

Medical Terminology

University of Florida

SPRING 2017

ATTENTION ALL STUDENTS: This Document contains a Course Overview, Orientation sheet, and (3) THREE syllabi. Please skip to the correct page to review the current course information needed. If you should have questions about the syllabus, please contact your instructor directly.

- ❖ **IMPORTANT:** All syllabi are tentative. For the most up-to-date information, use the course documents that are emailed from your instructor throughout the semester.

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Course Overview: How the Medical Terminology Online Course Works

Welcome to Medical Terminology! This course is *totally* online. At the beginning of the semester, you will receive a Syllabus and an Orientation sheet with all of the information you need to know to start your course, including how to **purchase your REQUIRED E-Text** to complete all of your coursework, how to **schedule your final exam**, and **how to do well** in the Course and on the Exam.

If you CANNOT COMPLY with the COURSE POLICIES, including purchasing your required e-text, paying attention to your emails from your instructor and TAs, and complying with the due dates for STARTING your Coursework, and FINISHING your Course and Exam...DO NOT TAKE THE COURSE! And...IF YOU DO NOT START THE COURSE by the designated START DATE, You WILL be DROPPED from the Course!

The Exam will be proctored via WebCam by ProctorU: <http://www.proctoru.com>. Although you do not need a Webcam to do your coursework, **You Will Need a Webcam to Take your Exam**. If you do not have access to a Webcam; you may obtain access to one by going to one of the computer labs at UF (or if you are off-campus, there are computers with webcams at your local library, as well as computer labs at your institution; and, of course you can borrow one from a friend to take the exam as well). Complete instructions for scheduling this exam are included in the syllabus (page 4).

We want you to have a wonderful experience with the course! **To ensure this, simply read and follow ALL of the directions in your Orientation Sheet and Syllabus...carefully, and completely. And, of course, Open and Read all of your Emails from your instructor and TAs** (welcome messages, study advice reminders, due date reminders, etc.).

Medical Terminology Orientation Sheet

This is a “gateway” course for your future! This is an amazing course for us; it will help you, and your careers, immensely!

To Get Your E-Text and get started with your online class:

For the **Undergraduate** Course, Go to www.HSC3537.com; then click “Create Account” (top right corner)
For the **Graduate** Course, Go to www.HSC5536.com; then click: “Create Account” (top right corner)

*You **MUST USE THE ABOVE LINK** to purchase the correct textbook. Be sure you enter your CORRECT SECTION NUMBER (check your schedule if you are unsure). This is to ensure your grade can be accessed and to be recorded correctly at the end of the term.

This course automatically computes the grade for your course activities and exam, and then sends these grades and your raw course your instructor and TAs. **As long as you complete the course prior to the ‘Failing’ deadline, we will also email you a final grade confirmation within two (2) business days!**

READ THIS BEFORE YOU BEGIN YOUR E-TEXTBOOK WORK:

There are 16 total Chapters. Chapters 1 through 14 are your *course activities* (Ch 15 is appendices). Chapter 16 is the *final exam*. Your course activities include lectures with multiple slides in which an instructor teaches the information to you, so you have *visual and auditory* input (turn on captioning, too, if needed).

Complete all course activities **in the order** presented. This is required and will maximize your learning. (Starting at Chapters 6, each is locked until you have fully completed Chapters 1-5.) The computer retains the date that you **FIRST** completed each activity (i.e., lecture, self-test, etc.). Even if you repeat for practice, the computer program remembers the original date/time and designates “completed” each activity.

Chapters 1 through 4 are introductory. Listen to and watch the lectures. The **Chapter Exercise** (“self-test”) at the end of Chapter 4 summarize these chapters with multiple choice (MC) questions. Answer all MC questions on the screen. You’ll be given immediate feedback on each answer. If an answer is incorrect, the correct answer is given to you. When you finish your screen, hit “Continue.” You will get to RE-DO the ones you missed, and new ones will replace the ones you got right. Once you get them ALL correct, you have *finished* the chapter exercise; and you *will* have gotten them ALL correct, earning 100% for this activity (just like you will get for ALL of our course activities, once they are completed)!

Chapter 5: Flash Cards! This is an opportunity for you to explore and learn all the word parts used in medical terminology. You will be given a word part, and are prompted to type in the definition. You can review its definition and examples of its use (by clicking the card), if needed. You need only type in one definition, then click “OK.” If you type the definition correctly, you move on to the next flash card; if it is incorrect, you will be told this and you must try again to type in the correct answer.

Chapters 6 through 14 work the same as Chapters 1 through 4, and each concludes with a self-testing exercise.

Chapter 15 is the Appendix citing references used for the course content. You will not be tested on Chapter 15, but you still must scroll through the few slides presented to earn 100% for this course activity.

Chapter 16 is your Final Exam: The exam is 300 questions. The true/false questions are from the flash cards, and the multiple choice questions are lifted directly from the self-test materials (no, there will be no pictures provided on the final exam). **The final exam is timed**, but you are given **3 hours** (180 minutes) to take it (3x our normal testing time), so no one has felt rushed. If you have done your e-text coursework, and your workbook (see study advice below), this is plenty of time. **This is a CLOSED-book exam proctored by Proctor-U** (see section VII of your syllabus for more information).

OF CRITICAL IMPORTANCE: The online Final Exam must be COMPLETED no later than the date stated on your Syllabus! **Failure to comply with this will result in a GRADE of “E” (FAIL).** Yes, access to your e-textbook is granted for a full year, but you need to be finished with your course by the designated due date to avoid failing the course!

More information about the e-text:

Go to your online e-course summary page. Note the links/prompts on the top right of the screen, including the “**Help**” button. If you have any technical problems or e-textbook questions, click “Help” and then “**Contact Us.**” Or you can call the tech staff toll free at **1-866-280-2900**. All of this information is in your syllabus. Also under the “Help” button is the **FAQ link** - SUPER helpful. Last, you’ll also note the “search references” link under help. There, you will find all the known medical search engines for learning medical content and you will have FREE access to them since you have paid for your online e-textbook (this class)!

HOW TO DO WELL IN THE COURSE

To learn medical terminology, you are being taught via **audio** (hearing the lectures), **visual** (seeing the words and the slides), and **fine motor** (typing the definitions). We recommend **writing out** the flash card definitions and multiple choice answers (from the self-tests) with or without the optional supplemental workbook. You can see that by now, you have been learning through multiple media, and this is what helps you actually LEARN the material and do well on the final exam.

In studying for the exam, go back and review ALL your chapter exercises and flash cards. You may do this at any time. The computer program remembers when you completed these course activities the first time, and that date is retained on your course summary page.

Terrific study advice: After you complete all the course activities, and you have *written out your flash cards by hand* (as explained above); GO BACK THROUGH the Chapter Exercises...When you are *easily* getting 13-16 correct per screen, you are ready to take the Final Exam and do well on it!

Last, take the time to **read your syllabus carefully, as it contains the rest of the information you need** (i.e., not found in this Orientation sheet). AFTER reading your syllabus, let us (your TA or instructor; check the welcome email for the correct person) know if you have any additional questions (**professional communication is expected**).

SUPPLEMENTAL WORKBOOK

It is optional, but this will help you succeed. Available at **Target Copy** (see item II of your syllabus), this workbook contains the first 4 chapters of your online coursework in hard copy form. **It also contains your Flash Cards AND all your Chapter Tests in hard copy form**, which is the material you will be tested on! The last two sections of your workbook have blanks for you to fill in - *This is where you get to write out the flash card material and the chapter test content. This process will cement enough of the knowledge into your brain to ensure you will do a very good job on the exam. This is where you write out the Flash Cards by Hand (and say them out loud as you write them). Again, it REALLY HELPS!* People who do this raise their score by 10 points or more! **You will earn your high grade because you learned the material.** And you have the hard copy book to keep and use to prepare you for your future (and during) your health professions career. What a deal! Get the book. **What’s going to be on the exam? The workbook info. Get it, write it out, learn it (the content) and earn it (the high grade!).**

Communicating with course Instructors

Name and contact information is located in the top section of your syllabus. Please double-check your syllabus to ensure you contact the correct person.

IMPORTANT NOTE: Your Instructor has her Ph.D. (Doctoral Degree). Address her as either “Dr.” or “Professor.” Anything less (like “Mr.” or “Ms.”) is inappropriate and insulting. You will not get letters of recommendation, lab placements, scholarships, awards, or jobs by “demoting” your professors. **Please address ALL of your instructors as either “Dr.” or “Professor.”** If they do not have their doctorate, they will appreciate your manners and help you more. But, you NEVER want to demote your instructor/professor! **This bit of advice will help you during your university career and beyond!**

HSC 3537: Health & Medical Terminology
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Fall, Sections: 0007, 09D2, 09D4

Instructor: Dr. Julia Rae Varnes, PhD, MPH, MCHES FLG Rm 173; (352) 294-1823; jrvarnes@ufl.edu
Office Hours: Wed. 8:30am-11:30am; Thurs. 12pm-2:30pm; and, by appointment

Section 0007 Teaching Assistants.

If you are in Section 0007, contact your TA via email with ALL course-related questions!

Ms. Jayash Ramanathan, BS; jramanathan@ufl.edu (for students whose last name begins with A-Co)

Ms. Kristyn Lee, BS; kristynlee@ufl.edu (for students whose last name begins with Cp-G)

Ms. Mona Sayedul Huq, MS, CHES; monahuq@ufl.edu (for students whose last name begins with H-O)

Ms. Christina Sachs, MS, CHES; christinasachs@ufl.edu (for students whose last name begins with P-Z)

****Note:** TA assignments may be adjusted after drop/add (ends January 10). Check your email for updates.

I. ABOUT THE COURSE

Overview: This is a 3-credit-hour course that is run completely online. The (approx.) **800-page** (printable) e-textbook contains interactive audio-visual lectures that prepare each student for the (approx.) **1000 self-testing flashcards** and the (approx.) **800 multiple choice** self-test questions. **Review your Orientation sheet to learn how the course works.**

This course is designed to: (1) Improve your vocabulary skills; (2) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses; (3) Provide you with multiple color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course; (4) Prepare you for professional school admission tests (e.g., GRE, MCAT, PCAT & DAT).; (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “*Language of Medicine*,” and finally, (6) Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at your convenience. In addition, free access to multiple medical web search engines (e.g., webMD and more) is provided!

Your course activities count for 50% of your course grade; your final exam counts for the other 50% of your course grade (i.e., [Course Activities + Final Exam] / 2 = Final Grade).

Course Objectives: The student will be able to:

- Become fluent with meanings and use of medical terms.
- Spell and Define prefixes, suffixes, and stem words.
- Identify and Explain the function of specific, medical word parts.
- Describe how medical compound terms (words) are constructed.
- Build compound terms using multiple word parts in a combining form.
- Fracture and Analyze key compound medical terms in the Word Part Flashcards, Mult. Choice Questions, & Lecture Slides.
- Define key compound medical terms found on the flashcards, both “literal” meanings and “actual” meanings.
- Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- Identify Visually & Describe Verbally, medical problems, disorders, conditions, and diseases.
- Improve comfort level when taking Prof. Admin. Exams (e.g., GRE, MCAT, DAT, NCLEX, OAT, PCAT, GMAT, LSAT).
- Interpret and Understand medical course content, literature, records, and research.
- Interpret and Understand word (term) meanings from a wide variety of academic disciplines.

II. REQUIRED E-TEXTBOOK:

Your **online e-textbook** contains your lectures, learning activities, and final exam.

It must be purchased and accessed via <https://HSC3537.cipcourses.com>

Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.

Recommended (Highly):

Print Workbook: “HSC 3537 Textbook/Workbook” - Material is taken directly from your online e-textbook. The 438-page workbook, is available at: **Target Copy**, 1412 West University Ave, Gainesville, FL 32603.

E-mail: service@target-copy.com Phone: 352-372-7436 or (352) 376-3826.

Online: <http://target-copy.com/?s=Medical+Terminology> (scroll down to “Undergraduate” workbook)

III. EMAIL & COURSE CORRESPONDENCE:

E-textbook or website questions: Contact your e-textbook publisher (Caduceus International Publishing). Also review their helpful FAQs.

Email: support@cipcourses.com (or click “Contact Us” under Help), 24 hrs/day; 7 days/wk.

Phone: (Toll Free) 1-866-280-2900 (8am-6pm)

Exam Scheduling Questions: Contact ProctorU (see Section VII of this syllabus).

Other course related questions, contact your assigned Graduate Teaching Assistant (TA).

See the top of page 1 of this syllabus (“Teaching Assistants”).

- **Include your section number in your email** (noted at the top of the syllabus).
- If your inquiry requires further assistance, it will be forwarded to me by your designated TA.
- **Professionalism is expected in all communication!** Review the associated document “Emails as Professional Correspondence.”

IV. COURSE FLOW PLAN: Activities & Exam (AKA: What do I do?!)

Your **Course Activities** include your Lectures, Chapter Self-Test Exercises, and Flash Cards. You will also have a Final Exam. **You are expected to adhere to the following course flow plan.** Procrastinating and waiting until the last minute to finish will decrease your ability to learn the information well, and you may have difficulty getting a test time (based on ProctorU demand). **Late finishers will be penalized.**

- Week 1:** **Read course documents** (Syllabus, Orientation Sheet, Critical Dates)
 Purchase your Online **E-Text**
 Complete **Chapter 1**, Orientation & Introduction
- Week 2-4:** Complete Audio-Visual lectures for **Chapters 2 to 4**
 Complete **Chapter 4 Self-Test Cumulative Chapter Exercises** (covers Chapters 1 to 4)
- Weeks 4-5:** **Chapter 5: Complete and LEARN the 1,000 Self-Testing Flashcards**
 Complete 100 Flashcards Per Day for 10 Days = 1,000 Flashcards
- Weeks 6-8:** Complete AV lectures and self-testing exercises for **Chapters 6 to 9** (one per week)
 Chapter 6: Musculo/Skeletal System.
 Chapter 7: Nervous System & Special Senses.
 Chapter 8: Cardio/Vascular System.
- Weeks 9-11:** Complete AV lectures and self-testing exercises for **Chapters 9 to 12** (two per week)
 Chapter 9: Respiratory System **AND** **Chapter 10:** Integumentary System
 Chapter 11: Digestive System **AND** **Chapter 12:** Uro/Genital System
 Chapter 13: Reproductive System **AND** **Chapter 14:** Endocrine System
- Week 12:** **Chapter 15:** Appendix (just click through)
 Contact ProctorU to schedule exam (see Section VII of this syllabus).
 Study for your exam (see Orientation Sheet for advice). Exam prep takes 3-7 days.
- Week 13:** **FINAL EXAMINATION** - **The exam is the last chapter of your e-textbook** (Chapter 16), and is proctored by ProctorU (see Section VII). The final examination is 300 questions (True/False & Multiple-Choice), and covers the 1,000 Flashcard Word Part and Medical Abbreviation Meanings, and the ~800 Self-Testing Exercise questions.

STUDY ADVICE: can be found on your Orientation Sheet (page 2, yellow highlights).

IMPORTANT NOTE: Anyone complaining about their grade who has not followed the above flow plan, will have points deducted (1pt deducted from your final course grade) for each week it was not followed.

v. **DEADLINES!** (Also see very important item IV for your course flow plan, and your critical dates sheet, which is sent via email after drop/add)

Week 1: Start your course.

***Grade Penalty:** Failure to start your course **within 3 weeks (January 25th)** of the first day of class may result in a DEDUCTION of ONE POINT, per day, from your final grade.

March 28th, 11:59pm. Course Activities (Chapters 1 to 15) must be complete!

***Grade Penalty:** Abuse of the course flow plan (Section III) may result in a One Point Deduction per day off your final grade if course activities are not complete by this date.

April 4th, 11:59pm = Final Due Date. Your exam must be **COMPLETED** by this date (note that your coursework was due March 28th)!

***Grade Penalty:** A one (1) Point deduction off your final grade will be applied **for each day** your exam is late!

****Completion of the course (course activities and exam) on any date AFTER April 19th WILL RESULT IN FAILING THE COURSE.**

Extra Credit: There is NONE. Please do NOT ask (if you do, I will NOT respond)! University Policy: Asking for extra points after your course is completed is an HONOR OFFENSE.

VI. GRADING

Course Activities (Lectures, self-testing exercises, & flashcards) To obtain full credit, simply complete Chapters 1-15, including lectures!	100 points
Final Examination (Content tested will be on Chapters 1-14)	100 points
TOTAL	200 points

Your grade is an average of your course activities and your final exam grade.

Example: You receive 100% just for completing all your course activities (yay!). If you receive an 83 on the final exam, your course average is 91.5. We round up to a 92%, and you've just earned an A!

Grading Scale:

- A = 92 to 100%
- A- = 90 to 91%
- B+ = 88 to 89%
- B = 82 to 87%
- B- = 80 to 81%
- C+ = 78 to 79%
- C = 72 to 77%
- C- = 70 to 71%
- D+ = 68 to 69%
- D = 62 to 67%
- D- = 60 to 61%
- E = 00 to 59%

***Rounding up** will only occur if the grade is within 0.5% of the next letter or plus (+) or minus (-) grade.

Notification of Grades: Once you complete your exam, Caduceus (your e-textbook publisher) will send a course completion email to your instructors. You will receive an emailed grade confirmation from your TA within 48 hours.

VII. **PROCTORU/FINAL EXAM INSTRUCTIONS:**

This course uses ProctorU, a proctoring service for graded exams. You must follow these guidelines to register and take your exam.

First, you should know:

- Exams can be administered 24-hours a day, seven days a week. Exams must be **scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee**. Late registrations are subject to availability and same day appointments cannot be made online (you must call).
- **Microphone and webcam are required.** Most computers now come equipped with these; but if not, an inexpensive webcam and microphone are fine. Students will NOT be allowed to take an exam without a webcam. Review technical requirements for ProctorU: <http://www.proctoru.com/tech.php>.
- **You must take your exam in a place where other people are not in the room during the exam.**
- **You will need to have some administrative rights on the computer you are using** for the exam to enable the proctoring service to function.

Scheduling and Accessing your Exam:

1. **Register** with ProctorU: Go to <https://go.proctoru.com>. Click “New User? Sign up here” if you don’t already have an account.
2. Once registered, find our exam and schedule an appointment. Here is how you search for our exam:
Institution: "University of Florida"
Term: "HSC 3537 or 5536- Dr. Varnes"
Exam: "HSC 3537 Medical Terminology-Final Exam-Julia Varnes"

If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the 'Live Chat**' button. Or, you can always call ProctorU’s hotline at 855-772-8678; select option 1.

3. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your e-textbook); the ProctorU proctor will have the password for the exam.
4. If you have any additional questions about scheduling your examination or about how it will be proctored, please contact Owen Beatty at beatty@hhp.ufl.edu or 352.294.1615.

**** IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND A STRONG INTERNET CONNECTION (so that the webcam connection works smoothly for you).****

VIII. UF POLICY STATEMENTS:

Academic Honesty: “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the *Student Honor Code*, as part of the registration process. “ As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

Accommodations for Students with Disabilities : "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the

student who must then provide this documentation to the Instructor when requesting accommodation."
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

Title IX: University of Florida has zero tolerance for sexual discrimination, harassment, assault/battery, dating violence, domestic violence, or stalking. Students are encouraged to report any experienced or witnessed occurrences to law enforcement and/or one of UF's Title IX Coordinators. Students can report incidents or learn more about their rights and options by contacting Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261; or visit:

www.dso.ufl.edu/sccr/process/incident-report/
www.dso.ufl.edu/sccr/process/victim-rights/

HSC 5536: Medical Terminology for Health Professions
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Fall 2016
Section: 0043/2E60

Instructor: Dr. Julia Rae Varnes, Ph.D., MPH, MCHES FLG Rm 173, (352) 294-1823;
jrvarnes@ufl.edu *Office Hours:* Wed., 8:30-11:30am; Thurs. 12pm-2:30pm; and, by appt.

I. GENERAL COURSE INFORMATION

Overview: This is a 3-credit hour course that is run 100% online. The **1,200 page** online printable textbook contains interactive audio-visual lecture pages that prepare each student for the **1,700 self-testing flashcards** and the **1,400 multiple choice** self-test questions. Ten chapter exercises will follow Chapters 4 and 6 to 14; to help you review the content on the Final Exam. All of your course activities, including your chapter exercises, must be completed before you can take the final exam.

This course is designed to: (1) Improve your vocabulary skills; (2) Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses; (3) Provide you with multiple (**4000**) color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course; (4) Prepare you for professional school admission tests like the GRE, MCAT, PCAT & DAT.; (5) Provide you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique “**Language of Medicine**,” and finally, to (6) Provide you with an opportunity to study and replay the audio-visual online lectures and complete the self-testing activities at your convenience. In addition; free access to multiple medical web search engines (eg., webMD and more) is provided!

Your course activities count for 50% of your course grade; your final exam counts for the other 50% of your course grade (i.e., [Course Activities + Final Exam] / 2 = Final Grade).

Course Objectives: The student will be able to:

- Become fluent with meanings and use of medical terms.
- Spell and Define prefixes, suffixes, and stem words.
- Identify and Explain the function of specific, medical word parts.
- Describe how medical compound terms (words) are constructed.
- Build compound terms using multiple word parts in a combining form.
- Fracture and Analyze key compound medical terms in the Word Part Flashcards, Mult. Choice Questions, & Lecture Slides.
- Define key compound medical terms found on the flashcards, both “literal” meanings and “actual” meanings.
- Spell and Define medical equipment, treatment, disease, and diagnostic compound terms.
- Identify Visually & Describe Verbally, medical problems, disorders, conditions, and diseases.
- Improve comfort level when taking Prof. Admin. Exams (eg, GRE, MCAT, DAT, NCLEX, OAT, PCAT, GMAT, LSAT).
- Interpret and Understand medical course content, literature, records, and research.
- Interpret and Understand word (term) meanings from a wide variety of academic disciplines.

II. REQUIRED E-TEXTBOOK:

Your **online e-textbook** contains your lectures, learning activities, and final exam.

It must be purchased and accessed via <https://HSC5536.cipcourses.com>

Fagerberg, S. Health & Medical Terminology, Caduceus International Publishing.

Highly Recommended, but Optional Print Workbook: “**HSC 5536 Textbook/Workbook**”

Material is taken directly from your online e-textbook. The 438-page workbook, is available at:

Target Copy, 1412 West University Ave, Gainesville, FL 32603.

E-mail: service@target-copy.com; Phone: 352-372-7436 or (352) 376-3826.

Or order online - <http://target-copy.com/?s=Medical+Terminology>

Optional: Rice, J. Medical Terminology: A Word Building Approach, 8th Ed. (2015); Pearson Publishing; comes with hard copy, paperback text with access to online lectures, learning activities, and more; outstanding for all pre-health majors (medicine, athletic training, therapy, nursing, etc.), 864pp.

III. EMAIL & COURSE CORRESPONDENCE:

E-textbook or website questions: Contact your e-textbook publisher (Caduceus International Publishing). Also review their helpful FAQs.

Email: support@cipcourses.com (or click contact us under the Help tab), 24 hrs/day; 7 days/wk.
Phone: (Toll Free) 1-866-280-2900 (8am-6pm)

Exam Scheduling Questions: Contact ProctorU (see Section VII of this syllabus).

For all other course related questions, you may contact your instructor. But first...

- Review all course documents and emails to ensure your question is not answered there.
- Review the document “**Emails as Professional Correspondence.**” I will expect all emails to follow these guidelines.
- Allow 48 hours for response (longer if you email on weekends) before emailing again.
- **Professionalism is expected in all communication!**

IV. COURSE FLOW PLAN: ACTIVITIES, & EXAM (AKA: What do I do?!)

Your **Course Activities** include your Lectures, Chapter Self-Test Exercises, and Flash Cards. You will also have a Final Exam. **You are expected to adhere to the following course flow plan.** Procrastinating and waiting until the last minute to finish will decrease your ability to learn the information well, and may result in you not getting a desired test time (based on ProctorU demand). **Late finishers will be penalized.**

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 Purchase your Online **E-Text**
 Complete **Chapter 1**, Orientation & Introduction

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 Complete **Chapter 4 Self-Test Cumulative Chapter Exercises** (covers Chapters 1 to 4)

Weeks 4-5: **Chapter 5: Complete and LEARN the 1,000 Self-Testing Flashcards**
 Complete 170 Flashcards Per Day for 10 Days = 1,700 Flashcards

Weeks 6-8: Complete AV lectures and self-testing exercises for **Chapters 6 to 9** (one per week)
 Chapter 6: Musculo/Skeletal System.
 Chapter 7: Nervous System & Special Senses.
 Chapter 8: Cardio/Vascular System.

Weeks 9-11: Complete AV lectures and self-testing exercises for **Chapters 9 to 12** (two per week)
 Chapter 9: Respiratory System **AND** **Chapter 10:** Integumentary System
 Chapter 11: Digestive System **AND** **Chapter 12:** Uro/Genital System
 Chapter 13: Reproductive System **AND** **Chapter 14:** Endocrine System

Week 12: **Chapter 15:** Appendix (just click through)
 Contact ProctorU to schedule exam (see Section VII of this syllabus).
 Study for your exam (see Orientation Sheet for advice). Exam prep takes 3-7 days.

Week 13: **FINAL EXAMINATION** - **The exam is the last chapter of your e-textbook** (Chapter 16), and is proctored by ProctorU (see Section VII). The final examination is 300 questions (True/False & Multiple-Choice), and covers the 1,700 Flashcard Word Part and Medical Abbreviation Meanings, and the ~1,400 Self-Testing Exercise questions.

STUDY ADVICE: can be found on your Orientation Sheet (page 2, yellow highlights).

IMPORTANT NOTE: Anyone complaining about their grade, who has not followed this flow plan, will have points deducted (1pt deducted from your final course grade) for each week it was not followed.

V. **DEADLINES!** (Also see very important item III & your critical dates sheet)

Week 1: Start your course.

***Grade Penalty:** Failure to start your course **within 3 weeks (January 25th)** of the first day of class may result in a DEDUCTION of ONE POINT, per day, from your final grade.

March 28th, 11:59pm. Course Activities (Chapters 1 to 15) must be complete!

***Grade Penalty:** Abuse of the course flow plan (Section III) may result in a One Point Deduction per day off your final grade if course activities are not complete by this date.

April 4th, 11:59pm = Final Due Date. Your exam must be **COMPLETED** by this date! (note that your coursework was due March 28th)

***Grade Penalty:** A one (1) Point deduction off your final grade will be applied for **each day** your exam is late!

****Completion of the course (course activities and exam) on any date AFTER April 19th WILL RESULT IN FAILING THE COURSE.**

Extra Credit: There is NONE. Please do NOT ask (if you do, I will NOT respond)! University Policy: Asking for extra points after your course is completed is an HONOR OFFENSE.

VI. GRADING

Course Activities (Lectures, self-testing exercises, & flashcards) To obtain full credit, simply complete Chapters 1-15, including lectures!	100 points
Final Examination (Content tested will be on Chapters 1-14)	100 points
TOTAL	200 points

As indicated above, your grade is an average of your course activities and your final exam grade. For example: You receive 100% just for completing your course activities (yay!). Let's say you receive an 83 on the final exam. Thus your course average is 91.5. We round up to a 92%, and you've just earned an A! (See grade/percent values below)

Grading Scale:

- A = 92 to 100%
- A- = 90 to 91%
- B+ = 88 to 89%
- B = 82 to 87%
- B- = 80 to 81%
- C+ = 78 to 79%
- C = 72 to 77%
- C- = 70 to 71%
- D+ = 68 to 69%
- D = 62 to 67%
- D- = 60 to 61%
- E = 00 to 59%

***Rounding up** will only occur if the grade is within 0.5% of the next letter or plus (+) or minus (-) grade.

Notification of Grades: Once you complete your exam, Caduceus (your e-textbook publisher) will send a course completion email to your instructor. You will receive an email from your instructor within 48 hours confirming your final grade.

VII. **PROCTORU/FINAL EXAM INSTRUCTIONS:**

This course uses ProctorU, a proctoring service for graded exams. This service is a user-friendly system, but you must follow these guidelines to register and take your exam.

First, you should know:

- Exams can be administered 24-hours a day, seven days a week. Exams must be **scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee**. Late registrations are subject to availability and same day appointments cannot be made online (you must call).
- **Microphone and webcam are required.** Most computers now come equipped with these; but if not, an inexpensive webcam and microphone are fine. Students will NOT be allowed to take an exam without a webcam. Review technical requirements for ProctorU: <http://www.proctoru.com/tech.php>.
- **You must take your exam in a place where other people are not in the room during the exam.**
- **You will need to have some administrative rights on the computer you are using** for the exam to enable the proctoring service to function.

Scheduling your Exam:

5. **Register** with ProctorU: Go to <https://go.proctoru.com>. Click “New User? Sign up here” if you don’t have an account
6. Once you’ve registered, find our exam and schedule an appointment. Here is how you search for our exam (HSC 5536 – Medical Terminology):
 - Institution: "University of Florida"
 - Term: "HSC 3537 or 5536 - Dr. Varnes"
 - Exam: "HSC 5536c – Health and Medical Terminology (grad)"

****If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the 'Live Chat' button. Or, you can always call ProctorU’s hotline at 855-772-8678; select option 1.**

7. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your e-textbook); the ProctorU proctor will have the password for the exam.
8. If you have any additional questions about scheduling your examination or about how it will be proctored, please contact Owen Beatty at beatty@hhp.ufl.edu or 352.294.1615.

**** IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND A STRONG INTERNET CONNECTION (so that the webcam connection works smoothly for you).****

VIII. **UF POLICY STATEMENTS (Academic Honesty & Accommodations for Students with Disabilities):**

Academic Honesty: “The University of Florida requires all members of its community to be honest in all their endeavors. Students are required to commit themselves to academic honesty by signing a prescribed basic statement, including the *Student Honor Code*, as part of the registration process. “ As a member of the UF community, students pledge on their honor to neither give nor receive unauthorized aid while working or completing assignments and examinations. “Any individual who becomes aware of a violation of the Student Honor Code is bound by honor to take corrective action.” Violations of the UF Academic Honesty Guidelines will not be tolerated and violators will be treated in accordance with the UF Student Honor Code.

Accommodations for Students with Disabilities

"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."

http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf

Title IX: University of Florida has zero tolerance for sexual discrimination, harassment, assault/battery, dating violence, domestic violence, or stalking. Students are encouraged to report any experienced or witnessed occurrences to law enforcement and/or one of UF's Title IX Coordinators. Students can report incidents or learn more about their rights and options by contacting Student Conduct and Conflict Resolution at 202 Peabody Hall, 352-392-1261; or visit:

www.dso.ufl.edu/sccr/process/incident-report/

www.dso.ufl.edu/sccr/process/victim-rights/

Distance Education (non-UF Student) Medical Terminology Orientation Sheet

Welcome to Medical Terminology! This course is a “gateway” course for your future! This is an amazing course; it will help you, and your careers, immensely!

To Get Your E-Text and get started with your online class:

For the Undergraduate Course, Go to <https://HSC3537.cipcourses.com>; then click “Register now”

For the Graduate Course, Go to <https://HSC5536.cipcourses.com>; then click: “Register now”

This course automatically computes the grade for your course activities and exam, and then sends these grades and your raw course your instructor. **As long as you complete the course prior to the ‘Failing’ deadline, we will also email you a final grade confirmation within two (2) business days!**

*You **MUST USE THE ABOVE LINK** to purchase the correct textbook. Be sure you enter your CORRECT SECTION NUMBER (check your schedule if you are unsure). This is to ensure your grade can be accessed and to be recorded correctly at the end of the term.

READ THIS BEFORE YOU BEGIN YOUR E-TEXTBOOK WORK:

There are 16 total Chapters. Chapters 1 through 14 are your *course activities* (Ch 15 is appendices). Chapter 16 is the *final exam*. Your course activities include lectures with multiple slides in which an instructor teaches the information to you, so you have *visual and auditory* input (turn on captioning, too, if needed).

Complete all course activities **in the order** presented. This is required and will maximize your learning. (Starting at Chapters 6, each is locked until you have fully completed Chapters 1-5.) The computer retains the date that you **FIRST** completed each activity (i.e., lecture, self-test, etc.). Even if you repeat for practice, the computer program remembers the original date/time and designates “completed” each activity.

Chapters 1 through 4 are introductory. Listen to and watch the lectures. The **Chapter Exercise** (“self-test”) at the end of Chapter 4 summarize these chapters with multiple choice (MC) questions. Answer all MC questions on the screen. You’ll be given immediate feedback on each answer. If an answer is incorrect, the correct answer is given to you. When you finish your screen, hit “Continue.” You will get to RE-DO the ones you missed, and new ones will replace the ones you got right. Once you get them ALL correct, you have *finished* the chapter exercise; and you *will* have gotten them ALL correct, earning 100% for this activity (just like you will get for ALL of our course activities, once they are completed)!

Chapter 5: Flash Cards! This is an opportunity for you to explore and learn all the word parts used in medical terminology. You will be given a word part, and are prompted to type in the definition. You can review its definition and examples of its use (by clicking the card), if needed. You need only type in one definition, then click “OK.” If you type the definition correctly, you move on to the next flash card; if it is incorrect, you will be told this and you must try again to type in the correct answer.

Chapters 6 through 14 work the same as Chapters 1 through 4, and each concludes with a self-testing exercise.

Chapter 15 is the Appendix citing references used for the course content. You will not be tested on Chapter 15, but you still must scroll through the few slides presented to earn 100% for this course activity.

Chapter 16 is your Final Exam: The exam is 300 questions. The true/false questions are from the flash cards, and the multiple choice questions are lifted directly from the self-test materials (no, there will be no pictures provided on the final exam). **The final exam is timed**, but you are given **3 hours** (180 minutes) to take it (3x our normal testing time), so no one has felt rushed. If you have done your e-text coursework, and your workbook (see study advice below), this is plenty of time. **This is a CLOSED-book exam proctored by Proctor-U** (see Number 10 of your syllabus for more information).

OF CRITICAL IMPORTANCE: The online Final Exam must be COMPLETED no later than the date stated on your Syllabus! **Failure to comply with this will result in a GRADE of “I” (Incomplete).** Yes, access to your e-textbook is granted for a full year, but you must finish the course by the designated due date to ensure you receive a grade in for the course.

More information about the e-text:

Go to your online e-course summary page. Note the links/prompts on the top right of the screen, including the “**Help**” button. If you have any technical problems or e-textbook questions, click “Help” and then “**Contact Us.**” Or you can call the tech staff toll free at **1-866-280-2900**. All of this information is in your syllabus. Also under the “Help” button is the **FAQ link** - SUPER helpful. Last, you’ll also note the “search references” link under help. There, you will find all the known medical search engines for learning medical content and you will have FREE access to them since you have paid for your online e-textbook (this class)!

HOW TO DO WELL IN THE COURSE

To learn medical terminology, you are being taught via **audio** (hearing the lectures), **visual** (seeing the words and the slides), and **fine motor** (typing the definitions). We recommend **writing out** the flash card definitions and multiple choice answers (from the self-tests) with or without the optional supplemental workbook. You can see that by now, you have been learning through multiple media, and this is what helps you actually LEARN the material and do well on the final exam.

In studying for the exam, go back and review ALL your chapter exercises (and flash cards). You may do this at any time. The computer program remembers when you completed these course activities the first time, and that date is retained on your course summary page.

Terrific study advice: After you complete all the course activities, and you have *written out your flash cards by hand* (as explained above); GO BACK THROUGH the Chapter Exercises... When you are *easily* getting 13-16 correct per screen, you are ready to take the Final Exam and do well on it!

Last, take the time to **read your syllabus carefully, as it contains the rest of the information you need** (i.e., not found in this Orientation sheet). AFTER reading your syllabus, let your instructor know if you have any additional questions (professional communication is expected).

SUPPLEMENTAL WORKBOOK

It is optional, but this will help you succeed. Available at **Target Copy** (see item 7 of your syllabus), this workbook contains the first 4 chapters of your online coursework in hard copy form. **It also contains your Flash Cards AND all your Chapter Tests in hard copy form**, which is the material you will be tested on! The last two sections of your workbook have blanks for you to fill in - *This is where you get to write out the flash card material and the chapter test content. This process will cement enough of the knowledge into your brain to ensure you will do a very good job on the exam. This is where you write out the Flash Cards by Hand (and say them out loud as you write them). Again, it REALLY HELPS!* People who do this raise their score by 10 points or more! **You will earn your high grade because you learned the material.** And you have the hard copy book to keep and use to prepare you for your future (and during) your health professions career. What a deal! Get the book. **What’s going to be on the exam? The workbook info. Get it, write it out, learn it (the content) and earn it (the high grade!).**

Communicating with your Instructors: Name and contact information is located in the top section of your syllabus. **IMPORTANT NOTE: Your Instructor has her Ph.D. (Doctoral Degree)! Address her as either “Dr.” or “Professor.” Anything less (like “Mr.” or “Ms.”) is inappropriate and insulting.** You will not get letters of recommendation, lab placements, scholarships, awards, or jobs by “demoting” your professors. **Please address ALL of your instructors as either “Dr.” or “Professor.”** If they do not have their doctorate, they will appreciate your manners and help you more. But, you NEVER want to demote your instructor/professor! **This bit of advice will help you during your university career and beyond!**

SYLLABUS - DOCE

HSC 3537: Health and Medical Terminology

University of Florida DOCE - Open Enrollment Online Course

For the 3 credit hour “Course Registration” go to the following web-site:

<http://catalog.distance.ufl.edu/courses.aspx>

(Scroll to HSC 3537)

IMPORTANT NOTE: If this link is not working; try: <http://xms.dce.ufl.edu/reg/groups/hhp/open.aspx>
This should get your right where you need to go!

For the “Online Tutorial Textbook” go to the following web-site address:

<https://HSC3537.cipcourses.com>

1. HSC 3537: Health and Medical Terminology

This is a 3-credit-hour course that is run completely online. The (approx.) **800-page** (printable) e-textbook contains interactive audio-visual lectures that prepare each student for the (approx.) **1000 self-testing flashcards** and the (approx.) **800 multiple choice** self-test questions. These activities must be completed in full before you can take the final exam. This work is worth 50% of the final grade and is specifically designed to prepare you for the comprehensive final examination, which is worth the other 50% of the final grade. **Review your Orientation sheet to learn how the course works.**

This online classroom course is designed to:

- A. Improve your vocabulary skills.
- B. Prepare you for advanced professional preparation courses by incorporating content taught in advanced medical and scientific courses.
- C. Provide you with multiple color medical pictures that will visually assist you in understanding why specific word parts were selected to form the thousands of specialized compound Medical, Scientific, and English terms discussed in this course.
- D. Prepare you for professional school admission tests like the GRE, MCAT, or DAT.
- E. Provides you with the word part and compound term memorization, repetition, and reinforcement needed to assure mastery of this unique *Language of Medicine*.
- F. Provide you with the opportunity to study and replay the audio-visual lectures and complete the chapter exercise activities at a convenient time and place.

No Classroom Attendance:

A. The Lectures, Chapter Exercises, and Final Exam are all Online.

B. The Final Examination is 3hrs long (180 minutes). It is based on items in your e-textbook (chapter exercises and flash cards; it is 300 questions in length).

2. Instructor:

Julia Rae Varnes, PhD, MPH, MCHES

3. Course Flow Plan

- A. View and listen to the Audio-Visual Lectures in **Chapters 1 through 4.**
- B. Complete the Cumulative Chapter Exercises in **Chapter 4.**
- C. Complete and learn the self-testing for the **1000** Flashcards in **Chapter 5.**
- D. View and listen to the Audio-Visual Lectures for the Body Systems in **Chapters 6-14.** Complete the ~**800** Diseases and Disorders Multiple Choice Question Banks (Cumulative Chapter Exercises) in the last file of Chapters 6-14.
- E. Optional: You may generate a printed **Summary Sheet** by clicking “Completion Report” at the top center of your computer screen. This sheet will provide you with a record of all work completed.
- F. At the end of the E-Textbook is the final exam. You have 3 hours (180 minutes) to complete the final exam. It contains 300 questions from your E-textbook (flash cards and multiple choice chapter quizzes): 200 T/F questions come from the flash cards; 100 M/C questions come from the chapter exercise questions. Be sure to continually monitor your exam time at the upper right of your test screen. When you complete your exam click the appropriate button to receive your grade. The program will immediately show your score and email your instructor your summary report along with your Final Exam grade. If the exam time expires before you complete the exam the grading will automatically occur without giving you credit for any unanswered questions and the results will be forwarded to your instructor.
- G. **Be sure to review all of the self-testing flashcards and multiple-choice questions before you begin this uninterrupted examination.**
- H. If a program error occurs during the exam, you can close and reopen your browser. Re-log into your web exam and please use Internet Explorer to ensure that there are no exam errors.

4. Course Objectives and Goals (12)

The Student will be able to:

- Become fluent with meanings and use of medical terms.
- Spell and define prefixes, suffixes, and stem words.
- Identify and explain the function of specific, medical word parts.
- Describe how medical compound terms (words) are constructed.
- Build compound terms using multiple word parts in a combining form.
- Fracture and analyze key compound medical terms in the Word Part Flashcards, Multiple Choice Questions, & Lecture Slides.
- Define key compound medical terms found on the flashcards, both “literal” meanings and “actual” meanings.
- Spell and define medical equipment, treatment, disease, and diagnostic compound terms.
- Identify visually & describe verbally, medical problems, disorders, conditions, and diseases.
- Improve comfort level when taking Prof. Admin. Exams (e.g., GRE, MCAT, DAT, NCLEX, OAT, PCAT, GMAT, LSAT).
- Interpret and understand medical course content, literature, records, and research.
- Interpret and understand word meanings from a wide variety of academic disciplines.

5. Grading

Complete Chapters 1 to 15s: 50% of Final Grade.

Final Examination **300** Questions 50% of Final Grade.

100%

Grading Scale

A = (90 to 100%) B+ = (88 to 89.9%) B = (80 to 87.9%)

C+ = (78 to 79.9%) C = (70 to 77.9%) D+ = (68 to 69.9%)
D = (60 to 67.9%) E = (00 to 59.9%)

6. Purchasing Your E-Textbook: <https://HSC3537.cipcourses.com>

7. Optional Workbook

Students who want to save time and Ink in printing their own copies can purchase the online Optional 329 Page Textbook/Workbook via this link:

<http://target-copy.com/?s=Medical+Terminology>

E-mail Address: service@target-copy.com; Phone: (352)-372-7436 or (352) 376-3826.

Note: The Optional Textbook/Workbook contains the following:

1. **Section 1:** Lecture table of contents.
2. **Section 2:** Key 200 pages of the 800 page online textbook.
3. **Section 3:** 1000 flashcards with word part, abbreviation, and compound term meanings.
4. **Section 4:** 800 multiple choice questions and answers.

8. Student Computer Technical Help (ANYTIME)

E-mail: Go to the E-Textbook Website and click “Help” in the top right of the page, then “Contact Us”

Phone: Toll Free 1-866-280-2900.

9. Important Information:

- A. Class begins the day you pay your tuition to DOCE.

Completion deadlines for each term are as follows:

Spring Term: third Friday of April;

Summer C Term: last Friday of July;

Fall Term: first Friday of December

**Courses finished after the term deadline will receive an “Incomplete” for the term. Once the course is finished, the Incomplete grade will be changed to the appropriate grade.

- B. Your Course Summary Sheet is calculated and sent to your instructor automatically when you submit your exam; so, do not take your online exam until you are finished with your e-text (course work).
- C. Because we receive your course Summary Sheet, and Exam results, automatically you do not need to send anything to us.
- D. When we receive this information; we will email you informing you of your results on the above, and for your total course grade.
- E. **Examination Logistics:** Students must have exams proctored through ProctorU (UF’s approved online proctoring service). UF will cover the cost associated with using a UF approved proctoring site.
INSTRUCTIONS ARE PRINTED ON THE NEXT PAGE!

10. ProctorU Instructions

This course uses ProctorU, a proctoring service for graded exams. You must follow these guidelines to register and take your exam.

First, you should know:

- Exams can be administered 24-hours a day, seven days a week. Exams must be **scheduled at least 72 hours (3 days) prior to your preferred date to avoid a late reservation fee.** Late registrations are subject to availability and same day appointments cannot be made online (you must call).

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9. **Register/create new login** with ProctorU: Go to <https://go.proctoru.com>. Click “New User? Sign Up here” if you don’t already have an account.
10. Once you’ve registered, search for the appropriate exam (HSC 3537 – Medical Terminology), and then schedule your appointment time.
**If you experience any issues, you can receive quick assistance from the ProctorU Team by clicking the 'Live Chat' button. Or, you can always call ProctorU’s hotline at 855-772-8678; select option 1.
11. Review their website for how to log on for your exam. Remember, your exam is the Chapter 16 of your e-text (accessed through your e-textbook account, <https://HSC3537.cipcourses.com>); the ProctorU proctor will have the password for the exam.
12. If you have any additional questions about scheduling your examination or about how it will be proctored, please contact Owen Beatty at beattyo@hnp.ufl.edu or 352.294.1615.

****IMPORTANT NOTE: IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR COMPUTER HAS BOTH THE NECESSARY POWER (to ensure it will not shut down on you), AND THE INTERNET CONNECTION (so that the webcam connection works smoothly for you).****

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"Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
http://www.aa.ufl.edu/Data/Sites/18/media/policies/syllabi_policy.pdf