

BIOL 1301 Medical Terminology (Web-delivered) 3 credits  
**Fall 2023 Syllabus Sul Ross State University**

**Lecture:** Online via Blackboard  
**Telephone:** 432.837.8820  
**Office:** WSB 220

**Instructor:** Ms. Anne Marie Hilscher  
**Email:** [ahilscher@sulross.edu](mailto:ahilscher@sulross.edu)  
Use your SRSU e-mail account, sign your email, and type "BIOL 1301" in the subject line.

**Office hours:** M 9-11 & 2-3; W 9-11; R 2-3; F by appt. Please email me at any time. I will respond within 24 hours (up to 48 hours on weekends).

**TEXTBOOK:** *Medical Terminology: The Best and Most Effective Way to Memorize, Pronounce and Understand Medical Terms*: Second Edition, David Andersson. ISBN:1519066627 **REQUIRED**

**OPTIONAL:** Any good medical dictionary, such as Stedman's, Taber's, or Dorland's Medical Dictionary

**Course Description:**

Medical Terminology is a course to teach an understanding of the specialized language of medicine designed for future healthcare professionals. Topics to be covered will include the Latin and Greek origins of modern medical terms, the acquisition of a vocabulary of root words and standard prefixes and suffixes, and the development of an understanding of the traditional system of descriptive terms and eponyms. Students will learn to translate medical jargon to plain English and convert standard speech to appropriate medical vocabulary. This course studies terminology used in all areas and levels of the healthcare professions.

This is an online course. Each student is required to have a functioning computer for the entirety of the semester. Having computer problems does not exempt students from completing work by the due date. If your system goes down, find another computer to submit your quizzes/exams before the due date. It is strongly suggested that they be submitted early to avoid any technical difficulties.

**Course Learning Objectives (CLOs). Upon successful completion of the course, the student will be able to:**

- CLO1. Identify medical prefixes, word roots, and suffixes.
- CLO2. Analyze words structurally by defining elements and meanings.
- CLO3. Define and interpret terms used in the human body's major anatomical structures and functions.
- CLO4. Demonstrate correct spelling and pronunciation of medical terms.
- CLO5. Define the terms related to the diagnosis, pathology, and treatment of disorders of the body systems.
- CLO6. Communicate medical terminology clearly to improve the culture of safety in patient care.

**BLACKBOARD:** I use Blackboard for course announcements/communication, and grade postings. Therefore, you should log onto Blackboard **frequently** for the latest announcements and updates.

**GRADING:**

|                                   |                         |
|-----------------------------------|-------------------------|
| Student Introduction              | 20 (due Sept 03)        |
| Syllabus Quiz                     | 15 (due Sept 03)        |
| Module Quizzes (6 @ 30 pts each)  | 180 (due dates vary)    |
| Module Homework (7 @ 30 pts each) | 210 (due dates vary)    |
| Midterm Exam (1 @ 100 pts)        | 100 (due Oct 22)        |
| <u>Final Exam (1 @ 100 pts)</u>   | <u>100 (due Dec 08)</u> |
| <b>TOTAL POINTS</b>               | <b>625</b>              |

**Assignments:** Due dates are listed in the syllabus, as well as on Blackboard; the QUIZZES, HOMEWORK, MIDTERM EXAM, and FINAL EXAM must be submitted by 11:59 pm on their respective due dates.

**Late Assignment Policy.** Students are expected to complete all coursework within the timeframes noted in this syllabus and posted on Blackboard under each week listed. Because this is an online course, it is important to follow the timeframes outlined in the schedule. Communication is the key! Unless otherwise arranged, no late work will be accepted. **Late work will receive a grade of zero.**

**Faculty Email Response Time.** I will respond to email messages within 24 hours during the week and 48 hours on weekends and holidays. Those from personal email addresses could be blocked and/or not received, so please email using your SRSU student email to ensure timely delivery.

### COURSE SCHEDULE

| Module | Dates<br>(opens & closes) | Topics   | Homework   | Due Date by 11:59 PM |
|--------|---------------------------|--|--|----------------------|
| 1      | Aug 28-Sep 10             | Introduction to Medical Terms;<br>Words Parts; Structure &<br>Organization of the Human Body                             | <b>Syllabus Quiz<br/>&amp; Student<br/>Introduction</b>  | <b>Sept 03</b>       |
|        |                           |  | Module 1<br>Homework &<br>Quiz   | Sept 10              |
| 2      | Sep 11-24                 | Roots Words; Terminology of Body<br>Systems; Intro to Pronunciation  | Module 2<br>Homework &<br>Quiz   | Sept 24              |
| 3      | Sep 25-Oct 08             | Prefixes & Suffixes;<br>More Pronunciation   | Module 3<br>Homework &<br>Quiz   | Oct 08               |
| 4      | Oct 09-22                 | Modules 1-4 Review;<br>Midterm Exam  | Module 4<br>Homework;<br>MIDTERM<br>EXAM   | Oct 22               |
| 5      | Oct 23-Nov 05             | Eponyms, Homonyms, Acronyms,<br>Abbreviations, & Symbols   | Module 5<br>Homework &<br>Quiz   | Nov 05               |
| 6      | Nov 06-Nov 19             | Pluralizing Medical Terms; Cancer<br>Terminology   | Module 6<br>Homework &<br>Quiz   | Nov 19               |
| 7      | Nov 20-Dec 03             | Interpreting Medical Records;<br>Modules 1-6 Review<br><i>(Note: No classes Nov 22-24 due to<br/>Thanksgiving Break)</i> | Module 7<br>Homework &<br>Quiz   | Dec 03               |
|        |                           |  | <b>FINAL EXAM</b><br><b>opens Monday, 12/04 at 6:00 AM; closes Friday, 12/08 before midnight</b> |                      |

**Distance Education Statement.** Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires a secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are in the student handbook.

**STUDENT LEARNING OUTCOMES (SLOS)** The biology student graduating with a BS in Biology should be able to:

- 1) The student will be able to demonstrate an understanding of basic biological concepts, including but not limited to evolution via natural selection, cell theory, and the role and function of DNA.
- 2) The student will be able to demonstrate utilization of various field techniques toward addressing scientific questions in the specific discipline. These field techniques can include, but are not limited to, plant collection and processing, various animal collection techniques, ecological surveying, and sampling, & biodiversity indexing.
- 3) Using standard observational strategies, the student will be able to use biological instrumentation to solve biological problems.
- 4) The student will develop writing skills by summarizing and critiquing recent relevant biological literature.

**CORE OBJECTIVES ADDRESSED:**

- 1) Communication Skills – Students will effectively communicate the results of scientific investigations, using oral, written, and visual communication, either in group discussions or on written exams.
- 2) Critical Thinking Skills – Students will include creative thinking, innovation, inquiry, and analysis required to relate new information with previous information in a way that demonstrates the diversity and similarity due to evolutionary ancestry.
- 3) Empirical and Quantitative Skills – Students will use basic math skills to solve problems (e.g., related to genetic outcomes, cellular energy production, and probability) resulting in informed conclusions.
- 4) Teamwork Skills – Students will work effectively with others to support a shared goal during lab sessions on activities, such as dissections, problem-solving, and other experimental procedures.

**MARKETABLE SKILLS:** A student getting a degree in the biological sciences would be expected to acquire the following marketable skills by graduation.

- 1) Students will be able to organize, analyze, and interpret data.
- 2) Students will be proficient at using presentation software.
- 3) Students will acquire experience in managing time and meeting deadlines.
- 4) Students will gain the ability to speak effectively and write concisely about scientific topics.
- 5) Students will acquire experience and guidance in the development of professional email correspondence.

**SRSU Attendance Policy.** Roll will be taken during each class meeting. The SRSU catalog states “The instructor may, at their discretion, drop a student from a course when the student has a total of nine absences in lecture and three absences in lab. An absence is defined as non-attendance in fifty minutes of class. Exams must be taken on the scheduled exam date that will be announced at least a week prior unless other arrangements have been made with the instructor. Exams must be made up within a week from the scheduled date.

**Academic Integrity.** Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

**SRSU Disability Services.** SRSU Disability Services. Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Alpine students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, M.Ed., LPC, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu) Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, Sul Ross State University, Alpine. Texas, 79832.

**Technical Support.** SRSU 24/7 Blackboard Technical Support: Toll Free: 888.837.6055. Email: [blackboardsupport@sulross.edu](mailto:blackboardsupport@sulross.edu)

**SRSU Library Services.** The Bryan Wildenthal Memorial Library in Alpine. Offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, [library.sulross.edu](http://library.sulross.edu). Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email ([srsulibrary@sulross.edu](mailto:srsulibrary@sulross.edu)), or phone (432-837-8123).

The Southwest Texas Junior College (SWTJC) Libraries at Uvalde, Del Rio, and Eagle Pass. Offer additional access to library spaces and resources. Del Rio, Eagle Pass, and Uvalde students may also use online resources available through SWTJC website, [library.swtjc.edu](http://library.swtjc.edu). The SWTJC Libraries serve as pick-up locations for InterLibrary Loan (ILL) and Document Delivery from the Alpine campus.

**Classroom Climate of Respect.** Importantly, this class will foster free expression, critical investigation, and open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose, and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another based on race, religion, ethnicity, age, gender, national origin, or sexual preference.

**Diversity Statement.** I aim to create a learning environment for my students that supports a diversity of thoughts, perspectives, and experiences, and honors your identities (including race, gender, class, sexuality, religion, ability, socioeconomic class, age, nationality, etc.). I also understand that the crisis of COVID, economic disparity, and health concerns, or even unexpected life events could impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create an inclusive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.