

Prerequisite(s): Approval by Program Chair

Class Information		Instructor Information		First day of classes:	May 1, 2016
Days	On-line format variable	Instructor :	Carol Kroeker, PhD	Last day to add/drop:	June 17, 2016
Time:	Variable tutorial hours on Wed.	Email:	ckroeker@ambrose.edu	Last day to request revised exam:	n/a
Room:		Phone:	403-410-2000, ext 5910	Last day to withdraw from course:	July 31, 2016
Final Exam day		Office:	A2156	Last day to apply for time extension for coursework:	One month before final due date
There are no final exams for spring classes.		Office Hrs:	Wed. 12-2	Last day of classes:	Aug. 31, 2016

Textbook: "Medical Terminology: A Systems Approach". By Gyls and Wedding
(or check with instructor for an approved alternative)

Course Description:

This course will introduce students to the general terms, prefixes, and suffixes used in medical terminology - a valuable tool for the medical fields. This course is in a self-directed study format – with independent learning, supplemented with tutorial sessions, study guides, and sessions with the professor.

Expected Learning Outcomes:

It is the aim of the course that students acquire the following skills:

1. Students will gain a greater understanding of the parts of a word – prefixes, suffixes, and connecting terms.
2. Students will learn the medical terminology for each body system and the meanings of each
3. Students will learn how to define new terms using the break-down method
4. Student will be able to apply this knowledge and gain a greater understanding of clinical and medical reports and papers.

Course Schedule:

<u>UNIT</u>	<u>Topic</u>	<u>Text Chapters</u>
Unit I S	Basic Elements of a Word	1
	Suffixes – surgery and general	2
	Prefixes	3
	Terms in Body Structure	4
Unit II	Integumentary system	5
	Gastrointestinal System	6
	Respiratory System	7
Unit III	Cardiovascular system	8
	Blood, Lymph, and Immune Systems	9
	Musculoskeletal system	10
	Urinary system	11a
Unit IV	Male reproductive system	11b
	Female reproductive system	12
	Endocrine system	13
	Nervous system	14
	Special Senses	16

Requirements:

There will be four unit exams to be completed. The unit exams will be a combination of multiple choice questions, as well as short and long answer questions. Most questions will be based on lecture material. If the supplemental assignments are completed, assignment due dates will be determined between the student and the professor.

In addition to this, supplemental assignments will be available. The student may choose to hand these in for credit.

Attendance:

There will be no formal lectures (although lecture powerpoints will be provided and supplementary tutorial sessions will be available). It is up to the student to complete the course work and schedule the exams and meetings with professor. It's important to stay in contact with the professor and provide progress reports.

Grade Summary:

Mark distribution: 4 Unit Exams (25% each) 100%

The student may decide to complete supplemental assignments worth 20% - and drop the weighting of the exams to 80%.

The available letters for course grades are as follows:

Grad	Percent	Grade Point Value	Description
A+	96-100	4.00	Outstanding
A	92-95	4.00	Excellent - superior performance, showing comprehensive understanding of subject matter.
A-	88-91	3.70	
B+	83-87	3.30	
B	78-82	3.00	Good-clearly above average performance with knowledge of subject matter generally complete.
B-	73-77	2.70	
C+	68-72	2.30	
C	64-67	2.00	Satisfactory – basic understanding of the subject matter. Grade point average below 2.00 is not sufficient for promotion.
C-	60-63	1.70	Minimum grade required if needed as a prerequisite course
D+	55-59	1.30	
D	51-54	1.00	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
F	<50	0	Fail – unsatisfactory performance or failure to meet course requirements.

Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Other

Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Exam Scheduling

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office

in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Note: Students are strongly advised to retain this syllabus for their records.