

# UNM Valencia Campus

## HCHS 111 Syllabus

**Course information:** Health Career Health Science 111 Lecture Course

**Semester:** SPRING

**Year:** 2016

**Course #:** HCHS 111

**Title:** Medical Terminology

**CRN #:** 53012, Section 501

**Credits:** 3 credits

**Instructor:** Irene Roselli

**Office hours:** Due to the online nature of this course I do not have office hours per se. **However, feel free to contact me via email anytime!**

**Contact information:** Please email me through Blackboard! For a last resort, you may use iroselli@unm.edu.

**Course description:** An introduction to terminology used in health careers. It will provide a basic knowledge of prefixes, suffixes, and root words used in describing anatomical parts of the human body as well as general terms relating to disease processes.

**Textbook:** *Medical Terminology: A Living Language*, 6th edition (Pearson) and *MyMedicalTerminologyLab* (online access code comes with textbook)

### **Student learning objectives:**

1. Students will display knowledge of medical terminology symbols, abbreviations, prefixes, suffixes, and word roots.
2. Students will demonstrate an understanding of confidentiality, HIPAA, medical record components, and the different types of health care settings.
3. Students will explain the function and anatomy of the integumentary, musculoskeletal, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, reproductive, endocrine, and nervous systems.
4. Students will identify and describe the organization, common pathologies, diagnostic procedures, and therapeutic procedures associated with each body system.
5. Students will exhibit familiarity with pharmacology, mental health, diagnostic imaging, rehabilitation services, surgery, and oncology.

**Considerations:** This course is taught online. It is the students' responsibility to access course materials either using the college computer facilities or other resources. The online material and activities are critical components of the course. The student is responsible for the material and should ask the instructor via online communication if they need further clarification. Online learning is, by definition, more student directed, and the role of the instructor is not to impart knowledge, per se, but rather to facilitate learning and effective student interaction. You may have chosen to take an online course because you enjoy the liberty that it provides to explore concepts independently and thoroughly. Or perhaps you like the

flexibility in scheduling. Whatever your reasons for choosing to take this course in an online format, it will soon be obvious that it is structured quite differently than traditional face-to-face courses. You must manage your time effectively and meet deadlines in the course modules.

**Online does not mean self-paced!** There is a schedule and it must be followed – you will have to complete work throughout the week. Keep in mind that you should be spending approximately 9-12 hours a week on this course. All communication in this class is done via reading and writing.

Through prior or concurrent undergraduate courses, students are expected to be familiar with the composition of basic oral and written communications. Successful students will produce clear, fluent writing demonstrating proper language usage, spelling, sentence structure, punctuation, and the like. In addition, students are expected to have access to and working knowledge of Adobe Acrobat Reader, Microsoft Word, Excel, and PowerPoint, and the ability to create and save files in Microsoft Office file format. **All documents must be submitted in .doc, .txt, or .rft formats only!** *Any other formats will not be accepted and a zero will be awarded for that submission.*

Although many smartphones allow internet access, many tools that are incorporated into this course are not functional on the smartphone. To better serve you, it is not recommended that this online course be accessed through the smartphone.

**Requirements:** Each student is expected to read the weekly chapter in a timely manner. All assigned activities are based on a combination of three things: the companion website, the textbook, and the lecture notes. A firm understanding of the material is **highly** suggested before attempting to complete any assigned activity!

In this online course, regular participation in the discussion board is necessary! It allows your instructor and classmates to get to know you. Each week you will be required to develop a story that contains medical terms (proper usage is required!) covered in the weekly chapter. **Your posts must be original and thought provoking.** This exercise is designed to give students the opportunity to use medical terms in the correct fashion, thus conveying important medical information to those involved in the situation. It is also designed to help further your understanding of the different areas you could potentially work in once you have completed your program.

There will be weekly discussions (each worth 20 points), chapter homework assignments (each worth 20 points), exams (each worth 100 points), and a cumulative final (worth 200 points).

**Course grading policy:** Lecture grades will be based on the percentage of points earned (100 or higher = A+, 99-91% = A, 90% = A-, 89% = B+, 88-81% = B, 80% = B-, 79% = C+, 78-71% = C, 70% = C-, 69-60% = D, below 60% = F).

280 points – Weekly discussion boards (14 discussion boards @ 20 points each)

260 points – Chapter homework assignments (13 homework assignments @ 20 points each)

100 points – Exam 1 (Intro, Organization, Integumentary System, and Musculoskeletal System)

100 points – Exam 2 (Cardiovascular System, Blood, Lymphatic System, and Respiratory System)

100 points – Exam 3 (Digestive System, Urinary System, and Reproductive System)

100 points – Exam 4 (Endocrine System, Nervous System, and Special Topics)

200 points – Cumulative Final

1140 points – TOTAL

**Assessments:** There will be a total of **FOUR** 100 point lecture exams and a 200 point **CUMULATIVE FINAL** in this class. Assessments may contain multiple choice, true/false, matching, short answer, and/or labeling questions regarding information discussed in the textbook and lecture notes. **All assessments will be taken online through the companion website (MyMedicalTerminologyLab).** You will have **one** opportunity to complete each assessment within the week they are assigned. **Every student must take the cumulative final during the scheduled time – no exceptions!**

*IMPORTANT NOTICE – Here at UNM Valencia we are committed to student success, especially in the online environment! We are currently working to ensure that all online courses offered through UNM Valencia are of the highest quality. To improve our online courses, we are trying to collect some baseline data to see what we are doing right and what we need to improve. Each student will be completing an online survey (separate from the course evaluation) before the semester ends. This survey will be available starting in Week 10 and will be open until the end of April. **Students will need to complete this survey before they can gain access to the final exam.** Once the survey has been completed, each student will be given a password. **This password will be used to open up the final exam – you will not be able to take the final exam without this password!** Survey responses will be anonymous and will be used to improve this online course. Please make sure you complete this survey as soon as it is available so it does not negatively impact your ability to access the final exam!*

Make sure you understand the concept of availability and duration (discussed on the **Start Here** page). Assessments will be available for **one full week** (Wednesday 12:00pm – Wednesday 12:00pm MST). The computer will not allow you to submit your answers if you go beyond the allotted amount of time. And you cannot stop an assessment once you have started it, so please make sure you are ready before you start!

**Homework:** There will be a total of **THIRTEEN** 20 point chapter homework assignments in this class. Homework assignments may contain interactive activities, reading questions, and/or coaching activities regarding information discussed in the textbook and lecture notes. **All homework assignments will be completed online through the companion website (MyMedicalTerminologyLab).**

You will be given **three attempts** to answer each homework question correctly. If you miss an assignment deadline for some unforeseen reason, you will be allowed to submit late work after the deadline. **\*\*The submission of late work only applies to Part A\*\* A 15% penalty on late submissions of Part A will be applied.** The submission of late work does not apply to any of the lecture exams. If you miss a lecture exam you will receive a score of zero.

**Discussion board:** The discussion board is the only platform we have to interact and have a ‘conversation’ about the topics we are covering. All students are required to **actively** and **regularly** participate in these conversations! During the first two weeks of the semester (Week 1 and Week 2) there will be two – three critical thinking questions for you to read, analyze, and critique. You must post a response to **TWO** questions. The responses you post will be your opinion, so **do not** copy and paste (i.e., plagiarize) from the textbook, a website, or another student! If you plagiarize your responses in any fashion, I will remove it from the discussion board and you will not receive credit for that week’s discussion board. Once you have

posted your original responses to two of the critical thinking questions, you must respond to **FOUR** other students. The two critical thinking question responses are worth 10 points (5 points each) and the four responses to other students are worth 10 points (2.5 points each). The **quality** of your contributions to the weekly conversation matters and will factor into the points you earn. Each of your six postings per week will be graded according to the rubric discussed in the Discussion Board Guidelines, so please read them thoroughly!

During the rest of the semester (Week 3 – Week 13) you will be creating a story based on medical terms covered in that week's textbook chapter. Your stories can be about anything you want – **the more creative the better!** Every story must be about a medical issue or issues surrounding a patient or multiple patients. You can write a story based on a medical situation you've experience or one you created. *\*\* If you write about a medical situation you've experience, please make sure you do not use the real names of anyone involved – privacy is vital in the medical field! \*\** Each story must be at least 8 complete sentences in length and contain at least 10 medical terms. You can only use each medical term **once** in your story for credit and each medical term must appear in bolded capital letters (e.g., ectomy is not a full medical term, but **HYSTERECTOMY** is). Please make sure you include things such as the type of physician the patient will see, the procedures used, and diagnoses that required them. Your story cannot simply be about the definitions of 10 medical terms or basic information covered in the textbook!

Once you have posted your original story, you must respond to **FOUR** other students. In your responses to other students, you should talk about things such as whether or not they used their medical terms properly, what medical terms could also fit into their story, and your overall opinion of the story they created. The story you post will be worth 10 points and the four responses to other students are worth 10 points (2.5 points each). The **quality** of your contributions to the weekly conversation matters and will factor into the points you earn. Please remember, if you only read one or two posting you will miss out on the entire 'conversation' that is occurring...thus the discussion board would be pointless. You **must** actively participate (post and read) for it to be an effective resource!

Each student must post their story and respond to at least one student by Saturday 11:59pm! If you do not post in the discussion board by the middle of the week (Saturday 11:59pm MST) you will automatically lose 5 points off of your total discussion score for that week (regardless of effort). Waiting until the last minute to participate negates the entire purpose. It also denies your fellow classmates the chance to discuss these important topics with you. **Please** be an active participant!

When you are ready to post your story, you will create a thread for that chapter. Please make sure you add the correct thread to the correct chapter! When you have found a student you wish to respond to (i.e., further the conversation), you must reply to their posting. Your discussion posting should enhance and further the discussion. **Do not** post simplistic responses such as "I agree", "good point", or "I don't know" for this type of response will not earn you credit.

Discussion topics will be active for **one full week** (Wednesday 12:00pm – Wednesday 12:00pm MST). After that, the topic will be locked and points assessed. **Please** check the discussion area more than once a week so you can respond to those students responding to you.

**Tentative course outline:**

<b>Course Week</b>	<b>Lecture</b>	<b>Learning Objectives</b>
Week 1 (01/20/16 – 01/27/16)	Course Introduction <b>Lecture Scavenger Hunt</b> <b>(due 01/24)</b> <b>MyMedicalTerminologyLab homework</b> <b>(due 01/24)</b> <u>Chapter 1</u> – Intro to Medical Terminology <b>Chapter 1 homework</b>	<b>1, 2</b>
Week 2 (01/27/16 – 02/03/16)	<u>Chapter 2</u> – Body Organization <b>Chapter 2 homework</b>	<b>1</b>
Week 3 (02/03/16 – 02/10/16)	<u>Chapter 3</u> – Integumentary System <b>Chapter 3 homework</b>	<b>1, 3, 4</b>
Week 4 (02/10/16 – 02/17/16)	<u>Chapter 4</u> – Musculoskeletal System <b>Chapter 4 homework</b>	<b>1, 3, 4</b>
Week 5 (02/17/16 – 02/24/16)	<b>Lecture Exam 1 (Ch.1, 2, 3, 4)</b> <u>Chapter 5</u> – Cardiovascular System <b>Chapter 5 homework</b>	<b>1, 2, 3, 4</b>
Week 6 (02/24/16 – 03/02/16)	<u>Chapter 6</u> – Blood, Lymphatic, and Immune Systems <b>Chapter 6 homework</b>	<b>1, 3, 4</b>
Week 7 (03/02/16 – 03/09/16)	<u>Chapter 7</u> – Respiratory System <b>Chapter 7 homework</b>	<b>1, 3, 4</b>
Week 8 (03/09/16 – 03/23/16)	<b>Lecture Exam 2 (Ch.5, 6, 7)</b> <u>Chapter 8</u> – Digestive System <b>Chapter 8 homework</b>	<b>1, 3, 4</b>
Week 9 (03/23/16 – 03/30/16)	<u>Chapter 9</u> – Urinary System <b>Chapter 9 homework</b>	<b>1, 3, 4</b>
Week 10 (03/30/16 – 04/06/16)	<u>Chapter 10</u> – Reproductive System <b>Chapter 10 homework</b>	<b>1, 3, 4</b>
Week 11 (04/06/16 – 04/13/16)	<b>Lecture Exam 3 (Ch.8, 9, 10)</b> <u>Chapter 11</u> – Endocrine System <b>Chapter 11 homework</b>	<b>1, 3, 4</b>
Week 12 (04/13/16 – 04/20/16)	<u>Chapter 12</u> – Nervous System <b>Chapter 12 homework</b>	<b>1, 3, 4</b>

Week 13 (04/20/16 – 04/27/16)	<u>Chapter 14</u> – Special Topics <b>Chapter 14 homework</b>	<b>1, 5</b>
Week 14 (04/27/16 – 05/04/16)	<b>Lecture Exam 4 (Ch.11, 12, 14)</b>	<b>1, 3, 4, 5</b>
Week 15 (05/04/16 – 05/11/16)	<b>Cumulative Final (due 05/11/16 by 12:00pm)</b>	<b>1, 2, 3, 4, 5</b>

**Attendance:** Attendance in an online course should be approached the same as you would a face-to-face class. If this course was offered face-to-face it would meet (at a minimum) twice a week, thus you should log into Blackboard **at a minimum of TWO times per week**. Keep in mind that course work is done outside of lecture times, so you need to login throughout the week to complete all of the assigned activities! Plan to be an active participant in course discussions and communication.

**Attendance and participation are required to successfully complete this course!** It is not the instructor's responsibility to withdraw students. A "W" will be given if students drop after April 8th. It is the student's responsibility to follow UNM Valencia's policy for dropping or withdrawing from a course and to be aware that financial consequences may occur from these actions.

*\*\* Students who miss three discussion boards and/or assignments and/or assessments will be dropped from the course. Students who are registered in the class at the beginning of the semester but fail to submit by the first week will be dropped from the course \*\**

**Course Behavior:** As this is an online class, all classroom communication will be through the written word. With this in mind, please make sure you remain respectful and tolerant of others' opinions. Tone cannot be deciphered from writing. All opinions are valid in this classroom! **Diversity and open-mindedness are valued and expected!**

You may become discouraged with taking an online course, especially if this is your first one. I truly hope this does not happen! However, if it does please talk to me immediately.

**Response Time:** I will do my best to answer emails within 24 hours of receiving them. **I will not be available to students on the weekends (after 5:00pm on Friday through Sunday)**...those are the two days a week I take off.

After an assignment or assessment deadline has passed, I will begin grading. You can expect to have your graded assignments and assessments returned by the following week. **Please give me the full week to complete grading before you inquire about your grade!** If more than a week has passed, feel free to start asking questions about your grade.

**FERPA:** As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request

to restrict this is on file. Click [here](#) to learn more about student rights to privacy.

I cannot (by law) discuss any information about a student, their situation, or their progress with anyone *except* the student themselves. If you are taking this course with a spouse, sibling, or relative I cannot discuss anything with them except issues that pertain to them personally. Please do not ask someone else to contact me in regards to a situation you are experiencing. You must discuss your issues or personal situations with me yourself.

**Course Exceptions:** Exceptions to the rules in this course will only be made in emergency situations. Hopefully no one will experience an emergency situation this semester! However, sometimes it is out of your control. If you experience an emergency (i.e., a death in the immediate family or a hospitalization) you must inform me of the situation **within 48 hours**. You must provide **written documentation** (including dates and times) before arrangements will be made to complete any work missed during the emergency. Once the situation has been taken care of, you will have one week to complete and/or submit any missing assignments or assessments. If you fail to inform me of your situation, you will lose your opportunity to make up those lost points.

**Student Code of Conduct:** All students will abide by the academic integrity standards described in *The Pathfinder*, UNM's official student policies manual. **Please do your own work!** Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated. If you are caught cheating or plagiarizing, you will be given at least an 'F' for that assignment (and it may, depending on the severity of the case, lead to an 'F' for the entire course) and may be subject to appropriate disciplinary action.

For the complete Academic Integrity policy please refer to the [UNM Student Handbook](#). Instructors at UNM Valencia will not tolerate poor student behavior including plagiarism. Plagiarism is:

- Offering the work of another as one's own
- Offering the work of another without acknowledgment
- Failing to give credit for quotations or essentially identical expressions of material taken from books, encyclopedias, magazines, other reference works, term papers, reports or sources of any other individual

Punishment is at the discretion of the instructor and may range from a written warning to expulsion from the university.

**Equal Access:** If you have, or believe you have a disability, you may contact the **Equal Access Services Office at 505-925-8560** at the beginning of the semester to coordinate reasonable classroom accommodations, access to technology, or other academic assistance. Students must demonstrate that their need for academic adjustments are based on their permanent disability by providing Equal Access Services documentation from a bonafide medical or mental health professional or diagnostician. The documentation must be timely and on professional letterhead stationary, and must include specific diagnosis which describes the nature of the permanent disability, its functional limitations in an academic environment as well as other university settings, and specific recommendations for academic adjustments or accommodations. The document must be signed by the medical or mental health professional or diagnostician. Once documentation is presented to the Equal Access Services personnel, they will begin the process that leads to the timely provision of accommodations or academic adjustments for the student. All efforts will be made to accommodate these needs or to provide equipment necessary to accomplish the

requirements for this course. The letter of Accommodation should be presented to the instructor within the first two weeks of the semester. Discussions and documentation will be kept confidential.

Accessibility statements are available for [Blackboard](#) and [MyMedicalTerminologyLab](#).

**Course Completion:** Textbooks, supplies and/or equipment in good working order may be required to assist in successfully completing this course. Successful completion means that the final grade will satisfy the course requirements on the UNM Degree Plan. Grades of “F”, “I”, “U”, and “W” are not considered successful completion.

**Copyright:** This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are either linked to or are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download, or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

**Non-Confidentiality:** The UNM network and computer systems are the property of University of New Mexico and may be accessed only by authorized users. Unauthorized use of the network or computer systems is strictly prohibited and may be subject to criminal prosecution. The University may monitor any activity or communication on the system and retrieve any information stored within the system. By accessing and using the network and University owned computer systems, you are consenting to such monitoring and information retrieval for law enforcement and other purposes. Users should have no expectation of privacy as to any communication on the network or any information stored within the systems, including information stored locally on the hard drive or other media (e.g., floppy disks, PDAs and other hand-held peripherals, CD-ROMs, etc.). Use of the UNM network or computer systems by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.

*\*\* The instructor reserves the right to make additions, deletions, corrections, or other modifications to the lecture syllabus and schedule as deemed necessary. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes the course announcement and/or course mail. \*\**