UNM Valencia Campus
HLSC 1510 Syllabus

Course information: Health Career Health Science 111 Lecture Course

Semester: Fall
Year: 2026
Course #: HLSC 1510
Title: Medical Terminology
CRN#: 83587, Section 501
Credits: 3 credits

Instructor: Jennifer Escajeda, MPH

Office Hours: Due to the online nature of this course I do not have office hours per se. Feel free to contact me via Course Messages anytime.

Email: All course communication will occur through Canvas. If you do not receive a response within 72 hours please email me at jescajed@unm.edu

Course Description: The study and understanding of medical terminology as it relates to diseases, their causes and effects, and the terminology used in various medical specialties. This course includes word construction, spelling, comprehension, pronunciation, application and abbreviations.

Required Course Materials: Medical Terminology: A Living Language, 8th edition (Pearson ISBN 9780138030018)

Course Learning Objectives: By the end of this course, students will be able to:

1. Apply prefixes, suffixes, and combining forms to build medical terms.
2. Identify terms for body regions, planes, cavities and membranes.
3. Select medical terminology names, locations and functions of the major organs of the body systems.
4. Identify the medical terms associated with major disease processes and procedures.
5. Demonstrate correct medical linguistic skills.

Requisites: This course does not have any prerequisites.

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 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 must 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 .docx, .rft, or PDF 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, watch the guided lecture, take notes, and review the additional lecture materials in a timely manner. All assigned activities are based on a combination of three things: the textbook, guided lectures, and companion study site. 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. Your contributions must be original and engaging. The discussion forums are 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 discussions boards (each worth 10 points), chapter homework assignments (each worth 20 points), various medical terminology practice assignments (each worth 10 points), chapter quizzes (each worth 10 points), lecture 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). To learn more about grading options and descriptions, please review UNM Valencia's Grading Procedures.

Extra credit is not given at the individual level – it is only given at the class level. If, at some point during the semester, I decide to offer an extra credit opportunity I will post an announcement discussing the opportunity with everyone. Please do not ask for an individual extra credit opportunity, as it will not be granted.

12 points – Course introduction
100 points – Bi-weekly discussion boards (5 discussion boards @ 20 points each)
240 points – Chapter homework assignments (12 homework assignments @ 20 points each)
120 points –Weekly assignments/Reviews (12 assignment @ 10 points)
40 points – Chapter Quizzes (4 quizzes @ 10 points)
100 points – Exam 1 (Intro, Organization, Integumentary and Musculoskeletal Systems)
100 points – Exam 2 (Cardiovascular, Blood/Lymphatic, Respiratory, and Digestive Systems)
100 points – Exam 3 (Urinary, Reproductive, Endocrine, and Nervous Systems)
80 points – Final Assignment
200 points – Cumulative Final

1092 points – TOTAL

Due to the collaborative nature of the discussion boards and the study aspect of the homework assignments, late work is not accepted.

Assessments: There will be a total of three lecture exams (100 points each) and a cumulative final (200 points) in this class. Assessments may contain multiple choice, true/false, matching, labeling, fill-in-the-blank, and short answer questions regarding information discussed throughout the lecture material. All assessments will be taken online through Blackboard. You will have one opportunity to complete each lecture exam within the week they are assigned. Every student must take the cumulative final during its scheduled time – no exceptions.

Make sure you understand the concept of availability and duration (discussed in the Start Here learning module). Assessments will be available from Monday 5:00am to 11:59pm on Sunday MT. 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 twelve chapter homework assignments (20 points each) in this class. Our homework assignments will be completed using the online study tool Quizlet. This interactive study tool will allow you to review key terms, anatomical features, medical terms, and word parts in a variety of ways. The more you work with the study sets found in each homework assignment, the better prepared you will be for the assessments.

The information we will cover in each chapter has been broken down into “chunks” and these chunks make up a study set. Most homework assignments will consist of several study sets. You must interact and work with each study set within a homework assignment. To adequately prepare for the course activities and assessments you must work with the terms in each set.

The homework assignments will not be graded on a traditional grading scale. Your score will be based on the progress you make and the amount of time you spend studying.

Given the nature of our homework assignments, late assignments will not be accepted. However, you should work with the study sets throughout the semester. Remember, this study tool is designed to prepare you for the assessments.

There will be 12 weekly assignments in this class. The assignments will consist of a variety of different tools to help you memorize and understand the terms. You will find a detailed description of each activity in the weekly folders.

Late submissions of the weekly assignments will not be accepted. If you miss the due date for the assignment, you will receive a score of zero. It is your responsibility to ensure you give yourself enough time to complete and submit these assignments by the due dates.

Discussion Board: The discussion board is the only platform we have to interact and have a 'conversation' about the topics we are covering. Every other week we will have a discussion and you will create a patient-based medical story. Discussion participation will be assessed based on a grading rubric. It is imperative that you familiarize yourself with the rubric so that you understand the criteria and can participate in the discussions in a manner that meets the criteria.

The goal is to engage in ongoing and meaningful discussion based on the medical stories developed. Your initial patient-based story post should be relevant and make a meaningful connection with the medical terms we are currently learning. It is important to read each story carefully and post a thoughtful and substantive response that allows the story to be continued by other students throughout the week. Because these are academic reflections, it is also important to integrate your own experiences as you develop all your stories.

Initial patient-based stories are due by 11:59pm on Wednesdays and ongoing story-telling should occur between Thursday – Sunday midnight. To receive full points for interaction, your story additions should span the above timeframe and at minimum occur on at least three different days during that timeframe.

Do not wait until the last day to engage in the discussion. At that point, it is too late to engage in meaningful dialogue, as we will be transitioning into the next week's activities. Any student who posts all their story additions on the same day or the last day of the discussion board will not receive credit for any aspect of their story additions. Logging in once each day and spending about 10-15 minutes reviewing and responding to posts should meet the requirement for ongoing discussion, if your responses are substantive, thoughtful and you provide storylines that illicit further discussion.

Recommended Discussion Board Participation Schedule

Day	Activity
Monday	Review both assigned textbook chapters, especially the "Terminology" section of each chapter.
Wednesday	Write and post your initial story (by 11:59pm).
Friday	Log in to the discussion board to view your classmates' stories and reply to those that spark your interest, curiosity or thinking. You do not need to respond to every story, but you should read them all to get a sense of how the medical terms we're learning can be used to convey medical information about a patient. You should respond to as many of your classmates as possible – the more you engage in dialogue, the more you will learn.
Saturday – Sunday	Log in to the discussion board and read any unread posts. Continue to engage in ongoing dialogue with your classmates.

In the online environment, a culture of collaboration and meaningful interaction are especially important. Your presence and engagement are essential. For example, in discussions, you play a critical role in not only sharing your own thoughts, ideas and learning, but also in contributing to the learning of your classmates through questioning in ways that illicit further discussion and stimulate critical thinking and reflection. A critical aspect of the learning process is identifying our assumptions and misconceptions about the content and understanding how to apply this knowledge to our everyday lives. If your thinking is not challenged, you are not fully learning.

When you are ready to post your initial patient-based story, you will create a thread. When you have found a student you wish to respond to (i.e., further their story), you must reply to their posting. Your story contributions should enhance and further the discussion. Make sure you post your story additions in the correct order! If two other students have added a story addition, your addition would be third in line and should be added to the last piece (NOT the original story thread).

Discussion boards will be active from Monday 5:00am to 11:59pm on Sunday MT. After that, the discussion board will be locked and points assessed. I will read all initial patient-based stories and story additions. Each week I will participate in the discussion board as a "regular student". All students will receive specific feedback from me regarding their weekly discussion board participation via the gradebook.

Medical Terms: Each patient-based story and story addition will contain several medical terms from each chapter we are covering in that period. You should begin working on your stories the week before they are due to ensure you post quality stories. If you are unsure of how to properly use a medical term or if your story meets the criteria, I encourage you to reach out to me. I do not recommend waiting until the last minute to write your story or ask for help.

Tentative Course Outline:

Course Week	Course Topic	Course Learning Objectives
Week 1 (08/17/26 – 08/23/26)	Course Introduction **Participation Agreement** **Scavenger Hunt** **Introduction**	
Week 2 (08/24/26 – 08/30/26)	Chapter 1 – Intro to Medical Terminology **Chapter 1 Homework** **Chapter 1 Quiz** **Discussion Chapter 1**	1, 6
Week 3 (08/31/26 – 09/06/26)	Chapter 2 – Body Organization **Chapter 2 Homework** **Chapter 2 Review**	1, 2, 3, 4, 5
Week 4 (09/07/26 – 09/13/26)	Chapter 3 – Integumentary System **Chapter 3 Homework** **Chapter 3 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 5 (09/14/26 – 09/20/26)	Chapter 4 – Musculoskeletal System **Chapter 4 Homework** **Ch.1-4 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 6 (09/21/26 – 09/27/26)	**Lecture Exam 1 (Ch.1, 2, 3, 4)** Chapter 5 – Cardiovascular System **Chapter 5 Homework** **Weekly Assignment**	1, 2, 3, 4, 5, 6
Week 7 (09/28/26 – 10/04/26)	Chapter 6 – Blood, Lymphatic, and Immune Systems **Chapter 6 Homework** **Ch.5/6 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 8 (10/05/26 – 10/11/26)	Chapter 7 – Respiratory System **Chapter 7 Homework** **Weekly Assignment** **Medical Record Analysis**	1, 2, 3, 4, 5

Week 9 (10/12/26 – 10/18/26)	Chapter 8 – Digestive System **Chapter 8 Homework** **Chapter 8 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 10 (10/19/26– 10/25/26)	**Lecture Exam 2 (Ch.5, 6, 7, 8)** Chapter 9 – Urinary System **Chapter 9 Homework** **Weekly Assignment**	1, 2, 3, 4, 5
Week 12 10/26/26– 11/01/26)	Chapter 10 – Reproductive System **Chapter 10 Homework** **Ch. 7-10 Discussion Board** **Chapter 10 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 13 (11/02/26 – 11/08/26)	Chapter 11 – Endocrine System **Chapter 11 Homework** **Weekly Assignment**	1, 2, 3, 4, 5
Week 14 (11/09/26 – 11/15/26)	Chapter 12 – Nervous System and Mental Health **Chapter 12 Homework** **Ch. 11/12 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 15 (11/16/26 – 11/22/26)	**Lecture Exam 3 (Ch.9, 10, 11, 12)**	1, 2, 3, 4, 5
Week 16 (11/23/26 – 11/29/26	**Final Assignment**	1, 2, 3, 5
Final Week (11/30/26 – 12/06/26)	**Cumulative Final (due 12/6/26 by 11:59pm)**	1, 2, 3, 4, 5, 6

Attendance: Attendance in an online course should be approached the same as you would a face-to-face course. 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 log in throughout the week to complete all the assigned activities. Plan to be an active participant in course discussions and communication.

Attendance and participation are required to successfully complete this course. The instructor is not responsible for withdrawing students. A "W" will not be given as a final grade. The student is responsible for following UNM Valencia's policy for dropping or withdrawing from a course – be aware that financial consequences may occur from these actions.

Students who miss two discussion boards and/or assignments/assessments will be dropped from the course. And any student registered for the course when the semester begins who fails to submit all the Course Introduction activities by the end of the first week will be dropped from the course.

Course Behavior: As this is an online class, most classroom communication will be through the written word. 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.

Any behavior, action, or event that interferes with learning, either in an online or face-to-face environment, will not be tolerated. Disruptive behavior in an online class includes, but is not limited to verbal abuse, cyberstalking, or posting inappropriate material. The instructor is the sole judge of what is appropriate in his/her class. Individuals adversely affecting the learning or teaching process may be removed from the class, and if the infraction is severe, from the University.

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. Once you send me an email regarding an issue and/or question, please give me the allotted 24 hours to respond before you send the same email for a second or third time. My response time slows dramatically when I must read through multiple emails regarding the same issue and/or question. I will not be available on the weekends (after 4:00pm on Friday through Sunday).

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.

Course Exceptions: Exceptions in this course will only be made in emergency situations. Hopefully no one will experience an emergency 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.

Code of Conduct: Every student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonestly in course work may receive a reduced or failing grade for the work in question and/or for the course.

Academic dishonesty includes, but is not limited to, dishonesty on quizzes, tests, or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records. For the complete Code of Conduct policy, please refer to the UNM Student Catalog.

Grading Scale

Final grades will be based on the sum of all possible course points as noted above. Percentage of available points.

Grade	Percentage	Grade	Percentage
A+	97-100.0%	C+	77-79%
A	93-96%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
		F	BELOW 59%

UNM POLICIES

Title IX: Gender Discrimination

To meet obligations under Title IX, UNM faculty, Teaching Assistants. and Graduate Assistants are considered "responsible employees." This designation requires that any report of gender discrimination, which includes sexual harassment, sexual misconduct, and sexual violence, made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office Compliance, Ethics and Equal Opportunity (ceeo.unm.edu). For more information on the campus policy regarding sexual misconduct and reporting, see the UNM Title IX webpage.

COPYRIGHT ISSUES

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.

The UNM Copyright Guide has additional helpful information on this topic.

Accessibility

The American 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 accommodations of their disabilities. If you have a disability requiring accommodation, please contact the UNM Accessibility Resource Center in 2021 Mesa Vista Hall at 505-277-3506. Information about your disability is confidential.

- Canvas Accessibility Agreement
- Microsoft's Accessibility statement

Academic Misconduct

You should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

Drop Policy:

UNM Policies: This course falls under all UNM policies for last day to drop courses, etc. Please see or the UNM Course Catalog for information on UNM services and policies. Please see the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Academic Misconduct

You should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct which outline academic misconduct defined as plagiarism, cheating, fabrication, or facilitating any such act.

AI Use:

As technology continues to evolve, the use of Artificial Intelligence (AI) in academic settings has become increasingly common. Therefore, it is important to establish guidelines and expectations to ensure that the use of AI such as ChatGPT is both ethical and effective.

Guidelines:

Use AI such as ChatGPT as a tool, not a substitute: The use of AI is meant to be an aid in completing assignments, not a substitute for critical thinking or original work. To do so risks violating our academic integrity policies and may result in consequences aligned with our academic misconduct policies Students who use AI such as ChatGPT are expected to use it to supplement their own knowledge and ideas, not to provide complete answers to assignments.

Acknowledge the use of AI: If using ChatGPT or any other AI tool, students must clearly acknowledge their use of this tool. it must be cited as an outside source and you must include a paragraph that explains what you used the AI for and what prompt(s) you used to get your results. This paragraph must be written by you, not the AI!

Ensure accuracy: AI is a powerful tool, but it is not infallible. Students are responsible for ensuring the accuracy of any information or responses generated by AI. You will likely need to refine your prompt in order to obtain a good outcome. Assume numbers and facts are wrong unless you have checked with yourself through a valid source. You will be responsible for any errors or omissions

Avoid plagiarism: Using AI to generate content that is identical or substantially similar to another source without proper attribution constitutes plagiarism. Students must ensure that any material generated by AI is properly cited, and that any paraphrasing is done in accordance with academic standards.

Follow the course objectives: Students who use AI must do so in a manner that is consistent with the course objectives. Assignments should be completed in a way that demonstrates an understanding of the course content and learning objectives, with ChatGPT serving as a tool to aid in that process, not as the main mechanism for completing the assignment.

As always, our academic policies still apply. Your work must be your own and you should adhere to UNM's Code of Professional and Ethical Conduct in everything you do.

When in doubt, please reach out to me for clarification.

UNM RESOURCES

CAPS Tutoring Services
CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, chatting with or asking a question of a Tutor.

UNM Libraries
UNM provides many library services for distance students.

Student Health & Counseling (SHAC) Online Services
SHAC provides quality health and counseling services to all UNM students to foster student success.

Military Students

There are resources on campus designed to help you succeed. You can approach any faculty or staff for help with any issues you may encounter. Many faculty and staff have completed the GREEN ZONE training to learn about the unique challenges facing military-connected students. If you feel that you need help beyond what faculty and/or staff can give you, please reach out to the Veterans Resource Center on campus at 505-277-3181, by email at vrc@unm.edu, or go to the Veterans Resource Center website.
UNM Financial Aid Office: For financial aid info, go to the Financial Aid website.