



Course Syllabus

COURSE TITLE: Medical Terminology

TERM & YEAR:

COURSE & SECTION NUMBER: BIO 163

TIME & PLACE: Asynchronous, Online

NUMBER OF CREDIT HOURS: 3-0-3

INSTRUCTOR: TBD

OFFICE LOCATION/HOURS: TBD

OFFICE PHONE: TBD

EMAIL: TBD

COURSE DESCRIPTION: This course introduces building and utilizing a medical vocabulary through the use of prefixes, suffixes, word roots, and combining forms/vowels. Emphasis is placed on correct spelling, pronunciation, and knowing the correct definitions of many medical terms.

PREREQUISITES: None

REQUIRED TEXT: Access Card for *Medical Terminology*, Undergraduate Level, 5th edition 2017. Caduceus International Publish, ISBN-13: 9780981991078

You can purchase the key code from Trine University bookstore or from Moodle. **This access code will get you access to the course.** Your course "book" subscription gives you electronic access to the materials in the book for one year. Codes purchased online from other sources WILL NOT work. Please remember there is no physical book for this course.

REFERENCES:

Contact CIP directly for technical matters:

Student Computer Technical Help (ANYTIME):

E-mail: Go to the E-Textbook Website and click "CONTACT US" on the bottom left of the Tool Bar
or go to – support@cipcourses.com

Phone: Toll Free 1-866-280-2900

OTHER MATERIALS: All additional materials (assignments, lecture outlines, etc.) for the class are available online using Moodle

LEARNING OUTCOMES: Upon completion of this course, the student should be able to:

1. Participate in online classroom discussion activities in a positive and constructive manner while using the correct medical terminology words and spellings
2. Build medical terms by using combining forms, word roots, prefixes and suffixes
3. Recognize plurals of common used medical terms
4. Define both medical terms and abbreviations related to all body systems

COURSE REQUIREMENTS:

ATTENDANCE/PARTICIPATION: Students are expected to attend class and lecture (attendance to be taken at each class weekly). Advance notice of an absence via email must be provided prior to class. Students must also notify the professor when they arrive late to class or if they are leaving early. Make up exams and acceptance of late assignments will be considered ONLY under extreme circumstances such as medial reasons, emergency circumstances, or University sponsored activities. It is the student's responsibility to find out the subject matter,

assignments or material that may have been covered during their absence. All other policies related to attendance will follow the current Trine University standards.

GRADING/EVALUATION:

All exams and assignments must be completed satisfactorily in order to pass the course. The evaluation process described below is subject to change by the instructor.

Grading is based on standard

A	90-100%
B+	89-85%
B	84-80%
C+	79-75%
C	74-70%
D+	69-65%
D	64-60%
F	< 59%

Chapter Lectures/Quizzes (14 total)	35%
Comprehensive Final Exam	50%
8 Discussion Board Posts @ 10 points each	15%

****It is expected that each student completes their work in a timely manner as designated by the syllabus****

**** No late work accepted****

OTHER POLICIES:

ACADEMIC MISCONDUCT

The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

PLAGIARISM

You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Artificial Intelligence (AI) is prohibited: All work submitted by students in this course must be generated by the student. Students may not have another person or entity contribute to an assignment for them, which includes using AI. Students may not incorporate any part of an AI-generated response in an assignment, use AI to formulate arguments, use AI to generate ideas

for an assignment, or submit work to an AI platform for improvement. Using an AI tool to generate content may qualify as academic misconduct in this course.

OR

Artificial Intelligence (AI) is allowed: Students may use AI tools on instructor-identified assignments in this course. To adhere to our scholarly values, students must cite any AI-generated material that informed their work. Using an AI tool without proper attribution may qualify as academic misconduct in this course. It is the responsibility of the student to verify the accuracy, reliability, and ethical implications of AI-generated content.

ELECTRONIC DEVICES:

Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

COURSE CALENDAR/SCHEDULE:

All Assignments, Quizzes, Discussion Boards, Tests and Finals are due by 11:59 pm est

First Day of Class: Monday, March 14 th , 2022		
Week	Discussion Board	Chapter Lectures/Quizzes
1 (3/14-3/19)	DB 1: Due 3/19	<ul style="list-style-type: none">• Overview of Syllabus, Online E-Textbook, and of Self-Testing Items.• Chapter 1: Basics of Medical Terminology• Chapter 2: Basics of Medical Terminology• Chapter 3: Basics of Medical Terminology• Chapter 4: Basics of Medical Terminology (Chapter 4 Test Bank contains a file of Multiple Choice Self-Test Questions) <p>Due: 3/19</p>
2 (3/21-3/26)	DB 2: Due 3/26	<ul style="list-style-type: none">• Chapter 5: Complete the Self-Testing Flashcards <p>Note: This is study time intensive; you will need to plan accordingly</p> <p>Due: 3/26</p>
3 (3/28-4/2)	DB 3: Due 4/2	<ul style="list-style-type: none">• Chapter 6 Lecture and Self-Test: Musculoskeletal System

		Due: 4/2
4 (4/4-4/9)	DB4: Due 4/9	<ul style="list-style-type: none"> Chapter 7 Lecture and Self-Test: Nervous System & Special Senses Chapter 8 Lecture and Self-Test: Cardiovascular System <p>Due: 4/9</p>
5 (4/11-4/16)	DB 5: Due 4/16	<ul style="list-style-type: none"> Chapter 9 Lecture and Self-Test: Respiratory System Chapter 10 Lecture and Self-Test: Integumentary System <p>Due: 4/16</p>
6 (4/18-4/23)	DB 6: Due 4/23	<ul style="list-style-type: none"> Chapter 11 Lecture and Self-Test: Digestive System Chapter 12 Lecture and Self-Test: Urinary/Genital System <p>Due: 4/23</p>
7 (4/25-4/30)	DB 7: Due 4/30	<ul style="list-style-type: none"> Chapter 13 Lecture and Self-Test: Sexually Transmitted Infections Chapter 14 Lecture and Self-Test: Endocrine Systems. <p>Due: 4/30</p>
8 (5/2-5/7)	DB 8: Due 5/6	<ul style="list-style-type: none"> COMPREHENSIVE FINAL: Final Exam. (220 questions, 2-hour time limit) <p>Due: 5/6</p> <p>**Please note this is a FRIDAY, please plan accordingly**</p> <p>(Caution: Students that have had issues with their internet/computer crashing previously, please use a hardwired, trustworthy computer so this does not occur.)</p>
Last Day of Class: Saturday, May 7, 2022		

****Schedule is subject to change. Changes will be announced in moodle****

ADDITIONAL INFORMATION:

Ethics Statement:

The progress of scientific endeavor has at its root ethical conduct by its practitioners. Honesty and integrity must be demanded of students by their teachers at every step in their education. For this reason we expect you to reference ideas not original to you and to submit data and reports that are your own work. Except for team projects, internships, and other possible exceptions which are closely monitored by your research advisor, deviation from these ethics will not be tolerated in the Science department. The goal of the science department is to make the experience as authentic and creative as possible and to encourage the research spirit. Science department bids by the rules and guidelines set forth by the academic body of Trine University

Class Responsibilities:

Students will be responsible to learn and understand all lecture material. Any information presented in lectures may appear on the examinations. Students will be responsible for all textbook assignments, reading and homework materials. Students should use the lectures as a guide to the most important textbook material. Students should have read and understood all policies in Trine University's current student handbook. Please be respectful and considerate of others at all-time but especially during class. Please refrain from talking, whispering, use of radio, cell phone, music listening device or any other electronic devices during class. Please obtain permission to leave early from class, and sit near an exit in such situations. Be respectful of others' opinion during class discussions.

Grade disputes and errors:

Students may inform the instructor of grading errors or miscalculations of their grade within one week after an assignment or exam or practical has been returned.

Papers and assignments:

You will receive assignments in this class. These might involve short essay on current scientific topic, answers to questions, or problem solving. If you are absent on the day the assignments are given, it is your duty to find out from me or your classmates what the assignment for the day was. No late assignments or papers will be accepted, unless there are extenuating circumstances. In all the above cases, travel on personal account, exams or assignments for other courses and unofficial sickness (i.e. in absence of a physician's letter) will NOT serve as emergency situations.

Academic Dishonesty Policies:

Anyone caught cheating will be expelled promptly from the class and the faculty concerned will be notified. They will also receive a score of zero for that exam or assignment. If you are unaware of the rules and consequences, please refer to the Trine University *Handbook*. Remember, a mistake now can have serious consequences for financial aid, future employment, and other aspects of your life. This is not a game. You are responsible for your assignments. All assignments are to be worked on independently, without the help of your peers, unless otherwise instructed. Please see Student code of conduct in the current student handbook. Pay particular attention to the section on Academic Misconduct and Plagiarism.

Computer failure:

Computer, hardware, software, or printer problems will not be considered a legitimate excuse for anything. Prepare backups of all files. Adapt and work ahead of due date to allocate time for such malfunctions. Remember: If anything can go wrong, it will.

Dropping the course:

Dropping the course is exclusively the student's responsibility. Regular attendance is required by TU. However, it is the student's responsibility to have the appropriate paperwork signed before the deadline to drop the class. The instructor will not drop you automatically for poor grades or attendance. Failure to drop the course under such situations may result in a grade of F in the course at the end of the semester. A student who does not submit all of the requirements of this course (including exams and homework assignments) may receive an F at the end of the semester, depending on his/her class average. Incomplete (I) will be given only to those that have emergency situations and legitimate official written excuses from a physician or the University.

Last day to drop course- NO REFUND: April 27, 2022

CHAPTER LECTURES/QUIZZES

There will be 12 chapter lectures and quizzes. Follow along with the lecturer video and then take the quiz. To access your content page you will need to click on the link in moodle.

Please note that you will need to complete all activities in successive order meaning activity 1 before activity 2, etc.

FINAL EXAM

This exam will be a timed exam, allowing you 2 hours to complete. There are 220 questions that will be scored upon submission of the test or the time runs out. The final exam is the biggest piece of your grade so plan accordingly for time and computer/internet access.

DISCUSSION BOARDS

This semester you will have 8 required discussion board postings. The first asks you to introduce yourself to the class and respond to two others postings. This is to allow you to make connections with others in the class and find people that may be in the same area as yourself or working towards the same degree. The others are on topic with that session's focus. Each discussion board has a requirement of 1 initial posting of at least 250 words and 2 responses to other students of at least 150 words. Unless otherwise posted!! Please make sure to post weekly as this will be used to monitor your attendance.

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COURSE OVERVIEW:

Week 1 – Introductions and Basics of Medical Terminology: This week you will learn the basics of medical terminology and complete chapters 1-4 on the CIP site.

Week 2 – Chapter 5 Self-Testing Flashcards: This week you will complete the self-testing flashcards. Note: This study time is intensive; you will need to plan accordingly.

Week 3 – Musculoskeletal System: This week the learner will work through the musculoskeletal system.

Week 4 – Nervous and Cardiovascular System: This week the learner will complete the nervous and cardiovascular systems.

Week 5 – Respiratory and Integumentary Systems: This week the learner will complete the respiratory and integumentary systems.

Week 6 – Digestive and Urinary/Genital Systems: This week the learner will complete the digestive and urinary/genital systems.

Week 7 – Sexually Transmitted Infections and the Endocrine System: This week the learner will learn about sexually transmitted infections and the endocrine system.

Week 8 – Comprehensive Final: In the final week, the learner will complete the comprehensive final exam.