Medical Terminology – BIMS 2171
Department of Life Sciences
Spring 2018

A. COURSE INFORMATION
   Course number/section: BIMS 2171.001
   Class meeting time: Thursdays, 7:00-7:50 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, 5:30-6:30 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)
   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>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>81</td>
</tr>
<tr>
<td>In-class Quizzes</td>
<td>19</td>
</tr>
</tbody>
</table>

2
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  (≥ 90%)
- 296-332 = B  (≥ 80%)
- 259-295 = C  (≥ 70%)
- 222-258 = D  (≥60%)
- ≤ 221 = F  (≤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>
</tr>
</thead>
</table>
| Jan 18 | Introduction  
Word Elements and Word Analysis | 1-3     |
| Jan 25 | Anatomical Terminology  
Dermatology: Integumentary System | 4       |
| Feb 1  | Orthopedics: Musculoskeletal System | 6       |
| Feb 8  | Cardiology: Cardiovascular System | 7       |
| Feb 15 | Hematology: Blood  
Immunology: Immune Systems | 8       |
| Feb 22 | EXAM #1 (Chapters 1, 4-7)                                   |         |
| Mar 1  | Pulmonology: Respiratory System  
Otorhinolaryngology: Ear, Nose and Throat | 10      |
| Mar 8  | Gastroenterology: Digestive System                         | 11      |
| Mar 15 | SPRING BREAK - No Class                                     | ----    |
| Mar 22 | Urology/Nephrology: Urinary and Male Reproductive System   | 12      |
| Apr 5  | EXAM #2 (Chapters 8-11 and 17; plus prefixes and suffixes Ch 4-7) |         |
| Mar 29 | Obstetrics and Gynecology: Female Reproductive System      | 13      |
| Apr 12 | Neurology: Nervous System                                  | 14      |
| Apr 19 | Endocrinology: Endocrine System                            | 15      |
| Apr 26 | Ophthalmology: Visual System                               | 16      |
| May 3  | READING DAY - No Class                                     | ----    |
| May 10 | EXAM #3 (Final): Thursday, May 10 - 7:15 - 9:45 PM (Chapters 12-16 (~70%); Word elements from Chapters 1-17) |         |

* Topics will be announced one week before in class and will also be posted on Blackboard

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.
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 as an 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).

**Academic Integrity**
Cheating of any kind will not be tolerated. No outside materials of any sort are allowed for exams/ quizzes. Outside materials include, but are not limited to: books, notes, flashcards, any electronic device. If I see you with any of the above in sight during the exam (regardless of whether or not you are actively using it at the time), you will be asked to leave, will not receive any credit for the exam, and the incident may be reported to Student Affairs.

Also, keep your eyes on your own exam/quiz. If I see you shielding your eyes or stealing glances at your neighbor’s exam, I will give one warning to make you aware of your behavior. On the second offense I will require that you move to the front of the classroom to complete your exam/quiz. On the third offense you will be asked to leave and will not receive any credit for the exam/quiz. If asked to leave, all following exams/quizzes will be “one strike you’re out”.

**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)**
  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. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

- **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. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Statement of Civility**
  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- **Deadline for Dropping a Course with a Grade of W (University)**
  I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. **Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.** Should dropping the course be the best course of action, 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.** Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day 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**
  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. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

http://disabilityservices.tamucc.edu/

- **Statement of Academic Continuity**
  In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

L. **OTHER INFORMATION**

- **Academic Advising**
  The College of Science & 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. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

**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.