BIOD 103 Medical Terminology   3 credits

Prerequisites: General biology

Instructors: Renee Correll, DPT, Department Chair

Brittany Martinez, Ph.D.

Contact Information: Faculty may be contacted through the Canvas messaging system

Additional Information: www.portagelearning.com*

Course Meeting Times: BIOD 103 is offered continuously

Course Description: A systematic approach to learning the language required to practice in a medically related field. The course will provide the ability to identify, build and recognize terminology used to describe the human body as well as representative pathological processes, procedures, conditions and diseases that may affect it.

Course Outcomes: As a result of this course experience a student should be able to:

- Recognize and define common root words, prefixes, and suffixes used to form medical terms
- Explain basic anatomical terms and descriptions of each body system and its function
- Describe basic terminology and function of the integumentary and musculoskeletal systems
- Define the basic terminology and function of the nervous system, endocrine system, and the special senses
- Describe basic terminology and function of the cardiovascular, respiratory, and lymphatic systems
- Define basic terminology and function of the digestive, urinary, and reproductive systems

    *Please see the *Module Topics* section below for expanded course outcomes.

Each of these BIOD 103 student learning outcomes is measured:

<u>Directly</u> by: (1) Module application problems (with instructor feedback)

(2) Module exams

(3) Cumulative final exam

<u>Indirectly</u> by an end of course student-completed evaluation survey

Course Delivery: This course is asynchronously delivered online and is composed of 40 - 50 hours of reviewed module assignments with instructor feedback, and 6 contact hours of secure online exams.

Course Progression: It is the policy for all Portage Learning courses that only one (module lecture/final) exam is to be completed within a 48-hour period. Research on the best practices in learning indicates that time is needed to process material for optimal learning. This means that once an exam has been completed, the next exam may not be opened or taken until 48 hours after the submission of the previous module exam. This allows for instructor feedback/class expectations as the student moves through the material. Instructors, like the College, are not available during the weekend; grading, therefore, is M-F and may take up to 72 hours during these days. Also, it is the policy of Portage Learning to support a minimum of 21 days to complete a course; this is not a negotiable time period. Please plan your time accordingly.

Note: Professors reserve the right to reset any exam taken in violation of these guidelines.

Required readings, lectures and assignments: Portage courses do not use paper textbooks. Students are required to read the online lesson modules written by the course author which contain the standard information covered in a typical course. Please note the exam questions are based upon the readings. Video lectures which support each lesson module subject should be viewed as many times as is necessary to fully understand the material.

We do not support the use of outside resources to study, except for the ones listed in the syllabus under "Suggested External References". If you have questions about the material or would like further explanation of the concepts, please contact your instructor.

Module Problem Sets: The practice problems within the modules are a part of your final grade, and the module work will be reviewed for completeness (not correctness) by the instructor. **Be sure to answer all of**

the problems, being careful to answer the questions in your own words at all times since this is an important part of adequate preparation for the exams. After you answer the practice problems, compare your answers to the solutions provided at the end of the module. If your answers do not match those at the end, attempt to figure out why there is a difference. If you have any questions, please contact the instructor via the Canvas messaging system (see Inbox icon).

NOTE: Module problem sets are not an option or a choice; *they are required*. This means that you must complete all the review questions within the modules. Not only are problem sets class participation, they are the best way to prepare for the exams.

Testing Area Validation

Validity of the student's work is of primary concern regarding online education. As part of our effort to maintain the highest levels of academic integrity while also respecting student sensibilities, Geneva - Portage Learning

has contracted with Respondus to provide extensive exam coverage utilizing both Lockdown Browser and AI monitoring capabilities in all applicable courses. The first step before every exam includes validation of the testing area. Please review the testing area *requirements* outlined within the course. Failure to validate the testing area will result in a warning on the first offense and a zero on the exam for any subsequent offenses.

OFFENSE	DEFINITION	ACTION
TAIW: *Test Area Invalidation Warning*	**Test Area Invalidation Warning** occurs when a student- for the *first time*- fails to: ✓ do a sufficient room scan *and/or* ✓ show their ID (in a readable manner)	No point deduction
TAI: *Test Area Invalidation*	**Test Area Invalidation** occurs when a student- for the *second time*- fails to: ✓ do a sufficient room scan *and/or* ✓ show their ID (in a readable manner) ✓ and they do not head any advice given in their initial warning. PLEASE NOTE: Should this occur additional times, the student will continue receiving "Testing Area Invalidations" with zeros on their exams.	0 on the exam

Academic Honesty is a serious matter. In the educational context, any dishonesty violates freedom and trust, which are essential for effective learning. Dishonesty limits a student's ability to reach his or her potential. Portage places a high value on honest independent work. In a distance learning situation, we depend on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to

cheat on an exam, as this would compromise the student's preparation for future work.

It is required of each student to take exams without consulting course materials or study aids including another person, the lesson pages, printed materials, or the Internet. It will be necessary to show all your work on exams.

- **Answers are to be written in your own words and not simply memorized from course material. Word for word answers from course material will be considered plagiarism.**
- **Students may not reference or use outside materials from <u>any</u> source, including their own notes or drafts in a word processing document, unless explicitly instructed to do so.**
- **Additionally, as we are required to evaluate the mastery of the material presented in <u>this</u> course, the use of content/processes/methods from a previous course will be considered as the use of an outside resource.**

A violation of the academic honesty policy will result in a *10 point deduction per question* for the first offense, a *"0" on the entire exam* for the second offense, and *possible expulsion from the course* following review by the instructor in consultation with an administrative-instructional committee for the third offense.

If students have questions about this policy, they should contact their instructor. Failure to understand this policy regarding violations of academic integrity will not excuse any student from its consequences. In the enforcement of the policy, **no notification is needed between occurrences**. If three occurrences are found in your course prior to your instructor grading your work, each occurrence will be treated as an individual case, and the enforcement will apply as shown above.

For example: If you take two exams before your instructor has time to review your work and there are violations on both exams, you will receive a 10 point deduction per question involved in the first exam, and a zero for the second exam. If you have any question about the work you submitted, we recommend that you wait until your instructor has had time to grade your exam prior to taking another one.

● Review the Student Handbook for more specifics. If you have any questions regarding the academic integrity policy, please consult your instructor **prior** to taking module exam one.

OFFENSE	DEFINITION	ACTION
AV-T1: *Academic Violation - Tier 1*	**Academic Violation- Tier 1** occurs when a student commits their first act of academic dishonesty NOT on camera- for example: ✓ answer is word for word from the module or answer key ✓ submits problem with numbers that weren't a part of the question ✓ or uses methods not taught in the course.	10 point deduction per question
AV-T2: *Academic Violation - Tier 2* **AV-T2:** *Academic Violation - Tier 2*	**Academic Violation- Tier 2** primarily occurs in these two scenarios: 1.) The student commits their *second act of academic dishonesty* as described in Academic Violation- Tier 1 *or* 2.) The student commits their first act of academic dishonesty ON CAMERA- for example: ✓ uses notes ✓ has a device in the testing area ✓ blocks the camera ✓ leaves the testing space ✓ talks to someone about the exam, or another person is heard providing responses to the exam questions	0 on the exam 0 on the exam
AV-T3: *Academic Violation - Tier 3*	**Academic Violation- Tier 3** primarily occurs in these two scenarios: 1.) The student commits their *third act* of academic dishonesty as described in Academic Violation- Tier 1 *or* 2.) The student commits their second act of academic dishonesty ON CAMERA as described in Academic Violation- Tier 2	Dismissal

Participation Policy: In the online environment, participation is marked by the completion of an *academic event* in *each week* of the course; details are outlined within the course schedule, which will be provided via email prior to the start date. Academic events include, but are not limited to, submission of a class assignment or completion of a quiz/exam.

- **If no academic event is completed within Week 1 of a course, the student will be administratively withdrawn from the course**. Beyond the first week, if an academic event is not completed as outlined in the course schedule, the student will be considered as having not participated in that week of class.

- **If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F**, depending on how much of the course has transpired at the time of the second week of non-participation.

- For more details, please review Geneva – Portage Learning Student Handbook.

Required Computer Accessories: It is recommended that students use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are potentially compatible with the course, but not all features are available for all tablet computers. The latest full version of Google Chrome, Firefox, Edge, or Safari browser is required for the optimal operation of the Canvas Learning Management System. In addition, this course will use the Respondus Lockdown Browser for exams; a strong internet connection is needed. You are also **required to use LockDown Browser with a webcam**, which will record you during an online, nonproctored exam. (The webcam feature is sometimes referred to as "Respondus Monitor.") **Your computer must have a functioning webcam and microphone. Additionally, students will need a photo ID that includes your picture and full name is required. Please note, Chromebooks and tablets (other than iPad) are not compatible on exams using the Lockdown Browser.** Instructions on downloading and installing this browser will be given at the start of the course. We highly recommend using a high-speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

For more information on basic system and browser requirements, please reference the following:
Canvas browser and system requirements: https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66
Respondus Requirements: https://web.respondus.com/he/lockdownbrowser/resources/
Respondus Monitor Requirements: https://web.respondus.com/he/monitor/resources/

Module Topics

Module 1:   In this module students are introduced to root words, combining vowels, prefixes, and suffixes and how to recognize them. Content also includes a table of common root words, prefixes, and suffixes used to form common medical terms.

Module 2:   In this module students are introduced to positional and directional anatomical terminology. Content also includes a brief description of each body system and its function.

Module 3:   In this module students will review the anatomy and function of the integumentary and musculoskeletal systems and learn root words, prefixes, and suffixes specific to them.

Module 4:   In this module students will review the anatomy and function of the endocrine and nervous systems as well as the special senses and learn root words, prefixes, and suffixes specific to them.

Module 5:   In this module students will review the anatomy and function of the cardiovascular, respiratory, and lymphatic systems and learn root words, prefixes, and suffixes specific to them.

Module 6:   In this module students will review the anatomy and function of the digestive, urinary, and reproductive systems and learn root words, prefixes, and suffixes specific to them.

Grading Rubric:

Check for Understanding =	1 pt.
6 Module Problem Sets = 5 pts. each x 6 =	30 pts.
6 Module exams = 100 pts. each x 6 =	600 pts.
Final exam = 120 pts.	120 pts.
Total	751 pts.

The current course grade and progress is continuously displayed on the student desktop.

Grading Scale:

96.5% - 100% = A+
92.5% - 96.4% = A
89.5% - 92.4% = A-
86.5% - 89.4% = B+
82.5% - 86.4% = B
79.5% - 82.4% = B-
76.5% - 79.4% = C+
72.5% - 76.4% = C
69.5% - 72.4% = C-
66.5% - 69.4% = D+
62.5% - 66.4% = D
59.5% - 62.4% = D-
0% - 59.4%   = F

Suggested External References:
If the student desires to consult a reference for additional information, the following textbooks are recommended as providing complete treatment of the course subject matter.

- Ann Ehrlich, Carol L. Schroede, **Medical Terminology for Health Professions,** Cengage Learning
- Springhouse*,* **Medical Terminology Made Incredibly Easy,** LWW

NOTE: We do not support the use of outside resources to study, except the ones listed above.

Learning Support Services:
Each student should be sure to take advantage of and use the following learning support services provided to increase student academic performance:

Video lectures: Supports diverse learning styles in conjunction with the text material of each module

Messaging system: Provides individual instructor/student interaction

Tech support: Available by submitting a help ticket through the student dashboard

Accommodations for Students with Learning Disabilities:
Students with documented learning disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. To receive the accommodations, the student should furnish documentation of the learning disability at the time of registration, if possible. Scan and e-mail the documentation to studentservices@portagelearning.com. Upon receipt of the learning disability documentation, Portage staff will provide the student with instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

One-on-one Instruction:
Each student is assigned to his/her own instructor. Personalized questions are addressed via the student dashboard messaging system.

Online learning presents an opportunity for flexibility; however, a discipline to maintain connection to the course is required; therefore, communication is essential to successful learning. **Check your messages daily.** Instructors are checking messages daily Monday-Friday to be sure to answer any questions that may arise from you. It is important that you do the same, so you do not miss any pertinent information from us.

Holidays: During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts.

New Year's Day   Easter

Memorial Day	Independence Day
Labor Day	Thanksgiving weekend
Christmas Break	

The schedule of holidays for the current calendar year may be found under the Student Services menu at www.portagelearning.com

Code of Conduct: Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct is prohibited and may be grounds for immediate dismissal from the program.

This is a classroom; therefore, instructors have the academic freedom to set forth policy for their respective class. Instructors send a welcome e-mail detailing the policy of their class, which students are required to read prior to beginning the course.

Grievances: If a student has a complaint about the coursework or the instructor, the student is advised to first consult the instructor, who will be willing to listen and consider your concern. To file a formal grievance for consideration by the Academic Review Committee, the process must be initiated via written communication to academics@portagelearning.com.

Remediation: At Portage Learning we allow a "one-time" only opportunity to re-take an alternate version of **one** module exam on which a student has earned a grade lower than 70%. This option must be exercised before the final exam is started. If an exam is retaken, the original exam grade will be erased, and the new exam grade will become a permanent part of the course grade. However, before scheduling and attempting this retest, the student must resolve the questions they have regarding the material by reviewing both the old exam and the lesson module material. Once ready to attempt the retest of the exam they must contact their instructor to request that the exam be reset for the retest. Remember, any module retest must be requested and completed **before** the final exam is opened.

Note: Exams on which a student has been penalized for a violation of the academic integrity policy may not be re-taken.

Syllabi are subject to change as part of ongoing educational review practices. Students are responsible for accessing and using the most recent version of the course syllabus.