MEDICAL TERMINOLOGY - BIMS 2171.001

Class schedule: Thursdays, 7:00-7:50 PM       Location: EN 101

Instructor: Marcy Wainwright, Ph.D.           Email: marcy.wainwright@tamucc.edu

Office: EN 315
Laboratory: CS 119-B

Office hours: Thursdays 5:30-6:30 PM or by appointment

Please make every effort to use the office hours posted above. Any changes to office hours will be posted on the office door and announced in class when possible. Appointments can also be made to meet with me outside of regular office hours. Please contact me via email to arrange an appointment. Please remember, all students are strongly encouraged to access and use their university Islander email accounts to communicate with their instructors. To find out more about your TAMUCC email account go to: http://www.tamucc.edu/ise.html. I may also use these addresses to create a class email list to disseminate important course information.

COURSE DESCRIPTION
This course stresses familiarity with and facility in scientific terminology. Areas of focus include: an introduction to scientific terminology, word analysis, etymologies, spelling and pronunciation.

STUDENT LEARNING OBJECTIVES
- To acquire skill in the construction and breakdown of medical terms by learning the meaning of common medical roots, prefixes, and suffixes
- To develop an understanding of the medical terms associated with major systems of the body and words associated with medical procedures and processes
- To develop an understanding of the meaning of medical acronyms and abbreviations
- To acquire skill in the spelling and pronunciation of medical terms

PREREQUISITES       Biology II (BIOL 1407)

MAJOR COURSE REQUIREMENTS
The final grade for this course will be calculated from:
- Weekly quizzes (7)– 15% of final grade
- Exams (4) – 85% of final grade

See “assessment and grading criteria” (pp. 2-3) for detailed descriptions.
REQUIRED/RECOMMENDED READINGS

Required Book

Reading assignments are listed in the course schedule (pg 7). I recommend reading the chapter(s) corresponding to each lecture before coming to class. Practice exercises in the book will be recommended for each chapter. Although I will not collect and grade these, several of these exercises WILL appear on each Exam.

Recommended-
• Medical Terminology Interactive (MTI) Access Card (included with book in TAMUCC bookstore). If you opt to purchase the textbook elsewhere, access to MTI can be purchased directly from the Pearson Education Website (http://www.mypearsonstore.com/bookstore/product.asp?isbn=013112112X) for $40.00.

  MTI is a rich, interactive on-line environment with practice exercises and games designed to help you master the material presented in the textbook. Although I do not require that you purchase access to the site, I highly recommend it as a useful study tool.

• Any medical dictionary

Blackboard
Grades, class announcements and handouts will be posted online using the Blackboard 8 online learning platform. You can access Blackboard through the Islander Online (IOL) webpage (https://iol.tamucc.edu/). All students automatically receive IOL accounts upon enrolling at TAMUCC. If you have any trouble accessing the course on Blackboard, let me know so that I can try to help you resolve the issue. Frequently asked questions about the use of Blackboard 8 are available at: https://iol.tamucc.edu/faq.php. For further help or information, call 361-825-2825 (8 A.M. – 12 A.M. daily) or email the Help Desk (iol.support@tamucc.edu).

ASSESSMENT AND GRADING CRITERIA

Quizzes
Beginning the second week of class, there will be a short quiz given each class period (except for the first day of class and exam days). The quizzes will test your knowledge on a particular topic, which will be announced during the preceding class period (i.e., the week before the quiz). If you are not in class it is your responsibility to find out what topic will be tested in the next class period.

Quizzes will be worth 10 points each. Although 10 quizzes will be given, I will count only the 7 best quiz scores toward your final grade. Together, these 7 quiz grades will account for about 15% of your final grade. Quizzes must be taken in class, and cannot be made up.

Exams
There will be four (4) examinations (100 points each, totaling 400 possible points), consisting of questions from material in the textbook, the lectures and from any handouts posted on Blackboard. In addition, each exam will contain a number of questions drawn from the recommended homework
exercises that will be posted for each chapter. Exams may contain questions in the following formats: multiple choice, matching, true/false, making/labeling drawings, fill-in-the-blank and short answer questions. The material to be covered by each exam is indicated on the course schedule (page 7). You will have the entire class period to complete the exam.

**Make-up exams will only be allowed with pre-approved, excused absences (see attendance policies below). If you are not able to attend one of the Exams, please contact me ASAP.**

The following examination policies will be followed:

- You must be prepared to present a photo ID at all examinations.
- If you leave an examination room—for any reason—you must hand in your answer sheet and you will not be allowed to resume the examination. Attend to personal matters (e.g., rest room visits) before the examination.
- **Be on time!** Anyone arriving after someone has completed an examination and left the room will not be allowed to take that examination.
- **Cheating will not be tolerated** and will be prosecuted to the full extent of university regulations (see the *Student Handbook, and the Catalog 2011-2012: Texas A&M University-Corpus Christi*).

**Grading**

Your final letter grade will be based on the total number of points earned out of the 470 possible points from the four Exams (total possible points = 400) and the best 7 quiz scores (total possible points = 70). No statistical manipulations (e.g. curving) will be made. The final grading scale is as follows:

**Grading Scale**

423-470 = A \( (\geq 90\%) \)
376-422 = B \( (\geq 80\%) \)
329-375 = C \( (\geq 70\%) \)
282-328 = D \( (\geq 60\%) \)
\( \leq 281 \) = F \( (\leq 59\%) \)

Final grades will be determined by the number of points earned. Thus, if you earn 423 (or more) points, the final grade will be an A. If you earn 422 points, the final grade will be a B. NO EXCEPTIONS! If, at the end of the course, you have not earned the number of points required for a particular letter grade, PLEASE do not come to me asking what I can do for you. The answer will, without exception, be “nothing”. There will be NO individual extra-credit points. If you find yourself struggling with the first two exams, and are concerned that you may not make the grade that you need, come see me right away so that we can try to determine the problem and discuss strategies to help improve your performance in the class. Please DO NOT wait until the day before the final exam to come to me, as by that point there is very little that can be done to help you.

**Grades will be posted on Blackboard (https://iol.tamucc.edu/) within one week of the quiz/exam.** Because of the limited class time, and the large class size, it is not feasible to hand quizzes/exams back in class. However you are strongly encouraged to come see your quizzes/exams during office hours or by appointment. After an exam/quiz grade is posted, you have one week to notify me of clerical, mathematical, and/or other errors. I will rectify any such errors, but I will NOT change a legitimate grade just because you “need” it.

Please note: I can only discuss grades in person (i.e., I CANNOT discuss grades or matters relating to grades over the telephone or by e-mail). If you wish to know your grade before the official grade reports are posted, please see me in person.
If you experience academic difficulty, I am available for consultation and extra help. However, it is your responsibility to seek help, preferably while your investment in the course can still be salvaged.

**ADDITIONAL COURSE POLICIES**

**ATTENDANCE**

If you miss a class, it is your responsibility to obtain missed information from the instructor or a classmate. Missed information includes not only lecture notes and quiz topics, but also any possible information regarding changes to the schedule. **Points missed because of an unexcused absence (including tardiness and leaving early) cannot be recovered. An excused absence allows us to make alternative arrangements for completing assignments.**

In general, excused absences are limited to the following:

- Illness (yours or that of someone for whom you are a sole caretaker) that is verified by a doctor’s note.
- Family emergency (such as a death in the family, emergency surgery etc.).
- Official TAMUCC business (e.g. academic meetings, sports events, mandatory performances) in which you are representing the University.

The documentation required for an absence to be excused must be:

- from an appropriate source (e.g., doctor, dentist, funeral director) who states the nature of the event that caused (or will cause) your absence.
- *in writing*, on official stationery, and signed (I do not return excuses to you). Telephone calls, FAXes, and e-mails are not acceptable.
- presented *prior to* the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
- presented *no more than one week after* the date of an unexpected absence.

In case a student cannot attend class because he/she is officially representing TAMU-CC (e.g., meetings or sports events), the documentation required for an absence to be excused must be obtained from the Office of Dr. Eliot Chenaux, Vice President for Student Affairs. Refer to your student handbook on obtaining an excused absence from his office.

**Unacceptable excuses:** Only unavoidable absences are excused, so students should schedule routine personal events (e.g., vacations, weddings, reunions, non-emergency medical or dental visits, parent-teacher conferences, household or auto repairs) to avoid conflicts with their classes. Employment conflicts are not acceptable excuses for absences, tardiness, or leaving class early. (Once enrolled in a class, it is the student’s responsibility to arrange his or her work schedule so that no regularly scheduled class or examination time is missed.) Texas waives jury duty for students, therefore jury duty is not an acceptable excuse. Please remember, it is your responsibility to know the course schedule on pg 7 of this syllabus – if you miss an exam because you forgot, or were not aware that it was scheduled for that day you WILL NOT be allowed to make it up!

**Religious Holidays:** Any student who will miss class and/or test days because of recognized religious holidays should notify me as soon as possible so we can make alternative arrangements. Prior notification is required for such absences to be excused.

**POLICY ON DISRUPTIVE BEHAVIORS**
Disruptive, disrespectful, or abusive language/behavior towards anyone in class (student, staff, and faculty) will not be tolerated and could result in permanent removal from class. This includes talking in class, insubordination, and electronic disturbances (cell phones, pagers, etc.). Therefore, **all electronic devices** (e.g., cell phones, pagers etc.) must be turned off at the beginning of class and during exams.

**OTHER COURSE INFORMATION:**

**DISABILITIES ACOMMODATIONS**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. The Biology and Biomedical Sciences Programs comply with the ADA in making reasonable accommodation for qualified students with disabilities. Any student who suspects that a disabling condition (physical impairment, learning disability, psychiatric disability, etc.) may necessitate special arrangements to meet course requirements, should first obtain appropriate verification from A&M-Corpus Christi Services for Students with Disabilities Office (located in Corpus Christi Hall 116, phone #: 825-5816). If the student is a returning veteran and is experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance. It is important to contact the Disability Services office in a timely fashion as it may take several days to review requests and prepare accommodations and accommodation letters. Upon receipt of accommodation letters, a student should take them to appropriate instructors as soon as possible. Please note that instructors are not required to make accommodations prior to receipt of an official accommodation letter. Should you have mobility problems, please notify the lecture and laboratory instructors so that they may seek assistance for you in the case of fire drills or emergencies. Also, any student having a medical condition that may fulminate (i.e., “flare-up” without warning such as diabetes, epilepsy, etc.) should notify your instructors.

**DROPPING A CLASS**

Although I hope that you never find it necessary to drop this class, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, please be aware that **you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form.** (Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class). **Friday, April 12** is the last day to drop a class this term.

**GRADE APPEAL PROCESS**

As stated in University Rule 13.02.99.C2, Student Grade Appeals, a student who believes that he/she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Rule 13.02.99.C2, Student Grade Appeals, and University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible at the University Rules Web site: [http://www.tamucc.edu/provost/university_rules/index.html](http://www.tamucc.edu/provost/university_rules/index.html).

For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Affairs.
ACADEMIC ADVISING
The College of Science and Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. The College's Academic Advising Center is located in the Center for Instruction (CI), room 350, and can be reached at 825-5777.

GENERAL DISCLAIMER:
The Instructor reserves the right to modify the schedules and policies in this syllabus if and when necessary. Such changes will be announced during regularly scheduled lecture periods, but no attempt will be made to contact students who were absent when an announcement was made. Nevertheless, all students are responsible for abiding by all announced changes, and it is a student’s responsibility to obtain this information. Changes will be announced in a timely manner, but be aware that some modifications may be implemented without prior warning.
# Tentative Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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<tbody>
<tr>
<td>Jan. 24</td>
<td>Introduction to word analysis</td>
<td>1</td>
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<tr>
<td></td>
<td>Anatomical Terminology</td>
<td>4</td>
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<td></td>
<td>Dermatology: Integumentary System</td>
<td>5</td>
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<td>Feb. 7</td>
<td>Orthopedics: Musculoskeletal System</td>
<td>6</td>
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<tr>
<td></td>
<td><strong>EXAM #1</strong> (Chapters 1, 4-6)</td>
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<td></td>
<td>Cardiology: Cardiovascular System</td>
<td>7</td>
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<td>Hematology: Blood</td>
<td>8</td>
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<td><strong>EXAM #2</strong> (Chapters 7-10; plus prefixes and suffixes Ch 4-6)</td>
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<td>Mar. 7</td>
<td>Urology and Nephrology: Urinary System and Male Reproductive System</td>
<td>11</td>
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<td></td>
<td><strong>EXAM #3</strong> (Chapters 12, 13, 15) (Chapters 11, 12, 13 plus prefixes and suffixes Ch 4-10)</td>
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<tr>
<td>April 4</td>
<td>Obstetrics and Gynecology: Female Reproductive System</td>
<td>13</td>
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<td></td>
<td><strong>EXAM 4 (Final): Thursday, May 9 - 7:15 - 9:45 PM</strong> (Chapters 14-17 (≥70%); Word elements from Chapters 1-17 (≤30%))</td>
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*In Frucht (2011). Reading the chapters is a standing class assignment*