



BIOL 4012 Medical Terminology Summer 2019

Instructor:	Charcacia T. Sanders
Section # and CRN:	Section#: P01 and CRN: 32445
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Office Hours:	Tuesday and Thursday by Appointment
Mode of Instruction:	[Face to Face]
Course Location:	New Science Building Room 101
Class Days & Times:	MTWR 2:00 pm – 3:30 pm
Catalog Description:	BIOL 4012, Medical Terminology. (2-0) Credit 2 semester hours. Emphasis is on understanding basic medical terms and learning how they are used in documenting and reporting patient care procedures. Practical applications are provided by exercise and medical record analyses in each chapter.

Biology 4012 is a face to face and web assisted course (traditional synchronous course that is supplemented with online content)) with a mandatory SmartBook from McGraw Hill Connect.

Prerequisites:	TSIA Reading College Ready
Co-requisites:	None

Required Texts:	ELECTRONIC TEXTBOOK (SmartBook/LearnSmart): Medical Language for Modern Health Care, David Allan, 4th Edition Publisher: McGraw-Hill Higher Education Connect with SmartBook/LearnSmart: ISBN10: 0077571029 ISBN13: 9780077571023 (360 Days : \$90.00) **courtesy access (free access) available for 14 days**
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Students CANNOT complete the course successfully without the required electronic textbook. Students are required to purchase Connect, a digital teaching and learning environment with an electronic textbook (SmartBook/LearnSmart). Connect is a web-based assignment and assessment platform that gives students the means to better connect with their coursework, with their instructors, and with the important concepts that they will need to know for. The SmartBook is the only book required for this course. The SmartBook is an adaptive reading experience designed to transform the way students read. It creates a personalized reading experience that focuses on content based on a student's understanding and evaluates students' knowledge in real time to adapt the course textbook.

If having trouble registering or accessing Connect, please contact McGraw-Hill's Customer Support for the fastest help. Live chat, email, and phone support are available almost every hour of the day. Website: <https://www.mheducation.com/highered/contact.html> | Phone: (800) 331-5094 Hours (EST)
Sunday: 12 pm - 12 am EST
Monday - Thursday: 24 hours
Friday: 12 am - 9 pm EST
Saturday: 10 am - 8 pm EST

Ensure that your computer meets system requirements by going to this link:
<http://connect.mheducation.com/connect/troubleshoot.do>
 The link will check your computer's specifications against Connect's system requirements. You can update areas that are incompatible with the links or instructions provided. Once you've updated, reload this page to verify compatibility.

Access to Learning Resources:
 PVAMU Library: phone: (936) 261-1500; web: <http://www.pvamu.edu/library/>
 University Bookstore: phone: (936) 261-1990; web: <https://www.bkstr.com/Home/10001-10734-1?demoKey=d>

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1 Use a computer to complete this computer assisted course. <ul style="list-style-type: none"> • Spell and Define flashcard prefixes, suffixes, and stem words. • Identify and explain the function of specific word parts. • Describe how medical compound terms (words) are constructed. • Build compound terms using multiple word parts in a combining form. • Fracture and Analyze key compound medical terms found on the Word Part • Define key compound medical terms found on the flashcards, both literally and actually. • Spell and Define medical equipment, treatment, disease, and diagnosis 	1-4	Critical Thinking
2 Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures.	5	Critical Thinking
3 Demonstrate a critical understanding of all important physiological processes of the body systems relative to modern health care	5	Critical Thinking
4 <ul style="list-style-type: none"> • Interpret and understand medical course content, literature, records, and research. • Interpret and understand word (term) meanings from a wide variety of academic disciplines in the Arts, Sciences, Humanities, Education, Agriculture, and Technology. 	1-4	Critical Thinking
5 <ul style="list-style-type: none"> • Demonstrate the ability to effectively communicate the fundamentals of medical terminology • Perform oral and written communication of biomedical terms relative to modern health care. 	5	Critical Thinking
6 Analyze and interpret empirical and quantitative biological data related to medical terminology	5	Empirical and Quantitative Skills
7 <ul style="list-style-type: none"> • Demonstrate the ability to engage in productive teamwork. • Collaboratively work through medical case studies. 	5	Teamwork

This syllabus is subject to change at the discretion of the instructor. Students will be notified of such changes ahead of time via eCourses.

Major Course Requirements

Method of Determining Final Course Grade

Course Grade Requirement	Value	Total
Exams	5 Exams	50%
LearnSmart Assignments	11 Assignments	20%
Homework Quizzes	11 Quizzes	10%
Class Participation	20 Class Meetings	20%
Total:		100.00%

Grading Criteria and Conversion:

A = 90% to 100%

B = 80% to 89%

C = 70% to 79%

D = 60% to 69%

F = 0% to 59%

Detailed Description of Major Assignments:

Assignment Title or

Grade Requirement

Description:

Exams	Student's knowledge of chapter content will be assessed using a combination of multiple choice and free response questions. Exams 1 – 4 will be given every Monday and Exam 5 will be given online.
Homework Quizzes	Students will be given online quizzes to practice learned vocabulary using multiple choice questions. Homework Quizzes are due every Saturday by 11:59 pm.
LearnSmart Assignments	LearnSmart is an adaptive learning tool that maximizes productivity and identifies the most important learning objectives for each student to master at a given point in time. LearnSmart Assignments are due every Friday by 11:59 pm.
Class Participation	Class participation activities are designed to supplement and reinforces course material by using critical thinking and written communication skills. These activities will also incorporate the analysis and interpretation of empirical and quantitative data. For group activities, students will work in small groups to demonstrate productive teamwork by exhibiting the ability to work effectively with others to support a shared goal and consider different points of view.

Course Procedures or Additional Instructor Policies

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments is REQUIRED to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

- I. **CLASS FORMAT:** The class instructor conducts discussion type classes. These classes require student participation and demonstrations. The instructor will ask students questions, present problems to solve and use audiovisuals to demonstrate concepts. Students should be prepared to actively participate in class to demonstrate their knowledge of biological concepts.
- II. **MATERIALS:** Students are required to maintain a folder with all class notes, handouts, and reports. Number 2 pencils for exams and at least 4 SCANTRON forms 882-E for each exam.
- III. **EXAMS:** You are required to take the test as scheduled with the rest of your class. **No make-up exams will be given automatically.** If you cannot take the exam during the scheduled time you must contact the instructor immediately to discuss your options (e-mail or phone within 7 hours of missing the test) and the make-up exam must be taken within 72 hours after the test have been administered. Do not assume that you are eligible to take a make-up. It is up to the instructor decide if a student is eligible for a make-up exam pending the submission of the appropriate documentation. Appropriate documentation must be supplied before any make-up exam will be

scored (please discuss with instructor what is considered an appropriate documentation). Make up exams will be given during a designated day and time at the discretion of the instructor.

IV. **CLASS ATTENDANCE:** Regular and punctual class attendance is expected. Student absences will be recorded from the first day the class meets. In case of absence, it is the student's responsibility to contact the instructor. Students absent on official school business are entitled to make up coursework missed. In all other cases, the instructor will judge whether the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for any work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately on returning to school. If students do not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for further makeup of that work. Students who stop attending class for any reason should contact the instructor and the Registrar's office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

V. **CLASS CONDUCT:**

- A. The use of electronic devices in class is as follows and may be changed at the discretion of the instructor: Smartphones/Laptops/Tablets may be used for taking notes, participating in interactive teaching platforms, and following along with the PowerPoints. No chatting, texting, or engaging in social media will be allowed. If you violate your instructor's trust in this policy, you will no longer be allowed to bring your electronic devices into class. All electronic devices must be turned off and placed out of sight during exams and quizzes so that they can't be seen or used. Anything recorded in class (audio or video) may not be distributed or published without instructor's permission."
- B. No cheating on exams, quizzes, reports, or any graded activity. Cheating will result in a grade of a zero.
- C. Students enrolled in this course are not permitted to wear hats, caps, head rags, helmets or any type of hear gear in the class rooms for this course. Dress for success.

SEMESTER CALENDAR
(subject to change)

TIMELINE	LECTURE
Week One: June 3	Chapter 1: The Anatomy of Medical Terms: The Foundation of Medical Language Chapter 2: Word Analysis and Communication: The Language of Healthcare
Assignment(s):	Chapters 1 & 2 LearnSmart Chapters 1 & 2 Online Quiz
Week Two: June 10	Chapter 4: Integumentary System: The Language of Dermatology Chapter 5: Digestive System: The Language of Gastroenterology
CaAssignment(s):	Chapters 4 & 5 LearnSmart Chapters 4 & 5 Online Quiz
Week Three: June 17	Chapter 8: Female Reproductive System: The Languages of Gynecology and Obstetrics Chapter 9: Nervous System: The Language of Neurology
Assignment(s):	Chapters 8 & 9 LearnSmart Chapters 8 & 9 Online Quiz
Week Four: June 24	Chapter 10: Cardiovascular System: The Language of Cardiology Chapter 13: Respiratory System: The Language of Pulmonology
Assignment(s):	Chapters 10 & 13 LearnSmart Chapters 10 & 13 Online Quiz
Week Five: July 1	Chapter 12: Lymphatic and Immune Systems: The Language of Immunology Chapter 14: The Skeletal System: The Language of Orthopedics Chapter 15: Muscles and Tendons, Physical Medicine and Rehabilitation (PM&R): The Language of Orthopedics and Rehabilitation
Assignment(s):	Chapters 12, 14, & 15 LearnSmart Chapters 12, 14, & 15 Online Quiz

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability

to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails

should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.