

# CLAS 3021: Medical Terminology Syllabus

## Course Information

### Course Description

Classics 3021 is a very popular course that fulfills the admissions requirements for many programs U of M graduates seek to enter after graduation. In the class students will be learning the origins of a lot of technical terminology from medicine and the life sciences in the context of their usage in the medical field. They will also look more broadly at how these terms from Latin and Greek came into English, and furthermore how languages both acquire foreign words and evolve overtime. Test will be taken online using ProctorU . Be sure to [set up your account](#) and register for our tests right away.

### Course Objectives

The following are the course objectives and outcomes for Medical Terminology:

1. Familiarize students with bases, prefixes, and suffixes primarily from Greek and Latin.
2. Familiarize students with the mechanics of English's acquisition of Greek and Latin vocabulary.
3. Enable students to fracture medical vocabulary, i.e., break it down into competent parts.
4. Enable students to understand evolution of terms within English.

Students will attain the following competencies by the end of the course:

1. Students can demonstrate basic knowledge of over 1,000 Greek and Latin word bases as well as scores of prefixes and suffixes.
2. Students can fracture (i.e., break into its component parts) complex medical vocabulary.
3. Students can use fracturing to deduce both the literal and the actual meaning of medical terms.
4. Students can explain the medical contexts in which various vocabulary is used for body structures, diseases, procedures, and equipment.
5. Students can explain the various shifts in form and meaning of various technical terms in English over time.

### Prerequisites and Corequisites

There are no prerequisites for CLAS 3021.

## Course Topics

The main focus of CLAS 3021 is a survey of technical medical terms organized by topics and bodily systems as follows: Diagnosis, Equipment, & Treatment, Integrated Medicine, the Musculoskeletal System, the Nervous System, the Circulatory System, the Respiratory System, the Integumentary System, the Urogenital System, the Reproductive System, and the Endocrine System.

The course will also cover overarching topics including the History of English Medical Terminology, Derivatives, Cognates, Loan Words, Misanalysis, Folk Etymology, Calquing, New Word Formation, and a host of Semantic Shifts.

## Specific Course Requirements

The course has no specific requirements, other than that students must have a working computer with a webcam and wifi access which they can use in a secure area for online testing through ProctorU.

## Textbooks, Supplementary Materials, Hardware and Software Requirements

### Required Textbooks

There is no required physical textbook. All students must purchase a one-year subscription to [Caduceus' online Medical Terminology](#) course. The subscription will allow students to make use of all lectures on medical topics, flashcard study aids, and self-assessments. There are no extensions on assignments and subscription is required at the beginning of the course.

### Supplementary Materials

There are no supplementary materials to purchase.

### Hardware and Software Requirements

The minimum software requirements can be found at <http://www.memphis.edu/uofmonline/technical.php>.

All tests will be taken through ProctorU and students should set up an account and register for the tests as soon as possible. ProctorU is a live online proctoring service that allows you to take your exam from the comfort of your home. ProctorU is available 24/7, however you will need to schedule your proctoring session **at least 72 hours in advance** to avoid any on-demand scheduling fees.

**Creating a ProctorU account is very simple.** All you will need to do is visit (<https://go.proctoru.com/session/new>).

ProctorU also provides free technical support to ensure you have the best testing situation possible. That is available at [www.proctoru.com/testitout](http://www.proctoru.com/testitout). On this page you will also be able to test your equipment, learn about what to expect during your proctoring session, and ask any questions you may have about the proctoring process with a ProctorU representative.

In order to use ProctorU you will need to have a high-speed internet connection, a webcam (internal or external), a Windows or Mac Operating System, and a government issued photo ID. ProctorU recommends that you visit [proctoru.com/testitout](http://proctoru.com/testitout) prior to your proctoring session to test your equipment. For additional technical services needed before your exam, you can click on the button that says "Connect to a Live Person".

## **Instructor Information**

Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.

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## **Assessment and Grading**

### **Testing Procedures**

The three tests are designed to be closed-book and without notes. They must be taken online using ProctorU. The time limit will be strictly enforced. Students must watch the countdown timer and submit before time expires. Unsubmitted changes receive a 0.

### **Grading Procedure**

Grades will be determined as follows:

Test 1:	25%
Test 2:	25%
Test 3:	25%
Participation:	10%
Quizzes:	15%

Tests will consist of multiple-choice questions on a.) meanings of prefixes, suffixes, bases, and whole medical terms, b.) medical context in which terms are used, and c.) language phenomena. Quizzes will also be multiple choice and will follow a self-test to prepare. Participation will be gauged on participation in discussions on medical terms or language phenomena.

## **Grading Scale**

100-98--A+  
97-93---A  
92-90---A-  
89-88---B+  
87-83---B  
82-80---B-  
79-78---C+  
77-73---C  
72-70---C-  
69-65---D  
65-0---F

## **Assignments and Participation**

### **Assignments and Projects**

A sequenced list of all graded assignments, projects and assessments arranged by course section or module with due dates if applicable. Each graded item in the course should be listed individually with the number of points assigned. If the gradebook is a weighted grade calculation, the appropriate percentage weight should also be included.

(Example list of Assignments):

Week 1 ASSIGNMENTS (Lectures: Orientation, Introduction) - 0%  
Week 1 DISCUSSIONS (Intro, History of Medical Terminology) - 5%  
Week 2 ASSIGNMENTS (Lectures 1-3 Basics, Loan Words, etc., Flashcards) - 0%  
Week 2 DISCUSSIONS (Loan Words, Derivatives, and Cognates) - 2.5%  
Week 2 ASSESSMENT: Quiz - 1.5%  
Week 3 ASSIGNMENTS (Lectures on Diagnosis, Equipment, & Instruments, and Flashcards) - 0%  
Week 3 ASSESSMENT: Quiz - 1.5%  
Week 4 ASSIGNMENTS (Lectures on Integrated Medicine, Musculoskeletal, Calques & Misanalysis, and Flashcards) - 0%  
Week 4 DISCUSSIONS (Calquing and Misanalysis) - 2.5%  
Week 4 ASSESSMENT: Quiz - 1.5%  
Week 5 ASSIGNMENT: (Lectures 1-4 Nervous & Doublets, and Flashcards) - 0%  
Week 5 DISCUSSIONS (Doublets and Triplets) - 2.5%  
Week 5 ASSESSMENT Quiz - 1.5%  
**Week 5 ASSESSMENT: Test 1 - 25%**  
Week 6 ASSIGNMENTS (Lectures 1-4 Circulatory and Flashcards) - 0%  
Week 6 ASSESSMENT: Quiz - 1.5%  
Week 7 ASSIGNMENT: (Lectures 1-2 Respiratory & New Word Formation, and Flashcards)- 0%  
Week 7 DISCUSSIONS (New Word Formation) - 2.5%  
Week 7 ASSESSMENT: Quiz - 1.5%  
Week 8 ASSIGNMENT: (Lectures 1-4 on Integumentary & Semantic Changes, and Flashcards) - 0%  
Week 8 ASSESSMENT: Quiz- 1.5%  
Week 8 DISCUSSIONS (Semantic Changes) - 2.5%  
**Week 9 ASSESSMENT: Test 2 - 25%**  
Week 10 ASSIGNMENT: (Lectures 1-3 on Digestive and Flashcards) - 0%  
Week 10 ASSESSMENT: Quiz - 1.5%  
Week 11 ASSIGNMENT: (Lectures 1-4 on Urogenital and Flashcards) - 0%  
Week 11 ASSESSMENT: Quiz - 1.5%  
Week 12 ASSIGNMENT: (Lecture on Reproductive & Flashcards) - 0%  
Week 12 ASSESSMENT: Quiz - 1.5%  
Week 13 ASSIGNMENT: (Lecture on Endocrine and Flashcards) - 0%  
Week 13 ASSESSMENT: Quiz - 1.5%  
**Week 14 ASSESSMENT: Test 3 - 25%**

Total: 100 Percent

## **Class Participation**

Students must check the weekly modules no later than Sunday evening at the beginning of each week to check for updates to the weekly schedule. Students must make required posts to online discussions and interact respectfully with classmates in chatrooms and asynchronous discussions. Each timed graded quiz counts equally toward the Quiz average, and each discussion counts equally toward the Participation average. Failure to participate in online

discussions or to complete quizzes by the due date will result in a loss of points from the quiz or from the participation grade.

## **Punctuality**

Students must complete all online assignments, quizzes, and tests by the published deadlines. Failure to do so will result in loss of that portion of the grade. Tests must be completed by the appointed time or a grade of 0 will be assigned. As a rule, there will be **no extensions** of deadlines.

## **Course Ground Rules**

It helps go through the course if we all keep to a few important ground rules.

- Students must familiarize themselves with both eCourseware and Caduceus to be sure they can navigate.
- Students **must use U of M email** (memphis.edu) for all communication. **Never use** the elearn.memphis.edu email or email buttons inside eCourseware for any communication announcements.
- Students must ensure access to a working computer and **prioritize access to the internet** even when traveling.
- Completion of all listed assignments and quizzes is required for full points.
- Participation in online discussions is expected to enrich the class's understanding. Good netiquette should be observed, and all postings should be respectful toward classmates.

## **Guidelines for Communication**

### **Email**

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

### **Discussion Groups**

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the "Reply" button rather starting a new topic.

- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others' ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.

## **Chat**

- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestion

## **Web Resources**

- Columbia Guide to Online Style by Janice R. Walker and Todd Taylor
- Citation Styles Online <http://www.bedfordstmartins.com/online/cite6.html>

## **Plagiarism and Integrity**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures. Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Judicial and Ethical Affairs <http://saweb.memphis.edu/judicialaffairs>. Please read in particular, the section about "Academic Dishonesty"

## **Library and Other Resources**

This course uses no special Library or other resources, although support services are available through the Educational Resources site at: <http://www.memphis.edu/students.htm>

## **Students With Disabilities**

Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home

institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

All tools used within this learning management system including those of third-parties (e.g., Caduceus) are accessible and assistive technology ready and are accessible according to WCAG 2.0. Vendors of 3rd party course materials have provided documentation that tools are accessible according to the same standard.

## **Syllabus Changes**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

## **Technical Support**

For all issues in **eCourseware** call the ITS Helpdesk: 901-678-8888 OR

go to their online helpdesk: <https://helpdesk.memphis.edu/>

For all issues with **Caduceus** call 866-280-2900 OR

Mail: [support@cipcourses.com](mailto:support@cipcourses.com)

For all issues with **ProctorU** use their [live chat](#).

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