

Basic Medical Terminology (General Medicine + Dentistry; spring term 2018)
Course requirements

STUDY MATERIALS

- 1) Study materials (handouts, presentations) available in the IS. These materials form an integral part of the course syllabus, containing exercises and explanations to the grammar covered in classes.
- 2) Prucklová, R. – Severová, M.: *Introduction to Latin and Greek Terminology in Medicine*. Praha: KLP, 2016 (Units 8-14).
- 3) "Drill" on the IS (<https://is.muni.cz/auth/drill/?lang=en>)
 The application enables students to practice pronunciation, vocabulary and grammar covered in the course. A manual to the application is available in the Study materials of the course in the IS in a separate file called "DRILL Manual". *(recommended for self-study)*

TESTING

TESTS	TEST DATES	TESTED KNOWLEDGE	PASS LIMIT	METHODS OF EVALUATION
Progress test 1	around the 6th week of the spring term (exact date will be specified at least one week beforehand)	Comparison of adjectives, Numerals + word-compounding	70%	Progress tests are designed to help students check their knowledge regularly. In case of failure, student is not losing his/her chance to pass the credit test, and this why there are no resits of progress tests . However, each successfully written progress test automatically enhances student's chances to pass the credit test, as the final pass limit is lowered by 5% each time. Since passing the credit test requires a comprehensive knowledge of all topics covered in classes, students are strongly recommended to take progress tests and possibly lower the pass limit for the credit test.
Progress test 2	around the 9th week of the spring term (exact date will be specified at least one week beforehand)	Introduction to pharmacological Latin + word-compounding	70%	
Credit test	dates will be available in the IS two weeks before the exam period, most probably the test will take place in the last week before dissection weeks, i.e. May 14-18.	all topics covered in the classes	60% if successful in both progress tests 65% if successful in one progress test only 70% if not successful in any of the progress tests	

ORAL EXAM

1. The course **Basic medical terminology II seminar** (aVLLT0222s) is finished with an oral exam. Students are admitted to the oral exam only if they pass the credit test, i.e. course **Basic medical terminology II practice** (aVLLT0222c), the pass limit differs according to the results in progress tests; for further details, see above.
2. Students are provided with three exam dates both for the credit test and the oral exam – one regular term, and two potential resits (one resit if they repeat the course).
3. The number of examination dates set by the teacher before the exam period is final; no other dates will be added afterwards.
4. The oral exam usually lasts about 30-40 minutes. The order of the examined students depends on their mutual agreement.
5. During the exam, teacher fills in the “Protocol of the oral exam”, where student's results are recorded.
6. The maximum of points to be acquired is 100, minimum pass limit is 70 points. Students will get their mark on the basis of the number of mistakes they make: A: 95-100%; B: 90-95%; C: 80-90%; D: 75-80%; E: 70-75%.

ORAL EXAM STRUCTURE	DESCRIPTION	PERCENTAGE
1. BASICS OF PHARMACOLOGICAL LATIN, MEDICAL PRESCRIPTION	This part of the oral exam consists of two different medical prescriptions (students have to prove their ability to comprehend all parts of the medical prescription, including the fixed pharmacological formulae and abbreviations) and Latin or Greek names for the common types of medications based on the definition given.	40%
2. CLINICAL DIAGNOSES, ABBREVIATIONS, COMPOUND WORDS, PRONUNCIATION	This part of the oral exam tests students' ability to understand authentic clinical records and explain their meaning, including typical abbreviations and compound words. Each version of the test contains authentic clinical records. This part of the exam also tests students' ability to pronounce Latin and Greek anatomical and clinical terms.	60%

REQUIREMENTS TO PASS THE COURSE (BOTH SEMINAR AND EXERCISE):

1. MAX. ONE UNEXCUSED ABSENCE; active participation in class; max. two substitutions.
2. Submitting (a week in advance) and presenting a particular topic from the selection in study materials. The required extent of the presentations is 10-15 min. Presentations will be evaluated with 1 to 5 points based on the following criteria: speaking to the topic, clearness of expression, range and accuracy, structure, logical conciseness, fluency, benefit for and interaction with other students. Each presentation should include an interactive task for other students exercising/explaining the relevant terminology. The points will be added to their evaluation in the oral exam.
3. Passing the credit test (pass limit 70%/65%/60% based on progress tests results; see above).
4. Passing the oral exam (pass limit 70%; points students got for their presentations will be considered for the final mark).

COMMON RULES FOR TESTING

1. All students are sitting their progress tests in their group only.
2. No cheating is tolerated! If a student is caught cheating at a test, he/she will automatically fail and further consequences will be drawn.
3. There are no classes during the dissection weeks (Week 14+15, May 21 – June 1, 2018).
4. Resits of the credit test will take place only during the exam period (June 4 – July 15, August 27 - September 9, 2018).
5. The number of possible credit test resits is two (if you repeat the course, one resit is possible).
6. The number of examination dates set by the teacher before the exam period is final, NO OTHER DATES CAN BE ADDED AFTERWARDS.

ACCESS TO THE PROGRESS TESTS AND CREDIT TEST RESULTS

- Results of the tests will be available to students in the Notebook in the IS.
- Test results will be given in percentage together with the pass limit.
- Students can have a look at their tests in their teacher's office only.

ABSENCES AND CLASS SUBSTITUTIONS

1. Absences are electronically registered in the IS. In order to be sure you have been registered as present in the class, please be punctual, students' attendance is always checked immediately after the beginning of the class.
2. Only **one unexcused absence is tolerated**; all further absences have to be properly excused at the Study Department (i.e. in a week after the absence).
3. Unexcused absences are regularly recorded in the Notebook on the IS, and students having more than one unexcused absence cannot sit the credit test.
4. Students can substitute a class in another group **TWICE per term**; the substitution is possible **only in the same week** when they missed a class with their own group.
5. Class substitution is not possible during testing weeks.
6. Class substitutions are recorded by teachers in the IS.

NOTE!

REGISTRATION OF MANY COURSES IN THE SECOND YEAR OF STUDY REQUIRES SUCCESSFUL COMPLETION OF BOTH COURSES.

THESE INSTRUCTIONS ARE ALSO AVAILABLE IN THE IS.

Student's name and signature: _____

Date: _____