

OEHO 120 01 MEDICAL TERMINOLOGY FALL 06

Facilitator: Neal Gallagher Assistant Professor.

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Office hours 30 minutes before and after all classes

Mon, Tues, Wed, and Thur. 12:00 - 1:00

Class Time Tu - Thur 1 00 PM - 2:15 PM Room MC-312

Course Description: This course presents a basic analysis of medical terms comprising common anatomical roots, suffixes, prefixes for all body systems. Also presented is the correct pronunciation and appropriate abbreviations to facilitate communication and documentation.

Instructor availability:

If a student wishes to consult with the instructor in private an appointment may be scheduled at a time that is mutually satisfactory to the student and instructor . I will make myself available 30 minutes before and after classes and as needed by appointment. I encourage students to make use of E-Mail for communication with the instructor and other students.(ngallagh@nmsu.edu)

Student Expectations:

- 1) Attend all classes (if the student misses more than 3 classes per semester instructor student conference will be required) NOTIFY INSTRUCTOR PRIOR TO ABSENCE. I encourage students to make use of E-Mail for communication with the instructor and other students.
- 2) Complete reading assignments prior to class
- 3) Class participation
- 4) Taking quizzes, tests when scheduled.

Statement Regarding Academic Misconduct

Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to, the following actions: CHEATING; PLAGIARISM; UNAUTHORIZED POSSESSION OF EXAMINATIONS. RESERVE LIBRARY MATERIALS OR LABORATORY MATERIALS UNAUTHORIZED CHANGING OF GRADES ON AN EXAMINATION INSTRUCTOR'S GRADE BOOK OR GRADE REPORT; NONDISCLOSURE OR MISREPRESENTATION IN FILLING OUT APPLICATIONS OR OTHER COLLEGE RECORDS. The following disciplinary actions and sanctions may be imposed for any of the above infractions of regulations: disciplinary probation, disciplinary suspension, dismissal, expulsion.

Americans with Disabilities Act (ADA)

If you have, or believe you have, a disability and would benefit from any accommodation(s), you may wish to register with the Student Services Office on the first floor of Martinez Hall. All medical information will be treated confidentially.

After you have registered, please make sure that Dr. Harry Sheski C.A.O receives a copy of the accommodation memorandum from Student services within the first two weeks of class.

It will be the student's responsibility to inform Dr. Harry Sheski C.A.O or the office of Student Services (in a timely manner) if services/accommodations provided are not meeting your needs.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss any concerns with Ms. Irene Charles-Lutz; Campus Student Services Officer at 287-6629, or Ms. Elva G. Telles, NMSU EEO/ADA Director at 505-646-3333

Feel free to call Ms. Irene Charles-Lutz; Campus Student Services Officer at 287-6629, or Ms. Elva G. Telles, NMSU EEO/ADA Director at 505-646-3333 with any questions about the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

Attendance – if a student misses more than 3 consecutive classes or 5 cumulative in the semester the instructor may recommend expulsion from the class; expulsion may result in the loss of scholarship and grant eligibility. An instructor/student conference will be required to assess the student's ability to successfully complete the class. Since a great deal of material is covered in class punctuality is mandatory, the student will be allotted 15 min after the start of class before marked tardy. If tardiness or early departure becomes a pattern an instructor/student conference will be required to assess the student's ability to successfully complete the class. A daily sign in sheet will be provided; it is the responsibility of the student to sign in to verify that class was attended.

Evaluation and Grading –

Written exams will consist of multiple choices, fill in the blank and essay type questions. Students will be advised beforehand of the type. All make up exams must be made up on the next class unless arrangements have been made with the instructor. All exams not made up will be recorded as a zero.

No weekly quizzes can be made up any missed quizzes will be recorded as a zero.(unless previous arrangements are made with the instructor)

Weekly quizzes on the assigned material.	25% of final grade
In class assignments and class participation.	25% of final grade
Tests.	25% of final grade
Mid term and Final exams.	25% of final grade

A = 90-100 % B = 89-80 % C = 79-70 D= 69-60

FAILURE IS NOT AN OPTION !