

Angelo State University
BIO 2320 – Medical Terminology – Summer I 2020

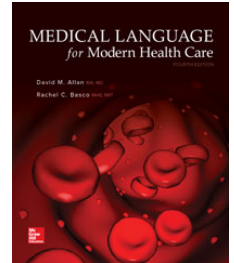
INSTRUCTOR CONTACT INFORMATION:

Dr. Connie Heimann
 Email: cheimann@angelo.edu (preferred contact)
 Office hours: **Tuesday and Friday at 10:00 am and by appointment.**

Office: HOME-no face-2-face available
 Phone: 325-486-6651

LEARNING OBJECTIVES AND NATURE OF THE COURSE:

This course introduces students to the study of common medical terminology used in oral and written communications in the health professions. Terminology describing anatomical, physiological, pathological conditions will be studied including those used in diagnostic procedures, diseases, and treatments. Special emphasis on root words, medical prefixes and suffixes, pronunciation, abbreviations, and symbols. *This course is intended for students preparing for health care related careers and students wishing to become more effective in communication, accurate comprehension and precise use of medical language.*



Specific Course Learning Objectives: Upon completion of this course students should be able to:

- Deconstruct both familiar and unfamiliar medical terms into their elements (roots and combining forms, prefixes and suffixes)
- Interpret the meaning of roots and combining forms in commonly used medical terms
- Differentiate between medical terms that are spelled and/or pronounced correctly and those that are not
- Identify and know the meanings of commonly used prefixes and suffixes of commonly used medical terms
- Correctly use medical terms **in context** and with the correct part of speech
- Apply skills practiced in phonetic system and in interpreting elements to correctly recognize and use medical terms pertaining to the body as a whole to communicate verbally and in writing with accuracy and precision

COURSE MATERIALS:

Lecture (required): Allan, D and Lockyer, K. 2019. *Medical Language for Modern Health Care*. 4th Edition. McGraw-Hill: NY. ISBN 9781259989872 – standalone Connect access card (includes eBook) OR ISBN 9781260267013 – bundle containing Connect, eBook, and loose-leaf hardcopy.

- When you click on the first LearnSmart assignment from within BlackBoard you will be routed to a page where you can sign up for ConnectPlus which comes with the eBook version of the text book. If you opt to add the loose leaf hard copy of the book, it will be sent to your home.
- ASU email account that you check DAILY.
- Blackboard course site: <http://blackboard.angelo.edu>
- Respondus LockDown Browser – Free Download from BlackBoard
- Ability to create and upload Word documents and audio files in mp4 format. NOTE – other formats WILL NOT be acceptable.

To achieve the course objectives and help maximize your learning, it is vital that you complete the assignments for class on time, come prepared to virtual class meetings, and study the material EVERY day (more about this under student responsibilities).

METHODS OF ASSESSING OBJECTIVES: The student learning outcomes will be assessed by quizzes, LearnSmart activities, postings on BlackBoard, and written and verbal script production and analysis.

Grading:

Component	Maximum Points	Grading Scale
Class Participation Activities & Homework	150 See details below	A = ≥900 to 1000 pts B = ≥800 to <900 pts C = ≥700 to <800 pts D = ≥600 to <700 pts F = 0 to <600 pts)
Exam 1	100 See details below	
Exam 2	100	
Exam 3	100	
Final Exam	200	
Scenario Script Activities	350 See details below	
Total Points***	1000	

Class Participation Activities & Homework: A maximum of 150 points is allowed from LearnSmart activities, chapter reviews and other homework; however, there will be opportunities to earn 160-200 of these points. There are no make-ups for these activities if you miss the deadline. Participation in ALL of these activities is expected. If you do not earn points on a given assignment, you will have an opportunity to earn them on another but are still responsible for the material covered in the assignment. All of these assignments are on-line so that you can work on them at your convenience and get immediate feedback on your learning.

Exams. In this course, exams are designed to help you learn. The three exams for this course are noted on the attached schedule. You will have one 24 hour period (one entire day) to complete each exam. Exams are made up of several sections that you will have to complete in multiple periods for the day indicated. Multiple sessions will allow you to review material you miss in an earlier session and rest between sections to avoid fatigue. All parts of the exams will be timed and are expected to be the student's own individual work. Thus, once a section is initiated it must be completed in one sitting within the given time period for that section. All the parts of an exam are part of your final grade. (All the exams together are worth 500 points or 50% of your overall grade for this course.) Completion of the entire exam must be by 11:59 pm on the evening in which the exam is due. After 11:59, the test session will close. If you are working on the exam, and computer/power issues occur, still submit the test as soon as you are able, and contact me via email on the problem you encountered for submittal. I will look at each case here individually. This course is designed to help you learn. The testing software allows me to generate a different test for each student. The chance of two students in the same room taking the same test at the same time getting exactly the same questions in the same order is infinitesimally small. We will be using the Respondus LockDown Browser for taking exams.

Example exam completion timelines:

Student Rhonda Rambelle starts taking the first section of Exam 1 at 8:00 am on the day it is made available. She earns a 23 out of 25 possible points and completes this section in 26 out of 30 minutes allowed. She immediately starts the second section, stumbles on some of the material, runs out of time and only earns 17 out of 25 points. She decides to take a break and review the material so she logs out. Three hours later, at noon, she logs in and takes the 3rd section of the exam. She does much better and scores 24 out of 25 possible points at takes 22 out of 30 minutes to complete this section. Since she has to be at work at 1:00 pm, she logs out again and goes to work. When she gets home at 7:00 pm she eats a quick dinner, and then takes section 4 of the exam, earning 22 out of 25 points and finishing this last section in 24 out of 30 minutes...well ahead of the 11:59 pm deadline for completing the entire exam. Her final score is 86 out of 100 points for this exam.

Roscoe Ram on the other hand decides to spend most of the exam day studying while playing Frisbee golf and waits until 10:00 pm to start the exam. He finishes the first section in 25 minutes and earns a 23 out of 25 points. He starts each subsequent section as soon as he completes the one before with no breaks. He scores a 18 (in 27 minutes), a 16 (in 28 minutes) and a 15 (ran out of time) on the remaining sections with a final score of 74 out of 100 also ahead of the 11:59 deadline...barely.

This format is intended to give you some flexibility in scheduling the exam. Plan your time wisely.

Final Exam: The final exam is not cumulative and made up of questions similar to the types used for the other 3 exams and will follow the same format as those exams.

Scenario Script Activities (SSA): To give you practice in using medical terms in both written and verbal formats, you will complete these 3 assignments which will be assessed on spelling, proper context, and correct pronunciation. Each of these assignments will consist of 2 elements. First you will write a short script using a subset of terms from a provided list. The script must use the terms, correctly spelled and in context. Second, you will produce a voice over of the terms used in the written script saved in either an mp4 or wav format of you reading the terms in the order they appear in the script with all the terms correctly pronounced. Details for this assignment will be posted on BlackBoard.

*****What do you do if you miss an assignment, quiz, or exam?**

For participation activities, 160-200 points for lecture activities and homework will be offered, although only 150 points will be used in calculating your grade. We use this as a way for students to accumulate points even if they have to miss an activity for ANY reason. Use every opportunity early and throughout the semester to complete these activities to be sure that you will have 150 points by the end of the semester. Exams **MUST** be completed on the day scheduled unless extreme circumstances can be substantiated. **No last-minute offers of extra-credit are made in this course, so please don't ask.** It wouldn't be fair to your classmates that have done all the work to earn their grade. Use the extra-credit opportunities early in the semester – you may need them to assist your final course grade!

All grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis

for grade assignments. The activity and homework points serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of them when they become available because once assigned they cannot be made up. Therefore, you should always complete all assignments and strive to do your best, so that **you may earn** the grade you want. It is your responsibility to keep up with your point total. A Student GradeBook has been made available to you in an Excel format on BlackBoard. You may use this tool to keep up with your grades. If you need help, **don't worry I will help you, if you just ask!**

STUDENT RESPONSIBILITIES:

Attendance: Since this is an online course, there are no scheduled class meetings. To meet the "attendance" requirement, you are expected to complete all posted assignments, including discussion board assignments on time. This means you **MUST** have access to the internet for the entire course period. No accommodations will be made for not having internet access. **Failure to complete the discussion board posting by the posted deadline will result in a 5% reduction in your course grade.** Missed Class Participation (LearnSmart assignments) points **CANNOT** be made up. Please inform me well ahead of time if you will need to miss an assignment for any reason including religious holidays. **NOTE:** You are **NOT** automatically dropped if you stop attending class or completing assignments. **June 19** is the last day to drop a course for the Summer I 2020 session.

Academic Honesty and the ASU Honor Code: Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding the [Academic Honor Code](#) and the ASU policies on academic dishonesty, which is contained in both print and web versions of the Student Handbook. The penalty for ANY act of dishonesty in this class, including any form of cheating or plagiarism: 1) is a grade of ZERO on the assignment and, 2) disciplinary action as warranted in accordance with university guidelines. Please do **NOT** jeopardize your career; it's not worth it.

Accommodations for students with disabilities: All students at Angelo State must have the capacity to undertake, with reasonable assistance from the faculty and administration, the academic challenges necessary to fulfill the academic requirements for the degree for certification programs that they are pursuing. If you have a disability and need special accommodations of any nature, you should contact the Student Life Office (Garden Level, University Center, (325) 942-2191 or Student.Life@angelo.edu). I will be happy to make accommodations for you based on the recommendations from the Student Life Office. Please make your request by the end of the second day of classes to allow time for appropriate arrangements.

Religious Holy Day: A student who intends to observe a religious holy day during the semester should make that intention known in writing to the instructor before the end of the second class day and one week prior to the absence. If this submission is completed, a student who is absent from classes for the observance of a religious holy day shall be allowed to take make up missed exams or assignments scheduled for that day in accordance with syllabus policy.

Class Preparation Blackboard (Bb) and Connect Plus: Much of your learning about medical terminology must take place outside of the formal class meetings. You should be a frequent visitor to the course Blackboard site (<http://blackboard.angelo.edu>). Please check Bb regularly. All of the material you need to prepare for class is available from the Bb site: reading assignments for each unit, lecture presentations, homework assignments, in-class activity handouts, helpful handouts (for some concepts), and links to outside review materials (for some concepts). If you are a first time Bb user, your password is your ASU PIN (usually your 6-digit birth date unless you have changed it). You can change your password and update your personal information by adding your email address and a telephone number where you can be reached this semester. All course assignments are available through Bb and the direct link to the online homework system Connect Plus is accessed through BlackBoard. Instructions for setting up Connect Plus are available from the Text book link in BlackBoard. Please register before the end of the second day of classes.

Class Preparation ASU email: This is an online course. Class announcements will be routinely distributed via email; this means you will need to check your ASU email account **DAILY**. This is **NOT** optional. All course correspondence will be through your ASU email only (I will not respond to email from other accounts). Please see the email policy in Bb for more details. ASU provides Internet and email services to you at any of the computer labs on campus. Call 942-2911 to set this up if necessary.

Class Format: This is an online course. Most of the interactions between the members of the class and the instructor will occur in a virtual setting. As a member of the class you are also invited to:

- Ask questions, no matter how naive they seem to you. I will do my best to offer you a satisfactory answer. The only stupid question is one that isn't asked.
- Ask for help and/or clarification. Don't suffer in silence. I can't help you learn if I don't know you're confused or if my instructions are unclear.
- Follow the rules of "Netiquette" for Online Discussion Boards so that everyone has a chance to participate in class effectively and respectfully.

BIO 2320 Summer I 2020 Schedule (Tentative)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June						
May 31 Reading Assignment – Welcome chapter in your textbook. Do the pre-test assignment (BlackBoard under “Assignments)	1 First class day. Chapter 1 LearnSmart available.	2 Discussion Board*	3 Chapter 2 LearnSmart available.	4 Chapter 1 LearnSmart due by 11:59 pm.	5	6 Chapter 3 LearnSmart Available
7 Chapter 2 LearnSmart due by 11:59 pm.	8 Chapters 1-3 Review Available.	9 Discussion Board Chapter 3 LearnSmart & Chapters 1-3 Review due by 11:59 pm.	10 Exam 1 opens at 12:00 am (midnight) must be completed by 11:59 pm Chapters 1-3	11 Chapters 4,5, and 6 LearnSmart Available	12 Audio Scenario Script 1 must be uploaded by 11:59 pm	13 Chapters 7, 8, and 9 LearnSmart Available
14 Chapters 4,5, and 6 LearnSmart due by 11:59 pm.	15 Chapters 4-9 Review Available.	16 Discussion Board Chapters 7-9 and Chapters 4-9 Review LearnSmart due by 11:59 pm.	17 Exam 2 opens at 12:00 am (midnight) must be completed by 11:59 pm Chapters 4-9	18 Chapters 10, 11, and 12 LearnSmart Available	19** Audio Scenario Script 2 must be uploaded by 11:59 pm	20 Chapters 13, 14, and 15 LearnSmart Available.
21 Chapters 10, 11, and 12 LearnSmart due by 11:59 pm.	22 Chapters 10-15 Review Available.	23 Discussion Board Chapters 13-15 LearnSmart and Chapters 10-15 Review due by 11:59 pm.	24 Exam 3 opens at 12:00 am (midnight) must be completed by 11:59 pm Chapters 10-15	25 Chapters 16, 17, and 18 LearnSmart Available	26 Audio Scenario Script 3 must be uploaded by 11:59 pm	27 Chapters 20, and 22 LearnSmart Available
June			July			
28 Chapters 16, 17, and 18 LearnSmart due by 11:59 pm.	29 Chapters 17, 18, 20, 22 Review Available.	30 Discussion Board Chapters 20, and 22 LearnSmart and Chapters 17, 18, 20 & 22 Review Self-Reflection paper. All due by 11:59 pm.	1 Final Exam opens at 12:00 am (midnight) must be completed by 11:59 pm Chapters 1-18, 20 & 22	2 Final Course Scores posted.	3	7 HAPPY 4 th of JULY!! Enjoy your break.
<p>*All discussion board post assignments are due by 11:59 pm on the date they are assigned (all Tuesdays) **Last day to drop a class or withdraw from the University for Summer I</p>						
<p>Dr. Heimann’s virtual office hours. Email Dr. Heimann to request a 15 minute slot between 10:00 AM and 11AM on Tuesday’s and Friday’s during the Summer I session. These meetings can be either through Collaborate or over the phone. If you can’t meet with Dr. Heimann at this time you may email her for an alternative appointment time.</p>						