HSP 2320
Medical Terminology
Fall 2021

Archer College of Health and Human Services

Instructor: Erin Hemmelgarn, MS, ATC, LAT

Email: erin.hemmelgarn@angelo.edu
Phone: 567-208-7150
Office: NA
Office Hours: Contact Professor via text message, phone call, email or a video conference can be arraigned as needed.

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

Student Learning Outcome By completing all course requirements, students will be able to:	Assignment(s) or activity(ies) validating outcome achievement:
Identify the basis to medical word building.	Chapter 1 & 15: read chapter; Complete following activities -Check Yourself -Pronunciation Test -Chapter Homework -Apply Yourself: Learning Lab -Test Yourself
Demonstrate a basic foundation and better understanding of the body-system.	Chapter 1 - 15: read chapter; Complete following activities -Check Yourself -Pronunciation Test -Chapter Homework -Apply Yourself: Learning Lab -Test Yourself
Apply medical terminology related to specific body systems.	Chapter 3 – 13: read chapters: Complete following activities -Check Yourself -Pronunciation Test -Chapter Homework -Apply Yourself: Learning Lab -Test Yourself

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.

Course material will be located on MindTap, hosted by Cengage. To check whether your computer meets the requirements for using MindTap, go to http://ng.cengage.com/static/browsercheck/index.html

Required Texts and Materials

- Ehrlich, A; Schroeder, C; Ehrlich, L & Schroeder, K. Medical Terminology for Health Professions, Spiral bound Version (8th Edition). 2016. ISBN-10: 1-305-63435-7 ISBN-13: 978-1-305-63435-0

    o Cengage/MindTap access will need to be purchased for course access.

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.

Assessment	Points of Total Grade
Check Yourself	2.5%
Quick Check Chapter 1	2.5%
Pronunciation Test	20%
Abbreviations	10%
Chapter Homework	15%
Apply Yourself: Learning Lab	15%
Test Yourself	15%
Comprehensive Review	20%

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 = 90.00 – 100.00%

B = 80.00 - 89.99%

C = 70.00 - 79.99%

D = 60.00 - 69.99%

F = 0 - 59.99% (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

You will complete all assignments that have an **ORANGE** dot behind them. These are for points and are required. Check the drop downs. Any other assignments can be done for practice. They will not count towards your grade.

Individual Assignments

- Pronunciation Test: every chapter

    - Tests students on their ability to correctly pronounce 15 key terms in each chapter. Students record themselves pronouncing.

    - Measures the fifth medical terminology learning outcome: Correctly pronounce medical terms.

- Chapter Homework Assignment: every chapter

    - Randomized questions and feedback that reinforce course concepts, in the chapter as a whole versus a specific Reading section.

    - Provides students with practice and checks comprehension.

- Abbreviations: every chapter

- Chapter 1 introduces students to abbreviations, their use, and examples of "Do Not Use" abbreviations. Remaining chapters include tables that present an overview of abbreviations related to the terms introduced in the chapter.

- Helps students become familiar with the most commonly used abbreviations that are used in medical practice.

- Apply Yourself – Learning Lab: every chapter

  - Video-based simulations that include a pre-assessment, a set of learning activities, and a post-assessment.

  - Students are placed in a simulated, real-world environment, playing the role of a health care professional to help with various tasks pertaining to patient education and care, and also receive feedback on how well they performed at end of the module. The goal of the learning lab is to promote critical thinking skills through a real-world application.

- Test Yourself: every chapter

  - Randomized questions and feedback that test on chapter content.

  - Measure how well student mastered the material after completing each MindTap chapter.

- Comprehensive Review –

  - Comprehensive Review includes study tips, building terms and spelling terms assignments, and a 25- question final test.

  - The Comprehensive Review helps students prepare for their final exam by determining where they need more study emphasis.

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 erin.hemmelgarn@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 Handbook[1]
- Angelo State University Catalog[2]

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
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 Procedures[5] for more information.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy[6] 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 Observance of Religious Holy Day[8] 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.

Course Schedule Fall 2021

Week/Date	Topic/Assignments/Assessments DUE
Week 1: August 23 – August 29 **WEEK 1**	**Welcome! Couse Open August 23rd** • 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. • Self-Introduction to the class **Course work to be completed by 27th @ 11:59 pm** • CHAPTER 1 and Chapter 2: -Read Chapter -Complete ALL Assignments for Points **Course work to be completed by August 29th @ 11:59 pm** • Apply Yourself: Learning Lab • Test Yourself
Week 2: August 30 – September 5 **WEEK 2**	**Couse work to be completed by September 3rd @ 11:59 PM** • CHAPTERS 3, 4 and 5: -Read Chapters -Complete ALL Assignments for Points **Course work to be completed by September 5th @ 11:59 pm** • Apply Yourself: Learning Lab • Test Yourself
Week 3: September 6 – September 12 **WEEK 3**	**Couse work to be completed by September 10th @ 11:59 PM** • CHAPTERS 6, 7: -Read Chapters -Complete ALL Assignments for Points

Week/Date	Topic/Assignments/Assessments DUE
	Course work to be completed by September 12th @ 11:59 pm • Apply Yourself: Learning Lab • Test Yourself
Week 4: September 13 – September 19 **WEEK 4**	**Couse work to be completed by September 17th @ 11:59 PM** • CHAPTERS 8, 9: -Read Chapters -Complete ALL Assignments for Points **Course work to be completed by September 19th @ 11:59 pm** • Apply Yourself: Learning Lab Test Yourself
Week 5: September 20 – September 26 **WEEK 5**	**Couse work to be completed by September 24th @ 11:59 PM** • CHAPTERS 10, 11: -Read Chapters -Complete ALL Assignments for Points **Course work to be completed by September 26TH @ 11:59 pm** • Apply Yourself: Learning Lab Test Yourself
Week 6: September 27 – October 3 **WEEK 6**	**Couse work to be completed by October 1st @ 11:59 PM** • CHAPTERS 12, 13: -Read Chapters -Complete ALL Assignments for Points **Course work to be completed by October 3rd @ 11:59 pm** • Apply Yourself: Learning Lab Test Yourself
Week 7: October 4 – October 10 **WEEK 7**	**Couse work to be completed by October 8th @ 11:59 PM** • CHAPTERS 14, 15: -Read Chapters -Complete ALL Assignments for Points **Course work to be completed by October 10th @ 11:59 pm** • Apply Yourself: Learning Lab Test Yourself
Week 8: October 11 – October 15 **WEEK 8**	**Review week** • Review for final exam **FINAL EXAM – Opens Wednesday, October 13th @ 8:00 am.** **Must be completed by Thursday, October 14th @ 11:59 pm**

Week/Date	Topic/Assignments/Assessments DUE
	• Comprehensive Review Quick Checks Building Terms • Comprehensive Review Quick Checks Spelling Terms • Comprehensive Review Quiz

<mark>* all due times are 11:59 pm CST, unless otherwise specified</mark>

Recommended Use of Masks/Facial Coverings by Students in Class At ASU
As a member of the Texas Tech University System, Angelo State University strongly recommends the use of masks/facial coverings 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, we strongly recommend that students in this class wear a mask/facial covering before, during, and after class. Faculty members will also ask you to display your daily screening badge as a prerequisite to enter the classroom.

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

[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

[8] https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of