Course Overview: This course provides a foundation of medical terminology for individuals considering entering the Radiologic Technology program. Content includes basic medical word parts and terms plus terminology specific to the radiologic sciences. Learning Outcomes: The student will exhibit professional communication skills using appropriate medical terms, and will demonstrate a solid foundation in the terminology unique to radiologic sciences.

SCANS Competencies: The Secretary's Commission on Achieving Necessary Skills (SCANS) was established to determine skills that students need in order to succeed in the work environment.

1. Basic Skills
2. Thinking Skills
3. Personal Qualities
4. Resources
5. Interpersonal Skills
6. Information
7. Systems
8. Technology
Course Objectives (with SCANS): Upon completion of this course, a student will:

1. Define the origins of medical language and the four word parts used to build medical terms. (1, 2, 3, 4, 6)
2. Define medical terms related to body structure, anatomic planes, abdominopelvic regions, the integumentary system, denotations of color, the respiratory system, the urinary system, the reproductive systems, the cardiovascular system, the lymphatic system, the digestive system, the ear and eye, the musculoskeletal system, the nervous system, and the endocrine system. (1, 2, 3, 4, 6)
3. Build medical terms related to body structure, anatomic planes, abdominopelvic regions, the integumentary system, denotations of color, the respiratory system, the urinary system, the reproductive systems, the cardiovascular system, the lymphatic system, the digestive system, the ear and eye, the musculoskeletal system, the nervous system, and the endocrine system. (1, 2, 3, 4, 6)
4. Pronounce medical terms related to body structure, anatomic planes, abdominopelvic regions, the integumentary system, denotations of color, the respiratory system, the urinary system, the reproductive systems, the cardiovascular system, the lymphatic system, the digestive system, the ear and eye, the musculoskeletal system, the nervous system, and the endocrine system. (1, 2, 3, 4, 6, 8)
5. Interpret medical terms related to body structure, anatomic planes, abdominopelvic regions, the integumentary system, denotations of color, the respiratory system, the urinary system, the reproductive systems, the cardiovascular system, the lymphatic system, the digestive system, the ear and eye, the musculoskeletal system, the nervous system, and the endocrine system. (1, 2, 3, 4, 6, 8)
6. Interpret the meaning of abbreviations related to body structure, directional terms, abdominopelvic quadrants, the integumentary system, denotations of color, anatomic planes, abdominopelvic regions, the integumentary system, denotations of color, the respiratory system, the urinary system, the reproductive systems, the cardiovascular system, the lymphatic system, the digestive system, the ear and eye, the musculoskeletal system, the nervous system, and the endocrine system. (1, 2, 3, 4, 6)
7. Use medical language in clinical statements and documents. (1, 2, 3, 4, 6)
8. Use radiology related medical language in statements and documents. (1, 2, 3, 4, 6)

Textbooks:

Additional Resources:
Students MUST have reliable computer and internet access. Students must also have reliable sound (speakers) and recording devices.

You will need to purchase, if you do not already have one, a recording device, such as a headset. They are available from Walmart for as low as $5.00. If the student has a webcam, an extra recording device is not necessary.

Evolve Resources: http://evolve.elsevier.com/
You will have to create a username and password. Search for the books by title.

Student CD-ROM
**Teaching Strategies:** Independent reading assignments, module activities, required practice activities, timed Blackboard module exams, and timed, proctored Blackboard closed book final examination.

**Evaluation:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Module Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Module Activities</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>40%</td>
</tr>
</tbody>
</table>

**Grade Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90</td>
</tr>
<tr>
<td>B</td>
<td>89-80</td>
</tr>
<tr>
<td>C</td>
<td>79-75</td>
</tr>
<tr>
<td>D</td>
<td>74-65</td>
</tr>
<tr>
<td>F</td>
<td>64 &amp; below</td>
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</tbody>
</table>

Please note that this course requires a 75 for a grade of “C.” This is consistent with the grading policy of the AAS Radiologic Sciences Program. This course is a prerequisite for admittance into the AAS Radiologic Sciences Program – a grade of C or higher is required.

**Communication with Instructor:** Contact information for the instructor is listed at the beginning of this syllabus. Email is the preferred mode of communication – outside of classroom time and pre-arranged appointments. The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc). Additionally, you can make an appointment to meet with me at: [http://jwilbanks.checkAppointments.com](http://jwilbanks.checkAppointments.com)

When emailing the instructor, you must use the following subject header:

1011_your last name_topic of message

Example: 1011_Smith_Quiz 4

This course will include an UNGRADED Discussion Board on WebCT. There will be two main sections, one section for questions for the instructors and one section for social messages. Students may post questions they want the instructors to answer on the Discussion Board and one of the two instructors will respond so that the entire class (both sections) will benefit from the answers.

Students should routinely check the Announcement section for course updates, announcements, etc.

**Please note:** The instructor will only use the student’s MSU email account. If students use other accounts more frequently, they should have their MSU email forwarded. There will be no exceptions. If students do already have a MSU email account, they can go to [http://infosys.mwsu.edu/email.asp](http://infosys.mwsu.edu/email.asp) to sign up for a MSU account and for more information. Students are responsible for updated their WebWorld information with this email address.
All assignments, quizzes, group projects, discussion board, etc. must be completed and submitted by the due date indicated on the course schedule at the end of this syllabus. If a student cannot complete a course activity by the indicated due date, he or she MUST contact the course instructor IMMEDIATELY. Please note that there will be at least a 10-point penalty for any late submission, and that preapproval is required. Any activity not completed and submitted by the due date will be addressed on an individual basis.

Research Project

I am currently working on my PhD in educational studies at the University of Nebraska – Lincoln. For this program, I have to complete a research project. You have the opportunity to take part in the research project because you are enrolled in a Radiologic Science Medical Terminology course this semester. The research project is investigating the role of computer-based formative assessments (practice activities) in an online medical terminology course. Please be assured that your course grade will not be affected by participation or nonparticipation in this study.

This research consent assessment explains in detail what data I will be looking for. I want to assure you that the project I am completing will not harm you, nor will it require any extra time. The RESEARCH CONSENT assessment is located in the Start Here folder, and must be completed before course content will appear. Please complete this by Friday, September 2

If you have questions, please feel free to contact me.

Note: While you are required to complete the practice activities for the course, you are voluntarily making a decision whether or not to include your results in this research study. Your selection of "I give consent" certifies that you have read and understand the information presented and that you have decided to have your results included in the study.

Pretest

The pretest must be completed BEFORE course content will appear.

Sharing information about a pretest or answers to questions on a pretest is considered cheating and is a violation of the MSU Code of Honor. Refer to the Honor System for more information.

Be sure to read the Instructions and Troubleshooting information before taking the pretests.

Independent Reading Assignments

Students must read the assigned lessons and supplements and complete the book, CD, and provided activities before attempting the module exams.

Module 1: Lessons 1-4
Module 2: Lessons 5-8
Module 3: Lessons 9-12
Module 4: Radiology supplement
Module Activities

Students must select one pronunciation activity from each module to complete. Students must also complete a peer review on FIVE pronunciation activity submissions from each module activity. More information can be found in the course discussion board (Blackboard). These activities require students to record an audio file. Students must have computer capability to do so, as well as the necessary accessory equipment.

Sharing information about assignment answers is considered cheating and is a violation of the MSU Code of Honor. Refer to the Honor System for more information.

Exams

Exams must be completed by the student on Blackboard. Exams are timed, open-book and may contain a variety of question types including but not limited to: multiple choice, true-false, fill-in-the-blank, essay, diagrams, and listening and spelling. Exams contain 50 questions and students will have 60 minutes to complete each exam. Students should be prepared to answer five listening and spelling questions. This requires students to have audio capability on the computer used for testing.

Sharing information about an exam or answers to questions on an exam is considered cheating and is a violation of the MSU Code of Honor. Refer to the Honor System for more information.

Be sure to read the Instructions and Troubleshooting information before taking the exams. If you do experience some difficulties, you must try to contact the course instructor immediately. You must also complete an online problem form (the link can be found in the course’s WebLinks).

Comprehensive Final Exam ---- 2-Part Exam ---

The final will be a comprehensive, closed-book final exam. The comprehensive final exam will contain two parts: part 1 is unproctored and will contain 25 audio clips, and part 2 is proctored and will contain 75 questions. Students will have 30 minutes to complete part 1 and 90 minutes to complete part 2. Students must take the two-part final exam at the stated time and date – No exceptions!

Sharing information about the final exam or answers to questions on the final exam is considered cheating and is a violation of the MSU Code of Honor. Refer to the Honor System for more information.

Be sure to read the Instructions and Troubleshooting information before taking the final exam.

Proctor Guidelines and the Proctor Application form are available on Blackbaord. The MSU Radiologic Sciences department uses a standardized protocol and proctor application. Students must provide the proctor with the Proctor Guidelines. Students should submit the completed proctor application to the course instructor (faxed or emailed from proctor).
POLICIES

**Attendance:** This is an online course and there are no mandatory sessions. However, the student should be vigilant in logging onto WebCT. Regular checks will insure that messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule for specific information about activities and due dates.

The instructor will be available to meet face-to-face with any interested students on 8/24/10, 5:00pm – 7:00pm. This meeting is optional and must be confirmed by email ahead of time with the instructor.

**Special Needs:** In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.

**Administrative Process:** Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

Department Chair – Dr. Donna Wright (940-397-4615)
College Dean – Dr. Susan Sportsman (940-397-4594)
Dean of Students – Dail Neely (940-397-6273)
**Honor System:** RADS 1011 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student’s participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

Many components of RADS 1011 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available including online WebCT course resources, Internet sites, other textbooks and journals, faculty, and peers when answering objectives. This interactive collegial learning environment is conducive for life-long learning.

Specific components of RADS 1011 are designed to represent the efforts of each student INDIVIDUALLY and are NOT to be shared or copied (plagiarized) from other sources. These components include the module activities, Blackboard Open Book Module Quizzes and the Blackboard Comprehensive Final Exam. When students submit their efforts for grading, they are attesting they abided by this rule.

Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to, the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may NOT submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism. Papers and other assignments may be submitted to an external agency for verification of originality and authenticity.

Academic dishonesty (cheating, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he/she should ask the instructor for clarification. If students are guilty of academic dishonesty, a grade of zero (0) may be given for the quiz, assignment, etc. Cases may also be referred to the Dean of Students for possible dismissal from the university.

**PLEASE NOTE**

*By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.*
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, Aug 20</td>
<td><strong>Classes Start</strong> <em>(Course Orientation, Pretest &amp; Electronic Research Consent must be completed before course content will become available)</em></td>
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<tr>
<td></td>
<td><em>(Course Orientation, Pretest &amp; Electronic Research Consent must be completed before course content will become available)</em></td>
</tr>
<tr>
<td>Monday, Aug 22</td>
<td>Course Orientation</td>
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<tr>
<td>Monday, Aug 29</td>
<td>Module 1 Opens</td>
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<tr>
<td>Tuesday, Sept 6</td>
<td>Course Orientation, Pretest, Research Consent</td>
</tr>
<tr>
<td>Friday, Sept 9</td>
<td>Module 1 Pronunciation Post</td>
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<tr>
<td>Monday, Sept 12</td>
<td>Module 1 Exam</td>
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<tr>
<td>Monday, Sept 19</td>
<td>Module 1 Pronunciation Peer Responses</td>
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<tr>
<td>Monday, Sept 26</td>
<td>Module 2 Pronunciation Post</td>
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<tr>
<td>Friday, Sept 30</td>
<td>Module 2 Pronunciation Peer Responses</td>
</tr>
<tr>
<td>Monday, Oct 3</td>
<td>Module 2 Exam</td>
</tr>
<tr>
<td>Monday, Oct 10</td>
<td>Module 3 Opens</td>
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<tr>
<td>Monday, Oct 17</td>
<td>Module 3 Pronunciation Post</td>
</tr>
<tr>
<td>Friday, Oct 21</td>
<td>Module 3 Pronunciation Peer Responses</td>
</tr>
<tr>
<td>Monday, Oct 24</td>
<td>Module 3 Exam</td>
</tr>
<tr>
<td>Monday, Oct 31</td>
<td>Module 4 Opens</td>
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<tr>
<td>Monday, Nov 7</td>
<td>Module 4 Pronunciation Post</td>
</tr>
<tr>
<td>Friday, Nov 11</td>
<td>Module 4 Pronunciation Peer Responses</td>
</tr>
<tr>
<td>Monday, Nov 14</td>
<td>Module 4 Exam</td>
</tr>
<tr>
<td>Monday, Nov 21</td>
<td>Final Exams Open</td>
</tr>
<tr>
<td>Friday, December 9</td>
<td>Final Exams Due: Spelling and Proctored</td>
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</tbody>
</table>