

**DR. PALLAVI PATEL COLLEGE OF HEALTH CARE SCIENCES
PHYSICIAN ASSISTANT PROGRAM
JACKSONVILLE REGIONAL CAMPUS
COURSE SYLLABUS
PAJ 5401 Medical Terminology
Summer 2018**

CREDIT HOURS: 1 (one)

COURSE DIRECTOR: Hugh G. Rappa, MD
Professor
Associate Program Chair

COURSE PRE-REQUISITES: None

OFFICE HOURS: Monday – Friday 9AM – 4:00 PM by appointment only

OFFICE LOCATION: Room 158

PHONE NUMBER/E-MAIL ADDRESS: 904.245.8985 rappa@nova.edu

TECHNICAL SUPPORT 24/7: <http://www.nova.edu/help/>

or (800) 541-NOVA (6682) x24357

THIS COURSE SATISFIES THE FOLLOWING ARC STANDARDS: B1.01, B1.03, B1.04, B1.05, B1.06, B1.07, B1.09, B1.10, B2.01, B2.04, B2.07

COURSE DESCRIPTION: Use of medical language for appropriate and accurate communication in patient care. Students acquire a medical vocabulary, knowledge of medical terminology, and terminology reference material.

COURSE OUTCOMES: At the end of this course the student will be able to:

- Compose and construct medical terms utilized in medical practice.
- Spell medical terms correctly to lessen communication error.
- Discuss the basic understanding of medical specialty subsystems and subspecialties based on the study of terminology.
- Understand anatomical terminology.

REQUIRED & RECOMMENDED TEXTS & RESOURCES:

- Required
 - Medical Terminology: Get Connected!, Frucht, Susan, 2nd edition, 2016, Pearson, **ISBN-13: 978-0134318134 ISBN-10: 0134318137**
 - Any medical dictionary, latest edition
e.g. Taber's Cyclopedic Medical Dictionary,
e.g. Stedman's Medical Dictionaries

COURSE SCHEDULE AND READING ASSIGNMENTS: See Academic Calendar

LEARNING OBJECTIVES: Students are responsible for the contents of the learning objectives of each lecture in this course, whether or not the information is presented during the lecture.

- This is an independent, self-prepared, and self-paced course. There are no formal lectures or formal reading assignments for this course. This course requires personal discipline and time management prior to the administration of the examination. The student should start studying early and regularly to cover all of the required material. Schedule and plan your studying time appropriately. The student should invest at least 3 hours of time per week (including textbook activities) to properly prepare for this course and the examination. The student is responsible for independently learning the content.
- If you encounter any problems, unrelated to the course design (read syllabus completely), please contact the course director immediately for assistance. This is an independent self-taught course. Instruction will not be provided prior to the final examination. The course textbook supplies all the information that is needed for this course.
- Interpret the meanings of individual medical prefixes, root words and suffixes.
- Define the meaning of complex medical terms by the analysis of word components: prefix, root and suffix.
- Compare and contrast the descriptors for anatomical sections, descriptions and parts when describing the body.
- Demonstrate a working knowledge of correct medical terms.

COURSE ASSESSMENTS:

There is a single examination for the course that is administered during the first semester of the program. A grade of C (75%) or higher is required to successfully complete the course. 100% of the course grade will come from the examination.

Final grades are rounded to the nearest whole number utilizing standard math rules

GRADING POLICY: Grading for academic and clinical year PA students is based on an alpha scale as shown:

- Grades are rounded **once** to the whole number place utilizing standard math rules.
- Grading for academic and clinical year PA students is based on an alpha scale as shown:

<u>Alpha Grade</u>	<u>Scale</u>	<u>Percent</u>
A	4.0	94-100
A-	3.7	90-93
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	75-76
F	0.0	0-74

TIMELINE FOR FEEDBACK FROM FACULTY: The Jacksonville Campus PA Program has established the following policy on electronic communication between students and faculty. Electronic communication includes, but is not limited to e-mail, texts, and telephone calls. Faculty will respond within 24 hours to electronic communications if the communications are sent Monday through Friday. When the electronic communication is sent during the weekend (weekend includes Friday after close of business), faculty will respond on the following Monday after 9:00 AM. The only exception to the above policy is when the communication conveys or involves emergency situations. Emergency situations do not include clarifications on lecture concepts prior to an examination.

COURSE POLICIES: *Students are responsible for complying with the College of Health Care Sciences Student Handbook policies on Attendance, Dress Code and Conduct, Academic Honor, and Academic Affairs. Students are expected to prepare reading assignments ahead of each session and to actively participate in the online and on campus class sessions, as applicable. The following policies will apply to this class:*

- Student participation in class and laboratory are essential to achievement of the course objectives. It is expected that all students will engage in reading, critical thinking and problem solving. Several strategies will facilitate this process:
 - Reading is to be completed prior to lecture or laboratory session.
 - Students may be randomly called upon to answer questions.
 - Students will be expected to critique their own and other students' thinking.
 - Knowing the "right" answer is less important than being able to "think through" an answer.
- **Classroom Behaviors**
 - Class time is an important opportunity to gain knowledge of concepts and skills. In addition to class time, self-directed study and practice are important to developing proficiency and competency in performing examination skills. Therefore, the minimum expected practice time of students' lab skills is at least one hour per day.

- Reading of course materials prior to class is strongly encouraged and highly recommended. This practice will facilitate the student's understanding tremendously. The benefit cannot be overemphasized.
 - Students are expected to conduct themselves professionally and ethically and to maintain and observe high standards of conduct so that the integrity of the PA Program and the University is preserved.
 - Students are expected to treat all patients, faculty, university staff, clinical preceptors, healthcare workers, and fellow students with dignity and respect. Conflicts should be resolved in a diplomatic, reasonable manner. Students should be sensitive to and tolerant of diversity of the student and patient population.
 - PA education involves an environment where students work closely with each other. This includes physical examination of fellow students.
 - Students should offer criticism or suggestions to their peers in a thoughtful and reasonable manner that fosters respect and trust. Displays of anger includes demeaning, offensive, argumentative, threatening language/behavior, or language that is insensitive to race, gender, ethnicity, religion, and sexual orientation, which will not be tolerated.
 - Students must be appropriately responsive to lawful requests from their instructors, preceptors, and clinical sites.
 - Students shall not display disruptive or obstructive behavior at the university or at clinical sites.
 - Complete confidence in the honor and integrity of healthcare practitioners is essential. Therefore, students are held to the high standards of intellectual integrity befitting their learned profession.
 - While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject the student to immediate disciplinary actions up to, and including, expulsion from the College. Such acts include any attempt to pass examinations by improper means, to present work not performed by the student, or to aid or abet any dishonest act.
- **Exam Absences**
 - If a student is absent or late for an examination, he or she may be allowed a make-up examination if that absence is deemed an excused absence; in this situation the student will receive his or her actual grade. **If the absence is deemed to be unexcused, the student will not be offered a makeup exam and a zero will be assigned. Determination of excused and unexcused absences will be determined by the Program Director on an individual basis.**

REMEDIATION POLICY: A student who earns a grade less than the minimum passing grade for a final course grade must remediate that course through the appropriate mechanism (written exam, practical exam, oral presentation, etc.). A course remediation will only be allowed one time for the course, at a date no earlier than 3 business days or no greater than 1 week past the posting of the final course grade. **Only two (2) course remediation examinations are allowed for the duration of the program.** Prior to a remediation, a student who fails a course will meet with his/her Faculty Advisor to execute an appropriate remediation plan.

If a student is successful on course remediation, the highest grade achievable will be the minimum passing grade for that course C (75%). On the student's transcript for the course, a C(E) will be noted. Full details for course remediation can be found in the Student Handbook.

If the student fails a course remediation, the student will receive a failing grade for the course. The transcript should reflect the pre-remediated or the remediated course grade, whichever is higher. The program policies related to course failures will then be applied.

CLASSROOM RULES OF CONDUCT:

Netiquette: In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

Cell phones/Recording devices: Students may bring cell phones into the classroom or lab settings but they must be in silent mode. Texting messages during class or lab is prohibited and the student may be asked to leave the room if the behavior is encountered. Students are allowed to record lectures and may use their personal recorders to do so after obtaining permission from the instructor. Cell phones and recording devices are not permitted in the classrooms or computer labs during testing.

Laptops: Upon admission, all students are required to have a laptop computer and printer. The required specifications are listed in the CHCS student handbook. Use of the laptop during class time is restricted to activities relevant to the material being presented. Using the computer for emailing, surfing the internet or engaging in social networking may result in dismissal from class and possible referral to the Committee on Student Progress.

Dress code: Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey professional appearance whenever the student is in the campus. Those failing to comply are subject to being dismissed from class.

The following constitutes acceptable and professional attire:

- Collared shirt, slacks and appropriate closed-toe shoes for men
- Professional business dress, which includes slacks, pants or skirts with blouses, or dresses and appropriate closed-toe shoes for women
- No institutional scrubs may be worn at any time

Students may not wear the following: shorts or cutoffs, mini-skirts, jeans, see-through clothing or halter tops, flip-flops, T-shirts (as an outer shirt), jogging or exercise clothing, hats or caps.

Attendance Policy:

Attendance at all scheduled instructional periods is **mandatory**. Some courses may consider attendance in classroom and participation as assessment components of the course grade. Please refer to the Academic Handbook for the absence reporting procedure.

Tardiness/Lateness:

Arriving to class after the lecture has begun disrupts both the instructor and your fellow students. Students are expected to make every effort to arrive to classes on time, and to minimize any disruption if entering class after the lecturer has begun.

UNIVERSITY POLICIES

STUDENTS WITH DISABILITIES: Nova Southeastern University provides reasonable accommodations for qualified students with a documented disability. For more information about the ADA policy, services and procedures, please contact the Office of Student Disability Services at 954-262-7185 or visit <http://www.nova.edu/disabilityservices> .

CHCS EFFECTIVE WRITING CENTER: If you need some one-on-one help to improve your writing skills, you can make an appointment with one of the coaches in the HPD library. For more information or to make an appointment, go to <http://nova.campusguides.com/hpdwritingcenter/appointments>.

HENDERSON STUDENT COUNSELING CENTER: The counseling center is staffed by licensed mental health professionals, a licensed psychologist and a psychiatrist. For more information, please call 954-424-6911 or visit www.hendersonbh.org/studentcounseling .

ACADEMIC STANDARDS

The University is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- 1. Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- 2. Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- 3. Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
- 4. Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

UNPROFESSIONAL CONDUCT: Behaviors unbecoming a professional, including, but not limited to: violation of rules, inappropriate dress or language, private conversations during lectures and presentations, use of students' laptops or other electronic communication devices during class for purposes other than those that relate to the material being presented, rudeness to the professor, classmates or patients are prohibited. Depending on the nature of the violation or in the event of two incidents, a student will be referred for disciplinary action to the Committee on Student Progress and may be reflected on the student's transcript.

STUDENTS ARE RESPONSIBLE FOR COMPLYING WITH THE COLLEGE OF HEALTH CARE SCIENCES STUDENT HANDBOOK POLICIES ON ATTENDANCE, DRESS CODE AND CONDUCT, ACADEMIC HONOR, AND ACADEMIC AFFAIRS.

THE PROGRAM RESERVES THE RIGHT TO MAKE REVISIONS TO THIS SYLLABUS AT ANY TIME.