

MEDICAL TERMINOLOGY
COURSE # OT 10-~~82575~~ 54549
WEDNESDAY 6:00 PM- 8:50 PM

- REQUIRED TEXT:** **TERMINOLOGY FOR ALLIED HEALTH PROFESSIONALS 4TH EDITION**
AUTHOR: CAROLEE SORMUNEN
- INSTRUCTOR:** **PATRICIA WHITAKER**
PHONE: PAGER # (685-4030)
- COURSE OBJECTIVE:** **TO ENABLE THE STUDENT TO UNDERSTAND MEDICAL TERMS BY LEARNING THE BASIC WORD COMPONENTS, AND TO MAKE THE STUDY OF MEDICAL TERMINOLOGY INTERESTING, LOGICAL, FUN & EASY TO USE.**
- ATTENDANCE:** **ABSENCES & TARDIES TO CLASS ARE DISCOURAGED. ATTENDANCE WILL BE RECORDED ON A DAILY BASIS. IF A STUDENT ARRIVES TO THE CLASS AFTER ROLL HAS BEEN TAKEN, THE STUDENT MUST NOTIFY THE INSTRUCTOR AT THE 1ST CLASS BREAK. IF A STUDENT MISSES 3 CONSECUTIVE CLASS MEETINGS WITHOUT NOTIFYING THE INSTRUCTOR HE/SHE WILL BE DROPPED FROM THE CLASS. IF A STUDENT IS ABSENT FROM CLASS MORE THAN 3 TIMES YOUR SEMESTER GRADE WILL BE LOWERED BY ONE LETTER GRADE.**
- NOTE:** **THE LAST DAY TO DROP A SEMESTER LENGTH COURSE IS FRIDAY 03/10/00. A LETTER GRADE WILL BE ISSUED AFTER THIS DATE.**
- EXAMS:** **A QUIZ WILL BE GIVEN WEEKLY AT THE END OF EACH UNIT/CHAPTER OF STUDY. THERE IS A MID TERM EXAM DURING WEEK # 9, & A FINAL EXAM SCHEDULED FOR WEEK # 18 ON 05/17/00.**

OUTSIDE PROJECT:

A TWO PAGE TYPE WRITTEN REPORT IS REQUIRED BY WEEK # 16 OF THE COURSE. YOU ARE ASKED TO WRITE ON A MEDICAL SUBJECT OR HEALTH RELATED ISSUE THAT INTERESTS YOU. YOU MAY START THIS PROJECT ANYTIME AFTER THE MID TERM EXAM & TURN IN A COMPLETED REPORT TO THE INSTRUCTOR BY 05/03/00. THIS IS ASKED OF YOU IN ORDER TO DEMONSTRATE YOUR UNDERSTANDING OF MEDICAL TERMINOLOGY. A SCORE WILL BE ASSIGNED AND THE POINTS CALCULATED IN YOUR SEMESTER GRADE. (SEE GRADING POLICY BELOW)

GRADING POLICY:

GRADING WILL BE BASED ON THE RESULTS OF WEEKLY QUIZZES, TEST SCORES, AND THE WRITTEN REPORT. THE WEEKLY QUIZZES WILL BE AVERAGED, AND THE TWO LOWEST SCORES WILL BE DROPPED. YOUR SCORES ON BOTH THE MID-TERM AND THE FINAL WILL BE ADDED, ALONG WITH THE SCORE GIVEN ON THE OUTSIDE PROJECT. THESE FOUR FIGURES WILL BE AVERAGED TO DETERMINE THE LETTER GRADE USING THE FOLLOWING SCALE:

TOTAL POINTS FOR THE COURSE:

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|-----------------------|-------------|---------------|
| WEEKLY QUIZZES | <u>1700</u> | POINTS |
| MID-TERM EXAM | <u>100</u> | POINTS |
| WRITTEN REPORT | <u>100</u> | POINTS |
| FINAL EXAM | <u>100</u> | POINTS |

GRADE DISTRIBUTION:

- A= 90-100 (EXCELLENT)**
- B= 80-90 (GOOD)**
- C= 70-80 (SATISFACTORY)**
- D= 60-70 (PASSING)**
- F= < 59 (FAILURE)**