

Southeastern Oklahoma State University
BIOL 1143 Medical Terminology

INSTRUCTOR CONTACT INFORMATION:

Professor: Kirsten Shaffer

Office: Off-campus

Email Address: kshaffer@se.edu

Office Hours: By appointment

COURSE TITLE: Medical Terminology.

CATALOG DESCRIPTION: Introduction to terms used to describe parts of the body, and to learn the meaning of words used to denote signs and symptoms of diseased conditions, diagnostic and surgical procedures, as well as treatments used. **(Cannot be used in a major or minor within the department.)**

PREREQUISITES: NONE.

REQUIRED MATERIALS:

Textbook: Please visit the SE Barnes and Noble Bookstore to find out the required materials for this class.

TECHNICAL REQUIREMENTS: Available through the Southeastern Online Learning website or <http://homepages.se.edu/online-learning/technology/system-requirements/>

NETIQUETTE (INTERNET ETIQUETTE): Available through the Southeastern Online Learning website or <http://homepages.se.edu/online-learning/technology/communication-netiquette/>

LIBRARY AND INFORMATION RESOURCES: Available through the Southeastern Online Learning website or <http://homepages.se.edu/online-learning/student-services/>

OTHER RESOURCES AND LOCATION: NONE.

ALIGNMENT OF OBJECTIVES WITH LOCAL, STATE, AND OR NATIONAL STANDARDS:

While this class cannot be used for a biology major, the objectives of the course would help a biology major learn the terminology that is used in the medical field, and would be beneficial for those majors that wish to enter the medical field.

COURSE OBJECTIVES:

On completion of this course you should be able to:

1. Identify and define the word parts most frequently associated with the major body systems.
2. Properly spell and define medical terms associated with each of the major body systems, including disease conditions and diagnostic and treatment procedures.
3. Define unfamiliar medical terms by analyzing their word parts.
4. Demonstrate the proper use of medical terminology
5. Analyze the use of medical terminology in society.

COURSE POLICIES:

Attendance: The Registrar's office defines attendance in online classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you.

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course.

Excessive Absences = Students who have submitted some work but are infrequent in their participation, or late on assignments leading to a failing grade.

Late Assignments/Makeup exams:

Unless you have a documented legitimate excuse, any assignment received after the due date and time will be a zero. Unless there is a legitimate documented excuse you will not be allowed to take exams at other times than the assigned times. A legitimate excuse is a serious illness or death in the family, or serious personal illness with a doctor's note. "I couldn't get to a computer" or "My internet was down" is NOT considered a legitimate excuse. You have plenty of advance notice of your assignments. Don't wait until the last minute to complete assignments or take exams, and you won't encounter these types of problems. If you have any technical problem with assignments or exams, contact me.

Expectations of Instructor and Students:

Student Expectations of Instructor: Students should expect a timely response to email questions. A timely response to an email or phone call is within 24 hours, unless an announcement was posted indicating my lack of availability. If you haven't received a response within 24 hours, please email again just in case I overlooked it. Grading of and posting of scores for all assignments and exams will also be prompt.

Instructor Expectations of Students: All students are required to produce their own work. **Student are NOT to use their book or get help from other students when taking exams.** Evidence of cheating will result in a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

Other Course Policies:

The instructor reserves the right to make adjustments to the syllabus, such as changing the schedule or the assignments, if circumstances deem it is warranted. Students will be notified of any adjustments to the syllabus.

COURSE REQUIREMENTS:

Timeframe for Participation:

You will be graded on exams, homework assignments, and discussions. There is a schedule for each of these. Exams and homework assignments need to be submitted by 11:59 PM of the due date. You will be given a week to participate in discussions and to complete all assignments/exams. To receive credit for participating in the discussion you need to think about the topic and make meaningful contributions. "I agree" is not meaningful, you need to explain why you hold that opinion. Most of this class is just memorization of words, so the discussion board is where you can make the online class come alive and interact with others.

Blackboard automatically tracks and records every time you log on, and what you accessed when you logged on. I will know whether you looked at the Powerpoints for the chapter. I will also know how much time and effort you put forth in the course, and whether you access materials during exams.

Approximate Time Required for Individual Activities:

Read the chapter, then look at the Powerpoint for the chapter. The Powerpoint has outlined the important points and lists the important terms that you need to know. Next, you may want to study the terms using flashcards. The time it will take you to prepare for each weekly exam will vary for each person. Some people

will be able to memorize the terms quickly, while others may take longer. I would estimate 3-6 hours per week to prepare for the exam. Discussions and homework assignments should take less than an hour to complete.

Expectations for Communications:

Check the website every day for announcements. You should also check your grades regularly. Contact me if there are submitted assignments that are not reflected in your grades. Check the course website every day.

You are required to use your SE student email address when using Blackboard. All email correspondence will be sent to your SE student email account; therefore, regularly check your SE student email account. Refer to the Blackboard login page for details about your SE student email address. Be sure to include your name in the body of every email you send to me.

Activity and Other Assignment Expectations:

Homework assignments should be submitted to me with the Assignment Link on Blackboard. DO NOT email me the homework assignment. Homework assignments are due at 11:59 PM on the due date. Discussions also need to be completed by 11:59 on the due date.

Exam Expectations:

Chapter Exams will be completed through Blackboard. They will be posted for one week. Do not wait until the last minute to take the exam. Do not risk the possibility of your internet being down, or your computer not operating. If you miss taking the exam without a legitimate excuse (serious illness or death in the family) you will be given a zero. Technical issues are not an excuse to miss an exam. To minimize the possibility of problems with your computer, don't take your exam with wireless internet if possible. DO NOT take the exam on your phone. Do not have any other windows open besides Blackboard. The dates for the exams are in the schedule.

Other Course Requirements: NONE.

ASSESSMENT (GRADING SYSTEM):

Each chapter exam is worth 40 points. The exams will be multiple choice, matching and fill in the blank answer. The lowest exam score will be dropped. Each discussion is worth 15 points and each homework assignment is worth 15 points. The lowest assignment will be dropped.

Exams (with lowest exam dropped)	50%
Discussions	10%
Homework Assignments (with lowest dropped)	20%
Total percentage available	100%

The grading scale for this course is:

90-100% = A	60-69% = D
80-89% = B	Below 60% = F
70-79% = C	

UNIVERSITY AND SCHOOL POLICIES:

Privacy: Available through the Southeastern Online Learning website or <http://academics.se.edu/academics/general-information/students-rights/>

Academic Integrity: Available through the Southeastern Online Learning website or <http://homepages.se.edu/student-life/student-handbook>

There is no tolerance for cheating. If you plagiarize or copy another individual's work you will receive a zero for that exam or assignment. If I find out that somebody else is doing your work you will fail the class and I will report it to the Office of Student Affairs.

Special Accommodations: Any student needing special accommodations due to a disability should contact the Coordinator of Student Disability Services, GDJ Student Union, Suite 204 or call (580) 745-2254 (TDD#745-2704). It is the responsibility of each student to make an official request to the Coordinator for academic accommodations. *Please note, Faculty members are not permitted to accommodate students. All students requiring assistance must contact the Office of Disability Services.*

For additional information, see the Americans with Disability Act on the Southeastern Online Learning website or <http://www.se.edu/ada/>

Equal Opportunity Statement

In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial aid, and educational services.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..." Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education's regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.'s Title IX Coordinator at 580-745-3090, titleix@se.edu, or PMB 2750.