INSTRUCTOR INFORMATION

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Preferred Form of Communication: Email
Communication Response Time: Within 24 hours excluding weekends and holidays

COURSE INFORMATION

BSC 256.01W Medical Terminology (Required)

Textbook: Medical Terminology Learning Through Practice
Edition: 1st Edition
Authors: Paula Bostwick
Publisher: McGraw-Hill

Please Note: Students who prefer to use an eBook with Connect® access can purchase with a credit card from the publisher upon registering in Connect® through the BSC 256.01W MyLeo Online course.

The course materials are required upon the commencement of the semester for BSC 256.01W. While it is solely at the student’s discretion to purchase the required textbook with access code wherever they choose, extensions on graded course assignments will not be granted due to delay(s) in obtaining the required textbook for BSC 256.01W. In addition to the required textbook with access code, students enrolled in BSC 256.01W must have or have access to a compatible and dependable computer/device and Internet service provider for participation and completion of the coursework. A reliable computer/device and access to link with the Internet course and Connect® is essential for the BSC 256.01W online course. Students who do not have access to a compatible and reliable computer/device and/or Internet provider may utilize the
resources provided by Texas A&M University - Commerce in Gee Library or the various computer labs located on the campus.

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.

Student Learning Outcomes

At the end of the BSC 256.01W 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

Minimal Technical Skills Needed

The minimal technical skills required for the BSC 256.01W coursework are the ability to use and navigate MyLeo Online (D2L Brightspace) for Texas A&M University - Commerce and McGraw-Hill's Connect® containing the coursework components.

Minimal Individual Skills Needed

The following are minimal individual skills required for the BSC 256.01W coursework: 1. Ability and dedication of time and study for the course readings and exams. 2. Ability and dedication to adhere to the due dates and times for the graded components of the course.

Instructional Methods

BSC 256.01W is delivered 100% online through MyLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 256.01W provides specific activities to assist students in achieving the outcomes/objectives identified for the course. Students should work toward achieving
the outcomes/objectives through: (1) thorough understanding of the course requirements, expectations, and policies for BSC 256.01W; (2) seventeen chapter assignments/exams covering the chapters of study for BSC 256.01W; and (3) Comprehensive Final Exam. The syllabus contains an explanation of each course component and assessment that include the due date, assignment/exam instructions, course and/or University policies, as well as other requirements and expectations.

The graded course components for BSC 256.01W include:

1. Seventeen chapter assignments/exams - The chapter assignments/exams will only be accessible during the dates and timeframes noted on the course syllabus. Each assignment/exam can only be accessed once, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the seventeen chapter assignments/exams is composed of 50 fill-in-the-blanks, labeling, matching, multiple-choice, and/or true/false questions allowing 60 minutes to complete. The chapter exam questions derive from a question pool, thus each student’s assignment/exam will be distinctive.

2. A Comprehensive Final Exam covering all seventeen chapters containing 100 multiple choice questions allowing 120 minutes to complete. The Comprehensive Final Exam can only be accessed once, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. The questions for the Comprehensive Final Exam derive from a question pool, thus each student’s exam will be distinctive.

Students should refer to the BSC 256.01W course syllabus for details regarding each of the graded components and course policies. There are specific availability and due dates for each of the graded components for the coursework. Students are expected to utilize either the course syllabus, MyLeo Online calendar, or other elected means to ensure due dates and timeframes for assignments/exams are met. Late work will not be accepted for BSC 256.01W coursework except with a documented excuse (e.g. school activity such as an organization or sport, doctor’s note, court subpoena, military obligations, ticket number if MyLeo Online e-based for the Texas A&M University - Commerce Learning-Management System, or ticket number if Connect®-based). It is the student’s responsibility to provide the instructor with the required excused documentation within 24 hours of the documented excuse to return to school. Students failing to: 1) provide the excused documentation; and 2) to complete the missed assignment/exam within 48 hours of the date noted student is released to resume their coursework will receive a grade of zero for the assignment/exam.
**BSC 256.01W Course Resources**

1. Instructor - Students should utilize the instructor as a course resource if needing guidance and/or clarification on: 1) course assignments/exams; 2) course policies; and/or 3) other factors fostering a student’s success.

2. Academic Success Center - Students may take advantage of free tutoring provided through the Academic Success Center at Texas A&M University - Commerce leading to BSC 256.01W course success. Students should refer to the course syllabus for contact information for the Academic Success Center.

**Student Responsibilities or Tips for Success in the Course**

1. Students should adhere and devote time to the weekly course reading and/or readings as well as studying for course assignments/exams.
2. Students should read the assigned weekly chapter and/or chapters and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
3. Students should utilize the syllabus, BSC 256.01W MyLeo Online calendar, BSC 256.01 weekly modules, or other means to ensure they meet the due date and time for the graded course assignments/exams as failure to abide by the designated due date and time will require excused documentation for make-up. **Please Note:** Students should review the course policy on *Late Work* on the BSC 256.01W course syllabus.
4. Students should not wait until the last minute to complete graded assignments/exams for the course as only documented excused absences or documented problems which are MyLeo Online-based or Connect®-based will qualify should a due date and time for graded exams be missed.
5. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 256.01W.

**GRADING**

Final grades for the BSC 256.01W course will be based on the following scale based on the course percentages for each of the chapter assignments/exams and Comprehensive Final Exam: The following is the overall scale/grading schema for the BSC 256.01W course. **Please Note:** The 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 BSC 256.01W). Grades are available in the grade book of the BSC 256.01W MyLeo Online course. Students can track their progress in the course in “real time” as the points/percentages for each exam is reflected in the criterion of the BSC 256.01W MyLeo Online grade book.
**Course Grading**

There is a total of 1800 possible points that may be earned on the assignments/exams for BSC 256.01W. The assignments/exams for BSC 256.01W constitute 100% of the total course grade. The following is an explanation of how the BSC 256.01W course assignments/exams reflect towards a student’s final course grade.

**BSC 256.01W Grade Determination**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Possible Points</th>
<th>Percentage of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seventeen Chapter Assignments/Exams - 100</td>
<td>1700</td>
<td>70%</td>
</tr>
<tr>
<td>Points Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Final Exam - 100 Points</td>
<td>100</td>
<td>30%</td>
</tr>
<tr>
<td><strong>Total Possible Points for BSC 256.01W</strong></td>
<td><strong>1800</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**BSC 256.01W Course Textbook Weekly Readings**

There are weekly assigned chapter reading and/or readings for the first fourteen weeks of the semester for BSC 256.01W. Students will find the scheduled textbook chapter weekly reading and/or readings at the end of the syllabus under COURSE OUTLINE / CALENDAR corresponding to the individual weekly modules located within the BSC 256.01W MyLeo Online course.

**Course Connect® Assignments/Exams**

All course assignments/exams for BSC 256.01W are located within the module titled Connect under Content of the BSC 256.01W MyLeo Online course. The course assignments/exams will only be accessible during the dates and timeframes noted on the course syllabus. There will be seventeen chapter assignments/exams and a Comprehensive Final Exam for the coursework for BSC 256.01W Medical Terminology.
The following are the criteria associated with the Connect® assignments/exams:

1. Criteria for each of the seventeen Connect® chapter assignment/exam:

a. One access with a time limit of 60 minutes, thus students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.

b. The question pool for each of the chapter assignments/exams will consist of 50 fill-in-the-blank, labeling, matching, multiple choices, and/or true/false questions.

c. As each of the chapter assignments/exams derive from a question pool, each student’s pool of questions for the assignment/exam will be distinctive. Please Note: For an answer to be counted correct, students must ensure the following when applicable:

1. Accented characters are required
2. Correct spacing and punctuation are required
3. Correct letter case is required

d. Only total scores will be displayed before the Due Date and Time and will update to the BSC 256.01W MyLeo Online grade book from Connect® upon completion and submission.

e. One hour after the Due Date and Time, the student may View Detailed Feedback with Solutions.

2. The Comprehensive Final Exam allows one access with 120 minutes to complete. The Comprehensive Final Exam is 100 multiple choice questions derived from the seventeen chapters of study. Students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.

Please Note: Late work is not accepted unless in compliance with the Late Work course policy for BSC 256.01W. Students should refer to the Late Work course policy for BSC 256.01W on the course syllabus. Students should utilize the syllabus, BSC 256.01W course calendar/weekly modules, or other elected means for adherence to the due date and time for the course exams.

Connect® Access and Registration

1. Students need a dependable and compatible computer/device and Internet access for Connect® registration, accessing, and submission. Students should check their personal computer and system requirements for Connect® compatibility after registration. Important Note: Students must register in Connect® with the name associated with Texas A&M University - Commerce records. The recognition of nicknames, maiden names, or married names, other than the one associated with their Texas A&M University - Commerce account will not allow proper application of grades.

2. Students need an access code to register in Connect®. The required access code comes with the textbook if purchased new at the University bookstore. Alternatively, if students choose to buy their textbook from another source which does not include the access code, purchase a used textbook wherein the access code has been previously registered, or choose to use the eBook, they can buy instant access from the publisher during registration with a credit card. Please Note: Students also have the availability to register for a “free two week courtesy access” if funding is a temporary issue to acquire the required textbook and Connect® access code. The timeframe for the “free two week courtesy access” begins with the first day of the semester.

How to Register for Connect® through BSC 256.01W MyLeo Online Course
Connect® access codes are: (1) included with the *Medical Terminology Learning Through Practice 1st Edition* from the Texas A&M University - Commerce Bookstore or (2) students may purchase Connect® with eBook access separately online from the publisher. **Please Note:** Students can register in Connect® and have access to the course assignments/exams and course resources (eBook) without an access code for a *free courtesy trial* period of two weeks; however, after the two week free trial students will *no longer* have access to the course materials without purchasing the access code. **Please Note:** The two week free courtesy trial is only an option that begins with the first date for the semester. Students should pay special attention to the “notes” included to ensure proper course registration. The following is a stepwise process for registration in Connect® for BSC 256.01W.

1. Mozilla Firefox® or Google Chrome® browsers are recommended for both Connect® and MyLeo Online.
2. Students will register for Connect® through their BSC 256.01W MyLeo Online course. Connect® includes all course assignments/exams for BSC 256.01W.
3. Under **Content** of the BSC 256.01W MyLeo Online course, there is course module entitled “**Connect**”.
   a. Click on **Connect**.
   b. When ready to register, students will click on an assignment/exam (see below) within the **Connect** module.

**Please Note:** As the chapter assignments/exams allow only one access and are timed, students should access the assignment/exam *Chapter 1 - Learning Terminology, Word Roots, and Combining Forms* as it is set for “two attempts” to allow student registration. Even if a student chooses not to complete upon accessing, Chapter 1 - Learning Terminology, Word Roots, and Combining Forms unlike all other course assignments/exams is set for the “two attempts”.

c. Click on **Go to My Connect Section Please Note:** When you register for Connect®, students must enter the name associated with Texas A&M University - Commerce records for proper grading (e.g. recognition of nicknames, maiden names, or such would not allow grading to be associated to the proper student).

d. Follow the steps to sign in to Connect® (either registering with an access code, register for the “free courtesy trial, or purchase access for Connect® and eBook from the publisher).

4. If students should experience problems with registration or with assignments/exams within Connect®, they must contact McGraw-Hill’s CARE through [http://www.mhhe.com/support or at 800-331-5094. Please Note: ] MyLeo Online (D2L Support) will not be able to assist with the publisher’s website. The course information is as follows should a student need to contact McGraw-Hills CARE:
Connect® Support

If students have issues while registering or using Connect®, they may contact McGraw-Hill’s CARE through http://www.mhhe.com/support or at 800-331-5094. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exams. The technical support team at Connect® can take care of problems students might incur. Please Note: MyLeo Online (D2L Support) will not be able to assist with the publisher’s website.

The BSC 256.01W chapter assignments/exams allow adequate time to complete, thus as such students should not find it necessary to miss the scheduled due date and timeframe. If a student fails to complete/submit any of the chapter assignments/exams during their scheduled dates and time, it will require a documented excused absence (e.g. University activity or sport, jury duty, illness, court subpoena). If a student misses a chapter assignment/exam due to an excused absence, it is the student’s responsibility to contact the instructor and to provide the appropriate excused documentation so that a time might be scheduled to complete the assignment/exam. All make-up work MUST be taken within two (2) days of the date noted on the documented official excuse to return to school. If a student fails to contact the instructor and/or to provide the appropriate documentation, they will receive a grade of zero for the missed chapter assignment/exam. If a student should incur technical problems with MyLeo Online and/or McGraw-Hill’s Connect® accessing or submitting a chapter assignment/exam, they should follow the guidelines provided on the course syllabus for Course Policy for Reporting Problems with Connect® and/or Course Policy for Reporting Problems with MyLeo Online (D2L Brightspace) for excused consideration.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course reading(s) as well as studying for course assignments/exams.
2. Students should read the assigned weekly chapter and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
3. Students should utilize the syllabus, BSC 256.01W MyLeo Online calendar, BSC 256.01 weekly modules, or other means to ensure the due date and time for the graded course assignments/exams are met as failure to abide by the designated due
date and time will require **excused** documentation for make-up. Students should review the course policy on *Late Work* on the BSC 256.01W course syllabus.

4 Students should not wait until the last minute to complete graded assignments/exams for the course as only **documented** excused absences or **documented** problems which are MyLeo Online-based or Connect®-based will qualify should a due date and time for graded assignments/exams be missed.

5. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 256.01W.

**TECHNOLOGY REQUIREMENTS**

**Browser Support**

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products. **Please Note:** D2L Brightspace (MyLeo Online) support for Microsoft's Internet Explorer browser ended January 2020. The browser will not work to access your online classes.

Support for Mozilla Firefox, Google Chrome, and Safari will continue. Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, and Mozilla Firefox browsers.
### Desktop Support

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Tablet and Mobile Support

<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android™</td>
<td>Android 4.4+</td>
<td>Chrome</td>
<td>Latest</td>
</tr>
<tr>
<td>Apple</td>
<td>iOS®</td>
<td>Safari, Chrome</td>
<td>The current major version of iOS (the latest minor or <strong>point</strong> release of that major version) and the previous major version of iOS (the latest minor or <strong>point</strong> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.</td>
</tr>
</tbody>
</table>

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date. Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

**BSC 256.01W ACCESS AND NAVIGATION**

*MyLeo Online (D2L Brightspace) Access and Log in Information*

Students will need their campus-wide ID (CWID) and password to log into the course. If a student does not know their CWID or have forgotten their password, they should contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.
This course will be facilitated using MyLeo Online (D2L Brightspace), the learning management system used by Texas A&M University-Commerce. Students should ensure their computer/device being used to access BSC 256.01W and Connect® complies with the Technology Requirements listed for the coursework. Personal device/computer and Internet connection problems do not excuse the requirement to complete all BSC 256.01W course work as scheduled. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

**BSC 256.01W Course Navigation**

BSC 256.01W assignments/exams will be completed and submitted through their BSC 256.01W MyLeo Online (D2L Brightspace). The BSC 256.01W MyLeo Online course is divided into sixteen weekly modules. All Connect® chapter assignments/exams are located within the course module under Content titled Connect.

Students should begin the coursework by printing and reading the BSC 256.01W course syllabus containing a detailed outline of the course resources, policies, requirements, and the availability and due date/time for the scheduled graded course components to be successful in the coursework. If a student needs clarification or has a question after thoroughly reading the syllabus, they should contact the instructor.

**COMMUNICATION AND SUPPORT**

**MyLeo Online (D2L Brightspace) Technical Support**

If students are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778, click on the Live Chat within the BSC 256.01W MyLeo Online course, or submit an issue via email.

**MyLeo Online (D2L Brightspace) System Maintenance**

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

**McGraw-Hill Connect® 24/7 Technical Support**

If students should have issues while registering or using Connect®, they may contact McGraw-Hill’s CARE through http://www.mhhe.com/support or at 800-331-5094. To
avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exam. The technical support team at Connect® can take care of problems students might incur. Please Note: MyLeo Online (D2L Support) will not be able to assist with the publisher’s website.

**BSC 256.01W Course Student Support**

If students have any questions or are having difficulties with the course material or policies, please contact your instructor at susan.gossett@tamuc.edu

**Interaction with Instructor Statement**

The instructor’s primary form of communication with students will be through the Course Announcements and/or the University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners via the BSC 256.01W MyLeo Online course and/or the student’s official University email address available to the instructor through the BSC 256.01W MyLeo Online course. It is the student’s responsibility to check the Course Announcements and their University email regularly for pertinent information relating to the course, assignments/exams and/or due dates/time. If a student emails the instructor during a typical class week, they can expect a reply within 24 hours.

**MyLeo Support**

A student’s MyLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call them at (903) 468-6000 with any questions about setting up your MyLeo email account. Students may also access information at MyLeo: https://leo.tamuc.edu

**Learner Support**

The One Stop Shop was created to serve students by providing as many resources as possible in one location. The website linking to the One Stop Shop is http://www.tamuc.edu/admissions/onestopshop/

Students can access this through their BSC 256.01W course:
1. Click on More on the Course Tool Bar
2. Click on One Stop Shop

**Academic Success Center**

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 a student’s learning. The Academic Success Center provides academic resources to help students achieve academic success. Students may access The Academic Success Center at the following website address for more information and schedules: http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

Students can access this through their BSC 256.01W course:
1. Click on More on the Course Tool Bar
2. Click on Tutoring and/or Online Tutoring

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

While BSC 256.01W is an online course, students are expected to “virtually attend class” and actively participate. Although the course does not require attendance as in traditional face-to-face classes, students should allocate time in their weekly schedule for: 1) reading the scheduled textbook chapter and/or chapters; and 2) completing course assignments/exams as scheduled in the course syllabus. A student’s personal participation, dedication, time management, and organization are essential for success. Virtual support and assistance is available to students through email or supporting participation and success in a distance learning environment.

Drop Course Policy

It is a student’s responsibility to withdraw from the BSC 256.01W course according to University policy should this become necessary.

Late Work Policy

Late work is not accepted for BSC 256.01W coursework unless it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, school organization or school sport function, MyLeo Online-based technical problem(s), or McGraw-Hill’s Connect®-based). If a student fails to complete one of the weekly assignments/exams during the scheduled dates and timeframe it will require:

1. A documented excused absence from appropriate professional.
2. If due to a MyLeo Online-based (D2L Brightspace) technical problem: 1) ticket number or 2) email from the MyLeo Online (D2L Brightspace) Helpdesk.
3. If due to a McGraw-Hill’s Connect®-based technical problem: 1) ticket number or 2) email from the Connect® Support Helpdesk.

It is the student’s responsibility to contact and provide the instructor with the appropriate documentation so that a time and date might be scheduled to complete the chapter assignment/exam after review and approval. If a student fails to contact the instructor and/or to provide the appropriate documentation, they will receive a grade of zero for the missed assignment/exam. The graded assignment/exam for the documented and approved missed course graded component must be completed with 48 hours of the date noted on the documentation the student is released to continue their coursework.

Please Note: A student’s computer/device and/or Internet provider do not qualify as an excused reason for failing to complete a chapter assignment/exam during its scheduled timeframe. It is inherent in any online class that a student has availability to a dependable computer/device and Internet service provider. If a student needs access to either a computer and/or Internet, they may utilize the resources offered by Texas A&M University - Commerce (e.g. Gee Library or the various computer labs available to students throughout the campus). Additionally, reasons such as forgetting, confusing with their other courses, work schedule, and/or other similar causes are not excusable for failure to complete the graded assignments/exams for the coursework for BSC 256.01W during its scheduled date and/or timeframe.

Late Work Policy for Reporting Problems with MyLeo Online (D2L Brightspace)

If a student should encounter MyLeo Online (D2L Brightspace)-based problems while accessing and/or submitting chapter assignments/exams (if MyLeo Online-based), the following procedure must be followed for consideration of missing the due date and time for an assignment/exam.

1. Students must report the problem with the Brightspace Technical Support at 1-877-325-7778, via email or Live Chat and obtain a ticket number and/or submit an email prior to the due date and time for the chapter assignment/exam.
2. Once the helpdesk ticket number is provided, the student should email the instructor to document the problem and provide the helpdesk ticket number.
3. If the problem is reported by email, the student should send the instructor a copy of the email along with any follow-up communication from MyLeo Online (D2L Brightspace) Technical Support personnel concerning the problem.
4. Upon receipt and if required, the instructor will contact the MyLeo Online (D2L Brightspace) Technical Support to confirm the student’s problem and follow up with the student.
PLEASE NOTE: A student’s personal computer/device and/or Internet provider problems are not legitimate excuses for filing a ticket with the MyLeo Online (D2L Brightspace) Technical Support. Only MyLeo Online (D2L Brightspace)-based problems are legitimate reasons to contact Technical Support. The syllabus encourages students to ensure their computer/device being used to access BSC 256.01W complies with the Technology Requirements listed for the coursework upon the commencement of the semester. The syllabus also identifies students should have a “back up” plan should personal device/computer and/or Internet service provider be a problem in successfully completing the coursework for BSC 256.01W as scheduled.

Late Work Course Policy for Reporting Problems with McGraw-Hill’s Connect®

The MyLeo Online (D2L Brightspace) Technical Support is not able to support technical problems/issues that may occur with registration, access, or submissions through McGraw-Hill’s Connect®. If a student should experience problems with registering or accessing/submitting chapter assignments/exams within Connect®, they should contact McGraw-Hill’s Technical Support. Students may contact McGraw-Hill’s CARE through http://www.mhhe.com/support or at 800-331-5094. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exams. The technical support team at Connect® can take care of problems students might incur. Please Note: MyLeo Online (D2L Support) will not be able to assist with the publisher’s website.

1. Students must report the problem to the McGraw-Hill Connect® Technical Support via email and/or phone and obtain a ticket number prior to the due date and time for the assignment/exam.
2. Once the helpdesk ticket number is provided, the student should email the instructor to document the problem and provide the helpdesk ticket number.
3. If the problem is reported by email, the student should send the instructor a copy of the email along with any follow-up communication from McGraw-Hill Connect® Technical Support personnel concerning the problem.
4. Upon receipt and if required, the instructor will contact the McGraw-Hill Connect® Technical Support to confirm the student’s problem and follow up with the student.

Extra Credit

There is no extra credit offered for the course, thus students should ensure their personal dedication, organization, and time management to the scheduled coursework.

Syllabus Change Policy
The syllabus is a guide and every effort will be made to complete as written; however, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance through the BSC 256.01W Course Announcements or to the student’s University email.

**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/assessment and/or test, 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 of assignment
- Communication with another during an test 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.
University Specific Procedures

**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. [http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx)

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette [http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

**TAMUC Attendance**

For more information about the attendance policy please visit the Attendance webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx)


**Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03


Graduate Student Academic Dishonesty 13.99.99.R0.10

[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf)
ADA Statement

Students with Disabilities

The Americans 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 an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.
For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE/CALENDAR

The instructor will make every effort to adhere to the course outline/calendar as noted below. However, the instructor reserves the right to change the schedule if a circumstance(s) necessitate. The instructor will send communication of any change(s) through the BSC 256.01W Course Announcements and/or to the student’s University email. Please note this course outline/calendar runs on a Sunday - Saturday weekly schedule with the exception of Week 1 beginning on Monday, August 24 and Week 16 ending on Thursday, December 10.

BSC 256.01 Textbook Readings and Course Assignments/Exam Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Connect® Chapter Assignment/Exam</th>
<th>Available</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Chapter 1—Learning Terminology, Word Roots, and Combing Forms</td>
<td>August 24</td>
<td>September 5</td>
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<tr>
<td>2</td>
<td>Chapter 2—Prefixes</td>
<td>August 30</td>
<td>September 12</td>
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<tr>
<td>2</td>
<td>Chapter 3—Suffixes</td>
<td>August 30</td>
<td>September 12</td>
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<tr>
<td>3</td>
<td>Chapter 4—The Human Body: An Orientation</td>
<td>September 6</td>
<td>September 19</td>
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<td>4</td>
<td>Chapter 5—The Integumentary System</td>
<td>September 13</td>
<td>September 26</td>
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<td>5</td>
<td>Chapter 6—The Musculoskeletal System</td>
<td>September 20</td>
<td>October 3</td>
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<td>6</td>
<td>Chapter 7—The Nervous System</td>
<td>September 27</td>
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<td>7</td>
<td>Chapter 8—The Sensory System</td>
<td>October 4</td>
<td>October 17</td>
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<td>8</td>
<td>Chapter 9—The Endocrine System</td>
<td>October 11</td>
<td>October 24</td>
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<td>Dates</td>
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<td>9</td>
<td>Chapter 10—The Blood System</td>
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<td>October 31</td>
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<td>Chapter 11—The Cardiovascular System</td>
<td>October 25</td>
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<td>November 7</td>
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<td>11</td>
<td>Chapter 12—The Respiratory System</td>
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<td>November 14</td>
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<td>12</td>
<td>Chapter 13—The Lymphatic System and Body Defense</td>
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<td>November 21</td>
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<td>13</td>
<td>Chapter 14—The Digestive System and Body Metabolism</td>
<td>November 15</td>
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<td>November 28</td>
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<td>Chapter 15—The Urinary System</td>
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<td>December 5</td>
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<tr>
<td>14</td>
<td>Chapter 16—The Male Reproductive System</td>
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<tr>
<td>14</td>
<td>Chapter 17—The Female Reproductive System</td>
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<td>December 5</td>
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<td>15</td>
<td>Comprehensive Final Exam (All Chapters)</td>
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<td>16</td>
<td>Comprehensive Final Exam (All Chapters)</td>
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