
<td>308-319</td>
<td>C+</td>
<td>&lt; 240</td>
<td>F</td>
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Please note that Food Science and Human Nutrition majors must receive a grade of "C" or higher in any FSN course. FSN courses that have grades of C- or lower must be repeated.

**Recommended Schedule**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Reading Assignment</th>
<th>Web Notes &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/3-9/8</td>
<td>Chapters 1. Building a Medical Vocabulary &amp; Ch. 2. Basic Term Components</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>9/9-9/15</td>
<td>Ch. 3. Fields of Medical Practice</td>
<td>Quiz 2</td>
</tr>
<tr>
<td>9/16-9/22</td>
<td>Ch. 4. The Medical Record</td>
<td>Quiz 3</td>
</tr>
<tr>
<td>9/23-9/29</td>
<td>Ch. 5. Integumentary System</td>
<td>Quiz 4</td>
</tr>
<tr>
<td>9/30-10/2</td>
<td>Ch. 6. Musculoskeletal System</td>
<td>Quiz 5</td>
</tr>
<tr>
<td>10/3-10/6</td>
<td>Ch. 7. Cardiovascular System and Ch. 8. Blood and Lymph Systems</td>
<td>Quizzes 6 and 7</td>
</tr>
<tr>
<td>10/7-10/13</td>
<td>Ch. 9. Respiratory System</td>
<td>Quiz 8; Exam 1</td>
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</tbody>
</table>

**Quizzes 1-8 and Exam 1 must be submitted before 11:55 p.m. on Sunday, October 21**

<table>
<thead>
<tr>
<th>Week of</th>
<th>Reading Assignment</th>
<th>Web Notes &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14-10/20</td>
<td>Ch. 10. Nervous System</td>
<td>Quiz 9</td>
</tr>
<tr>
<td>10/1-10/27</td>
<td>Ch. 11. Endocrine System</td>
<td>Quiz 10</td>
</tr>
<tr>
<td>10/28-11/3</td>
<td>Ch. 12. Eye and Ch. 13. Ear</td>
<td>Quizzes 11 and 12</td>
</tr>
<tr>
<td>11/4-11/10</td>
<td>Ch. 14. Gastrointestinal System and nutrition notes</td>
<td>Nutrition notes and links in course content; Quizzes 13 and 14</td>
</tr>
<tr>
<td>11/11-11/17</td>
<td>Ch. 15. Urinary System</td>
<td>Quiz 15</td>
</tr>
<tr>
<td>11/18-11/24</td>
<td>Ch. 16. Male Reproductive System and Ch. 17. Female Reproductive System</td>
<td>Quizzes 16 and 17</td>
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<tr>
<td>11/25-12/1</td>
<td>Exam 2</td>
<td></td>
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<tr>
<td>12/2-12/8</td>
<td>Quizzes 18-20 (patient records)</td>
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**Deadline 11:55 p.m. on Sunday, December 16 for submission of Quizzes 9-20 and Exam 2.**

Deadlines in bold font will not be extended. In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.