

4. Course Outline

- A. View and listen to the Audio-Visual Lectures in Chapters 1 through 4.
- B. Complete the Multiple Choice Question Bank (over 100 Q's, 10 Items at a time) in Chapter 4.
- C. Learn, memorize, and complete the self-testing for the **1700** Flashcards in Chapter 5.
- D. **Come to class at the designated time and date (see syllabus item #10) and take a MIDTERM EXAM on Chapters 1-5 (the content is on your self-testing activities; specifically the multiple choice questions in chapter 4, and true-false questions made from the flash card information in Chapter 5); 100 questions, total.**
- E. View and listen to the Audio-Visual Lectures for the Body Systems in Chapters 6-14. Complete the **1400** Diseases and Disorders Multiple Choice Question Exercises and timed, formal tests for Chapters 6-14.
- F. **Come to class at the designated time and date (see syllabus item #10) and take a FINAL EXAM.** This final exam covers the **1700** Flashcard Word Part and Medical Abbreviation Meanings and the **1400** Multiple Choice Questions (Chapters 1-14). It will consist of multiple choice questions from the multiple choice chapter exercises, and true/false questions from the flash cards; about **200 questions, total. Review your online chapter exercises, & practice filling in the blanks (e.g, flash cards) in the optional workbook before the exam.**

5. Weekly Activities: Lectures, course work, tests, and exams; YOU MUST ADHERE CLOSELY TO THIS COURSE FLOW PLAN; waiting till the last minute to finish will decrease your ability to learn the information well; and may result in CRASHING the SERVER; so NO ONE CAN FINISH; late finishers will be penalized!

Week 1 Class Orientation (This is Mandatory)

Overview of Syllabus, Online E-Textbook, and of Self-Testing Items.

Weeks 1-4: Study Lecture Chapters 1 through 4: The Basics of Medical Terminology.

The Chapter 4 Test Bank contains a file of 114 Multiple Choice Self Test Questions on Chapters 1-4.

Complete these chapter exercises above, and the formal timed test for Chapter 4.

Week 3-5: Chapter 5: Complete and LEARN the 1700 Self-Testing Flashcards

Complete 170 Flashcards Per Day for 10 Days = 1700 Flashcards.

Weeks 6-13: The Body System Lecture Chapters, Exercises, and Formal Timed Tests

Week 6 Lecture Topic **Chapter 6:** Musculo/Skeletal System.

Week 7 Lecture Topic **Chapter 7:** Nervous System & Special Senses.

Week 8 Lecture Topic **Chapter 8:** Cardio/Vascular System.

MIDTERM EXAMINATION: This will occur sometime close to weeks 8-9 of the Fall and Spring terms (and close to weeks 3-4 of the Summer terms); **REFER TO ITEM #10 of this syllabus for the EXACT DATE-TIME-LOCATION of your MIDTERM EXAMINATION. This is required, it is about 100 questions long; worth 25% of your grade; and it is administered IN CLASS when YOUR section meets. See section 4-D above, for midterm content info.**

Week 9 Lecture Topic **Chapter 9:** Respiratory System.

Week 10 Lecture Topic **Chapter 10:** Integumentary System.

Week 11 Lecture Topic **Chapter 11:** Digestive System.

Week 12 Lecture Topic **Chapter 12:** Uro/Genital System **AND** **Chapter 13:** Reproductive System.

Week 13 Lecture Topic **Chapter 14:** Endocrine System **AND** **Chapter 15:** Appendix.

Your online practice exam must be taken by NOW! Make sure you are totally done with your coursework; before taking it, as this practice exam finishes out, and scores, your coursework. The practice exam **MUST** be completed **BY THE END of THIS WEEK 13; which is NO LATER than ONE FULL WEEK BEFORE** your Final Exam is scheduled. This gives you time to go back and review the chapter exercises and flash cards; after you are done with the practice exam; to ensure you do well on the in-class final exam. This practice exam is scored for your own feedback; the score is NOT counted toward your coursework grade; but you need to complete this for your coursework grade to be calculated and sent to you! **Putting this off till the last minute stresses the server; if you do this, and cause the server to go down; you will face penalty points.**

Week 14 FINAL EXAMINATION IN ASSIGNED CLASSROOM on your section's date/time!

This final examination covers the **1700** Flashcard Word Part and Medical Abbreviation Meanings and the **1400** Multiple Choice Questions (Chapters 1-14). It will consist of multiple choice questions from the multiple choice chapter exercises, and true/false questions from the flash cards. Be sure to review your on-line materials (chapter exercises), **and practice filling in the blanks (eg., flash cards) in the optional workbook** before the exam. **This required, in-class exam is worth 50% of your grade; it will be approximately 200 questions; See Section 4-F above, for final exam content information.**

Week 15 Grade Review (optional).

This is the same time and room as your final exam; but held the next class session after the final exam; see ITEM #10 on this syllabus for the exact DATE. **Although you will be able to access your exam grade online, you are ALSO welcome to come to class during this week to personally check your grade with your instructor and/or to inquire about your exam and what you may have missed. This is your ONLY opportunity for this. Due to the vast numbers of people in this course, grade inquiries and grade disputes CAN NOT and WILL NOT be entertained VIA EMAIL, phone, etc. So, come to your course section's meeting time-day-location (the week after your exam) for this. Penalty points will be assessed to those insisting on using email or other means to do this. This session (Week 15) has been set up FOR YOU, for this opportunity!**

6. Grading

- A. **The mean of your 10 timed chapter tests; and other 51 course activities:** 25% of Final Grade.
(Chapter 4 and Chapters 6-14; these 24 randomized questions are taken directly from your multiple choice chapter exercises)
- B. **Midterm Examination:** Content will be on Chapters 1-5. 25% of Final Grade.
- C. **Final Examination:** Content will be on Chapters 1-14. **50% of Final Grade.**
100%

For the midterm and final, the questions will be in true/false format for the flash card content (Chapter 5), and the questions will be in multiple choice format for the chapter material (Chapters 4, and 6-14).

Grading Scale

A = 92 to 100%	B- = 80 to 81%	D+ = 68 to 69%
A- = 90 to 91%	C+ = 78 to 79%	D = 62 to 67%
B+ = 88 to 89%	C = 72 to 77%	D- = 60 to 61%
B = 82 to 87%	C- = 70 to 77%	E = 00 to 59%

Grade disputes and inquires: Grade disputes and inquiries can **ONLY** be done by attending the OPTIONAL GRADE REVIEW sessions. SEE ITEM #10 for details. **Rounding up of grades** will only occur if the grade is within 0.5 of the next letter or plus (+) or minus (-) grade. *****Asking your instructor to round up a grade will result in the student receiving their original grade regardless of if the rounding policy pertains to them*****

UF Grade Values for Conversion

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	0	0	0	0	0

7. The On-Line Textbook is available at: www.ufmedterm.com

This course, complete with audio-visual lectures, self-testing exercises, including a PRACTICE final exam, as well as free access to multiple medical web reference tools (eg., webMD, and much more).

- 8. More about the recommended workbook:** This material is taken directly from your online e-textbook; but if a hard copy is desired for studying the material, and you'd like to save time and ink in printing the information from the e-textbook, this **590** page workbook is available at **Target Copy**, 1412 West University Ave., Gainesville, FL 32603; across from Anderson Hall on University Avenue. Ask for the **HSC 5536 Graduate Level Workbook**.
E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826.

9. Student Computer Technical Help (ANYTIME)

E-mail: Go to the E-Textbook Website and click "CONTACT US"

<http://www.ufmedterm.com/Contact.aspx>; OR, on the bottom left of the Tool Bar or go to: "Contact Us."

This is 24 hrs/day; 7 days/wk. **Phone: Toll Free; 1-866-280-2900 (8am-6pm for a real person).**

*****ATTENTION: ANY AND ALL TECH ISSUES MUST BE HANDLED AS EXPLAINED ABOVE; ANY COMMUNICATIONS (eg., emails) PERTAINING TO AN E-TEXT TIMED TEST RESET THAT IS SENT TO THE INSTRUCTOR WILL RESULT IN THE STUDENT RECEIVING THEIR ORIGINAL TIMED TEST SCORE*****

10. Important Information for the Term:

August 22nd & 23rd. Mandatory Course Orientations for each section's first day of class. This orientation is repeated during the second class meetings to accommodate new "adds."

Week 8: MIDTERM: IN THE ORIENTATION CLASSROOM: Bring your GATOR-1 ID

Monday, October 17th, Carlton Auditorium, Room 100 Periods 10–E1 -- Section 3501

Tuesday, October 18th, New Physics Bldg (NPB), Room 1001, Periods 8-10 -- Section 0468

This Midterm Exam is un-timed and contains about 100 questions.

Week 9: Grade Review: Return to class to learn your midterm grade; this is optional.

Monday or Tuesday, October 24th & 25th (this occurs in the classroom & period for your section).

Week 13: COURSEWORK COMPLETION DUE DATES: Monday, Nov. 21st or Tuesday, Nov. 22nd:

Your online e-text coursework, including the practice exam, must be COMPLETED NO LATER THAN ONE FULL WEEK BEFORE YOUR SCHEDULED EXAM DATE; Those finishing their coursework improperly (Late, Incompletely, and/or not according to the Course Flow Plan) FORFEIT their right to contest questions, even during the grade review days; AND, A DEDUCTION of ONE POINT OFF YOUR COURSEWORK GRADE WILL BE ASSESSED FOR EACH DAY IT IS LATE!

Week 14: FINAL EXAM: IN THE ORIENTATION CLASSROOM: Bring your GATOR-1 ID

Monday, November 28th, Carlton Auditorium, Room 100, Periods 10-E1 -- Section 3501

Tuesday, November 29th, New Physics Bldg (NPB), Room 1001, Periods 8-10 -- Section 0468

This Final Exam is un-timed and contains about 200 questions.

Week 15: Grade Review (optional).

Monday or Tuesday, December 5th or 6th (this occurs in the classroom & period for your section).

More Critical info on the grade review sessions (Weeks 9 & 15):

These are held the week after each exam during your course section's meeting time/place. Although you will be able to access your exam grade online (via E-Learning Sakai (lss.at.ufl.edu)...you are ALSO WELCOME to come to class during this week to personally check your grade with your instructor and/or to inquire about your exam. This is your ONLY opportunity for this. **Due to the vast numbers of people in this course, grade inquiries and grade disputes CANNOT and WILL NOT be entertained VIA EMAIL, phone, or office visits.** If you cannot find your grade online; COME to the Grade Review! The likely reason for this is you filling out your Scantron ID information incorrectly.

CONTACTING YOUR INSTRUCTOR IN AN ATTEMPT TO DISPUTE OR INQUIRE ABOUT GRADES any other way (eg., through email, phone, etc.) WILL RESULT IN A ONE POINT DEDUCTION FROM YOUR FINAL GRADE!

EXAM LATE ARRIVALS: Students arriving late to a scheduled exam by 10 minutes or more **WILL NOT** be permitted to take the exam and will receive a **0%** on the exam. **NO EXCEPTIONS WILL BE MADE!!!**

MAKE UP EXAMS: Make-up exams will **ONLY** be given for valid excuses (severe illness, hospitalization, death in the family, jury duty, etc.) **with** appropriate documentation (doctor's note, obituary, jury duty proof, etc.), and **PRIOR** consent from the instructor. Any student who attempts to take an exam during the make up period without abiding by the aforementioned stipulations will receive a **0%** on the exam.

EXTRA CREDIT: There is NONE; so PLEASE do NOT ask!

OPTIONAL (Just, FYD):

After completing your med term course, if you are interested in this content and you want to APPLY your new medical knowledge to real life settings; AND you want to engage in clinical experiences that can directly impact your acceptance into MED/PT/OT/PA/DC and other medical, dental, professional, and educational schools and programs...YOU are WELCOME to sign up for the following:

HSC 3201: Community & Environmental Health (taught each Fall Term).

HSC 3232: Exercise Therapy, Adapted Physical Activity, & Health (taught Spring Term).

HSC 5618: Advanced Exercise Therapy, Adapted Physical Activity, & Health (taught each Spring Term).

Both undergraduate and graduate students are welcome in HSC 5618.

These are traditional courses that meet regularly; once per week; attendance is mandatory.

If you need further information on the above, Contact Dr. Christine Stopka: cstopka@hhp.ufl.edu