Biology 2300 – Medical Terminology

**Instructor:** Dr. Robert Wiggers, Dept. Biology
**Office:** Room 204 Miller Science Building, 468-2147, rwiggers@sfasu.edu
**Office Hours:** MTWR; 9 – 10:30 am (all office hours accessible via ZOOM); by appointment via ZOOM
**Class Time & Place:** Online, asynchronous
**Text:** Building A Medical Terminology Foundation. An OER resource available on D2L.

**Course Description:** Three semester hours, three hours lecture per week. Covers the specialized medical terms used in the health care professions, providing explanations of terms, clinical procedures and abbreviations.

**Pre-requisites:** BIOL 1306, 1106 AND EITHER BIOL 2371 OR BIOL 2361

**Credit Hour Justification.** BIOL 2300 "Medical Terminology" (3 credits lecture) spans 15 weeks in a fully online mode. Students are required to complete assignments based on readings in the textbook and lecture material. Students are required to complete interactive assignments within the OER textbook. Students must complete periodic quizzes and exams over the course content, plus a final exam. Successful completion of all elements for the course requires at least 12 - 15 hours student work each week.

**Program Learning Outcomes:** PLO #1 “Knowledge”

**Student Learning Outcomes:**

- **SLO – 1:** An understanding of the basic morphology of medical terms and the rules that govern their construction (PLO #1)
- **SLO – 2:** A basic understanding of human anatomy & physiology (PLO #1)
- **SLO – 3:** A basic understanding of the medical terms used to describe fundamental human anatomy and physiology (PLO #1)
- **SLO – 4:** Ability to read medical literature and recognize / understand the terminology presented within this literature (PLO#1).

**Course Requirements:** Students will be required to complete 4 exams by the stipulated dates. Also required are 14 writing assignments based upon the content modules, readings in the text, and outside research.

**What you need for this course:**

- **Access to D2L:** It is here that you will find the course units, content modules, and exams.

- **The required text:** Building A Medical Terminology Foundation. This book is an OER resource (free) and links are available on D2L.

- **Technology Requirement:** As you have elected to enroll in an online course, it is your responsibility to acquire a consistent, stable, dependable computer and internet connection with which to complete the assignments for the course by the deadlines indicated on the Semester Calendar. It is not the responsibility of the instructor to provide additional time for assignments or exams or an alternative means of completing the course due to technological issues on your part. Just as it is your responsibility to acquire and maintain adequate transportation to attend a face-to-face course, it is your responsibility to secure the technological means to participate in and complete this course. If you are having technical issues with D2L, please call the student help line at 936-468-1919 or e-mail at d2l@sfasu.edu; live support is available from 8 am CST to 5 pm CST, Monday through Friday. For general technical issues, you may call the Technical Help Desk at 936-468-4357; they are available M – F from 8 am to 5 pm.
The Topic List below indicates the order in which topics will be assigned and the associated text chapter.

<table>
<thead>
<tr>
<th>D2L Content Module</th>
<th>Book Chapters</th>
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</thead>
<tbody>
<tr>
<td>Content Module 1: The Rules of Word Building</td>
<td>1 - 4</td>
</tr>
<tr>
<td>Content Module 2: Medical Language Within The Context Of Anatomy &amp; Physiology</td>
<td>5</td>
</tr>
<tr>
<td>Content Module 3: The Integumentary System</td>
<td>6</td>
</tr>
<tr>
<td>Content Module 4: The Respiratory System</td>
<td>7</td>
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</tbody>
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**EXAM 1: Modules 1 – 4; Text Chapters 1 - 7**

<table>
<thead>
<tr>
<th>Content Module</th>
<th>Book Chapters</th>
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<tbody>
<tr>
<td>Content Module 5: The Urinary System</td>
<td>8</td>
</tr>
<tr>
<td>Content Module 6: The Male Reproductive System</td>
<td>9</td>
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<tr>
<td>Content Module 7: The Female Reproductive System</td>
<td>10</td>
</tr>
<tr>
<td>Content Module 8: Obstetrics</td>
<td>11</td>
</tr>
</tbody>
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**EXAM 2: Modules 5 – 8; Text Chapters 8 - 11**

<table>
<thead>
<tr>
<th>Content Module</th>
<th>Book Chapters</th>
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<tbody>
<tr>
<td>Content Module 9: The Cardiovascular System – Heart, Blood Vessels, And Blood</td>
<td>12, 13</td>
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<tr>
<td>Content Module 10: The Lymphatic And Immune System</td>
<td>14</td>
</tr>
<tr>
<td>Content Module 11: The Digestive System</td>
<td>15</td>
</tr>
<tr>
<td>Content Module 12: The Musculoskeletal System</td>
<td>16, 17</td>
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</tbody>
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**EXAM 3: Modules 9 – 12; Text Chapters 12-17**

<table>
<thead>
<tr>
<th>Content Module</th>
<th>Book Chapters</th>
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</thead>
<tbody>
<tr>
<td>Content Module 13: Sensory And Nervous Systems</td>
<td>18, 19</td>
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<tr>
<td>Content Module 14: The Endocrine System</td>
<td>20</td>
</tr>
<tr>
<td>Content Module 15: Cancer</td>
<td>NA</td>
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</tbody>
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**EXAM 4: Modules 13 – 15; Text Chapters 18 - 20**

There is a detailed course calendar, by semester week, beginning on the next page. NOTE THAT ALL TIMES ARE CENTRAL TIME.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>MODULE</th>
<th>ASSIGNMENTS (All times are Central Time)</th>
</tr>
</thead>
</table>
| Week of August 23 | **Getting Started Module**  
Module 1: The Rules Of Word Building | • Read Getting Started module  
• Read content module 1; text chapters 1 - 4 |
| Week of August 30 | **Module 2: Medical Language**  
Within The Context Of Anatomy & Physiology | • Continue studying content module 1 and chapters 1 -4.  
• Begin reading content module 2 and text chapter 5.  
• Begin writing assignment for content module 2 (DUE SEPT. 3 BY 5 PM). |
| Week of Sept. 6 | **Module 3: The Integumentary System** | • Continue studying content modules 1 & 2, text chapters 1 – 5.  
• Begin reading content module 3 and text chapter 6.  
• Begin writing assignment for content module 3 (DUE SEPT. 10 BY 5 PM) |
| Week of Sept. 13 | **Module 4: The Respiratory System** | • Continue studying content modules 1 – 3; text chapters 1 – 6.  
• Begin reading content module 4 and text chapter 7.  
• Begin writing assignment for content module 4 (DUE SEPT. 17 BY 5 PM)  
• Prepare For Exam 1; it will open at 12:01 am, Sept. 20 and is due by 10 pm on the same day. |
| Week of Sept. 20 | **EXAM 1: OPENS AT 12:01 AM, SEPT. 20 AND MUST BE COMPLETED BY 10 PM ON THE SAME DAY. NO EXTENSIONS.**  
Module 5: Urinary System | • Exam 1: Covers modules 1-4 and all associated readings in the text. Opens at 12:01 am Sept. 20 and closes at 10:00 pm same day.  
• Begin reading content module 5 and text chapter 8.  
• Begin writing assignment for content module 5 (DUE SEPT. 24 BY 5 PM) |
| Week of Sept. 27 | **Module 6: Male Reproductive System** | • Continue reading content module 5 and text chapter 8  
• Begin reading content module 6 and text chapter 9  
• Begin writing assignment for content module 6 (DUE BY 5 PM OCT. 1) |
| Week of Oct. 4 | **Module 7:** Female Reproductive System | • Continue reading content modules 5 & 6; text chapters 8 & 9.  
• Begin reading content module 7 and text chapter 10  
• Begin writing assignment for content module 7 (DUE BY 5 PM OCT. 8) |
|----------------|------------------------------------------|------------------------------------------------------------------|
| Week of Oct. 11 | **Module 8:** Obstetrics | • Continue reading content modules 5 - 7; text chapters 8 - 10.  
• Begin reading content module 8 and text chapter 11  
• Begin writing assignment for content module 8 (DUE BY 5 PM OCT. 15)  
• Prepare for Exam 2; it will open at 12:01 am, Oct. 18 and is due by 10 pm on the same day |
| Week of Oct. 18 | **EXAM 2: OPENS AT 12:01 AM, OCT. 18 AND MUST BE COMPLETED BY 10 PM ON THE SAME DAY. NO EXTENSIONS.**  
**Module 9:** Cardiovascular System – Heart, Blood Vessels, And Blood | • **Exam 2:** Covers modules 5-8 and all associated readings in the text. Opens at 12:01 am Oct. 18 and closes at 10:00 pm on the same  
• Begin reading content module 9 and text chapters 12 & 13  
• Begin writing assignment for content module 9 (DUE BY 5 PM OCT. 22) |
| Week of Oct. 25 | **Module 10:** Lymphatic And Immune Systems | • Continue studying content module 9 and text chapters 12 & 13  
• Begin content module 10 and text chapter 14  
• Begin writing assignment for content module 10 (DUE BY 5 PM OCT. 29) |
| Week of Nov. 1 | **Module 11:** Digestive System | • Continue studying content modules 9 & 10; text chapters 12 – 14.  
• Begin content module 11 and text chapter 15  
• Begin writing assignment for content module 11 (DUE BY 5 PM NOV. 5) |
| Week of Nov. 8 | **Module 12:** Musculoskeletal System | • Continue studying content modules 9 – 11; text chapters 12 – 15.  
• Begin content module 12 and text chapters 16 – 17  
• Begin writing assignment for content module 12 (DUE BY 5 PM NOV. 12)  
• Prepare for Exam 3; it will open at 12:01 am, Nov. 15 and is due by 10 pm on the same day |
|---|---|---|
| Week of Nov. 15 | **Exam 3:** OPENS AT 12:01 AM, NOV. 15 AND MUST BE COMPLETED BY 10 PM ON THE SAME DAY. NO EXTENSIONS.  
**Module 13:** Sensory And Nervous Systems | • **Exam 3:** covers content modules 9 – 12 and all associated readings in the text. It opens at 12:01 am, Nov. 15 and is due by 10 pm same day.  
• Begin reading content module 13 and text chapters 18 & 19  
• Begin writing assignment for content module 13 (DUE BY 5 PM NOV. 19) |
| Week of Nov. 22 | **THANKSGIVING BREAK – NOTHING NEW OPENS** | • Enjoy Thanksgiving. Study if necessary. |
| Week of Nov. 29 | **Module 14:** Endocrine System  
**Module 15:** Cancer | • Continue studying content module 13; text chapters 18 & 19.  
• Begin content modules 14 & 15; text chapter 20 (no text chapter for content module 15)  
• Begin writing assignment for content modules 14 & 15 (BOTH ARE DUE BY 5 PM DEC. 3)  
• Prepare for Exam 4; it will open at 12:01 am WEDNESDAY, DEC. 8 AND IS DUE BY 5 PM ON THE SAME DAY. NOTE CHANGED TIME FRAME TO ACCOMMODATE FINALS WEEK. |
| Week of Dec. 6 | **NO MODULES**  
**Exam 4:** NOTE CHANGED TIME FRAME TO ACCOMMODATE FINALS WEEK. | • **Exam 4:** Covers modules 13 – 15 and all associated readings in the text.  
Opens at 12:01 am WEDNESDAY, DEC. 8 and closes at 5:00 pm on the same day |
**Determination of Bio 2300 Grade**

**Exams.** Exam dates and topics are listed in both the semester calendar AND the syllabus. Each exam is worth 100 points and will consist of multiple choice, short answer, T/F, labeling, or multi-select type questions. As this course involves medical terminology, where even seemingly small misspellings can have significant implications for word meaning, SPELLING COUNTS. **You will not receive credit for an answer unless spelled correctly.** Exam 4, while administered during the scheduled final exam time slot, is not comprehensive.

**Writing Assignments.** Each module (with the exception of “Getting Started” and module 1 “The Rules Of Word Building”) will have an assignment that requires you to write. Out of 14 total writing assignments, I will grade SEVEN RANDOMLY SELECTED ASSIGNMENTS — they may not be the same for each student. Each of these assignments is worth 30 points for a total of 210 points. Only two file formats are acceptable: ".docx" or ".pdf". If you submit any other file type it will not be graded. Don’t wait till the last minute to submit an assignment. Submit early to allow for re-submission.

In total, there are 640 points available in BIOL 2300 – 400 from exams (4 exams @ 100 points each) and 240 points from the writing assignments. Your grade will be determined by the percentage of 670 points you earn:

\[
\text{Biology 2300 grade} = \frac{\text{Exam scores} + \text{Writing assignment total}}{610} \times 100\%
\]

Letter grades will be assigned on the following basis:

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade assigned as Common Grade</th>
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</thead>
<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59%</td>
<td>F</td>
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**Expectations for Students in BIO 2300 online**

1. **Technical Preparation:** The technical nature of the course demands preparation on your part. Students should submit all assignments early enough to account for technical difficulties. In the event of a technical catastrophe (e.g. the university’s main fiber optic line gets severed, a hurricane floods telecommunications hubs in Houston, the D2L server goes down, etc.—all of these things have happened), please do not inundate the Biology Department with phone calls. I will communicate with the class as soon as is technically possible.

2. **This course is not self-paced.** It is your responsibility to read and analyze the information in each module, participate in the module activity, and complete any pertinent assignments by the due date(s). This course demands a high degree of student involvement. You are not sitting in a lecture hall listening to me three hours each week. Instead, you must discipline yourself to **(a)** devote the time you normally would spend in the classroom to being logged in to this online class and digesting the week's material, and **(b)** study a respectable amount in addition to the “in-class” time. Most universities recommend that for every hour a student spends learning in the classroom, he/she spend three hours studying outside of class. Thus, as this is a three-hour course, you should expect to spend roughly nine hours a week reading, analyzing, synthesizing, studying, and completing assignments. Online learning is far more active than traditional lectures and requires much more self-discipline.

3. **You should be logging onto D2L on a regular basis.** In addition to the detailed course calendar, all course materials are accessible through D2L

4. **Due dates are firm.** Once an exam is closed, it will not be re-opened. See the “Class Attendance” policy later in this syllabus below guidance on when make-up work is allowed and how to seek a make-up date.
Class Attendance

You can find SFA’s official policy regarding absences here. Below is a relevant excerpt:

“At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory.”

The pertinent applications in BIOL 2300 are:

- **YOU MISS AN EXAM DUE TO ONE OF THE ABOVE - DESCRIBED CIRCUMSTANCES:**
  - Within 24 hours of a missed exam, you must notify me. I will ask for documentation to validate your absence. This may include a note indicating you visited a medical facility, a letter from a family member indicating a family emergency, etc.
  - Unless such documentation can be provided, no make-up exam will be allowed.
  - When a make-up exam is warranted, it will be made available AT THE INSTRUCTORS EARLIEST CONVENIENCE. You will have a 24 hour window in which to complete the make-up exam.

- **Writing Assignments are open almost (5) days before being due (Monday at midnight till Friday @ 5 pm).**
  - If you know you are going to be absent on a due date for a University sponsored outing, TURN IN THE ASSIGNMENT EARLY.
  - Being ill on the day an assignment is due IS NOT AN EXCUSED ABSENCE, as you had a number of days to complete the assignment. Don’t wait till the last minute to turn in assignments. Submit early to allow for resubmission in case of technical / hardware / internet issues.
  - DUE DATES ARE FIRM AND WON’T, EXCEPT IN THE CASE OF A NATURAL DISASTER OR SCHOOL CLOSING, BE EXTENDED.

E-mail Policy:

I will be periodically communicating with you via e-mail. I use your D2L accounts & addresses for this purpose. It is your responsibility to check your e-mail regularly and, if you have your D2L account forwarded to some secondary account, to be certain this is not full and can receive messages (the University policy regarding e-mail can be read here). I check my e-mail once a day between 8 and 8:30 am when I arrive at my desk. I will answer e-mails as quickly as is feasible. E-mail should be considered a form professional communication; as such, all e-mail messages should contain proper spelling and grammar. If I can’t figure out what you are asking, I can’t help you (this happens more often than you might expect). I do not check e-mail in the evenings or weekends.

Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, see the disability services web page.

Academic Integrity

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were
one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy.

**Withheld Grades**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C. Please read the complete policy.

**Acceptable Student Behavior**

Behavior should not interfere with the instructor’s ability to conduct the class (online or face to face) or the ability of other students to learn from the instructional program (see the Student Conduct Code). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may have their access restricted or suspended and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate / inappropriate in an instructional program. Students who do not log on to D2L regularly or who perform poorly on class projects / exams may be referred to the Early Alert Program. This program provides recommendations for resources or other assistance that is available to help SFA students succeed.

**Student Mental Health**

SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
SFASU Counseling Services  
www.sfasu.edu/counselingservices  
3rd Floor Rusk Building  
936-468-2401

SFASU Human Services Counseling Clinic  
www.sfasu.edu/humanservices/139.asp  
Human Services Room 202  
936-468-1041

**Crisis Resources:**
Burke 24-hour crisis line 1(800) 392-8343  
Suicide Prevention Lifeline 1(800) 273-TALK (8255)  
Crisis Text Line: Text HELLO to 741-741