



**FACULTY OF ARTS  
DEPARTMENT OF CLASSICS AND RELIGION  
COURSE OUTLINE  
Winter 2023**

**COURSE NUMBER:** GRST 211 L01

**COURSE NAME:** Technical Terms of Medical and Life Sciences

**PREREQUISITES:** None

**CLASSROOM LOCATION:** Web-based

**CLASS DAYS & TIMES:** Online self-directed

**INSTRUCTOR NAME AND CONTACT:**

- Lesley Bolton
- [labolton@ucalgary.ca](mailto:labolton@ucalgary.ca)
- Office SS 542
- 403 220 2562 (no voicemail, so e-mail is a better alternative)

**OFFICE HOURS:**

- Please e-mail to set up appointment for in-person or online consultation

**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/holidays).

**NAME & EMAIL CONTACT OF TEACHING ASSISTANT(S):**

n/a

**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 (D2L) 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 to construct and deconstruct new medical and scientific words.

The course is entirely self-directed. There are no in-class lectures and students are responsible for mastering the material themselves; the instructor is available by e-mail for help. 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 [UCalgary 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 and ebook rental is available through their online site; the ebook is also available directly from the publishers (<https://he.kendallhunt.com/bolton-med-term>)

Any additional readings will be posted on D2L.

### **LEARNING TECHNOLOGIES AND REQUIREMENTS**

There is a D2L site for this course which contains relevant class resources and materials. The course includes online assessment components that require the following (note, you can use on-campus computing facilities):

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 learning components are online
- The last day to drop this course with a refund of fees is Thursday January 19th
- Last day to add courses is Friday January 20th
- The last day to withdraw from this course with no refund of fees is Wednesday April 12th

**EXAMINATIONS**

The registrar will schedule a time for the online exam. The exam will be available online for a period of 24 hours, scheduled to finish at the time scheduled by the registrar.

**ASSESSMENT COMPONENTS**

Date	Assessment	Chapters Covered	Available Online	Weight	Required Pass
Jan. 26-27	Quiz 1 30 minutes, Multichoice	1-5	09:00 Thursday to 21:00 Friday	10%	No
Feb. 09-10	Quiz 2 30 minutes, Multichoice	6-10	09:00 Thursday to 21:00 Friday	10%	No
Mar. 02-03	Quiz 3 30 minutes, Multichoice	11-15	09:00 Thursday to 21:00 Friday	10%	No
Mar. 16-17	Quiz 4 30 minutes, Multichoice	16-20	09:00 Thursday to 21:00 Friday	10%	No
Mar. 30-31	Quiz 5 30 minutes, Multichoice	21-25	09:00 Thursday to 21:00 Friday	10%	No
tba	Registrar Scheduled Exam 2 hours, Multichoice	1-25	tba (available for 24 hours online)	50%	Yes

The quizzes will be available on the D2L site on the appointed days during the time listed above and can be written from a computer of your choice as your individual schedule permits. It is your responsibility to have reliable internet access for taking quizzes and the exam. Further information and regulations regarding quizzes is posted on D2L, and you should read this carefully prior to the first quiz.

If you experience technical difficulties that prevent you from completing or taking an assessment, you must contact me as soon as possible; if you contact IT about technical difficulties, record the Job ID number so that I can follow up on it.

Please ensure that you note these dates down carefully, as you are 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 'Calgary time' (MST/MDT) and adjust your schedule accordingly.

Due to the nature of the material, the quizzes and 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 later.

The quizzes and the final exam are **CLOSED BOOK assessments**; you should not:

- Use any study aids or course materials
- Use any collaborative notes (from chat groups, file sharing sites etc.)
- Use any internet searches
- Collaborate with other students (voice, text, chat etc.)
- Share your D2L password/access to assessments with someone else

Failure to abide by these rules constitutes academic misconduct.

### MISSED OR LATE ASSIGNMENTS

- It is your responsibility to have reliable computing facilities and internet connection to take online assessments (remember, you can use on-campus computing facilities). Quiz deferrals/make-ups will only be granted in exceptional cases:
  - Accommodations for foreseeable events should be requested well in advance
  - In the case of an unexpected event (e.g., illness, technical problems), you should contact me within 24 hours
- Requests made more than 24 hours after a missed quiz will not be accepted
- No “bonus” assignments will be possible
- Requests for a deferred exam must be made to the Registrar’s Office; note, deferred exams may differ in content and/or format

### 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:

A+	100 – 96%	A	95 – 90%	A-	89 – 85%
B+	84 – 80%	B	79 – 75%	B-	74 – 70%
C+	69 – 65%	C	64 – 60%	C-	59 – 55%
D+	54 – 53%	D	52 – 50%	F	Under 50%

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. For information on the Student Academic Misconduct Policy and Procedure please visit: [Academic Misconduct Policy](#) and [Academic Misconduct Procedure](#). Additional information is available on the Academic Integrity Website at [Academic Integrity](#).

## **ACADEMIC ACCOMODATION**

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 [Accommodation Policy](#). 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 ([Accommodations Procedure](#)). 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 [Student Services 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 ([Acceptable Use of Material Protected by Copyright](#)) and requirements of the copyright act ([Copyright Act](#)) 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 [Student Non-Academic Misconduct](#).

## **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 [Sexual and Gender-Based Violence Policy](#).

**OTHER IMPORTANT INFORMATION**

Please visit the Registrar's website at: [Student Support and Resources](#) 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