

**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**DEPARTMENT OF CLASSICS AND RELIGION**

**COURSE OUTLINE – SUMMER 2019**

**COURSE:** GRST 211 L01 *Technical Terms of Medical and Life Sciences*  
**TIME:** Online via D2L, except for the FINAL EXAM, which will be ON CAMPUS  
**INSTRUCTOR:** Lesley Bolton  
**OFFICE:** SS 502  
**OFFICE HOURS:** Monday 10.30-11.30, or by appointment  
**TELEPHONE:** 403 220 5612  
**E-MAIL:** [labolton@ucalgary.ca](mailto:labolton@ucalgary.ca)

**IMPORTANT**

All quizzes will be conducted online using D2L, but the Final Exam will be conducted on campus.

**REQUIRED TEXTS**

Lesley Bolton, *Medical Terminology from Head to Toe* (Kendall Hunt Publishing Company, 2016).

**OPTIONAL TEXTS**

Any additional readings will be posted on D2L.

**COURSE DESCRIPTION**

This course is a self-directed online course offered on Desire2Learn (<http://d2l.ucalgary.ca>), with regularly scheduled online quizzes and an on campus final exam. The course will be particularly useful to students in medicine and the sciences, where a large percentage of the terminology and jargon has a Classical origin. In this course, students will learn the definitions of Greek and Latin words and word elements such as prefixes, bases, and suffixes. Students should develop a thorough understanding of word formation rules using the Greek and Latin prefixes, bases, and suffixes in order to construct and deconstruct new medical and scientific words.

This course is entirely self-directed. There are no in-class lectures and students are entirely responsible for mastering the material themselves. The D2L site will provide any additional text to be mastered.

If you have any questions or require any assistance with the material, please feel free to contact me. E-mail is the best way to contact me, and I will endeavour to respond to all e-mails within 24 hours on weekdays; e-mails sent on the weekend may take slightly longer to receive a reply. If you need any technical assistance with D2L, please contact Information Technologies at <http://www.ucalgary.ca/it/>.

**CORE COMPETENCIES**

The primary goal of this course is to equip students with the skills necessary to comprehend, acquire, and retain medical and scientific vocabulary derived from Greek and Latin.

## COURSE REQUIREMENTS

Five quizzes will be held online on D2L. You may take these quizzes from any computer, at any time during the quiz period. The final exam will be paper based and taken on campus. Due to the nature of the material, the final exam will be cumulative, and **STUDENTS MUST PASS THE FINAL EXAM IN ORDER TO PASS THE COURSE**. The final exam date will be scheduled by the registrar. More information about the final exam and its format will be available later in the semester.

Please ensure that you note these dates down carefully, as you are completely responsible for knowing when the quizzes will occur and writing them at the correct time. If you are taking this course at a distance, please be aware that all times are Mountain Daylight Time and adjust your schedule accordingly.

| Date                   | Assessment                        | Chapters Covered | Quiz Available                            | Weight | Required Pass |
|------------------------|-----------------------------------|------------------|---|--------|---------------|
| July 11-12             | Quiz #1<br>(30 minutes)           | 1-5              | 9:00 a.m. Thursday to<br>9:00 p.m. Friday | 10%    | No            |
| July 18-19             | Quiz #2<br>(30 minutes)           | 6-10             | 9:00 a.m. Thursday to<br>9:00 p.m. Friday | 10%    | No            |
| July 25-26             | Quiz #3<br>(30 minutes)           | 11-15            | 9:00 a.m. Thursday to<br>9:00 p.m. Friday | 10%    | No            |
| August 1-2             | Quiz #4<br>(30 minutes)           | 16-20            | 9:00 a.m. Thursday to<br>9:00 p.m. Friday | 10%    | No            |
| August 8-9             | Quiz #5<br>(30 minutes)           | 21-25            | 9:00 a.m. Thursday to<br>9:00 p.m. Friday | 10%    | No            |
| Registrar<br>Scheduled | Final 2-hour<br>exam ON<br>CAMPUS | 1-25             |   | 50%    | Yes           |

All quizzes will be available on the D2L site on the appointed days during the time period listed above, and can be written from a computer of your choice (home, computer lab, library) as your individual schedule permits. Further information and regulations regarding exams is posted on D2L, and you should read this carefully prior to the first quiz.

## GRADE SCALE

A numerical mark will be given for each course requirement. A final letter grade will be assigned on the following number and letter grade scheme:

|    |          |   |         |    |          |
|----|----------|---|---------|----|----------|
| A+ | 100 - 98 | A | 97 - 94 | A- | 93 - 90  |
| B+ | 89 - 85  | B | 84 - 80 | B- | 79 - 75  |
| C+ | 74 - 70  | C | 69 - 65 | C- | 64 - 60  |
| D+ | 59 - 55  | D | 54-50   | F  | Under 50 |

Any numerical grade ending in .4% and below will be rounded down and any grade ending in .5% and above will be rounded up. Please do not send email inquiries asking for your final grade to be “bumped up” or for bonus assignments.

## **POLICY WITH REGARD TO MISSED ASSIGNMENTS/ASSESSMENTS**

Quiz deferrals will not be granted except in special cases. Valid excuses must be accompanied by supporting documentation (see section on “Supporting Documentation and the Use of a Statutory Declaration” below). Please contact me as soon as possible to make arrangements. If you contact IT about technical difficulties, record the Job ID number so that I can follow up on it. Requests made more than 2 days after the missed quiz will not be accepted. No “bonus” assignments will be possible. Requests for a deferred final exam must be made to the Registrar’s Office.

## **ELECTRONIC DEVICE POLICY**

No laptops, tablets, phones (or any course material) in the final exam.

## **REGISTRATION**

The last day to drop this course with a refund of fees is Monday July 8<sup>th</sup>.

Last day to register, add courses or change registration is Monday July 8<sup>th</sup>.

The last day to withdraw from this course with no refund of fees is Tuesday August 13<sup>th</sup>.

## **ACADEMIC HONESTY**

Collaboration with other students while doing online quizzes is cheating. Do not do it. If I learn of it happening, I will have to report it.

Plagiarism is not tolerated at the University of Calgary and has serious consequences. Your essays/presentations must be your own work and inadequate referencing may be seen as plagiarism. Please see the relevant sections on Academic Misconduct in the current University Calendar (section K, which can be found here:

<http://www.ucalgary.ca/pubs/calendar/current/k.html>). If you have questions about correct referencing, please consult your instructor, or librarian staff.

## **STUDENT ACCOMMODATIONS**

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit [www.ucalgary.ca/access/](http://www.ucalgary.ca/access/).

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at

[http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf).

## **DESIRE 2 LEARN (D2L) HELP**

Go to <http://elearn.ucalgary.ca/desire2learn/home/students> for Student Help and FAQ’s about D2L. Troubleshooting tips and a tutorial are also available on this website.

## **FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES**

- For program planning and advice, students in the Faculty of Arts will contact The Arts Students' Centre (ASC). Drop in at SS102, call at 403-220-3580 or email at [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca). You can also visit the Faculty of Arts website at <https://arts.ucalgary.ca/> which has detailed information on common academic concerns.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Block.

## **FREEDOM OF INFORMATION AND PRIVACY**

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP):

[https://www.ucalgary.ca/hr/freedom\\_of\\_information\\_and\\_protection\\_of\\_privacy](https://www.ucalgary.ca/hr/freedom_of_information_and_protection_of_privacy)

The Freedom of Information and Protection of Privacy Act indicates that assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your express permission. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission. As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page.

## **STUDENT OMBUDSPERSON AND STUDENTS' UNION REPRESENTATIVE**

The Student Ombuds Office provides independent, impartial and confidential support for students who require assistance and advice in addressing issues and concerns related to their academic careers. See <https://www.ucalgary.ca/ombuds/> for more information.

The Students' Union Faculty of Arts representative can be reached at [arts1@su.ucalgary.ca](mailto:arts1@su.ucalgary.ca).

## **EMERGENCY EVACUATION ASSEMBLY POINT**

In case of an emergency evacuation during class, students must gather at the designated assembly point nearest to the classroom. The list of assembly points is found at [www.ucalgary.ca/emergencyplan/assemblypoints](http://www.ucalgary.ca/emergencyplan/assemblypoints). Please check this website and not the nearest assembly point for this course.

## **SAFEWALK**

The Safewalk program provides volunteers to walk students safely to their destination anywhere on campus (including McMahon Stadium, Health Sciences, Student Family Housing, the Alberta Children's Hospital and the University LRT station). This service is free and available to students, staff and campus visitors 24 hrs/day, 365 days a year. Call 403-220-5333 or use one of the Help phones located throughout campus to request a walk.

## **HEALTH AND WELLNESS**

There are services available to students to help with physical and mental health, including the SU Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>.

Learn more about the Campus Mental Health Strategy here:

<https://www.ucalgary.ca/mentalhealth/>.

## **SUPPORTING DOCUMENTATION AND THE USE OF A STATUTORY DECLARATION**

Students who are absent from class assessments (tests, participation activities, or other assignments) should inform their instructors as soon as possible. Instructors may request that evidence in the form of documentation be provided and the student should provide the documentation they feel best supports their case. For information on possible forms of documentation, including statutory declarations, please see

<https://www.ucalgary.ca/pubs/calendar/current/m-1.html>.