BIOL 2320
Medical Terminology

Instructor:
Email: cheimann@angelo.edu
Phone: 325-486-6651 (Do not leave message)
Office: CAV 017 (will not be in the office this summer)

Office Hours: Monday-Friday 10 am – 5 pm by appointment only (virtual).

Course Information

Course Description
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.

Student Learning Outcomes
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 Delivery
This is an online course that will be delivered via Blackboard. You will complete this course without visiting the ASU campus.

Please refer to this Health and Safety web page for updated information about campus guidelines as they relate to the COVID-19 pandemic.
Required Texts and Materials
- When you click on the first SmartBook assignment from within BlackBoard you will be routed to a page where you can sign up for Connect which comes with the eBook version of the textbook. If you opt to add the loose leaf hard copy of the book, it will be sent to your home. These are available from the ASU Bookstore as well.

Technology Requirements
To successfully complete this course, students need to have access to reliable internet. This is an online course. Reliable access to the internet for the entire course is required.

Office 365 is required. This is available to you for free from the ASU website. To complete some course assignments, you must be able to create and upload Word documents. Additionally, you must be able to create and upload audio files in mp4 format. Other formats for written or audio work will not be accepted.

Access to exams and quizzes will be through Respondus Lockdown Browser. Respondus requires a desktop computer or laptop (not a Chromebook). For best results, use an ethernet cable to connect to your Internet source instead of relying on Wifi. Refer to the Blackboard course for Respondus installation instructions.

To visit with me for virtual office hours, you will need to use Blackboard Collaborate which requires speakers and a mic or your phone, but not a webcam. Collaborate does not require any downloaded program to use.

Communication
I will respond to email messages within 24 hours between 10 am and 5 pm Monday through Friday. Weekend messages may not be returned until Monday.

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). Check frequently for announcements and policy changes. In your emails, include the course name and section number in your subject line. See the Netiquette Rules in the orientation page on Blackboard. 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.

Grading
Evaluation and Grades
The student learning outcomes will be assessed by quizzes, SmartBook activities, postings on Blackboard, and written and verbal script production and analysis as indicated in the table below.

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<tr>
<th>Assessment</th>
<th>Maximum Points</th>
<th>Grading Scale</th>
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| Class Participation Activities and 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  
Grades are not rounded up. |
| Exams 1-3                       | 300 (100 pts each) |                                     |
| Final Exam                      | 200             |                                     |
| Scenario Script Activities      | 350 See details below |                                     |
| Total Points                    | 1000            |                                     |
Assignment and Activity Descriptions

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. Please see the instructions in the Technology page on Blackboard for instructions on how to download and install this prior to the first exam date.

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 (SmartBook 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 28 is the last day to drop a course for the Summer I 2021 session.

**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 are available from the Textbook link in BlackBoard. Please register before the end of the second day of classes.

**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.

**General Policies Related to This Course**

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)
- [Angelo State University Catalog](#)
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 Science and Engineering 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
dallas.swafford@angelo.edu
Houston Harte University Center, Room 112

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 Procedures5 for more information.

Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy6 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.7

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 Observation of Religious Holy Day8 for more information.
Title IX at Angelo State University

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Boone, J.D.
Director of Title IX Compliance/Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.boone@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you wish to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information about Title IX in general you may visit www.angelo.edu/title-ix.  

Modifications to the Syllabus

This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

Course Schedule

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<th>Date</th>
<th>Topic or Module</th>
<th>Activities</th>
<th>Homework</th>
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1 https://www.angelo.edu/student-handbook/
2 https://www.angelo.edu/catalogs/
3 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
4 https://www.angelo.edu/services/disability-services/
5 https://www.angelo.edu/content/files/14197-op-1011-grading-procedures
6 https://www.angelo.edu/student-handbook/community-policies/academic-integrity.php
7 https://www.angelo.edu/dept/writing_center/academic_honesty.php