

North Carolina State University
Department of Foreign Languages and Literatures
DELTA Distance Education

CLA 115--Sections 301/601: Medical Terminology

Fall 2019

(Online Course: No Classroom Meeting Time or Place)

INSTRUCTOR INFORMATION:

Instructor: Dr. Gary Mathews

E-mail: gary_m@ncsu.edu

Office: 227 Withers, NC State Main Campus

Office Hours: Tuesdays 4:30-5:30pm (or by appointment)

COURSE INFORMATION:

Credit Hours: 3

Prerequisites/Co-requisites: None.

Enrollment Restrictions: None

GEP Requirements Satisfied: None

Other Requirements Satisfied: None

Course Management: Moodle via NC State Wolfware

COURSE DESCRIPTION:

Study of the formation of medical terms from their Greek and Latin roots designed both to build vocabulary and to teach the uses of a medical dictionary. Medical terminology is an artificial language that is made up principally of “combining forms” (word fragments that can be combined with one another to form more complex words). These word fragments are mainly derived from the vocabulary of the ancient Greek and Latin languages. The textbook (*Medical Terminology: Exercises in Etymology*) provides you with a significant percentage of these fragments. **The main goal of this course is for you to learn the meanings of the combining forms in the assigned lessons in the textbook thoroughly and to acquire the ability to define any medical term in which any of these combining forms may appear.**

For example, the Greek word for blood is αἷμα (possessive form αἷματος), which transliterates into English as *haima* (*haimatos*). These Greek noun forms have been adopted into the language of medicine as any one of the three combining forms HEM- or HEMAT- or -EM-, where the dashes indicate where within a compound medical term the combining form may be located. So, “*hematology*” is defined as “the study of blood,” “*hemarthrosis*” as “abnormal condition of blood in joints,” and “*anemia*” as “condition of lacking blood.”

The first nine lessons assigned in the textbook deal with Greek verbs and nouns and Latin verbs and nouns; and the last six lessons deal with bodily systems (such as the digestive system and the reproductive system.) The information in the textbook is cumulative, that is, you will encounter combining forms that you learned in earlier chapters in different medical terms presented in later chapters. Students successfully learn the material through memorization of the combining forms

presented in the textbook and practice defining the various medical terms that are provided in the textbook and in online exercises and drills that have been designed to accompany the textbook. There will be FOUR exams to check your knowledge of the medical terms. You will find much more detailed advice on how to study the material and prepare for the exams in the Guide To Study And Exam Preparation link in Moodle, which you should read carefully at the start of the course and consult frequently thereafter. But this description gives a complete and concise picture of what the course involves.

COURSE MATERIALS:

Textbooks:

Medical Terminology: Exercises in Etymology, by Charles Dunmore and Rita M. Fleischer

Edition: 3rd (F. A. Davis Co., 2004)

ISBN: 978-0-8036-0032-4

Cost: New \$49.95.

This textbook is required.

(Do not purchase an older or used edition of this textbook.)

Taber's Cyclopedic Medical Dictionary

Edition: 22nd indexed (F. A. Davis Co., 2013)

ISBN: 978-0-8036-2977-6

Cost: New \$42.95; Used from \$34.61.

This textbook is required.

(This textbook may be purchased new or used; earlier editions are okay, but remember: the older the edition, the less reliable and up-to-date.)

Web Resources:

The course web site in Moodle contains a variety of aids for study and exam preparation, including interactive self-check versions of the textbook exercises, plus a link to video recordings of an in-class version of the course.

No other course materials or expenses are required.

STUDENT LEARNING OUTCOMES:

By the end of the course, students will be able to:

- 1) Recognize and know the meanings of the combining forms based in the ancient Greek and Latin languages that make up the bulk of modern medical terminology;
- 2) Understand the meanings of current medical terms that are made up of these combining forms;
- 3) Provide the correct terms for a variety of medical conditions based on knowledge of the meanings of the combining forms that refer to such conditions;
- 4) Consult a medical dictionary to find medical terms and a) understand the definitions of those terms in the dictionary based on a knowledge of the combining forms that make them up, and b) use the dictionary definitions to comprehend the meanings of the combining forms more fully.

ATTENDANCE AND COURSE REQUIREMENTS:

This is a self-paced course taught strictly in an online environment. There is no classroom attendance requirement. However, students will be required to take FOUR exams in an online setting under a

proctor's supervision either at DELTA Testing Services on the NC State Campus or at another approved location for students living more than 50 miles from Raleigh. No other written assignments are required. See below for more information on testing and the exam deadline schedule.

IMPORTANT NC STATE ADMINISTRATIVE DATES AND HOLIDAYS:

First day of classes: Wednesday, August 21

Last day to add a course without permission of instructor: Tuesday, August 27.

Last day to add a course or drop a course without a W grade: Wednesday, September 4

Last day to initiate schedule changes or change to credit only: Friday, October 18

Fall Break: Thursday, October 10

Thanksgiving Holiday: Thursday, November 28

Last day of classes: Friday, December 6

REQUIREMENTS & GRADING:

The four required exams will determine 100% of your grade in this course. Each exam is worth 25% of the grade. There is no separate final examination. The course letter grade will be determined according to standard NC State letter grading:

98 - 100 = A+	93 - 97.99 = A	90 - 92.99 = A-
88 - 89.99 = B+	83 - 87.99 = B	80 - 82.99 = B-
78 - 79.99 = C+	73 - 77.99 = C	70 - 72.99 = C-
68 - 69.99 = D+	63 - 67.99 = D	60 - 62.99 = D-
0 - 59.99 = F		

SPECIAL NOTE ON GRADING:

This course may only be taken on a graded basis. If you were hoping to take the course for credit-only you should be prepared to continue in it for a grade or else drop it. If during the semester you decide you would like to change to credit only, remember that you cannot make that change; you can only take the course on a graded basis.

POLICY ON INCOMPLETE GRADES:

Incomplete grades will be given at the instructor's discretion and only in the event that a student who has finished most of the course work cannot complete the course due to unforeseeable circumstances beyond his/her control. If an extended deadline is not authorized by the instructor or department, an unfinished incomplete grade will automatically change to an F after either (a) the end of the next regular semester in which the student is enrolled (not including summer sessions), or (b) the end of 12 months if the student is not enrolled, whichever is shorter. Incompletes that change to F will count as an attempted course on transcripts. The burden of fulfilling an incomplete grade is the responsibility of the student. See the NC State Policy on Incomplete Grades (<http://policies.ncsu.edu/regulation/reg-02-50-03>).

STUDENT PROGRESS:

The course is designed to be self-paced, but you are expected to proceed at a pace of at least one lesson per week. The assigned lessons from the *Medical Terminology: Exercises in Etymology* textbook are as follows:

Lesson 1: Greek Nouns and Adjectives of the First and Second Declensions
Lesson 2: Greek Nouns of the Third Declension
Lesson 3: Building Greek Vocabulary I: Nouns and Adjectives
Lesson 4: Greek Verbs
Lesson 5: Building Greek Vocabulary II
Lesson 6: Building Greek Vocabulary III
Lesson 7: Building Greek Vocabulary IV
Lesson 8: Latin Nouns and Adjectives
Lesson 9: Latin Verbs
Lesson 10: Cardiovascular System
Lesson 11: Respiratory System
Lesson 12: Digestive System
Lesson 13: Optic System
Lesson 14: Female Reproductive System
Lesson 15: Genitourinary System

To ensure that students move through the material in a timely way and do not wait until the end of the semester with the idea of taking several or all of the exams at the same time, there are strict DEADLINES by which you are expected to take each exam, as follows.

SCHEDULE of EXAM DEADLINES:

Exams must be taken at DELTA Testing Services on an appointment basis by the time the facility closes on the dates indicated. For students living more than 50 miles from Raleigh and taking exams at other locations, you must make your own arrangements with your proctor to make sure you take each exam by its deadline date. (For more information about testing locations and procedures, see below under Exam Taking/Proctoring). Since this is a self-paced course, you are always welcome to take the exams anytime before their deadlines.

Exam 1 (covering Lessons 1-4): DEADLINE is Wednesday, September 18

Exam 2 (covering Lessons 5-8): DEADLINE is Wednesday, October 16

Exam 3 (covering Lessons 9-12): DEADLINE is Wednesday, November 13

Exam 4 (covering Lessons 13-15): DEADLINE is Wednesday, December 11

Note that the last day to take an exam is ON ITS DEADLINE DATE, not the day before the deadline.

If you wish to proceed more quickly than one lesson per week, please feel free to do so. All exams will be ready for taking from the start of the semester, so you can proceed as quickly as you like. If you do take the exams early let the instructor know and you can receive your scores sooner and, in the case of the last exam, your final course grade as well. But note that if you take an exam within a few days of its deadline there may not be time for you to receive an early score, and you will have to wait till the exam results are released after all grading for that exam has been completed.

EXAM MAKEUP POLICY:

Makeups of exams will be allowed only in the event of absence from school activities on the exam deadline date due to appropriately documented emergency or adverse weather. Examples of emergency

absences are: illness or injury when certified by an attending physician, death or serious illnesses in the family. For further information about excused absences, see the NC State Attendance Policy at: <http://policies.ncsu.edu/regulation/reg-02-20-03>. Notice of emergency absence, together with appropriate documentation, must be reported to the instructor as soon as you are aware of an impending reason for absence, or as soon after an unexpected cause of absence as possible, and the missed exam must be made up as soon as possible after the absence itself.

Since students are allowed to take the exams anytime up to the deadlines, missing an exam deadline due to absence on the deadline date for such anticipated reasons as official university functions, required court attendance, religious observances, required military duty, etc., is generally not excusable. It is the student's responsibility not to leave the date to take an exam until the deadline if that causes a conflict with such an anticipated activity. If you think you are going to have good reason for an exception to this policy, let your instructor know well in advance of your anticipated absence and we can discuss a possible extension.

Note too that your instructor will NOT grant an extension just because you had to study for other classes, or because of a time commitment you made to an employer, or because you simply couldn't organize your time effectively or failed to schedule your exam taking appointment by the deadline. It is up to you to plan ahead and arrange your time so that you will be able to take each exam by its deadline. REMEMBER: this is a self-paced course, which should, except in the most extreme cases, allow you ample flexibility to accommodate the course work (including taking the exams) to your work for other courses as well as your employment and such obligatory activities as official university functions mentioned above.

Adverse Weather Policy:

In the event of adverse weather preventing taking an exam by the deadline, students are expected to take it at the earliest opportunity after testing resumes and to consult with the instructor about the new date. The exam deadline setting in Moodle will have to be extended for individual students in such cases, so it is important to contact the instructor to make sure the exam is accessible when you go to take it, as well as to ensure that your anticipated time to make up the exam is acceptable. If an adverse weather event is expected to impact all students (for example, if DELTA Testing Services announces a closure or cut back in hours of operation), the instructor will send an announcement regarding any special provisions for exam taking including possibly a general extension of the exam deadline. For more information about campus adverse weather procedures, read the NC State Adverse Weather Policy at: <https://policies.ncsu.edu/regulation/reg-04-20-07>. Check email, news, the NC State home page, or call 513-8888 for the latest campus information.

Except in event of appropriately documented emergency, adverse weather, or other acceptable reason for an extension as explained above, you must take each exam by its assigned deadline or you will get a "0" for that exam.

EXAM TAKING/PROCTORING:

For students living in the Raleigh area:

Except for DELTA students in section 601 who live more than 50 miles from Raleigh, all students in both sections 301 and 601 must take the exams on the NC State campus under the supervision of a

testing proctor at the DELTA Testing Services Centennial Campus Testing Center located in the Venture IV Building, 1730 Varsity Drive, Suite 236. (A proctor is an impartial third-party who verifies the identity of the student and ensures the academic integrity of an exam.) All exams will be taken online, accessed through the course website in Moodle. The DELTA proctor will enter a password to open the exam for you. Except in the case of approved disability accommodations, you will have 60 minutes to take each exam. Your instructor will send more information by email about taking the online exams in advance of the first exam.

All testing at DELTA Testing Services is by appointment only. Schedule your appointments at Registerblast: <https://www.registerblast.com/ncstatecentennial/Exam/List>. DELTA's policies stipulate that students must schedule appointments **at least six hours** in advance, but I advise you to do so at least one business day in advance, especially if you plan to take an exam within a few days of or on its deadline, and more especially during the semester midterm and final exam periods, when the Testing Center becomes very crowded. **It will be your responsibility to schedule your appointment for each exam in such a timely way as to ensure that you can take it by the deadline.** Note too that arriving late for an appointment may result in the appointment cancellation, and you can sign up for your appointment when you arrive up to 15 minutes early.

All the information students need to take exams at the DELTA Testing Center, including times the testing facility is open, testing procedures, directions, transportation and parking options, etc., is located on the DELTA Testing Services webpage at https://online-distance.ncsu.edu/current_students/testing-services/. There is also a convenient link at the bottom of the right hand side of the course webpage in Moodle. **Make it one of the first things you do in the course to go to the DELTA Testing Services webpage, click on On-Campus Locations, and read all the information there carefully so that you can plan ahead and be prepared for everything to go smoothly when you go to take your first exam.** Note especially that students are encouraged not to bring pocketbooks, book bags, cell phones, etc. to the testing location, as these items will not be allowed in the testing room. All students will need to bring a Photo ID in order to check in. Also, be sure to take the Sample Exam in Moodle before taking Exam 1 at the DELTA testing site. The format of the exams is fairly straightforward and you should have plenty of time to take the exams, but it will help if you are familiar with the exam format before you go to take Exam 1 at the Testing Center.

DELTA Testing Services highlights the following steps to arrange for and take exams:

- **Step 1: Make an Appointment.** To schedule your appointment, visit <https://www.registerblast.com/ncstatecentennial/Exam/List>.
- **Step 2: Come Prepared.**
 - Bring a photo ID.
 - Know your UnityID.
 - If you are a DUO user, bring your registered device.
 - Note also that study space is not available at the Centennial Campus Testing Center. Please complete your studying elsewhere prior to arriving for your exam.
- **Students with Accommodations**— If you have approved accommodations with NC State's Disability Resources Office (DRO), DELTA Testing Services wants to ensure that you receive

the appropriate accommodations when you go to the testing center. Please send a PDF copy of your Accommodation Letter to delta_accommodations@ncsu.edu. Once DELTA has received a copy of your accommodation letter, a confirmation email will be sent informing you that your accommodations have been processed. You will *then* be able to schedule an appointment. Your instructor will enter the necessary exam overrides (such as extended time) in Moodle.

Special note about parking and access to the testing center on Centennial Campus:

Wolfline bus services may be used to reach the testing center on Centennial Campus using Routes 3, 8, or 11. Students with a valid NC State University parking permit may park in appropriate spaces. Anyone without a permit may use pay lots and hourly pay spaces. For more information about bus services and parking locations, hours and rates, see the DELTA Testing Services webpage. Students requiring accessible parking should contact DELTA Testing Services at 919-513-1513 / 866 GO STATE (866-461-8283) or deproctor@ncsu.edu.

If you have any additional questions contact deproctor@ncsu.edu or call 919.513.1513.

Remote proctoring for DELTA students living more than 50 miles from Raleigh:

According to DELTA rules, students living more than 50 miles from the NC State campus may petition for off-campus exam administration. If you live more than 50 miles from Raleigh and need to find a testing proctor close to your home, please follow the instructions on the DELTA Remote Testing Services webpage at https://online-distance.ncsu.edu/current_students/testing-services/testing-services-remote/. There is also a convenient link at the bottom of the right hand side of the course webpage in Moodle: click on Remote Locations. DELTA Testing Services will oversee the process of approving and sending the exam access information in Moodle to your remote proctor.

Who can proctor your exams? Generally, appropriate staff or testing centers of colleges and universities (but not K-12) and other educational professionals. There is an interactive map on the DELTA Remote Testing Services webpage showing the location of pre-approved proctors. These proctors are selectable in a drop-down menu in the request form. If you cannot find a proctor located near to you on the map, you may try to find one on your own. But before attempting to do that, read DELTA's guidelines for proctors CAREFULLY to make sure the person or service you find will be acceptable. When submitting your request, if your proctor is not pre-approved, select "other" and fill in your proctor's information (please double-check the email address).

Since it takes time for DELTA to process proctoring requests (DELTA says at least 72 hours), I recommend that you submit the Proctor Request Form as soon as possible to be sure your proctoring arrangements have been set well in advance of the first exam deadline of Wednesday, September 18. DELTA recommends submitting remote proctor requests at least 7 days before exam dates, but I strongly advise you to do so even sooner before the first exam deadline, especially if you need to find a proctor on your own.

FAILURE TO TAKE AN EXAM BY ITS DEADLINE SIMPLY BECAUSE YOU COULD NOT MAKE ARRANGEMENTS FOR A PROCTOR IN TIME WILL NOT BE CONSIDERED GROUNDS FOR AN EXTENSION.

STUDENT CONDUCT AND ACADEMIC INTEGRITY:

Academic Integrity:

Regardless of discipline, honest and rigorous scholarship is at the foundation of a Research I institution. Students are bound by the academic integrity policy as stated in the NC State Code of Student Conduct: <http://policies.ncsu.edu/policy/pol-11-35-01>. Violations of academic integrity will result in referral to the Office of Student Conduct with a recommendation of a failing grade for the assignment, and they will be reported to the department head.

Honor Pledge:

Students are required to uphold the university Honor Pledge and exercise honesty in completing every assignment. For explanation of academic honesty see the NC State Code of Student Conduct. Your signature on any test or assignment indicates: "I have neither given nor received unauthorized aid on this test or assignment."

FEEDBACK ON EXAMS:

When grading the exams, your instructor generally does not indicate corrections in the Comment boxes for each answer. Rather, you are asked to go back to the textbook and online exercises and figure out why you made each mistake. In the end, you learn much more this way. Of course, if you cannot figure out the reason for a mistake after checking back with the textbook and online exercises, please email your instructor describing the mistake to get an explanation of where and how you went wrong. Note too that partial credit is given as appropriate for each of your answers (except the multiple-choice questions taken from Exercise 1; since these are questions with clear "right or wrong" answers, they are automatically scored with the correct answers indicated by Moodle).

Your instructor will not for the most part contact you individually with your scores, as it will be easy enough for you to see them once each exam has closed and grading has been concluded and the results are available in Moodle. But if you take an exam early and inform your instructor that you want to know your score sooner, or if your instructor thinks you need additional feedback, you will be contacted accordingly. (If you don't inform your instructor that you have taken an exam early, it might not be noticed that you have taken the exam until general grading starts after the deadline. Note too that if you take an exam only a few days before a deadline your instructor probably won't be able to get back to you with an early score and you'll need to wait till general exam grading has been completed.)

Your instructor will also send a message to the class after each exam summarizing the results for the class as a whole, so you can see how you are doing in relation to the rest of the class. The instructor will try to complete grading as quickly as possible after the deadlines, but please be patient as with well over 100 students in the two sections of the course, grading can take some time, but usually is completed within a week.

One last thing: the instructor always strives for accuracy in grading, but occasionally does make a mistake. Please contact your instructor if you think there was a grading mistake so it can be rectified, or, if it turns out not to have been a mistake, you can get an explanation of the correct answer.

For more information on grading, see the Exam Grading Information link in Moodle.

STUDENT QUESTION AND ANSWER FORUM:

There is a Student Question and Answer Forum in Moodle for you to ask other students about the meanings of the combining forms and medical terms. If you can't figure out the answer to a question you have after giving it your best effort, we ask that you consult other students first, and then your instructor. This is beneficial to students on both sides: the questioner gets an answer, and the answerer gains as well, since helping others learn is one of the best ways to learn for oneself. If no other student can answer your question, don't spend time fruitlessly searching for an answer; ask your instructor, who will then be more than happy to step in and help.

ELECTRONICALLY HOSTED COURSE COMPONENTS:

Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course. For more information see <http://policies.ncsu.edu/regulation/reg-08-00-11>.

CLASS EVALUATION:

Students will be asked to evaluate this course during the last two weeks of the semester using the online course evaluation website ClassEval: <https://oirp.ncsu.edu/surveys/classeval>. If you need help, please contact classeval@ncsu.edu. Students are strongly encouraged to complete an evaluation for the course, because a high response rate is essential to obtaining meaningful information. Results of student evaluations are used both by the instructors and the Department of Foreign Languages and Literatures to improve our courses and curricula.

ADDITIONAL GENERAL INFORMATION:

About The Dissemination of Medical Knowledge From Antiquity to the Present:

The history of medical terms (or of medicine for that matter) is peripheral to the main focus of this course—and its study may be neglected without affecting your grade. However, to get a feeling for the background of the Greek and Latin terms that have been incorporated into the language of modern medicine, you may find it useful to look at examples of the process of the dissemination of knowledge through handwritten manuscripts. Please look at the website below describing the transmission of medical information in Medieval manuscripts with many illustrations of manuscripts that belong to the United States National Library of Medicine: <https://www.nlm.nih.gov/hmd/medieval/treatises.html>.

MINOR IN HEALTH, MEDICINE AND HUMAN VALUES:

If you are interested in a Minor in Health, Medicine and Human Values (which this course qualifies for), see the information at: https://philrel.chass.ncsu.edu/minors/health_med_values.php.

ACCOMODATIONS FOR DISABILITIES:

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resource Office on the third floor of [University College Commons](#) (Suite 304). For more information on NC State's policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation (REG 02.20.01): <https://policies.ncsu.edu/regulation/reg-02-20-01/>.

NON-DISCRIMINATION POLICY:

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. For NC State's policies and regulations covering discrimination, harassment, and retaliation please see <http://policies.ncsu.edu/category/campus-environment> or <https://policies.ncsu.edu/policy/pol-04-25-05/>. Any person who feels that he or she has been the subject of prohibited discrimination, harassment, or retaliation should contact the Office for Equal Opportunity (OEO) at 515-3148.

NC STATE UNIVERSITY POLICIES, REGULATIONS AND RULES:

Students are responsible for reviewing the following PRRs which pertain to their course rights and responsibilities.

<http://policies.ncsu.edu/policy/pol-04-25-05> (Equal Opportunity Non-discrimination Policy Statement),
<http://oied.ncsu.edu/home/> (Office for Institutional Equity and Diversity),
<http://policies.ncsu.edu/policy/pol-11-35-01> (Code of Student Conduct),
<http://policies.ncsu.edu/regulation/reg-02-50-03> (Grades and Grade Point Average),
<https://policies.ncsu.edu/regulation/reg-02-20-15> (Credit-Only Courses)
<https://policies.ncsu.edu/regulation/reg-02-20-04> (Audits), and
<https://policies.ncsu.edu/regulation/reg-02-50-03> (Incompletes).