

**Mary Baldwin Adult Degree Program**  
**HSCI 180**  
**Medical Terminology**  
**Online Course Syllabus**

**INSTRUCTOR: Roena Clarke, RN, MS**

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Welcome to HSCI 180 – Introduction to Medical Terminology. I am a registered nurse with a background in pediatrics at UVA Medical Center. I currently teach in the Murphy Deming RN-BSN program, as well as at John Tyler Community College and Richard Bland College of William and Mary. Teaching students interested in the medical field is my passion, both in the classroom and online. This course is exciting for students as they watch their medical vocabulary expand week after week. An understanding of medical terminology is very beneficial even for students not pursuing a medical career, as we are all exposed to medical terms in our own health journey and in our everyday lives in our community. This is a helpful course for anyone!

**COURSE DESCRIPTION**

HSCI 180 Medical Terminology provides an understanding of medical abbreviations and terms. It includes the study of prefixes, suffixes, word stems, and technical terms with an emphasis on proper spelling, pronunciation, and usage. It emphasizes more complex skills and techniques in understanding medical terminology.

**PREREQUISITES: None**

**COURSE OBJECTIVES**

Upon completion of the course, students will be able to:  
Demonstrate understanding of the composition of medical terms  
Accurately spell and pronounce medical terms  
Recognize selected medical terms  
Define medical words correctly  
Expand medical terminology vocabulary  
Use medical terms correctly in a written paper/discussion board

**COURSE TEXT AND RESOURCES**

Required: Fremgen, Bonnie F. & Frucht, Suzanne S. Medical Terminology-A living language, 7th Ed Pearson. 2016 Publisher: Prentice Hall

**Option 1: Paper Bound Book + MyMedicalTerminologyLab access card (with e-book)**  
**ISBN-: 9780134760612**

**Option 2: Full digital option- MyMedicalTerminologyLab Access Card with e-book**  
ISBN- 9780134713472

### **COMPUTER REQUIREMENTS**

Students must be sufficiently competent in their computer skills to independently complete this course.

**Computer malfunction or problems are not acceptable reasons for late assignments or inability to complete required activities.** It is your responsibility to complete the assignments with enough time to spare in case there is a computer problem. If your **computer or internet access is not reliable, you may use the MBU or a public library.** Students may contact distance education/blackboard support at MBU if they are unable to login to the Blackboard web site with their assigned username and password.

### **Communication:**

All course communication and activities will be conducted through Blackboard and/or students MBU e-mail accounts. When sending email to faculty, please state your name and course in the subject line. I teach many classes and it is helpful for me to know which course you are referring to when making contact. Always use your Mary Baldwin University email address. Personal email addresses will not be opened. Emails will be answered within 24 hours. I check email frequently throughout the day, so it is likely that I will get back to you much more quickly than that. However, please check back for responses in the evening as well. **It is the student's responsibility to check the announcement page on Blackboard and e-mail daily in order to have the most current information. I will post an announcement on blackboard weekly with reminders and updates for the week. Checking blackboard and email is essential in an online course.**

Any confidential concerns students may have can be discussed with the instructor through e-mail. **I also am happy to speak with you by phone if needed.** Students are welcome and encouraged to communicate with the instructor.

### **DROP/WITHDRAWAL POLICY**

                     - Last day of Add/Drop period for Fall 2020. Students may drop a course and receive a full refund.

                     - The last day to withdraw from a course. Student will not receive a refund.

### **COURSE CALENDAR**

The Course Calendar is at the end of this syllabus and also posted under the **Course Calendar** tab in the Blackboard course. You will note the assignments are divided by weeks and all topics, assignments, due dates and important college dates have been included. I will send out a weekly announcement with a summary of your week's assignments and reminders.

### **ASSIGNMENTS (see specific details below)**

There will be weekly online open book quizzes and Pearson labs that will be due each Sunday night. There is ample time allowed for completion of all required work. Last-minute problems can be avoided by completing the assignments and exams earlier rather than later during the available dates. If there are extenuating circumstances that prevent completing an assignment on time (such as a death in the family, extended illness), **please e-mail the instructor to make other arrangements prior to the assignment due date.** With rare exception, I will have assignments graded and grades posted within a week of the due date. Most weeks they are posted within 48 hours.

### **ATTENDANCE**

Attendance in the online course is required and defined as active participation in the course. Online courses will, at minimum, have weekly assignments to record student participation, which can be documented by any or all of the following methods:

- Completion of tests
- Submission/completion of assignments
- Participation in Discussion Board Forums
- Communication with the instructor

Students who fail to maintain this active (at least weekly) participation will be processed in accordance with college policy.

### **COURSE REQUIREMENTS**

**Quizzes**— Each week students will be expected to read the assigned chapters in the textbook. With each chapter there will be a quiz which will be taken on Blackboard. **Please see the due dates for each week's quiz.** Quizzes are normally due at 11:59 PM each Sunday, but please check course calendar for weekly assignments and due dates. **Students are encouraged to use their textbooks and notes from each chapter to complete these quizzes. Unlike unit tests, there is no time limit and you may attempt the quizzes multiple times to get the best grade before the due date.** I plan to have all quizzes for the semester open from the beginning of the course, so if you know you

need to work ahead due to work/ family responsibilities, you will have that option. Even though all quizzes will be open at once, there is a quiz or quizzes due weekly – so please pay attention to your course calendar. All work submitted for a grade must be received by the due date. **There will be a 10% deduction per day for late work, up to three days, unless prior arrangements have been made with the instructor.**

It is the student's responsibility to check the online grade book for a numerical grade immediately after completing the quizzes. If there is a problem with your computer or the Blackboard server you might see a padlock symbol or question mark instead of a numerical grade. **If this happens you need to contact the instructor to have your quiz reset (before the due date). Keep in mind that you must allow 24 hours for a response to your e-mail, so completing homework quizzes early will leave time to correct any computer problems before the due date.**

**Tests:** You will have three tests and a final exam. These tests will be 50 multiple choice questions related to meanings of word roots, prefixes, suffixes and medical terms. Study guides will be provided to help you narrow your focus for the tests.

All tests are timed. You have 1 hour and 30 minutes to complete each test. If you experience a major extenuating circumstance that prevents you from taking a test, such as a death in the family or extended illness, you may be allowed to make-up the test at the instructor's discretion. **You must contact the instructor before the test due date to request a make-up test.** Students who fail to contact the instructor prior to the due date will receive a "0" for that test.

### **My Medical Terminology Lab**

A significant part of your learning will be accessed on the My Medical Terminology Lab program website. You should log into the site during your first week and become familiar with the layout, activities, and learning opportunities. In addition to the activities, games, quizzes, etc., you will also find PowerPoint and Lectures on the site that are from the textbook resources. .

To access the site go to: [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com)

**You will find additional information on this site under the button titled My Medical Terminology Lab on BlackBoard. Make sure that you enter into the course with the course number provided; otherwise, I will be unable to see the required work that you complete for points.**

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To access the site go to: [pearsonmylabandmastering.com](https://www.pearsonmylabandmastering.com)

**You will find additional information on this site on Canvas in an attachment on the Home page and also in Module Week One. There will be an attachment titled My Medical Terminology Lab. Make sure that you enter into the course with the course number provided; otherwise, I will be unable to see the required work that you complete for points.**

You may complete as many of the activities as you would like, and the more the better, but you must complete 5 activities for each chapter. **Note that listening to the lecture on Pearson is encouraged, but does not count towards points earned.** This portion of your grade is based on completion. You must complete 5 activities for each chapter, and score greater than 50 % on each of them. If you complete more than 5 activities for each chapter, I will choose your best work for your grade. **The activities may be performed as many times as you would like;** however, I will check the site for your postings after the due date each week and record your number of points earned. While you may continue to retake and participate in the chapter activities throughout the semester, the work chosen for points will have the cutoff date and time listed on your course calendar.

**This is how you will be graded for this portion of your learning:**

If you have completed 5 activities and scored 50 % or greater on EACH of them, you will earn 10/10 points for that chapter. Anything below 50 % will not count towards your 5 activities. If you have completed less than 5 at this percentage, you will earn 0/10 points.

**You have the potential to earn 10 points per chapter for a total of 130 points! That is a significant number of points you can earn by participating in activities which will reinforce your learning. It can serve as “forced study time” and benefit your grade at the same time.** Do not rush through these activities. They are for your learning. Take your time; review the material regularly; reinforce your learning consistently—this is how you will be successful in this course. Study these questions and activities.

**Technical Requirements:**

In order to participate in this online course, the student must have access to a computer, word processing software, and an Internet connection. You will complete this course using the learning management system Canvas.

If you have any technical difficulties with Canvas, please use the **Help** button in Canvas to report a problem. If you are unable to login to Canvas, you may email [CanvasHelp@RBC.EDU](mailto:CanvasHelp@RBC.EDU) for assistance. For all other technical inquiries, please contact the Statesman Technical Assistance Center at [STAC@RBC.EDU](mailto:STAC@RBC.EDU) or by phone at 804-862-6401 on Mondays through Fridays from 8:00 a.m.—5 p.m. EST.

### **Instructional Methods:**

This course will be taught entirely online and therefore the instructional methods are adapted to the Canvas environment. The primary instructional methods are videos , discussions, and collaborative learning. A variety of supplemental resources are provided on the Canvas site to support multiple learning styles.

### **Discussion Board/Activities**

The Discussion Board/Activities offer an innovative way to share knowledge, experiences, and insight with everyone in the class and is available 24/7. In this format, everyone gets to share. Discussion Board/Activities postings provide a support system for learners and often times adds cohesiveness to the group. You will have several discussion board posts in this course; You may develop and edit your submissions in MS Word, but cut and paste them directly to the thread. Do not use attachments for discussion board assignments. Make sure that your heading includes your name.

### **COURSE EVALUATION**

300 points	Tests	3 x 100 points each
200 points	Final Exam	1 x 200 points
260 points	Quizzes	13 x 20 points each
80 points	Med term usage discussion board	
20 points	Discussion Board intro	
10 points	Course tool eval discussion post	
130 points	My Medical Term Lab Activities	(13 X 10 points each)

**Total Points Possible                      1000**

940-1000 = A	770-799 C+
900-939 = A-	740-769 = C
870-899 = B+	700-739 = C-
840-869 = B	670-699 = D+
800-839 = B-	600-669 = D

599 and below = F

**ACADEMIC HONESTY POLICY**

At MBU, we expect the highest standards of academic honesty. Violations of academic honesty include the following:

**Cheating:** This includes seeking or giving unauthorized help on exams, papers and other academic assignments.

**Plagiarism:** This is defined as using another's words or ideas and representing them as one's own either knowingly or unknowingly. In other words, by not documenting ideas or putting quotations around exact phrasing and documenting the source, one is committing plagiarism. Information on the World Wide Web is not yours for the taking – please cite all quotations appropriately. See student handbook regarding plagiarism.

Misconduct in the area of academic honesty is subject to disciplinary action that can include failure for the assignment and possibly course failure.

Questions regarding Student Disciplinary Policies and Procedures are addressed in the Student Handbook.

Tests, quizzes or any other work that is assigned to an individual student may not be shared, copied, e-mailed, posted on any other site or in any manner shared, including copying to one's own website. To do so constitutes a breach of the honor code.

**The instructor has the right to change any of the above information with proper notice to students throughout the semester.**

**See detailed course calendar which follows with all assignments and due dates.**

Week 1: Monday, August 24- Sunday August 30	<ol style="list-style-type: none"><li>1. Read Chapter 1- Introduction to Medical Terminology</li><li>2. Review lecture outlines from tab on Bb.</li><li>3. Review My Lab learning tools, such as lecture, powerpoints, etc.</li><li>4. Video: Penguin Prof Introduction to Medical Terminology</li><li>5. <b>Intro Discussion board post # 1. ( 20 points)</b></li><li>6. Complete quiz 1 online . And complete activities in My Lab. Your choice of 5 activities <b>due Sunday at 11:59 PM.</b> See syllabus for grading scale.</li></ol>
Week 2: Monday August 31- Sunday, Sept 6	<ol style="list-style-type: none"><li>1. Read Chapter 2- Body Organization.</li><li>2. Watch video ( 13:21) – penguin prof – youtube: anatomical terms of direction and planes of section</li><li>3. Review lecture outlines from tab on Bb.</li><li>4. Review My Lab learning tools, such as lecture, powerpoints, etc.</li><li>5. Complete quiz 2 online. Complete 5 activities in My Lab. Due <b>Sunday at 11:59 PM.</b></li></ol>

<p>Week 3: Monday, Sept 7- Sunday, September 13</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 3- Integumentary</li> <li>2. Review lecture notes from Bb.</li> <li>3. Review My Lab Learning tools, lecture, powerpoints, etc.</li> <li>4. Complete quiz 3 online. Complete 5 activities in My Lab. <b>Due Sunday at 11:59 PM.</b></li> </ol>
<p>Week 4: Monday, September 14– Sunday, September 20</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 4- Musculoskeletal</li> <li>2. Review lecture notes and My Lab learning tools.</li> <li>3. Complete quiz 4 online and complete activities in My Lab. <b>Due Sunday at 11:59 PM.</b></li> <li>4. Work on study guide in preparation for test next week on Chapters 1-4</li> </ol>
<p>Week 5: Monday, September 21– Sunday, September 27</p>	<p><b>Test Chapters 1-4. Open on Canvas Due Sunday.</b></p> <p><b>Discussion Board # 2 due Sunday at 11:59 PM.</b></p>
<p>Week 6: Monday, Sept 28- Sunday October 4</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 5 Cardiovascular System</li> <li>2. Review lectures notes and My Lab learning tools.</li> <li>3. View video Blood flow through the Heart – youtube</li> <li>4. Complete quiz 5 online and Complete My Lab learning activities. <b>Due Sunday at 11:59 PM.</b></li> </ol>
<p>Week 7: Monday, October 5- Sunday, October 11</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 6 Blood and Lymphatic System</li> <li>2. Review lecture notes and My Lab learning tools.</li> <li>3. View optional blood type videos.</li> <li>4. Complete quiz 6 online and complete My Lab learning activities. <b>Due Sunday at 11:59 PM.</b></li> </ol>
<p>Week 8: Monday, October 12– Sunday October 18</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 7 Respiratory System</li> <li>2. Review lecture notes and My Lab learning tools</li> <li>3. Complete quiz 7 online and Complete My Lab activities. <b>Due Sunday, at 11:59 PM.</b></li> </ol>
<p>Week 9: Monday, October 19- Sunday, October 25</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 8 Digestive System</li> <li>2. Review lecture notes and My Lab learning tools</li> <li>3. Complete quiz 8 online and complete My Lab activities. <b>Due Sunday at 11:59 PM.</b></li> <li>4. Work on Study guide for Chapters 5-8 test next week.</li> </ol>
<p>Week 10: Monday, October 26- Sunday, November 1</p>	<ol style="list-style-type: none"> <li>1. <b>Test Chapters 5-8. Open book test due Sunday at 11:59 PM.</b></li> <li>2. Read Chapter 9 Urinary system.</li> <li>3. Review lecture notes and My Learning Lab tools.</li> <li>4. Complete quiz 9 online and Complete My Lab activities. <b>Due Sunday at 11:59 PM.</b></li> </ol>
<p>Week 11 Monday, November 2- Sunday, November 8</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 10 Reproductive System.</li> <li>2. Review lecture notes and My Lab learning activities</li> <li>3. Complete quiz 10 online and Complete My Lab activities. <b>Due Sunday at 11:59 PM.</b></li> </ol>
<p>Week 12: Monday, November 9 - Sunday, November 15</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 11 Endocrine System and Chapter 12 Nervous System</li> <li>2. Review lecture notes and My Lab learning activities.</li> <li>3. View video in Chapter 11 folder-</li> <li>4. Complete quiz 11 and 12 online and Complete My Lab activities. <b>Due Sunday at 11:59 PM.</b></li> </ol>



<p>Week 13: Monday, November 16- Sunday, November 22</p>	<p><b>Test Chapters 9-12 Open book test due Sunday at 11:59 PM.</b></p>
<p>Week 14 Monday, November 23- Sunday, November 29</p>	<ol style="list-style-type: none"> <li>1. Read Chapters 13</li> <li>2. Review lectures notes and My Lab learning activities.</li> <li>3. Complete quiz for chapters 13 and Complete My Lab activities for Chapter 13 <b>due Sunday at 11: 59 PM</b></li> <li>4. <b>Chapter 14 quiz is available for extra credit.</b> This chapter material is covered throughout the text. It was a separate chapter in prior edition – so I have left this open for extra credit points. NOT REQUIRED</li> <li>5. <b>Discussion board post # 3 due Sunday at 11:59 PM ( 30 points)</b></li> <li>6. <b>Study for final exam ... and take by 12/</b></li>   <li>7. <b>FINAL EXAM OPEN UNTIL Monday December 7</b></li> </ol>
<p>EXAM WEEK Week 15: Monday November 30-- Wednesday December 3</p>	<p><b>FINAL EXAM OPEN - Due Wednesday December 3</b></p>
	<p>1.</p>

Fall 2020