

Medical Terminology (KINE 240-01/02)
MW, 2-3:30pm, Boswell 220

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

E-mail: aeeverhardt@wm.edu

Office: Adair 111

Telephone: 221-2777

Office hours: Mondays from 10 – 10:30am via Zoom. I will also hold individual meetings by appointment in person or on Zoom. This can be scheduled by accessing my calendar on Bb under “Course Info”. All appointments to review your exams or quizzes will be done by appointment on Zoom – this will also be scheduled via my appointment calendar.

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.

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. **Please note, I do not answer emails between the hours of 5pm and 7am.** I will answer all emails sent during that time after 7am of the following day or within two days on weekend and holidays.

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.

Attendance Policy

Attendance in this course is not mandatory and attendance will not be taken. We will go over assignments and activities to supplement the lecture material in class. Failure to attend class will result in missing out on these additional learning opportunities.

Please do not attend class if you are ill. In the event that you are sick and not able to attend class, please let me know! I can only help if I am aware of a situation. If you are ill or have an emergency prior to an assignment deadline or an exam and are unable to complete your work or are unable to prepare for the exam (illness, death in the family, etc.) please **email** me as soon as possible. A resolution will be reached on a case by case basis through conversations between me, as the instructor, and you, the student. I am happy to work with you in any way that I can, but again, I am only able to be of assistance if I am aware of an issue. **It is your responsibility to contact me.**

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%

Queen, Fall 2022

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 November 28, 2022.

SOAP Note Assignment – this will be due by November 28, 2022. 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, 2022. 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.

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 Fall 2

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

We will have a few scheduled independent work days, as indicated below. Medical Terminology should be thought of as a new language – the purpose of independent work days is to allow you the time to memorize and comprehend the use of each term. Throughout the semester will have a review sessions hosted by our Teaching Assistant.

Class Date	Topic	Assignment Due (by 11:59pm)
8/31/2022	Syllabus, Course Overview	
9/7/2022, 9/12/2022	Chapter 1: Intro to Medical Language	9/15/2022
9/12/2022, 9/14/2022	Chapter 2 – Health Records	9/17/2022
9/14/2022, 9/19/2022	Chapter 3 – Integumentary System	9/21/2022
9/21/2022, 9/26/2022	Chapter 4 – Musculoskeletal System	9/28/2022
9/28/2022	Independent Work Day	
10/3/2022, 10/5/2022	Chapter 5 – Nervous System	10/7/2022
	Quiz 1 opens 10/5/2022 at 9am and closes on 10/7/2022 at 11:59pm	
10/10/2022	Chapter 6 - Sensory System	10/19/2022
10/12/2022	EXAM 1 (1 hr 20min)	
10/17/2022	Finish watching Sensory System on Blackboard.	
10/19/2022, 10/24/2022	Chapter 7 – Endocrine System	10/26/2022
10/24/2022, 10/26/2022	Chapter 8 – Blood and Lymphatic System	10/28/2022
10/26/2022, 10/31/2022	Chapter 9 – Cardiovascular System	11/2/2022
11/2/2022	Independent Work Day	
	Quiz 2 opens 11/2/2022 and closes on 11/4/2022 at 11:59pm	
11/7/2022	EXAM 2 (1 hr 20min)	
11/9/2022, 11/14/2022	Chapter 10 – Respiratory System	11/16/2022
11/16/2022, 11/21/2022	Chapter 11 – Gastrointestinal System These will be virtual days – please watch the recorded lecture on Bb. Also – HAPPY THANKSGIVING	11/22/2022
11/28/2022, 11/30/2022	Chapter 12 – Urinary and Male Reproductive System	12/2/2022

Queen, Fall 2022

11/28/2022	SOAP Notes and Find Med Term Assignment Due	
11/30/2022, 12/5/2022	Chapter 13 – Female Reproductive System	12/7/2022
12/7/2022	Review, Wrap Up, Questions	
	Quiz 3 open 12/5/2022 and closes on 12/7/2022 by 11:59pm	
12/19/2022 due by 5pm This period is set by the University Registrar and can be found on the Fall 2022 Final Exam Schedule.	EXAM 3 (1 hr 20 min)	The exam will open on 12/18/2022 at 8am and must be submitted by 12/19/2022 at 5pm.

Important Dates:

- **Last day to Add/Drop: 9/12/2022**
- **Last day to Withdraw: 10/31/2022**