

HITT 1305: Medical Terminology

Clarendon College
Division of Science and Health
Course Syllabus
Spring 2011

Lecture: **HITT 1305.901, HITT 1305.921, HITT 1305.941**
Monday 1:00pm – 3:20pm via ITV

3 Semester Credit Hours

Instructor: Mr. Russell Estlack

Office: MKBC 206b or ADMN 205

Phone: (806) 665-8801 extension 2016; the direct line to my voicemail after hours is 874-4827

E-mail: russell.estlack@clarendoncollege.edu

Mailing Address: Clarendon College, P.O. Box 968, Clarendon, TX 79226

Office Hours: Monday, Wednesday, & Friday 9:00am – 11:00am Pampa
Tuesday 4:00pm – 5:00pm Pampa
Friday 1:00pm – 3:00pm Clarendon
Other office hours by appointment.

Course Description: This course is an introduction to medical terminology with emphasis on recognition, defining, pronunciation, and spelling of medical terms. The student will also learn how to use a medical dictionary.

Statement of Purpose: Medical Terminology partially satisfies the requirements for the Associates Degree at Clarendon College and is designed for transfer to a senior college.

Required Texts: *Medical Terminology for Health Professionals 5th Edition* by Ann Ehrlich and Carol L. Schroeder. Class lectures will be based on the book chapters, but not all of the material in the text will be covered in class. **You are, nevertheless, responsible for reading the Text.** Further, supplemental material may be presented that is not in the book, and thus it is essential that you attend the class regularly.

Supplies: Textbook, 3 ring binder, note cards, note cards, note cards, and pencils.

Methods of Instruction: This course will utilize lecture, discussion, and word games

Exemplary Course Objectives: Successful completion of Medical Terminology should enable the student to...

- Understand and apply methods and appropriate technology to the study of natural sciences.
- Recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
- Identify and recognize the differences among competing scientific theories.
- Demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- Demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

Student Learning Outcomes: Successful completion of Medical Terminology should...

- Provide the student with a fundamental understanding of the structure and root meanings of medical language.
- Promote confidence in using a technical vocabulary.
- Provide the student with an appreciation of the human body and the myriad of unknown aspects of “the amazing machine” still to be learned.

Grading Policies: Your letter grade for HITT 1305 comes from three components: class participation, lecture exams, and Weekly Quizzes.

Class participation will count as 10% of your final course grade. This grade comes from your participation in class discussions and exercises. If you choose not to participate in class discussions, you won't receive any credit. For every three unexcused absences you will have 10 points deducted from your class participation grade. (1) If you leave during class, you will receive an unexcused absence. (2) If you arrive late to class, you will receive an unexcused absence. (3) If you are asked to leave class due to disrespectful behavior, you will receive an unexcused absence.

Four lecture tests (including the final) are worth 60% of your final grade. Each test will be weighted equally. Each test covers the material covered since the last test (not comprehensive). Lecture tests will come only from material actually covered in class. The tests will utilize a variety of question formats (objective, matching, multiple choice, true/false, etc.) I will drop your lowest lecture test grade, excluding the final which must be counted.

Thirteen weekly vocabulary quizzes are worth 30% of your final course grade. Each quiz is weighted equally and will cover the major terms from the preceding week's lecture. These quizzes will be given in the first 20 minutes of class. If you come too late to class, you will receive a zero on that quiz. I will drop your lowest quiz grade at the end of the semester.

Grading Scale for the course:

89.5% - 100%	A
79.5% - 89.4%	B
69.5% - 79.4%	C
59.5% - 69.4%	D
59.4% and below	F

Academic Integrity: An Excerpt from Clarendon College's Student Handbook

Failure to comply with lawful direction of a classroom instructor is a disruption for all students enrolled in the class. Cheating violations include, but are not limited to: (1) obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion; (2) discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given; (3) using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment; (4) entering an office or building to obtain unfair advantage; (5) taking an examination for another person; (6) completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person; (7) altering grade records; (8) using any unauthorized form of electronic communication device during an examination, classroom activity, or laboratory exercise; (9) Plagiarism. Plagiarism is the using, stating, offering, or reporting as one's own, an idea, expression, or production of another person without proper credit.

Disciplinary actions for cheating in a course are at the discretion of the individual instructor. The instructor of that course will file a report with the Dean of Instruction when a student is caught cheating in the course, whether it be a workforce or academic course. The report shall include the course, instructor, student's name, and the type of cheating involved.

Students who are reported as cheating to the Dean of Instruction more than once shall be disciplined by the Dean. The Dean will notify all involved parties within fourteen days of any action taken.

Classroom Conduct

I will show you the respect you deserve as a student. I, in return, expect respectful behavior from you. Because the following actions cause disruption in the classroom and therefore affect the ability of students to learn, I have strict policies concerning them. Disrespectful behavior on your part will result in deductions from your class participation grade.

Disrespectful behavior includes...

- **Arriving late.**
- **Leaving the room during class time.** Plan restroom visits before or after class—not during class. If special needs exist, please make prior arrangements.
- **Using electronic communication devices.** This includes cell phones, pagers, iPods, etc. These are not allowed during class time. If special needs exist, please make prior arrangements.
- **Sleeping in class.**
- **Talking in class.** Class time is not the time to visit with your fellow classmates. If you do, I will ask you to leave the classroom.
- **Using headphones.** If you do, I will ask you to leave the classroom.
- **Use of profane or inappropriate gestures and/or language.**

Class Policies:

1. **Absences:** Please take class attendance seriously. You are here to learn all you can learn, to build a body of knowledge to help you in your career and/or to give you satisfaction in the future. Students who are motivated come to class. **You are responsible for the material covered in class (lecture or lab) even if you are absent.** *Unexcused absences will count against your class participation grade as discussed in the grading policies.*
2. **Excused absences:** Make-ups for tests will be allowed *only* if absences are excused. Excused absences can result from...
 1. illness on the part of the student
 2. severe illness or death in your *immediate* (not extended) family
 3. college sanctioned extracurricular events
 4. unfavorable weather conditions that prevent students from reaching the collegeIf you wish for your absence to be excused, you should telephone or e-mail me *in advance* of the absence (leave a message if necessary). Even in emergencies, it usually is possible for you to get word to me about an absence. When you return, you must furnish proof of the reason for your absence if you wish for it to be excused.
3. **Make-up work:** Late or unexcused work will not be accepted. Students who have excused absences **MUST** let me know **before** the test is given that we need to schedule a make-up. In most cases, the tests must be taken **PRIOR** to the absence in order to receive full credit. ****If you take the test after it has been given to the class, you will receive a 10% penalty per school day that passes until you take the make-up.**** To avoid the penalty, **MAKE SURE YOU TAKE A MAKE-UP TEST BEFORE YOU LEAVE.**
4. **Final Exams:** Students must take a final for each of their academic courses. The schedule of final exam times is published at the beginning of the semester. Do not make plans to leave school before your scheduled final exam. I will not give any early finals except in extreme emergencies after students have provided documentation of said emergency.
5. **Scholastic Honesty:** I adhere to a strict policy regarding academic honesty. Anyone who is dishonest in any way will receive a zero on that assignment or exam with no opportunity to make up the zero and may be dropped from the course with a grade of F. That student, if allowed to remain in the course, will not be allowed to receive any extra credit points from the time of the infraction through the remainder of the course. Furthermore, that student will not be allowed to drop their lowest quiz grade or exam grade. A second act of dishonesty will result in an F for the course. Note that dishonest behavior includes both the act of copying someone else's work as well as allowing someone to copy your work. Both students are equally guilty and will be equally punished.

6. **Electronic Communication/Entertainment Devices:** Below is an excerpt from Clarendon College Policy 1541.

...Cell phones, pagers, and other personal electronic devices must be off and out of sight in classrooms, laboratories, the library, study spaces, and other academic settings and during such events as plays, concerts, lectures, and College ceremonies...These electronic devices may be turned on and set on silent mode only with the expressed consent of the instructor...faculty members may have individual policies related to cell phones, pagers, and other personal electronic devices outlined in their syllabi...(that) may include penalties for violation...

The use of cell phones, iPods, or other electronic communication or entertainment devices is prohibited unless you have made prior arrangements with the instructor. An offense will result in the device being taken up.

7. **Accommodations:** Clarendon College provides reasonable accommodations for persons with temporary or permanent disabilities. Should you require special accommodations, it is your responsibility to notify the Office of Student Services (806-874-3571 or 800-687-9737). We will then work with you to make whatever accommodations we need to make.
8. **Withdrawal:** If you decide that you are unable to complete this course or that it will be impossible to complete the course with a passing grade, you may drop the course and receive a "W" on your transcript instead. Withdrawal from a course is a formal procedure that you must initiate. If you do not go through the formal withdrawal procedure, you will receive a grade of "F" on your transcript.

A student is permitted to drop a course if he/she obtains an official drop slip from the office and has the instructor sign the slip before the 12th class week.

Remember, a student is only allowed to drop the same class twice before he/she will be charged up to triple the tuition amount for taking the class a third time or more.

Furthermore, beginning with the Fall 2007 semester, students in Texas may only drop a total of 6 courses throughout their entire undergraduate career. After the 6, he/she will no longer be able to withdraw from any classes.

If you think you need to drop this course, please talk with me about it first. It is possible that there is something you can do to still pass the course. Don't hurt your chances for a passing grade in the course by not attending labs or taking exams before we have discussed your situation.

The last day to withdraw from this course with a "W" is Friday, April 15, 2011.

Course Outline: The essence of life is change and so too this syllabus. As situations in the classroom and laboratory arise, modifications may have to be made, particularly regarding the course calendar. All attempts will be made to keep these changes to a minimum.

Day of	Lecture Topics	Vocabulary Quizzes and Exams
Jan 25	Syllabus	
Jan 31	Ch 1: Introduction to Medical Terminology	
Feb 7	Ch 2: The Human Body in Health and Disease	Ch 1: Vocabulary Quiz
Feb 14	Ch 3: The Skeletal System	Ch 2: Vocabulary Quiz
Feb 21	Ch 4: The Muscular System	Ch 3: Vocabulary Quiz & Exam 1
Feb 28	Ch 5: The Cardiovascular System	Ch 4: Vocabulary Quiz
Mar 7	Ch 6: The Lymphatic and Immune System	Ch 5: Vocabulary Quiz
Mar 14	No Class Spring Break	
Mar 21	Ch 7: The Respiratory System	Ch 6: Vocabulary Quiz & Exam 2
Mar 28	Ch 8: The Digestive System	Ch 7: Vocabulary Quiz
April 4	Ch 9: The Urinary System	Ch 8: Vocabulary Quiz
April 11	Ch 10: The Nervous System <i>Fri., April 15th – last day to drop with a "W"</i>	Ch 9: Vocabulary Quiz & Exam 3
April 18	Ch 11: The Special Senses: Eyes and Ears	Ch 10: Vocabulary Quiz
April 25	Ch 12: The Integumentary System	Ch 11: Vocabulary Quiz
May 2	Ch 13: The Endocrine System	Ch 12: Vocabulary Quiz
May 9	Final Exam HITT 1305 , Monday at 1:00pm	Ch 13: Vocabulary Quiz