Course Information

Course Description

Medical terminology examines the principles of medical word building to help future healthcare professionals develop an extensive medical vocabulary through a study of root words, prefixes, and suffixes. Correct pronunciation and spelling of medical terms will be addressed. Anatomy, physiology, and pathology of disease are discussed yet no previous knowledge of these topics is necessary.

Course Credits

3

Prerequisite and Co-requisite Courses

None

Prerequisite Skills

Accessing Internet websites, using ASU Library resources.

Program Outcomes

Upon completion of the program of study for health science professions, graduates will be prepared to:
Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
</tr>
</thead>
</table>
| Identify the basis to medical word building.                                              | Chapter 1: read chapter; Complete following activities  
- Identifying Word Roots  
- Combing Forms                                                                 |
| Demonstrate a basic foundation and better understanding of the body-system.               | Chapters 2: read chapter; Compete following activities  
- Medical Terminology Word Building  
- Medical Vocabulary Recall  
- Pronunciation and Spelling  
- Demonstrate What You Know!  
- Quiz                                                                                   |
| Apply medical terminology related to specific body systems.                               | Chapter 3 – 13: read chapters: Complete following activities  
- Medical Terminology Word Building  
- Medical Vocabulary Recall  
- Pronunciation and Spelling  
- Chart Notes Analysis  
- Demonstrate What You Know!  
- Bi-Weekly Quiz                                                                       |

Course Delivery

This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at ASU’s Blackboard Learning Management System.

Required Texts and Materials

  - Special code is not required

Technology Requirements

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
• Microsoft Office Suite or a compatible Open Office Suite
• Adobe Acrobat Reader
• High Speed Internet Access
• Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
• Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University's Distance Education Website
Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Grading

Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points of Total Grade</th>
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</thead>
<tbody>
<tr>
<td>Self-Introduction/Message Posting</td>
<td>15</td>
</tr>
<tr>
<td>Weekly Discussion Question</td>
<td>45</td>
</tr>
<tr>
<td>Review Activity 1-3</td>
<td>10</td>
</tr>
<tr>
<td>Medical Terminology Word Building</td>
<td>85</td>
</tr>
<tr>
<td>Medical Vocabulary Recall</td>
<td>90</td>
</tr>
<tr>
<td>Chart Note Analysis</td>
<td>114</td>
</tr>
<tr>
<td>Demonstrate What You Know</td>
<td>45</td>
</tr>
<tr>
<td>Weekly Quizzes</td>
<td>198</td>
</tr>
<tr>
<td>Final Exam</td>
<td>80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>682</strong></td>
</tr>
</tbody>
</table>

This course is graded strictly on points NOT percentages. The amount of points you earn determines your grade in the course. I DO NOT ROUND UP GRADES at the end of the semester. It is your responsibility to keep track of the total course points you have accumulated in the course.
Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes. The following grading scale is in use for this course:
- A = 620.00 - 682 points
- B = 550.00 - 619.99 points
- C = 480.00 - 549.99 points
- D = 410.00 - 479.99 points
- F = 0 - 409.99 points (Grades are not rounded up)

Teaching Strategies
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.

Assignment and Activity Descriptions
Class Communication

- Personal Introduction 15 points (must complete full response)
  - Introduce yourself to your classmates. Where are you from? What is your major? What are your career goals? What do you hope to accomplish/learn in this class? How has the current state of the world and the need for the medical profession challenged your thoughts about your choice of major? 10 points
  - Respond to at least one classmate for full points. 5 points

- Weekly Discussion Prompts: 45 points
  - Three discussions questions about medical terminology will be posted on discussion board.
  - These can be informal and do not need to be any longer than it takes to share your thoughts. Provide your initial thoughts to the topic. Support with reference to articles or talks – site work as needed. 10 points
  - Respond to a classmate’s post in a respectful disagreement or agreement. 5 points
**Individual Assignments**

- Review 1-3, Activity 1-3 Identifying Word Roots and Combing Forms: 10 points
  - Underlining the word root in the given medical term (pg. 7)
- Medical Terminology Word Building: 85 points
  - Medical word building tables introduce combining forms, suffixes, and prefixes related to body system. Key word elements and their meanings are labeled on an anatomical illustration to reinforce visually the word elements introduced.
  - Complete five assignments where you combine the word parts you learn to construct medical terms related to body structures.
- Medical Vocabulary: 90 points
  - Medical vocabulary contains terms related to diseases and conditions. This is followed by a section of diagnostic, medical, and surgical procedures and pharmacology. Dynamic illustrations are included that visually illustrate the disease; the diagnostic procedures used to identify the disease; and the medical, surgical, and pharmacological treatments used to treat various diseases and disorders.
  - Complete 4 assignments where you match the medical term with the correct definition.
- Chart Notes: 114 points
  - Chart notes provide authentic medical reports related to a medical specialty associated with the relevant body system to reinforce terminology covered in this course.
  - Complete 10 assignments where you read a medical chart aloud. Use the information to provide the correct medical term.
- Demonstrate What You Know: 45 points
  - To evaluate your understanding of how medical terms you have studied and in the clinical environment.
  - Assignments include matching and complete the numbered sentences by selecting an appropriate term from word bank.
• Weekly Quiz: 200 points
  • Questions will be a combination taken from weekly assignments.
  • 30 minutes (once logged onto Black Board) to take open book quiz. Quiz will be available for 48 hours.
• Final Exam: 80 points
  • Comprehensive review of all chapters and information covered. Questions will be taken from weekly quizzes and assignments throughout the chapters.
    ▪ What type of project are you going to do?
    ▪ Who does the project benefit?
    ▪ Who is your contact person for the group you are benefitting?
    ▪ When do you propose to complete your project?
    ▪ Why did your group choose this particular project?

Assignment Submission
All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at kristi.white@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work or Missed Assignments Policy
Late work will not be accepted unless you have received permission from the instructor prior to the due date. If you miss an assignment due to an unexcused absence, you are out of luck. Show up for class!

General Policies Related to This Course
All students are required to follow the policies and procedures presented in these documents:
  • Angelo State University Student Handbook¹
  • Angelo State University Catalog²
Student Responsibility and Attendance

ON-LINE: This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions that reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

Academic Integrity

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s Statement of Academic Integrity.³

Accommodations for Students with Disabilities

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the Student Disability Services website.⁴ The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford
Director of Student Disability Services
Office of Student Affairs
325-942-2047
Incomplete Grade Policy
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.
Title IX at Angelo State University

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
</tr>
</thead>
</table>
| Week 1: August 17 – August 23 | Welcome!  
Due August 19th by 11:59 PM*  
- Review START HERE page  
- Review Course Syllabus and ASU Honor Code. Select “Mark Reviewed” to agree to terms of the course and ASU’s policies and access course content.  
- **Post**: Self-Introduction discussion board  
Due August 21st by 11:59 PM  
- **Chapter 1**: assignment Review Activity 1-3 (10 points)  
- **Chapter 2**: assignment Medical Terminology Word Building (20 points)  
- **Chapter 3**: assignment Medical Terminology Word Building (15 points)  
- **Chapter 3**: assignment Chart Note Analysis (15 points)  
Open August 22 - Due August 23rd  
- **WEEKLY QUIZ** – Chapters 1, 2, 3 (50 points) |
| Week 2: August 24 – August 30 | Due August 26th by 11:59 PM  
- **Chapter 4**: assignments Demonstrate What You Know (15 Points)  
- **Chapter 4**: assignment Chart Note Analysis (10 points)  
- **Chapter 5**: assignment Medical Vocabulary Recall (15 points)  
- **Chapter 5**: assignment Chart Note Analysis (12 points)  
Due August 29th by 11:59 PM  
**WEEKLY QUIZ** – Chapters 4 & 5 (30 points) |
| Week 3: August 31 – September 6 | Due August 31st by 11:59  
- **Blackboard Discussion Post 1** (15 points)  
Due September 2nd by 11:59 PM  
- **Chapter 6**: assignment Medical Terminology Word Building (20 points)  
- **Chapter 6**: assignment Chart Note Analysis (10 points)  
- **Chapter 7**: assignment Medical Vocabulary Recall (15 points)  
- **Chapter 7**: assignment Chart Note Analysis (10 points)  
Due September 5th by 11:59 PM  
- **WEEKLY QUIZ** – Chapters 6 & 7 (30 points) |
<table>
<thead>
<tr>
<th>Week/Date</th>
<th>Topic/Assignments/Assessments DUE</th>
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<tbody>
<tr>
<td><strong>Week 4: September 7 – September 13</strong></td>
<td>Due September 9th by 1:59 PM</td>
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<tr>
<td></td>
<td>• Chapter 8: assignment Demonstrate What you Know (15 points)</td>
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<td></td>
<td>• Chapter 8: assignment Chart Note Analysis (15 points)</td>
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<tr>
<td></td>
<td>• Chapter 9: assignment Medical Vocabulary Recall (20 points)</td>
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<td></td>
<td>• Chapter 9: assignment Chart Note Analysis (10 points)</td>
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<td>Due September 12th by 11:59 PM</td>
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<td></td>
<td>• WEEKLY QUIZ – Chapters 8 &amp; 9 (30 points)</td>
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<td><strong>Week 5: September 14 – September 20</strong></td>
<td>Due September 14th by 11:59 pm</td>
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<td>• Blackboard Discussion Post 2 (15 points)</td>
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<td>Due September 16th by 11:59 PM</td>
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<td>• Chapter 10: assignment Medical Terminology Word Building (10 points)</td>
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<td>• Chapter 10: assignment Chart Note Analysis (10 points)</td>
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<td></td>
<td>• Chapter 11: assignment Medical Vocabulary Recall (20 points)</td>
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<td>• Chapter 11: assignment Chart Note Analysis (12 points)</td>
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<td>Due September 19th by 11:59 PM</td>
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<td></td>
<td>• WEEKLY QUIZ – Chapters 10 &amp; 11 (30 points)</td>
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<tr>
<td><strong>Week 6: September 21 – September 27</strong></td>
<td>Due September 23rd by 11:59 PM</td>
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<td>• Chapter 12: assignment Medical Vocabulary Recall (20 points)</td>
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<td></td>
<td>• Chapter 12: assignment Chart Note Analysis (10 points)</td>
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<tr>
<td></td>
<td>• Chapter 13: assignment Medical Terminology Word Building (20 points)</td>
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<tr>
<td></td>
<td>• Chapter 13: assignment Demonstrate What You Know (15 points)</td>
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<td></td>
<td>Due September 26th by 11:59 PM</td>
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<tr>
<td></td>
<td>• WEEKLY QUIZ – Chapters 12 &amp; 13 (30 points)</td>
</tr>
<tr>
<td><strong>Week 7: September 28 – October 2</strong></td>
<td>Due September 28th by 11:59 pm</td>
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<tr>
<td></td>
<td>• Blackboard Discussion Post 3 (15 points)</td>
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<tr>
<td></td>
<td>Due October 2nd 8:00AM - 11:59 PM</td>
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<td>• FINAL EXAM (80 points)</td>
</tr>
</tbody>
</table>

* all due times are 11:59 pm CST, unless otherwise specified


Course Syllabus Statement on Required Use of Masks/Facial Coverings by Students in Class At Angelo State University

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory Facial Covering Policy to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences. Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

Student Learning Outcomes

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
4. Acquiring skills in working with others as a member of a team.
5. Learning to apply knowledge and skills to benefit others or serve the public good

End of Syllabus

1https://www.angelo.edu/student-handbook/
2https://www.angelo.edu/catalogs/
3https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4https://www.angelo.edu/services/disability-services/
5https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7https://www.angelo.edu/dept/writing_center/academic_honesty.php
8https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of