Medical Terminology – BIMS 2171
Department of Life Sciences
Spring 2015

A. COURSE INFORMATION
Course number/section: BIMS 2171.001
Class meeting time: Thursdays, 7:00-8:50 PM
Class location: EN 101
Course Website: https://bb9.tamucc.edu/

B. INSTRUCTOR INFORMATION
Instructor: Marcy Wainwright, Ph.D.
Office location: EN 321 (during office hours only)
Office hours: Thursdays, 5:00-6:00 PM and by appointment
Telephone: 361-825-3634 (during office hours)
e-mail: marcy.wainwright@tamucc.edu
Appointments: If you cannot meet with me during office hours please email me to request an appointment.

C. COURSE DESCRIPTION
Catalog 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.

D. PREREQUISITES AND COREQUISITES
Prerequisites
Biology II (BIOL 1407)

Corequisites
None

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES
Required Textbook(s)

Optional Textbook(s) or Other References
MTI is a rich, interactive on-line environment designed to accompany your textbook. It contains 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. If you opt to purchase the textbook elsewhere, access to MTI can be purchased directly from the Pearson Education Website for $40.00 at http://www.mypersonstore.com/bookstore/product.asp?isbn=013112112X.

Supplies
None.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

By the end of this course, students should be able to:
1. define common word elements (roots, prefixes and suffixes) that make up medical terms, and use them to construct and/or define scientific and medical terms
2. name major anatomical structures associated with each of the body’s major organ systems
3. define terms for medical conditions, diagnostic procedures and surgical/therapeutic procedures associated with each of the body’s major organ systems
4. recognize commonly used medical acronyms and abbreviations
5. gain confidence in the spelling and pronunciation of medical terms

Throughout the course, these learning outcomes will be directly assessed through in-class quizzes and examinations (for more information please refer to section H).

G. INSTRUCTIONAL METHODS AND ACTIVITIES

Students are given reading assignments to complete prior to each class period (see course schedule, page 4). Lectures will be given during class periods to reinforce and expand upon the concepts presented in the textbook. Students will then engage in numerous written practice exercises in the textbook as homework between class periods.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Reading assignments are listed in the course schedule (pg 4). I recommend reading the chapter(s) corresponding to each lecture before coming to class.
At the end of each lecture, practice exercises in the book will be recommended as homework (which will also be posted on Blackboard). I will not collect and grade these, however similar questions will appear on the exams.

The student learning objectives described in Section F will be measured through graded in-class quizzes and examinations.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
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<tbody>
<tr>
<td>Exams</td>
<td>81</td>
</tr>
<tr>
<td>In-class Quizzes</td>
<td>19</td>
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</tbody>
</table>

**Exams**
There will be three (3) examinations (100 points each, totaling 300 possible points). Each exam will consist of questions from material presented in the textbook and in lecture, and from the recommended homework exercises that will be posted for each chapter. The material to be covered by each exam is indicated on the course schedule (page 4). Exams will measure student progress on each of the learning outcomes listed in section F by posing questions in any of the following formats: multiple choice, matching, true/false, labeling, fill-in-the-blank and/or short answer questions.

You will have the entire class period to complete the exam. Be on time! Anyone arriving after someone has completed an examination and left the room will not be allowed to take that examination. Also, please attend to personal matters (e.g., rest room visits) before the examination, as once the exam begins you will not be able to leave and re-enter.

**In-class Quizzes**
Beginning the third week of class, there will be a short quiz given each class period (except for exam days). The quizzes will assess progress on a particular learning outcome, which will be announced during the preceding class period (i.e., the week before the quiz), and posted on Blackboard (at the end of the lecture notes).

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 19% of your final grade. Quizzes must be taken in class, and cannot be made up.

**Final Grade**
Your final letter grade will be based on the total number of points earned out of the 370 possible points from the three Exams (total possible points = 300), 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:
- $333-370 = A$  \((\geq 90\%)\)
- $296-332 = B$  \((\geq 80\%)\)
- $259-295 = C$  \((\geq 70\%)\)
- $222-258 = D$  \((\geq 60\%)\)
- $\leq 221 = F$  \((\leq 59\%)\)
Final grades will be determined by the number of points earned. Thus, if you earn 333 (or more) points, the final grade will be an A. If you earn 332 points, the final grade will be a B, etc. No exceptions.

Please note: For privacy reasons I cannot reveal grades over the telephone or by e-mail. If you wish to know your grade before the official grade reports are posted, or wish to discuss your grade, please see me in person.

I. COURSE CONTENT/SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
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</thead>
<tbody>
<tr>
<td>Jan 22</td>
<td>Introduction</td>
<td></td>
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<tr>
<td>Jan 29</td>
<td>Word Elements and Analysis</td>
<td>1-3</td>
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<tr>
<td></td>
<td>Anatomical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>Feb 5</td>
<td>Dermatology: Integumentary System</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>Feb 12</td>
<td>Orthopedics: Musculoskeletal System</td>
<td>Quiz 2</td>
</tr>
<tr>
<td>Feb 19</td>
<td>Cardiology: Cardiovascular System</td>
<td>Quiz 3</td>
</tr>
<tr>
<td>Feb 26</td>
<td>EXAM #1</td>
<td></td>
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<tr>
<td></td>
<td>(Chapters 1, 4-7)</td>
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<tr>
<td>Mar 5</td>
<td>Hematology: Blood</td>
<td>Quiz 4</td>
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<td></td>
<td>Immunology: Immune systems</td>
<td>8</td>
</tr>
<tr>
<td>Mar 12</td>
<td>Pulmonology: Respiratory System</td>
<td>Quiz 5</td>
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<td>Mar 19</td>
<td>SPRING BREAK - NO CLASS</td>
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<td>Mar 26</td>
<td>Gastroenterology: Digestive System</td>
<td>Quiz 6</td>
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<td>Apr 2</td>
<td>Urology/Nephrology: Urinary and Male Reproductive System</td>
<td>Quiz 7</td>
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<td>Obstetrics and Gynecology: Female Reproductive System</td>
<td>12</td>
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<tr>
<td>Apr 9</td>
<td>EXAM #2</td>
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<td></td>
<td>(Chapters 8-13; plus prefixes and suffixes Ch 4-7)</td>
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<td>Apr 16</td>
<td>Neurology: Nervous System</td>
<td>Quiz 8</td>
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<td>Apr 23</td>
<td>Endocrinology: Endocrine System</td>
<td>Quiz 9</td>
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<td>Apr 30</td>
<td>Ophthalmology: Visual System</td>
<td>Quiz 10</td>
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<td>Otorhinolaryngology: Ear, Nose and Throat</td>
<td>16</td>
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<tr>
<td>May 7</td>
<td>EXAM #3 (Final): Thursday, May 7 - 7:15 - 9:45 PM</td>
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<td></td>
<td>(Chapters 14-17 (~70%); Word elements from Chapters 1-17 (~30%))</td>
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Note: Changes in this course schedule may be necessary and will be announced to the class by the Instructor. The assignments and exams shown are directly related to the Student Learning Outcomes described in Section F.
J. COURSE POLICIES

Attendance/Tardiness
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.

Late Work and Make-up Exams
If you are not able to attend one of the exams, please contact me ASAP. Exams may be made up only with an excused absence. All make-up exams must be completed within one week of the excused absence. Missed quizzes cannot be made up.

Excused absences are generally limited to:

- Unforeseen and unavoidable conflicts, such illness that is verified by a doctor’s note or family emergencies.
- Official TAMUCC business (e.g., academic meetings, sports events, mandatory performances) in which you are officially representing the University. For such absences, prior notification is required. The documentation required for an absence to be excused should be obtained from either the faculty/staff member in charge of the class/organization or from the Division of student Engagement and Success.
- Religious holidays (requires prior notification)

Excused absences require documentation, which 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.
- presented prior to the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
- presented no more than 5 days after the date of an unexpected absence.

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 4 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!

Extra Credit
Any extra-credit opportunities will be offered at my discretion to the entire class. There will be no individual extra credit.
Cell Phone Use
Cell phone use is prohibited during the class period. Please silence all phones prior to class.

Laptop Use
Laptops/tablets may be used to take notes, follow along with the lecture notes posted on Blackboard, or look up information directly related to the lecture topic. They are not to be used during class time for any other purpose. I reserve the right to confiscate, for the duration of the class period, the laptop or other mobile device of anyone using their devices for non-class-related endeavors (including, but not limited to, emailing, watching videos, posting/viewing information on social media sites).

Missed Exam
Missed exams may be made up only with an excused absence (please refer to Late Work and Make-up Exams section above). Missed quizzes cannot be made up.

Participation
Student participation during our class meetings is always welcomed and encouraged.

K. COLLEGE AND UNIVERSITY POLICIES

- Academic Integrity (University)
  It is expected that university students will demonstrate a high level of maturity, self-direction, and ability to manage their own affairs. Students are viewed as individuals who possess the qualities of worth, dignity, and the capacity for self-direction in personal behavior. See Full University Policy at http://catalog.tamucc.edu/content.php?catoid=10&navoid=313#Academic_Integrity

- Classroom/Professional Behavior
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom.

- Deadline for Dropping a Course with a Grade of W (University)
  The grade of W will be assigned to any student officially dropping a course by Friday, April 10, 2015. No student is eligible to receive a W without completing the official drop process by this deadline. Visit the Office of the University Registrar for the Course Drop Form that must be submitted. After April 10, 2015 a student will not be allowed to drop a course.
• **Grade Appeals (College of Science and Engineering)**

As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or 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 Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at http://sci.tamucc.edu/students/GradeAppeal.html. For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

• **Disability Services**

Disability Services (DS) is the hub for coordinating services and accommodations to ensure accessibility and utilization of all programs for all Texas A&M University-Corpus Christi students with disabilities. Our services are designed to meet the unique educational needs of enrolled students with documented permanent or temporary disabilities. DS provides intake and consultation services to students seeking to register with our office. DS reviews an individual’s documentation of disability and assesses eligibility for services and the determination of reasonable accommodations. For more information visit the Disability Services Office at 116 Corpus Christi Hall or go to http://disabilityservices.tamucc.edu/

• **Academic Misconduct**

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. In this class, academic misconduct or complicity in an act of academic misconduct on a quiz/test will result in a grade of zero for that quiz/test and may result in the student(s) being reported to the University Academic Standards Grievance Committee.

**GENERAL DISCLAIMER**

I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.