



## *Medicine Year 1*

# *Medical English II Syllabus & Course Pacing Spring 2020 /2021*

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### *A. Course Description*

Introduction to Health Care 2 is a 4-credit course, which is planned to be taught to freshman students of the school of Medicine in the spring semester of 2020-2021 academic year.

#### **Course textbooks and materials:**

1. Blesi, Michelle. 2018. Medical Assisting. Administrative and Clinical Competencies.
2. Various class-handouts and audio-visual materials prepared by the course instructor(s).
3. Digitals on MindTap.

### *B. Course Objective & Content*

In response to the current needs of health care students, this course is designed as an introduction for learners who are entering university level health care programs. The fundamentals and the core knowledge common to all health care occupations are presented in a way to raise awareness to the specifics of the sector as well as to establish learning the basics of the profession. The course has an overarching content from medical terminology and workplace safety to professionalism and communication.

Upon completion of the course, students should be able to:

1. Understand and apply the core concepts that are common to all health care occupations.
2. Describe the nature of health care profession and the duties of different professionals in the field.
3. Demonstrate the medical examination process at a basic level.
4. Explain how to apply the concepts of healthful living to one's own life by taking responsibility for actions and behaviors and understanding the consequences.
5. Examine what it means to be a valued employee by maintaining a level of professionalism and seeking lifelong learning activities.
6. Analyze the medical terms that will be an essential part of their professional practice.

#### **Bezmialem Vakif University – Department of Foreign Languages – The Professional English for Medical Purposes Program**

Medicine Year 1 – Medical English II – Spring 2020/2021 Academic Year / Course

Syllabus and Pacing Course Instructors: Ezgi Toprakdeviren, MA,

[etoprakdeviren@bezmialem.edu.tr](mailto:etoprakdeviren@bezmialem.edu.tr); Gürsel Kahraman,

MA, [gakahraman@bezmialem.edu.tr](mailto:gakahraman@bezmialem.edu.tr); Özge İnceli, MA, [oinceli@bezmialem.edu.tr](mailto:oinceli@bezmialem.edu.tr); Afrah

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### *C. Course Requirements*

1. It is compulsory for the student to purchase the access code for the required course material and do all the required course work.
2. Attendance to live sessions and active class participation are required. **Students must attend 70% of the online live sessions in one semester.** Those who do not will fail and repeat the course in the coming year regardless what scores they achieved in the exams.
3. Students are expected to log-in on time and leave only at the end of the live sessions. Attendance will be taken by **Microsoft Teams** during each session. If a student is absent, s/he will still be responsible for all class work covered during absence(s).
4. Students **must** read every chapter prior to the live session for the planned week. Students must complete and finish all online assignments on Cengage MindTap LMS platform on time, on the exact due date. Late assignment(s) will not be accepted and the system will be inaccessible after the deadline.

- **Student-Instructor Communication: Contact the instructors via the institutional email and Microsoft Teams chat only within office hours. Instructors are not required to respond to mails or messages outside of office hours (08:30 - 17:30) and on weekends.**

### *D. Testing and Evaluation*

Grading is handled in accordance with the University policy and based on the following criteria:

- **There is 1 midterm exam and 1 final exam per semester which are conducted through KEYPS. Online Self-study Assignments on MindTap and In-Class Presentations are also part of the evaluation.**
- The students who cannot attend the midterm but have legit excuses such as an important health problem or the death of a 1<sup>st</sup> degree relative may take an excuse exam. In that case, the student must submit the related document of their excuse to Dean's Office on time (no later than 5 business days) and get an approval.
- There will be no make-up for missed presentations. Presentation score of an individual student will come from the actual presentation (70) and the participation to other students' presentations on various dates (30).
- The students who fail the final exam can sit for the make-up exam at the end of the semester.
- **The students who fail to attend more than 30% of the classes in one semester are not allowed to sit the final and /or make-up exams.** Those students fail the course and repeat it next academic year. If a student who has failed the course due to his absences attends the final and/or make-up exam with or without the course instructor's consent, his exam will not be graded. Such a student may also face a disciplinary proceeding.

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- Cheating on exams will not be tolerated and those guilty of such will be penalized in accordance with the university policy.
- Midterms, Excuse Exams, Assignments and Quizzes are to be posted on OBS (Student Portal) within 14 calendar days.
- Final and Make-up Exams are to be posted on OBS (Student Portal) within 7 calendar days.

### **The following is the division of grades:**

MindTap Assignments:	20%
Presentations:	10%
Midterm:	10%
Final:	60%
<b>Total:</b>	<b>100%</b>

### **Rules for the Live-Sessions**

Students...

- must log-in and be ready for the live session before it starts. After the first 15 minutes of each session those who are absent will be noted.
- must read the stated chapter for the week **prior** to the live session.
- should not interrupt or intrude their classmates as they speak. Side conversation is not allowed unless there is a group activity.
- should click on “Raise Your Hand” button on MS Teams when they have questions.
- **Should not shout. DON'T TYPE IN ALL CAPITALS!** 😊
- should not leave the computer unattended during a live session.
- should be careful with humor and sarcasm.
- must always make an effort to use proper punctuation, spelling and grammar.
- should not post or share (even privately) inappropriate material.
- should follow instructions for Online Assignments and In-Class Quizzes/Activities meticulously.

Above all, we should all be as polite as we are in person.

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Week	Chapter	Before the Live-Session (On Cengage MindTap)	Live Sessions (On MS Teams)	After the Live-Session (On Cengage MindTap)  *Q.C = Quick Check
Week 1 03.3.21	INTRODUCTION TO THE COURSE & PRESENTATIONS TOPIC DISTRIBUTION			
Week 2 10.3.21	Read:Ch. 9 Reflection Activity	Fundamentals	LECTURE & PRESENTATION	9.1 9.2 9.3  WATCH: 5 sets of videos in the Video Library (due: midterm) 3 sts:
Week 3 17.3.21	Read:Ch10-11 Reflection Activity	The Nervous System & The Senses	LECTURE & PRESENTATION	10.1 10.2 10.3 11.1 11.2 11.3 5 sts:
Week 4 24.3.21	Read:Ch.16 Reflection Activity	The Circulatory System & The Lymphatic System	LECTURE & PRESENTATION	16.1 16.2 16.3 3 sts:
Week 5 31.3.21	Read:Ch. 15 Reflection Activity	The Respiratory System	LECTURE & PRESENTATION	15.1 15.2 15.3 3 sts:
Week 6 7.4.21	Read:Ch. 13 & 14 Reflection Activity	The Musculoskeletal System	LECTURE & PRESENTATION	13.1 13.2 13.1 14.1 14.2 14.3 4 sts:
Week 7 14.4.21	Read:Ch. 18 Reflection Activity	The Digestive System	LECTURE & PRESENTATION	18.1 18.2 18.3 3 sts:
21.4.21	MIDTERM			

**Bezmialem Vakif University – Department of Foreign Languages – The Professional English for Medical Purposes Program**

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Week 8 <b>28.4.21</b>	Read:Ch. 19 Reflection Activity	The Urinary System	LECTURE & PRESENTATION	19.1 19.2 19.3 3 sts:
Week 9 <b>5.5.21</b>	Read:Ch. 21 Reflection Activity	The Reproductive System	LECTURE & PRESENTATION	21.1 21.2 21.3 4-5 sts:
WEEK 10-11 <b>12-19.5.21</b>	HOLIDAYS			
Week 12 <b>26.5.21</b>	Read: Ch.20 Reflection Activity	The Endocrine System	LECTURE & PRESENTATION	20.1 20.2 20.3 3 sts:
Week 13 <b>2.6.21</b>	Read: Ch. 17 Reflection Activity	The Immune System	LECTURE & PRESENTATION	17.1 17.2 17.3 3 sts:
Week 14 <b>9.6.21</b>	Read: Ch. 12 Reflection Activity	The Integumentary System	LECTURE & PRESENTATION	12.1 12.2 12.3 3 sts:
<b>16.6.21</b>	FINAL			
<b>23.6.21</b>	MAKE-UP			

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