

Medical Terminology (KINE 240-01/02)
MWF, 9:00-9:50am, Andrews 101

Professor: Ashleigh Everhardt Queen, MS, Ed.D.

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Office hours: Mondays from 10:40-11:20am via Zoom, due to the space constraints of my office.

I will also be available via appointment – a link to my calendar is under the About the Course section in Blackboard.

Course Description

The purpose of this course is to provide the student with the medical terminology to communicate clearly with health professionals and patients. Common medical terms from each of the human body systems will be examined, translated, and pronounced. The format of health records will also be discussed in relation to the use of medical terms.

Contact Information

Email is the best way to reach me. When composing emails, please put your name and the course in the subject line. I will respond to all emails on weekdays within 24 hours. On weekends or holidays, please allow 48 hours for a response, although I usually respond before this time.

Student Accessibility Services

William & Mary accommodates students with disabilities in accordance with federal laws and university policy. Any student who feels they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact Student Accessibility Services staff at 757-221-2512 or at sas@wm.edu to determine if accommodations are warranted and to obtain an official letter of accommodation. For more information, please see www.wm.edu/sas.

Course Objectives

Upon successful completion of this course the student will be able to:

1. Identify and define the roots/word parts of the human body systems
2. Identify and list commonly used medical abbreviations
3. Construct a SOAP note based on clinical case studies
4. Be able to view medical literature and understand medical terms in text

Course Guidelines

- 1) All course materials, including lectures, supplemental materials, assignments, quizzes, and exams will be administered via the Blackboard site for the course. Upon registering, you should gain access to this portal. Please let Dr. Queen know if you have trouble accessing the course site.
- 2) Check Blackboard and email daily, as this is the main means of communication for the course. All announcements and schedule changes will be posted here – you are responsible for this information.

- 3) You are responsible for the Honor Code found in the Student Handbook of The College of William & Mary
(http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/honor_system/index.php).

Your full participation and observance of the Honor Code is expected ON ALL ASSIGNMENTS. While you may discuss the concepts covered in class with fellow students, any work that you submit should be completed by you alone. Failure to follow this policy will result in the students involved being reported to the Office of Community Values and Restorative Practices for review by the William & Mary Honor Council.

Recommended Textbook

Jones S.L., & Cavanagh A. (2019). *Acquiring Medical Language*, 2nd ed., McGraw Hill Education.

I highly recommend finding a copy of this text as it includes all definitions for the semester. An OLDER edition is fine as well. This text is also available at a cheaper cost via VitalSource.

Course Evaluation

Final grades will be based on the following:

Chapter Assignments = 15%

“Find Med Term” Assignment = 7.5%

SOAP Note Assignment = 7.5%

Exam Review Quizzes = 10%

Exam #1 = 20%

Exam #2 = 20%

Exam #3 = 20%

“Find Med Term” Assignment – this will be a semester long project in which you are tasked to find Medical Terminology in the world around you. This can be in media (TV, movies, etc.), in print (NON MEDICAL RECORDS), or in figures (CDC produced materials, etc.). You are to post in a discussion board and reply to your own post two times – each post will be a separate example for a total of three examples. Each example should also include an explanation of the context and meaning of the term. I will also use examples that you provide in our in person discussions. This will be graded at the conclusion of the semester. All three entries are due by December 3, 2021.

SOAP Note Assignment – this will be due by December 3, 2021. This assignment will require you to pick a condition discussed in the class and write a SOAP note (the type is completely up to you!) that might be observed in a clinical setting for someone with the chosen condition. I will provide a rubric via Blackboard by October 1, 2021. This assignment may be completed any time between the release of the rubric and the last day of classes.

Grading Scale – The grades in this course will be given based on the following scale. In the event of a curve, I will post on Blackboard the change to the scale. All final grades will be rounded to the nearest whole number (0.5 rounds up; 0.4 rounds down). Please note that the “Total” column in Blackboard **DOES NOT** correctly show your weighted average for the course. Your grade in this class is a **weighted average**. Any totals in Blackboard do not reflect the true weighted grade. I will provide a weighted grade at the midterm period and at the end of the semester in the Blackboard system.

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|----|----------|
| A | 93-100 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |
| F | Below 60 |

KINE 240 Tentative Course Topic Schedule Spring 2021

*All Exams will be 1hr & 20 min – this includes the third exam, although it will be given during the university’s final exam period.

Fridays in the course are independent review days – this material is much like a foreign language. Please take the time in your Friday schedule to review the terms!

We will meet on Friday 9/3 to replace class on Labor Day!

| Date Available | Topic | Assignment Due (by 11:59pm) |
|------------------------|--|-----------------------------|
| 9/1/2021 | Syllabus, Course Overview | |
| 9/3/2021, 9/8/2021 | Chapter 1: Intro to Medical Language | 9/14/2021 |
| 9/6/2021 | No Class | |
| 9/8/2021, 9/13/2021 | Chapter 2 – Health Records | 9/17/2021 |
| 9/13/2021, 9/15/2021 | Chapter 3 – Integumentary System | 9/19/2021 |
| 9/15/2021, 9/20/2021 | Chapter 4 – Musculoskeletal System | 9/24/2021 |
| 9/20/2021, 9/22/2021 | Chapter 5 – Nervous System | 9/27/2021 |
| | Quiz 1 opens 10/2/2021 at 9am and closes on 10/4/2021 at 11:59pm | |
| 9/27/2021 | Exam 1 Review Time | |
| 9/29/2021 | Journal Article, SOAP Note Day | |
| 10/4/2021 | EXAM 1 (1 hr 20min) | |
| 10/6/2021, 10/11/2021 | Chapter 6 - Sensory System, | 10/15/2021 |
| 10/11/2021, 10/13/2021 | Chapter 7 – Endocrine System | 10/17/2021 |
| 10/18/2021 | Fall Break – No Class | |
| 10/20/2021, 10/25/2021 | Chapter 8 – Blood and Lymphatic System | 10/29/2021 |
| 10/25/2021, 10/27/2021 | Chapter 9 – Cardiovascular System | 11/1/2021 |
| 11/1/2021 | Project Guidelines and Questions | |
| 11/3/2021 | Exam 2 Review Time | |
| | Quiz 2 opens 11/5/2021 and closes on 11/8/2021 at 11:59pm | |
| 11/10/2021 | EXAM 2 (1 hr 20min) | |
| 11/15/2021, 11/17/2021 | Chapter 10 – Respiratory System | 11/21/2021 |
| 11/22/2021 | No Class – Happy Thanksgiving! | |

Queen, Fall 2021

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| 11/17/2021, 11/29/2021 | Chapter 11 – Gastrointestinal System | 12/3/2021 |
| 11/29/2021, 12/1/2021 | Chapter 12 – Urinary and Male Reproductive System | 12/6/2021 |
| 12/1/2021, 12/6/2021 | Chapter 13 – Female Reproductive System | 12/10/2021 |
| 12/3/2021 | SOAP Note and Find Med Term Assignments Due | |
| 12/8/2021 | Review, Wrap Up, Questions | |
| | Quiz 3 open 12/6/2021 and closes on 12/8/2021 by 11:59pm | |
| 12/16/2021 due by 12pm This period is set by the University Registrar and can be found on the Fall 2021 Final Exam Schedule. | EXAM 3 (1 hr 20 min) | |

Important Dates:

- **Last day to Add/Drop: 9/10/2021**
- **Last day to Withdraw: 11/1/2021**