UNM Valencia Campus
HCHS 111 Syllabus

Course information: Health Career Health Science 111 Lecture Course

Semester: Summer
Course #: HCHS 111
CRN#: 31490, Section 501

Year: 2026
Title: Medical Terminology
Credits: 3 credits

Instructor: Jennifer Escajeda, MPH

Office Hours: I will be available for office hours every Monday from 9-10 virtually. If you need to meet at a time outside of these hours, please email me so we can arrange it.

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

Required Course Materials: Medical Terminology: A Living Language, 7th edition (Pearson ISBN 9780134701202)

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

1. Develop a vocabulary of medical terms by combining prefixes, suffixes, root words, and plurals.
2. Analyze, define, spell, and pronounce common medical terms.
3. Convert common medical abbreviations to the correct medical terms.
4. Describe the function and anatomy of each body system.
5. Explain information (in verbal and written forms) using medical terms for anatomy, common pathologies, diagnostic procedures, and therapeutic procedures.
6. Summarize confidentiality, HIPAA, medical record components, healthcare settings, and pharmacology.

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 (06/01/26 – 06/07/26)	Course Introduction **Participation Agreement** **Scavenger Hunt** **Introduction**	
Week 1 (06/01/26 – 06/07/26	Chapter 1 – Intro to Medical Terminology **Chapter 1 Homework** **Chapter 1 Quiz** **Discussion Chapter 1**	1, 6
Week 2 (06/8/26 – 06/14/26)	Chapter 2 – Body Organization **Chapter 2 Homework** **Chapter 2 Review**	1, 2, 3, 4, 5
Week 2 (06/8/26 – 06/14/26)	Chapter 3 – Integumentary System **Chapter 3 Homework** **Chapter 3 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 3 (06/15/26 – 06/21/26)	Chapter 4 – Musculoskeletal System **Chapter 4 Homework** **Ch.1-4 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 3 (06/15/26 – 06/21/26)	**Lecture Exam 1 (Ch.1, 2, 3, 4)** Chapter 5 – Cardiovascular System **Chapter 5 Homework** **Weekly Assignment**	1, 2, 3, 4, 5, 6
Week 4 (06/22/26 – 06/28/26)	Chapter 6 – Blood, Lymphatic, and Immune Systems **Chapter 6 Homework** **Ch.5/6 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 4 (06/22/26 – 06/28/26)	Chapter 7 – Respiratory System **Chapter 7 Homework** **Weekly Assignment** **Medical Record Analysis**	1, 2, 3, 4, 5

Week 5 (06/29/26 – 07/05/26)	Chapter 8 – Digestive System **Chapter 8 Homework** **Chapter 8 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 5 (06/29/26 – 07/05/26)	**Lecture Exam 2 (Ch.5, 6, 7, 8)** Chapter 9 – Urinary System **Chapter 9 Homework** **Weekly Assignment**	1, 2, 3, 4, 5
Week 6 (07/06/26– 07/12/26)	Chapter 10 – Reproductive System **Chapter 10 Homework** **Ch. 7-10 Discussion Board** **Chapter 10 Quiz** **Weekly Assignment**	1, 2, 3, 4, 5
Week 6 (07/06/26– 07/12/26	Chapter 11 – Endocrine System **Chapter 11 Homework** **Weekly Assignment**	1, 2, 3, 4, 5
Week 7 (07/13/26– 07/19/26)	Chapter 12 – Nervous System and Mental Health **Chapter 12 Homework** **Ch. 11/12 Discussion Board** **Weekly Assignment**	1, 2, 3, 4, 5
Week 7 (07/13/26 – 07/19/26	**Lecture Exam 3 (Ch.9, 10, 11, 12)**	1, 2, 3, 4, 5
Week 8 (07/20/26 – 07/26/26	**Final Assignment**	1, 2, 3, 5
Final Week (07/20/26– 07/26/26	**Cumulative Final (due 7/26/26 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.

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. You can read UNM's Privacy Rights to learn more about student rights to privacy.

In this course, we may be working with third party applications online (i.e., wikis, blogs, and other Web 2.0 applications). The different proprietors of these sites may or may not have privacy guarantees and the FERPA policy at UNM does not apply to these sites. It will be your responsibly to read the privacy documentation for each site. Please visit the Technology Support section for this information.

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 regarding a situation you are experiencing. You must discuss your issues or personal situation with me yourself.

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.

Equal Access: If you have, or believe you have a disability, you may contact the Equal Access Services Office 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 or other accommodations 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 stationery 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.

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: The unauthorized distribution of copyrighted material, including through peer-to-peer file sharing, may subject a student to criminal and civil penalties. The laws that govern copyright are not specific to any one technology. Students can violate the rights of a copyright holder using many different types of technology. Both uploading and downloading of files can pose a violation of the copyright law. Students should be cautious when obtaining any copyrighted material. As a rule of thumb, before a student receives anything for free, they should research whether that source provides material licensed by the copyright owner. A group called EDUCAUSE has a list of legal file sharing alternatives.

Individuals who violate copyright law by illegally uploading and downloading copyrighted files may be subject to civil penalties of between $750 and $150,000 per song. These penalties are established by federal law. In the past, pre-litigation settlements offered by copyright owners have been in the $3,000 to $4,000 and up range while juries in some jurisdictions have issued verdicts of hundreds of thousands and up. In addition, a court may, in its discretion, grant the copyright owner reasonable attorney fees. Although criminal prosecution of students for file sharing is extremely rare, federal law lays out criminal penalties for intentional copyright infringement which can include fines and jail time. In addition to potentially violating the law, unauthorized distribution or receipt of copyrighted material is a violation of University Business Policies and Procedures Manual 2500. That policy states that: "Users shall respect all copyrights including software copyrights…Use of University computing services in violation of applicable

laws or University policy may result in sanctions, including withdrawal of use privilege; disciplinary action, up to and including, expulsion from the University or discharge from a position; and legal prosecution under applicable federal and/or state law".

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.

Title IX: UNM is committed to fostering a safe, productive learning environment and we comply with all aspects related to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106. Title IX prohibits sex discrimination to include sexual misconduct defined as harassment, domestic and dating violence, sexual assault, and stalking. Incidents of harassment or assault must be reported to the Office of Equal Opportunity and the Title IX Coordinator at 505-925-8560. For more information, please review UNM's Campus Policy regarding sexual misconduct.

Confidentiality and Mandatory Reporting: As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on UNM's campus with the Title IX Coordinator and/or the UNM Police. Students may speak to someone confidentially by contacting UNM-Valencia Campus Police Department at 505-925-8570.

*** 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. ***