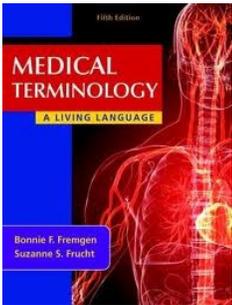


BSC 256.01W Medical Terminology Syllabus Spring 2015 (PDF in Doc Sharing)

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Virtual Office Hours: Fridays 7:00 p.m. - 8:00 p.m.

COURSE INFORMATION**Course Description**

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted.

Required Textbook

This textbook uses a consistent, logical, and step-by-step approach to introduce students to the anatomy and physiology of body systems and the corresponding medical terms related to them. For each body system, broad coverage of anatomy, physiology, pathology, diagnostic procedures, treatment procedures, and pharmacology is provided. The textbook emphasizes both terms built from Latin and Greek word parts, and modern English terms, to assist students to develop a full working word part vocabulary they can use to interpret any new term.

ISBN - 9780132843478

Medical Terminology: A Living Language, 5th edition by Bonnie F. Fremgen and Suzanne S. Frucht

Please Note: The textbook is **required when the course begins**. The reading assignments and exam due dates are based on the commencement of the course. While it is solely the student's discretion to purchase their textbook wherever they choose, extensions on course assignments/exams will not be granted to students choosing to purchase their textbook from an alternative source resulting in a delayed receipt and/or participation in the coursework.

Student Learning Outcomes

At the end of the course students will be able to: (1) Identify the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals; (2) Identify medical terminology as it relates to the anatomy and physiology of the human body; and (3) Identify the rules of building medical terms and a connection between the term and its relationship to anatomy and physiology.

COURSE REQUIREMENTS

Instructional / Methods / Activities/ Assessments

This course will provide specific activities and assessments to assist you in achieving the learning outcomes identified for the course. You will work toward achieving these outcomes through (1) thorough understanding of the course requirements and expectations; (2) weekly chapter reading(s) and its corresponding exam(s); and (3) a comprehensive final exam. Below is an explanation of each course requirement including due date, assignment instructions, and other requirements and expectations.

Method of Instruction

This course is delivered 100% online, thus you will need an accessible and dependable internet connection. Students are required to check the compatibility of their computer with that listed on the homepage of myLEO or that located on the homepage of eCollege. The PowerPoint for each chapter is contained in **Doc Sharing** of the course. There are visual inserts and embedded animations in the PowerPoint for reinforcement to chapter learning. **Please Note:** You need to file the PowerPoint on your computer, open them in PowerPoint, and click “View Slideshow” for the embedded video links to work. You may also need to have the proper updates/media on your computer to view videos, such as Quicktime.

Introduction

The Student Lounge within your BSC 256.01W eCollege course is a chance for students to “virtually meet” their colleagues in the class as well as an opportunity to “virtually” introduce yourself to your instructor. While the introduction is not a graded component for the course, it does provide an opportunity for you to identify other students who may share similar goals and interests in which “virtual study groups” might be formed.

Course Weekly Readings

There will be chapter reading(s) assigned for each week during the semester with the exception of spring break and the week of finals. Students will find the scheduled weekly reading at the end of the syllabus under **COURSE OUTLINE / CALENDAR**.

Welcome Activity Assignment

The first step to any successful journey is to know the road traveled. Your first step towards success in the course is to know and understand the expectations and requirements for the course outlined in the syllabus. As your success in the course is important to me, the first activity for the course is to do this short **Welcome Assignment** after reading the syllabus. Although the **Welcome Assignment** is not a graded component for the course, it does ensure both you and I are equally committed to your success. The **Welcome Assignment** is located under Week 1 and is due prior to 11:59 p.m. on Saturday, January 24. After reading the syllabus (and if needed contacting me to obtain clarification on any aspect contained in the syllabus), you will submit the **Welcome Assignment** via a Word Document to the Dropbox located within the course. After you read the syllabus and are confident of your understanding of the requirements and expectations for the course, you will upload your document with the following verbiage:

I, _____ (your name), have read and understand the course syllabus expectations and requirements. I have checked the compatibility of my computer with that for eCollege, and I am aware of how

to contact eCollege Technical Support by email, phone, and/or chat should a circumstance and/or circumstances require. I have navigated the course, and I am familiar where to locate the course exams, PowerPoints, and the University’s Student’s Handbook of Policies and Procedures, and Conduct. Furthermore, I understand course exams have a specific due date, and I have devised my personal plan to meet the scheduled dates. I understand the course guidelines of circumstances that constitute an excused absence as well as my responsibility of the documentation I am to provide the instructor in the event this might occur. I enrolled in BSC 256.01W Medical Terminology because _____ (why you feel this course will benefit you in your future goals). I believe this course will aid my future goal by _____ (your expectations of what to achieve from the course).

Course Exams

There will be a chapter exam for each of the 14 assigned chapter readings and a Comprehensive Final Exam. The chapter exams will consist of 50 multiple choice, fill-in-the-blank, and/or true/false questions. The chapter exams will be available the first day of the week in which the chapter reading is assigned and it will remain available until the due date at 11:59 p.m. (exam schedule follows). Students will have 60 minutes in which to complete the chapter exams. The Comprehensive Final Exam will cover all the chapters of study for the semester. It will be composed of 100 multiple choice questions with 2 hours to complete. All exams allow only one access. Each exam is located within the assigned week tab located under the main menu within eCollege.

Please Note: As each exam allows only one access, you should allocate adequate time to complete the exam once accessed. If you fail to take one of the exams during the scheduled timeframe, it **will require an excused absence** as defined in the University’s Student’s Guide Handbook, Policies and Procedures, and Conduct (I have provided a copy within **Doc Sharing** of your course). It is your responsibility to contact me and to provide the appropriate excused documentation so that a time might be scheduled to complete the exam. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed exam. If you should incur e-College-based technical problems accessing or submitting an exam, I have provided the guidelines you should follow under **Course Policy for Reporting Problems with eCollege** of the syllabi for excused consideration. As the course schedule allows extensive timeframes in which to take the course exams, you should not find it necessary to miss the scheduled due date and timeframe.

Exam Schedule

The exams are available at 12:00 a.m. on the date indicated and due by 11:59 p.m. on the date indicated. You will receive an “auto grade” upon your submission; however, a detailed review of the questions and correct or missed responses will not be accessible until the day following the due date.

	Available	Due Date
Chapter 1—Introduction to Medical Terminology	January 20	January 31
Chapter 2—Body Organization	January 25	February 7
Chapter 3—Integumentary System	February 1	February 14
Chapter 4—Musculoskeletal System	February 8	February 21
Chapter 5—Cardiovascular System	February 15	February 28
Chapter 6—Blood and the Lymphatic and Immune Systems	February 22	March 7
Chapter 7—Respiratory System	March 1	March 14
Chapter 8—Digestive System	March 8	March 28
Chapter 9—Urinary System	March 22	April 4
Chapter 10—Reproductive System	March 29	April 11
Chapter 11—Endocrine System	April 5	April 18

Chapter 12—Nervous System	April 12	April 25
Chapter 13—Special Senses: The Eye and Ear	April 19	May 2
Chapter 14—Special Topics	April 26	May 9
Comprehensive Final Exam (All Chapters)	May 3	May 12

Please Note: When you answer questions on the exams, proper spelling and capitalization if needed are required. For instance, for a fill in the blank question:

_____ is the leakage of fluid from the bloodstream into the interstitial space between body cells that causes swelling and is one aspect of inflammation.

Correct answer: Edema (NOT edema - the word should be capitalized!) The system will not give you credit if you do not input the answer properly spelled and with the correct capitalization.

Please Note: You may find an incidence(s) where there is more than one answer for a question (e.g. anti- and contra- both meaning against). If you should find an instance wherein the exam key mistakenly counts a question incorrect which is actually correct, you need to send me an email for verification and if warranted a change in the exam grade. You should include the following in your email: (1) the chapter exam in which the discrepancy occurred (as exam dates overlap); (2) the question and question number; and (3) the page number from the textbook (required course edition) in which the information is contained which was counted as incorrect. If an error is identified, you should contact me within one week after the due date for consideration. I will not review errors extending past one week.

GRADING

The course exams will be based on a percentage scale. Following is an explanation of how the course exams will reflect towards your final grade.

Average of 14 Chapter Exams	70% of the Final Course Grade
Comprehensive Final Exam	30% of the Final Course Grade
Final Grade Points Possible	100

The following is the overall scale/grading schema for the course.

A	90 -100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 or lower

Please Note: The math rules of “rounding” apply in determination of the course’s final grade (e.g. 89.4 would constitute a final grade of B in the course whereas 89.5 would constitute a final grade of A for the course). Grades will be available in the grade book of the eCollege course. You can track your progress in the course in “real time” as the percentages for each exam is reflected in the criteria for the eCollege grade book. There is no “extra credit” offered for the course, thus you should take each of the assigned readings and due dates for exams seriously.

TECHNOLOGY REQUIREMENTS

You will need regular and dependable access to a computer with a broadband Internet connection. You are required to check the compatibility of your browser **BEFORE** the course begins and to take the eCollege tutorial offered to students who may require some extra assistance in navigating the eCollege platform.

ACCESS AND NAVIGATION

eCollege Access and Log in Information

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>. You will need your CWID and password to log into the course. If you do not know your CWID or have forgotten your password, contact Technology Services at (903) 468 - 6000 or helpdesk@tamuc.edu

Course Navigation

All aspects of this course will be completed and submitted through eCollege. This course is divided into weekly units. Each weekly unit will have an Overview with Learning Outcomes, Lecture Tab which includes a link to the PowerPoint for the assigned chapter reading, and the exam assigned for the chapter(s). The **COURSE REQUIREMENTS** provide you with an itemized schedule of exams and guidelines needed to be successful in the course. You should begin by reading the course syllabus, paying particular attention to the assignments and course calendar.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

My primary form of communication with you will be through the University email system. Any changes to the syllabi or other information critical to the class will be disseminated to you in this manner via your official University email address available to me through the eCollege course. It is your responsibility to check your University email regularly for pertinent information relating to the course, assignments, exams, and/or due dates. If you email me outside my regular office hours, you can expect a reply within 24 hours Monday through Friday. If you email me during spring break or over the weekend, you should expect a reply by the end of the next regularly scheduled school day.

Class Live

Weekly scheduled virtual office hours with the exception of the weeks of spring break and finals will be held through eCollege on Fridays from 7:00 p.m. until 8:00 p.m. You can locate the system requirements and access instructions under **Live** located on the toolbar of your eCollege course. You must have read the week's assigned reading prior to the scheduled session to discover the topic(s) you wish covered during the scheduled session. The "class live" sessions allow you to "virtually chat" with me to ask specific questions about the weekly assigned reading requiring clarification or needing to ask a question(s). The "class live" session is **not** a timeframe to review the entire chapter; however, it is an opportunity for you to clarify specific aspects supporting your success in the course. You will need to submit the topic/question and acknowledgement of your attendance to me via email at least 24 hours in advance of the scheduled "class live" session. Scheduling allows

the timeframe to be focused and productive. If a situation occurs in which no student enrolled in the course replies they will be attending or have a question for clarification, the session for that week will ***not*** be held. The “class live” sessions will be recorded so students who may not be able to attend can review as their schedule permits. You may also post questions within the week’s discussion or email me with specific questions or obtain clarification on the course activities and/or clarification on assigned readings. ***Please Note:*** I reserve the right to reschedule the “class live” session should a circumstance(s) arise. Students will be notified of the change through the University email system with the rescheduled date and time.

eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in their use of eCollege. All students have to do is call or email and a knowledgeable representative will help them solve their technical issues. The student help desk may be reached by the following means 24 hours a day, 7 days a week.

Chat Support: Click on the ‘Live Support’ on the tool bar within your course to chat with an eCollege representative.

Phone: 1-866-656-5511 (Toll Free) to speak with an eCollege Technical Support Representative

Email: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative

Help: Click on the ‘Help’ button on the toolbar within the course for information regarding working with eCollege (e.g. how to submit to the dropbox).

myLEO Support

Your myLEO email address is required to send and receive all student correspondence. If you have any difficulty accessing the myLEO portal, please contact the IT Support Center at (903) 468 - 6000 during regular business hours (8 - 5 Monday through Friday) or you may email at helpdesk@tamuc.edu Students may also access information at <https://leo.tamuc.edu>

Course Policy for Reporting Problems with eCollege

If you should encounter eCollege-based problems either accessing or submitting course exams, the following procedure **MUST** be followed in order to qualify as excused for missing an exam due date:

1. You **MUST** report the problem to the eCollege helpdesk (Phone 1-866-656-5511 Toll Free) to speak with an eCollege Technical Support Representative or by email at helpdesk@online.tamuc.org to initiate a support request with an eCollege Technical Support Representative
2. You **MUST** file the problem with the eCollege helpdesk and obtain an eCollege helpdesk ticket number prior to the due date (problems reported after an exam due date will not be considered)
3. You **MUST** email me with the eCollege helpdesk ticket number, the date reported, and the time reported to advise me of the problem (if you send an email to the eCollege helpdesk you may copy me on the email in lieu of sending me a separate email)

4. At this time, I will contact the eCollege helpdesk and follow-up with you to schedule a time in which the exam may be taken if the situation warrants excused

Please Note: Your personal computer or internet access problems are **not** a legitimate excuse for filing a ticket with the eCollege helpdesk. You are required to check for compatibility of your browser **BEFORE** the course begins and to take the eCollege tutorial offered to students who may require extra assistance in navigating the eCollege platform. The only consideration qualifying as an excused technical reason for missing an exam due date will be those that are eCollege-based and occur during the scheduled date and time.

Internet Access

An Internet connection is necessary to participate in course activities and exams. You should view the requirements as outlined in **TECHNOLOGY REQUIREMENTS** above for more information.

Learner Support

The Academic Success Center (ASC) is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. They provide excellent resources available on their website to increase your ability to study effectively, facilitate time management strategies, and enhance your learning. The Academic Success Center also offers on campus tutoring. Please visit their website for more information: <http://asc@tamuc.edu>

Tuition and Personal Loans and Waivers and Exemptions

The course textbook is required when the course begins. The reading assignments, assessments/assignments, and exam dates are based on the commencement of the course. While it is solely your decision to purchase the required course textbook wherever you choose, extensions on course assignments and/or exams will not be granted if you choose to purchase the required course textbook from an alternative source resulting in a delayed receipt and/or participation in the coursework. Texas A&M University - Commerce offers assistance for tuition and emergency loans. I am providing the following resources from Texas A&M University - Commerce you may research if needed.

1. If you do not receive Financial Aid or if you did not receive enough aid to pay for everything, please access the following link: <http://www.tamuc.edu/admissions/tuitionCosts/bursar/tuitionEmergencyLoan.aspx>

2. You may qualify for a short-term personal loan, you may access at the following link: <http://www.tamuc.edu/admissions/tuitionCosts/bursar/tuitionEmergencyLoan.aspx>

3. You may also research if you qualify for any waiver or exemption of tuition/fees at: <http://www.tamuc.edu/admissions/tuitionCosts/bursar/waiversExemptions.aspx>

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty

Students who violate Texas A&M University - Commerce rules of scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility

of failure in the course, and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In all instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:

- Copying another's test or assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is a criminal activity and defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Students must cite all sources of information. The copying of material whether parts of sentences, whole sentences, paragraphs, or entire articles, will result in a grade of zero and can result in further disciplinary action.

Collusion is defined as:

- Collaborating with another, without authorization, when preparing an assignment

You are being educated to be credible in your field of study. If you plagiarize or cheat, you lose the credibility precious to any field. As in any unacceptable behavior, actions are accompanied by a consequence. As a consequence of plagiarism or cheating in this course, the consequence to your action will be an "F" for the course and could also incur further University disciplinary consequences. If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume you have full knowledge of the academic honesty policy and agree to the conditions as set forth in this syllabus. You may also review the University's Student's Guide Handbook, Policies and Procedures, and Conduct I have provided in **Doc Sharing** of the course.

Attendance Policy

While this is an online course, you are expected to "virtually attend class" and actively participate. I will monitor your activity/participation through the user activity available to me through eCollege. Although this course does not require the traditional attendance in face-to-face classes, you should allocate time in your weekly schedule for reading, studying, and taking course exams as outlined in the syllabi exam schedule.

Late Work

I do not accept late work unless it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, eCollege-based technical problems). As your instructor, my responsibility is to provide the information of the course requirements and expectations upon the commencement of the course. As a student, it is your responsibility to ensure your understanding and adherence to the course requirements and expectations.

As previously communicated in the syllabi noted under **COURSE REQUIREMENTS (Course Readings and Exams)** and **COMMUNICATION AND SUPPORT (Course Policy for Reporting Problems with eCollege)**, you will be required to provide me with qualifying documentation (as defined in the University's

Student's Guide Handbook, Policies and Procedures, and Conduct (copy provided in *Doc Sharing* of your course) or an eCollege helpdesk ticket number) for an excused absence if you fail to take one of the exams during the scheduled timeframe. It is your responsibility to contact me and provide the appropriate documentation so that a time might be scheduled to complete the exam. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed exam.

Drop Course Policy

It is your responsibility for withdrawing from the course according to University policies should this become necessary.

University Specific Procedures:

ADA Statement -Students with Disabilities

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring accommodation please contact: Office of Student Disability Resources or Services, Texas A&M University-Commerce, Gee Library, Room 132, phone (903) 886-5150 or (903) 886-5835, fax (903) 468-8148, or email StudentDisabilityServices@tamuc.edu

Early Intervention for First-Year Students

Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The University through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (refer to Code of Student Conduct from Student Guide Handbook provided in Doc Sharing). This policy is required both in traditional and virtual classroom environments. Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE OUTLINE/CALENDAR

I will make every effort to adhere to the course outline/calendar as noted below; however, I reserve the right to change the schedule if necessary. If an unforeseen circumstance(s) requires a change(s) to the schedule, I will

send communication of the change(s) through the University email. You should follow the schedule outlined below to ensure completion of assigned readings and exams. **Please Note:** This course outline/calendar runs on a Sunday - Saturday schedule with the exception of the first and final weeks of the semester.

Assigned Chapter Readings and Course Exams

Assigned Textbook Chapter Reading and Exam Schedule

Week	Chapter	Reading Assigned	Chapter Exam Due
1	Chapter 1—Introduction to Medical Terminology	January 20	January 31
2	Chapter 2—Body Organization	January 25	February 7
3	Chapter 3—Integumentary System	February 1	February 14
4	Chapter 4—Musculoskeletal System	February 8	February 21
5	Chapter 5—Cardiovascular System	February 15	February 28
6	Chapter 6—Blood and the Lymphatic and Immune Systems	February 22	March 7
7	Chapter 7—Respiratory System	March 1	March 14
8	Chapter 8—Digestive System	March 8	March 28
Spring Break			
9	Chapter 9—Urinary System	March 22	April 4
10	Chapter 10—Reproductive System	March 29	April 11
11	Chapter 11—Endocrine System	April 5	April 18
12	Chapter 12—Nervous System	April 12	April 25
13	Chapter 13—Special Senses: The Eye and Ear	April 19	May 2
14	Chapter 14—Special Topics	April 26	May 9
15	No Chapter Assignment		
16	Comprehensive Final Exam	May 3	May 12