Reedley College

FALL 2011

OT 10 Syllabus

Course: OT 10 MEDICAL TERMINOLOGY #50409 Fall 2011

Class meets: M/W/F 2 – 2:50 PM Course ends Friday, December 16, 2011

Meeting room: BUS 41

Instructor: Theresa Souza MSN, RN, DSD, APRN-CNS

Email: theresa.souza@reedleycollege.edu

Office: HUM 61 Hours M-W 1 – 1:50, Th 4-4:50

Phone: (559) 638-3641 x 3407

Final Drop Date: Friday, 9-2-2011 – to avoid “W” on transcript

Final Exam: Per schedule

Course Material: Terminology for Health Professionals, 6th Edition, Sormunen, Carolee

Holidays: Monday 9-5-11, Friday 11-11-11, TH/F 11-24, 25

Course Description: Medical terminology and the appropriate use and formation of medical terms: prefixes, suffixes and roots, pronunciation, identification and spelling.

Course Objectives: Upon completion of this course, students will be able to: differentiate between the uses and meaning of medical terms formed from related root vocabulary; analyze word parts and demonstrate ability to write medical terms correctly; use their knowledge of prefixes, suffixes, and roots to ascertain meanings of words with which they are not familiar; and apply knowledge of anatomy and word parts to analyze medical terminology and its applications so as to prevent errors in medical records and in directions and applications of the terminology.

Course Outcomes: In the process of completing this course students will: identify the full and complete definition of prefixes, suffixes and word roots; construct medical words from prefixes, suffixes and word roots; spell medical words correctly; demonstrate an understanding of the meaning of medical words by using prefixes, suffixes and word roots; and label anatomy of the various body systems covered.

Attendance: Attendance is required and roll will be taken at each session. To achieve successful completion of the course, it is critical for students to attend all classes. Students who miss consecutive classes are at risk for being dropped from the course.

Behavioral Standards: Students and teachers greatly appreciate appropriate classroom courtesy. Please take care of personal needs (e.g., using the rest room, getting a drink, sharpening a pencil) before class begins. Please turn off cell phones when entering the class. Students may not use cell phones, send or receive texts during class. Students may not disrupt class by exiting to answer cell phones and texts. If a student is faced with an emergency situation and the emergent need to use a cell phone is expected, the student must discuss this matter with the instructor before class starts. If a student has a medical situation whereby frequent exiting from class (to use the rest room) is expected, the student must present the instructor with medical validation and a physician’s release addressing the necessary accommodation. It is not acceptable to bring guests to class. Class will begin on time and roll will be taken. If students are late, it is their responsibility to ensure being counted for attendance.

Disruptive behavior will not be tolerated. Disruptive behavior is defined in Board Policy 5500, and includes willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, including obstruction or disruption of teaching, research, administration, disciplinary regulations, or other college activities, including, but not limited to community service functions or other authorized activities on or off campus. (BP5500)

Academic Dishonesty: Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly obtained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. Refer to the college catalog for further details surrounding actions that will be implemented regarding academic dishonesty.

Plagiarism: Plagiarism is the adoption or reproduction of the ideas or words or statements of another person without due acknowledgment. This can range from borrowing without attribution of a particularly apt phrase, to paraphrasing someone else’s original idea without citation, to wholesale contract cheating. When plagiarizing, students will often turn to the Internet, due to the ease of copying and pasting from websites. Other more old fashioned forms of plagiarism such as paper mills and passing off obscure articles or chapters of books of others as original work also still occur. Plagiarized papers are often riddled with gross inconsistencies such as referencing nonexistent sections of the essay, changes in spelling and grammar customs, or the argument changing in mid-paragraph.

Cheating: Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers in an attempt to gain an unearned academic advantage. Cheating can take the form of crib notes, looking over someone’s shoulder during an exam, or any forbidden sharing of information between students regarding an exam or exercise. Also, the storing of information in graphing calculators, pagers, cell phones, and other electronic devices has cropped up during the information revolution. No items of any kind may be on the desktop, including water bottles, during testing. Students may not wear hats/caps during testing.

Incidents of cheating and plagiarism may result in a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing course grade at the discretion of the instructor and depending upon the severity of the incident(s).

Accommodations for students with disabilities: If you have a verified need for an academic accommodation or materials in alternate media (e.g., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act please contact me as soon as possible. A formal counseling assessment to determine the appropriate accommodation is required before any accommodation(s) can be made. The counseling center facilitates the process.

Learning Methods: Lecture/discussion; Audio -Visual Methods; and Textbook chapter exercises, use of the textbook CD-ROM.

Writing Assignment: College courses require the fulfillment of a written assignment. Students will prepare a typewritten one page paper. This assignment requires that students research a medical topic of choice. The information will be obtained from a recent mainstream newspaper article or a popular magazine such as TIME or NEWSWEEK. The article must be dated within the last year. Make a copy of the entire article and the dated front/cover page of the magazine or newspaper. The copy must be submitted and attached to the one page write-up. All of the following components are required and will be typed in the order presented. Number each as a header - as follows:

1. Your Name at the top

2. Name of the newspaper or magazine

3. Title of the Article

4. Author(s)

5. Summary of the article in your own words

6. Brief discussion of the correlation of the article to the OT 10 course

7. Brief discussion of how you will use or apply the information

A score of 50 points is possible. The paper is due Monday 11-28-11. Late papers will not be accepted. Grading is based on:

• ability to follow instructions

• use of correct grammar and punctuation

• neatness and organization of thought

• quality of information and value of the summary, correlation, and discussion

Participation: It has been found that the more a student actively participates in discussions and activities, the better the learning experience for the student. Therefore, all students are encouraged to be proactive in class interactions and group exercises. Students are expected to be responsible to review class information, complete workbook exercises and to be prepared for the next class session.

Grading Policy: Grading will be based on the results of scheduled quizzes, midterm and final exams and the written paper assignment. Assignments must be submitted on the due date or earlier. Late papers will not be accepted. No make-up quizzes or tests will be offered. There are no exceptions. Quizzes are scheduled as prep and learning validation for the content covered in class. The lowest quiz score will be dropped, to account for any scheduled quiz day that a student missed. When a student doesn’t miss any scheduled quiz dates, then dropping the lowest quiz score raises the final average considerably.

Grading Standard: A = 90 - 100 B = 80 - 89 C = 70 - 79 D = 60 – 69 F < 60

**Chapter Outline and Instruction Schedule**

Week (Wk) Chapter (Ch) Quiz and Test dates

Week 1 Introduction Medical Terminology Rules

Ch 1 Building a Medical Vocabulary

Week 2 Ch 2 Introduction to Body Structure

Ch 5 Integumentary System

Week 3 Ch 6 The Musculoskeletal System Quiz 1 8-29

Ch 8 The Cardiovascular System

Week 4 Ch 9 The Blood and Lymph System Quiz 2 9-9

Ch 12 The Respiratory System

Week 5 CH 10 Oncology

Ch 11 Radiology & Nuclear Medicine Quiz 3 9-19

Week 6 Ch 13 The Digestive System,

Ch 15 The Urinary System

Week 7 Ch 16 The Female Reproductive System Quiz 4 9-30

Ch 17 The Male Reproductive System,

Week 8 Catch – up Quiz 5 10-3

Midterm Midterm 10-5

Ch 19 The Endocrine System 10-7

Week 9 Ch 20 The Nervous System

Ch 21 Mental Health

Week 10 Ch 22 The Eye Quiz 6 10-17

Ch 23 The Ear, Nose, and Throat

Week 11 Ch 3 The Medical History & Physical Exam Quiz 7 10-24

Week 12 Ch 4 Pharmacology

Week 13 Ch 7 Surgery

Week 14 Ch 14 Discharge Summaries Quiz 8 11-18

Week 15 Ch 18 Pathology and Autopsies

Week 16 Appendix C Abbreviations Review

Week 17 Appendix A, B Review

Week 18 Final Exam - Wednesday 12-14-11 @ 2-4 PM Final 12-14

**Important Quiz, Test and Assignment Dates**

Quiz #1 Chapters 1, 2, 5 Monday 8-29-11

Quiz #2 Chapters 6, 8, 9 Friday 9-9-11

Quiz #3 Chapters 10, 11, 12 Monday 9-19-11

Quiz #4 Chapters 13, 15 Friday 9-30-11

Quiz #5 Chapters 16, 17 Monday 10-3-11

Mid-term Exam - Cumulative to date Friday 10-5-11

Quiz #6 Chapters 19, 20, 21 Monday 10-17-11

Quiz #7 Chapters 22, 23 Monday 10-24-11

Quiz #8 Chapters 3, 4, 7 Friday 11-18-11

Written Paper - Due Monday 11-28-11

Final Examination (Comprehensive - entire book) Wednesday 12-14-11

REEDLEY COLLEGE

OT 10

DISRUPTIVE BEHAVIOR

NOTIFICATION FORM

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Infraction(s) Section \_\_\_\_\_\_\_\_\_\_\_

1. Disruptive behavior and/or obstruction of teaching \_\_\_\_\_\_\_\_\_\_\_

including excessive talking during instruction

2. Willful disobedience \_\_\_\_\_\_\_\_\_\_\_

3. Use of cell phone during class. Texting during class. \_\_\_\_\_\_\_\_\_\_\_

4. Habitual profanity or vulgarity \_\_\_\_\_\_\_\_\_\_\_

5. Open and persistent defiance of authority, insubordination \_\_\_\_\_\_\_\_\_\_\_

6. Menacing or threatening behaviors toward other students or instructor \_\_\_\_\_\_\_\_\_\_\_

Disruptive notification requires that the student meet with the Department Dean. Failure to adhere to the accepted standards will result in disciplinary action. (Board Policy Administrative Regulation 5520)

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_