COURSE NUMBER: GRST 211

COURSE NAME: Technical Terms of Medical and Life Sciences

PREREQUISITES: None

CLASSROOM LOCATION: Web-based

CLASS DAYS & TIMES: Online self-directed (no Zoom sessions)

INSTRUCTOR NAME AND CONTACT INCLUDING UCALGARY EMAIL & PHONE:
- Lesley Bolton
  - labolton@ucalgary.ca
  - 403 220 2562 (note I will only be in my office occasionally; e-mail is preferable)

OFFICE HOURS:
- e-mail enquiries, or Zoom session by appointment (e-mail to arrange)

INSTRUCTOR EMAIL POLICY:
Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student’s @ucalgary emails within 48 hours on weekdays (longer at weekends).

NAME & EMAIL CONTACT OF TEACHING ASSISTANT(S):
- Kellie Cornforth
  - kccornfo@ucalgary.ca

COURSE CALENDAR STATEMENT:
The Greek and Latin elements of modern medical and life-sciences terminology, with a brief introduction to their history and cultural background.

COURSE DESCRIPTION:
The course is a self-directed online course offered on Desire2Learn (http://d2l.ucalgary.ca), with regularly scheduled online quizzes and an online 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.
The 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 respond to all e-mails within 48 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/.

COURSE LEARNING OUTCOMES
Upon successful completion of this course, students will be able to:

- Comprehend the historical development of modern medical terminology from Greek and Latin
- Recognize word components from Greek and Latin origins
- Apply word formation rules to construct, deconstruct and interpret medical terminology
- Evaluate unfamiliar words using contextual clues and word components to understand medical communications

LEARNING RESOURCES
Required Textbook:

- Lesley Bolton, Medical Terminology from Head to Toe (Kendall Hunt Publishing Company, 2016)
- Print copy is available from the University Bookstore through their online site, free shipping over $75
- An etext is available from the publishers https://he.kendallhunt.com/bolton-med-term, but note that etexts cannot be returned for refund (prices are US dollars)

Any additional readings will be posted on D2L.

LEARNING TECHNOLOGIES AND REQUIREMENTS
There is D2L site for this course which contains relevant class resources and materials (see http://d2l.ucalgary.ca).

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

Essential requirements:

- A computer with a supported operating system, as well as the latest security, and malware updates
- A current and updated web browser
- Current antivirus and/or firewall software enabled
- Stable internet connection

Optional requirements for Zoom meetings with instructor:

- Webcam/Camera (built-in or external)
- Microphone and speaker (built-in or external), or headset with microphone

CLASS SCHEDULE
All components are online.
The last day to drop this course with a refund of fees is Thursday September 17th.
Last day to add courses is Friday September 18th.
The last day to withdraw from this course with no refund of fees is Wednesday December 9th.
EXAMINATIONS
The registrar will schedule a time for the exam. It will be available online for 48 hours, including the registrar-scheduled time; you can log on to take the exam any time within those 48 hours.

ASSESSMENT COMPONENTS
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 also be held online on D2L. 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. More information about the final exam will be available soon.

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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Assessment</th>
<th>Chapters Covered</th>
<th>Quiz Available</th>
<th>Weight</th>
<th>Required Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 24-25</td>
<td>Quiz #1 (30 minutes)</td>
<td>1-5</td>
<td>9:00 a.m. Thursday to 9:00 p.m. Friday</td>
<td>10%</td>
<td>No</td>
</tr>
<tr>
<td>Oct. 8-9</td>
<td>Quiz #2 (30 minutes)</td>
<td>6-10</td>
<td>9:00 a.m. Thursday to 9:00 p.m. Friday</td>
<td>10%</td>
<td>No</td>
</tr>
<tr>
<td>Oct. 22-23</td>
<td>Quiz #3 (30 minutes)</td>
<td>11-15</td>
<td>9:00 a.m. Thursday to 9:00 p.m. Friday</td>
<td>10%</td>
<td>No</td>
</tr>
<tr>
<td>Nov. 5-6</td>
<td>Quiz #4 (30 minutes)</td>
<td>16-20</td>
<td>9:00 a.m. Thursday to 9:00 p.m. Friday</td>
<td>10%</td>
<td>No</td>
</tr>
<tr>
<td>Nov. 26-27</td>
<td>Quiz #5 (30 minutes)</td>
<td>21-25</td>
<td>9:00 a.m. Thursday to 9:00 p.m. Friday</td>
<td>10%</td>
<td>No</td>
</tr>
<tr>
<td>tba</td>
<td>Registrar Scheduled Online Exam (2 hours)</td>
<td>1-25</td>
<td>tba (48 hours including registrar-scheduled time)</td>
<td>50%</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note that, in accordance with university policy for Fall 2020 semester, an additional 50% time will be added to online quizzes/exams to allow for any technology issues that may arise:
- Quizzes 1-5, 30-minute quizzes, will be allocated 45 minutes
- Exam, 2 hours, will be allocated 3 hours

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 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.

MISSED OR LATE ASSIGNMENTS
Quiz deferrals will only be granted in special cases; please contact me as soon as possible to make arrangements. Accommodations for foreseeable events should be requested well in advance. In the case of an unexpected event (e.g., illness), you should contact me as soon as possible. Requests made more than 2 days after the missed quiz will not be accepted. It is your responsibility to have reliable internet
access for taking quizzes and the exam. If you contact IT about technical difficulties, record the Job ID number so that I can follow up on it. No “bonus” assignments will be possible. Requests for a deferred exam must be made to the Registrar’s Office.

GRADING
A numerical mark will be given for each course requirement. You must pass the final exam (49.5% or above) to pass the course. The final letter grade will be assigned on the following number and letter grade scheme:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 98</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 85</td>
</tr>
<tr>
<td>C+</td>
<td>74 - 70</td>
</tr>
<tr>
<td>D+</td>
<td>59 - 55</td>
</tr>
<tr>
<td>A</td>
<td>97 - 94</td>
</tr>
<tr>
<td>B</td>
<td>84 - 80</td>
</tr>
<tr>
<td>C</td>
<td>69 - 65</td>
</tr>
<tr>
<td>D</td>
<td>54 - 50</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 90</td>
</tr>
<tr>
<td>B-</td>
<td>79 - 75</td>
</tr>
<tr>
<td>C-</td>
<td>64 - 60</td>
</tr>
<tr>
<td>F</td>
<td>Under 50</td>
</tr>
</tbody>
</table>

Any numerical grade ending in 0.4% and below will be rounded down and any grade ending in 0.5% 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.

EXPECTATIONS FOR WRITING
Not applicable

ATTENDANCE AND PARTICIPATION EXPECTATIONS
Not applicable

GUIDELINES FOR SUBMITTING ASSIGNMENTS
Not applicable

CONDUCT IN CLASS
Not applicable

USE OF INTERNET AND ELECTRONIC COMMUNICATION DEVICES IN CLASS
Not applicable

GUIDELINES FOR ZOOM SESSIONS
Not applicable

COURSE EVALUATIONS AND STUDENT FEEDBACK
Student feedback will be sought at the end of the course through the standard University Student Ratings of Instruction (USRI).

ACADEMIC MISCONDUCT
Academic Misconduct refers to student behavior which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.
• Collaboration with other students while doing online quizzes or exams is cheating. Do not do it. If I learn of it happening, I will have to report it.
• Do not share your D2L log on information with others. If I learn of it happening, I will have to report it.

For information on the Student Academic Misconduct Policy and Procedure please visit:
Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.

ACADEMIC ACCOMMODATION
It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations. Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf). 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.
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/.

INSTRUCTOR INTELLECTUAL PROPERTY
Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Student information will be collected in accordance with typical (or usual) classroom practice. Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

COPYRIGHT LEGISLATION
All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html.
SEXUAL VIOLENCE POLICY
The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary’s sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

OTHER IMPORTANT INFORMATION
Please visit the Registrar’s website at: https://www.ucalgary.ca/registrar/registration/course-outlines for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students’ Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk