**Biology 2300 – Medical Terminology**

**Instructor:** Dr. Robert Wiggers, Dept. Biology  
**Office:** Room 204 Miller Science Building, 468-2147, rwiggers@sfasu.edu  
**Office Hours:** MTWR 10:30 am -12: pm; by appointment via ZOOM  
**Class Time & Place:** Online, asynchronous; NO LIVESTREAM OR FACE TO FACE MEETINGS  
**Text:** “Medical Terminology For Health Care Professionals” 10th ed. By Jane Rice with access to MyLab/Mastering access. ISBN 9780135745281

**Course Description:** This course covers the specialized medical terms used in the health care professions, providing explanations of terms, clinical procedures, and abbreviations. Credits: (3).

**Pre-requisites:** BIOL 1306, 1106 or BIOL 2301 and 2101

**Credit Hour Justification.** BIOL 2300 “Medical Terminology” (3 credits lecture) spans 15 weeks as a fully online, asynchronous experience. Students must complete periodic exams over the course content that highlight various aspects of medical terminology. Successful completion of all elements for the course requires at least 12 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 8 exams by the stipulated dates. MyLab / Mastering assignments are not REQUIRED but do provide useful practice using medical terminology – completing them will enable better performance on the exams.

**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:** “Medical Terminology For Health Care Professionals” 10th ed. By Jane Rice with access to MyLab/Mastering access. ISBN 9780135745281. This ISBN includes e-text AND access to the publisher supported MyLab/Mastering website.

- **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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<tbody>
<tr>
<td>Module 1: Introduction to Medical Terminology AND Suffixes and Prefixes</td>
<td>1 - 2</td>
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<tr>
<td><strong>EXAM 1: Module 1; Text Chapters 1 &amp; 2; September 8</strong></td>
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<tr>
<td>Module 2: Organization of the Body</td>
<td>3</td>
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<tr>
<td>Module 3: The Integumentary System</td>
<td>4</td>
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<td><strong>EXAM 2: Modules 2 &amp; 3; Text Chapters 3 &amp; 4; September 22</strong></td>
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<tr>
<td>Module 4: The Musculoskeletal System</td>
<td>5-6</td>
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<tr>
<td>Module 5: The Digestive System</td>
<td>7</td>
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<tr>
<td><strong>EXAM 3: Modules 4 &amp; 5; Text Chapters 5-7; October 6</strong></td>
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<tr>
<td>Module 6: The Cardiovascular System – Heart, Blood Vessels, And Blood</td>
<td>8</td>
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<tr>
<td>Module 7: Blood and Lymphatic System</td>
<td>9</td>
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<td><strong>EXAM 4: Modules 6 &amp; 7; Text Chapters 8 &amp; 9; October 20</strong></td>
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<tr>
<td>Module 8: The Respiratory System</td>
<td>10</td>
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<tr>
<td>Module 9: The Urinary System</td>
<td>11</td>
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<tr>
<td><strong>EXAM 5: Modules 8 &amp; 9; Text Chapters 10 &amp; 11; November 3</strong></td>
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<tr>
<td>Module 10: The Endocrine System</td>
<td>12</td>
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<tr>
<td>Module 11: Nervous Systems and the Special Senses (Eye and Ear)</td>
<td>13-15</td>
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<tr>
<td><strong>EXAM 6: Modules 10 &amp; 11; Text Chapters 12-15; November 17</strong></td>
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<tr>
<td>Module 12: The Female Reproductive System with an Overview of Obstetrics</td>
<td>16</td>
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<tr>
<td>Module 13: The Male Reproductive System</td>
<td>17</td>
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<tr>
<td><strong>EXAM 7: Modules 12 &amp; 13; Text Chapters 16-17; December 1</strong></td>
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<tr>
<td>Module 14: Mental Health</td>
<td>18</td>
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<tr>
<td>Module 15: Cancer</td>
<td>NA</td>
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<tr>
<td><strong>EXAM 8: Modules 14 &amp; 15; Text Chapter 18; December 12</strong></td>
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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>D2L module(s) and other material that opens</th>
<th>ASSIGNMENTS (All times are Central Time)</th>
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</table>
| Week of Aug. 28 | Getting Started Module  
Module 1: Introduction to Medical Terminology AND Suffixes and Prefixes; text chapters 1 – 2 (including MyLab/Mastering) | • Read Getting Started module  
• Read content module 1; text chapters 1 – 2; begin associated MyLab/Mastering exercises.  
• Prepare for Exam 1; covers D2L module 1 and text chapters 1 – 2 |
| Week of Sept. 4 | Module 2: Organization of the Body; text chapter 3 (including MyLab/Mastering).  
Exam 1 opens at 12:01 am September 8 | • Begin reading module 2 and text chapter 3; begin MyLab/Mastering exercises  
• Finish studying module 1; text chapters 1 & 2 (including MyLab/Mastering exercises).  
• Take exam 1; covers D2L module 1 and text chapters 1 & 2; Exam 1 opens at 12:01 am September 8 and is due (it closes) by 10 pm same day. |
| Week of Sept. 11 | Module 3: The Integumentary System; text chapter 4 (including MyLab/Mastering) | • Continue studying module 2, text chapter 3 (including MyLab/Mastering exercises).  
• Begin reading module 3 and text chapter 4; begin MyLab/Mastering exercises |
| Week of Sept. 18 | Module 4: Musculoskeletal System; text chapters 5 – 6 (including MyLab/Mastering)  
Exam 2 opens at 12:01 am September 22 | • Finish studying modules 2 & 3; text chapters 3 & 4 (including MyLab/Mastering exercises).  
• Begin reading module 4 and text chapters 5 & 6; begin MyLab/Mastering exercises  
• Take exam 2; covers D2L modules 2 & 3 and text chapters 3 & 4; it will open at 12:01 am, September 22 and is due (it closes) by 10 pm on the same day. |
| Week of Sept. 25 | Module 5: Digestive System; text chapter 7 (including MyLab/Mastering) | • Continue studying module 4 and text chapters 5 & 6 (including MyLab/Mastering exercises).  
• Begin reading module 5 and text chapter 7; begin MyLab/Mastering exercises |
| Week of Oct. 2 | **Module 6:** The Cardiovascular System; text chapter 8 (including MyLab/Mastering) | • Finish studying modules 4 & 5; text chapters 5 – 7 (including MyLab/Mastering exercises).  
• Begin reading module 6 and text chapter 8; begin MyLab/Mastering exercises  
• **Exam 3 opens at 12:01 am October 6** |
| Week of Oct. 9 | **Module 7:** Blood and Lymphatic System; text chapter 9 (including MyLab/Mastering) | • Continue reading module 6; text chapters 8 (including MyLab/Mastering exercises).  
• Begin reading module 7 and text chapter 9; begin MyLab/Mastering exercises |
| Week of Oct. 16 | **Module 8:** The Respiratory System; text chapter 10 (including MyLab/Mastering) | • Finish studying modules 6 & 7; text chapters 8 & 9 (including MyLab/Mastering exercises)  
• Begin reading module 8 and text chapter 10; begin MyLab/Mastering exercises  
• **Exam 4 opens at 12:01 am October 20** |
| Week of Oct. 23 | **Module 9:** Urinary System; text chapter 11 (including MyLab/Mastering) | • Continue reading module 8 and text chapter 10 (including MyLab/Mastering exercises)  
• Begin reading module 9 and text chapter 11; begin MyLab/Mastering exercises |
| Week of Oct. 30 | **Module 10:** Endocrine System; text chapter 12 (including MyLab/Mastering) | • Finish studying modules 8 & 9; text chapters 10 & 11 (including MyLab/Mastering exercises)  
• Begin reading module 10 and text chapter 12; begin MyLab/Mastering exercises  
• **Exam 5 opens at 12:01 am November 3** |

**Week of Oct. 30**

**Module 10:** Endocrine System; text chapter 12 (including MyLab/Mastering)  
**Exam 5 opens at 12:01 am November 3**

- Finish studying modules 8 & 9; text chapters 10 & 11 (including MyLab/Mastering exercises)  
- Begin reading module 10 and text chapter 12; begin MyLab/Mastering exercises  
- **Take exam 5; it covers D2L modules 8 & 9; text chapters 10 & 11. It will open at 12:01 am November 3 and is due by (it closes) at 10 pm same day.**
| Week of Nov. 6 | Module 11: Nervous System and the Special Senses (Eye and Ear); text chapters 13 – 15 (including MyLab/Mastering) | • Continue reading module 10 and text chapter 12 (including MyLab/Mastering exercises)  
• Begin reading module 11 and text chapters 13 – 15; begin MyLab/Mastering exercises |
|----------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Week of Nov. 13 | Module 12: The Female Reproductive System with an Overview of Obstetrics; text chapter 16 (including MyLab/Mastering)  
Module 13: The Male Reproductive System; text chapter 17 (including MyLab/Mastering)  
Exam 6 opens at 12:01 am November 17 | • Finish studying modules 10 & 11; text chapters 12 – 15 (including MyLab/Mastering exercises)  
• Begin reading module 12 and text chapter 16; begin MyLab/Mastering exercises  
• Begin reading module 13 and text chapter 17; begin MyLab/Mastering exercises  
• Take exam 6; it covers D2L modules 10 & 11; text chapters 12 – 15; it will open at 12:01 am November 17 and is due by (it closes) at 10 pm same day |
| Week of Nov. 20 | **THANKSGIVING BREAK: NO MODULES OPEN; CONTINUE STUDIES AS NEEDED** |
| Week of Nov. 27 | Module 14: Mental Health; text chapter 18 (including MyLab/Mastering)  
Exam 7 opens at 12:01 am April 20 | • Finish Studying modules 12 & 13; text chapters 16 & 17 (including MyLab/Mastering exercises)  
• Begin reading module 14 and text chapter 18; begin MyLab/Mastering exercises  
• Take exam 7; it covers D2L modules 12 & 13; text chapters 16 & 17; it opens at 12:01 am December 1 and is due by (closes at) 10 pm same day |
| Week of Dec. 4 | Module 15: Cancer; no text chapter | • Continue reading module 14 and text chapter 18 (including MyLab/Mastering exercises)  
• Begin content module 15 |
| Week of Dec. 11 | **FINALS WEEK – NOTHING NEW OPENS**  
Exam 8 opens at 12:01 am DECEMBER 12; IT IS NOT A COMPREHENSIVE EXAM. | • Finish studying modules 14 & 15; text chapter 18 (including MyLab/Mastering exercises for chapter 18)  
• Take exam 8; it covers D2L modules 14 & 15; text chapter 18; it opens at 12:01 am December 11 and is due by (closes) at 10 pm same day. |
MyLab / Mastering

Associated with each text chapter, you will find a collection of guided lectures, self-paced study modules, practice problems, puzzles, and games on the MyLab / Mastering website. You may complete as many as you wish. These will not be graded BUT WILL GIVE YOU A LOT OF PRACTICE with medical terms, something that will come in handy on an exam. Additionally, some of the games have a timed component that will prepare you for the time limits on exams.

Determination of Bio 2300 Grade

Exams. Exam dates and topics are listed in both the semester calendar AND the syllabus. Each exam will consist of multiple choice, T/F, and matching type questions. Each exam has a varying number of questions worth a stipulated number of points; your score on the exam will be the percentage (0 – 100), out of total points available, that you earn. For example, if the exam has 135 points and you earn 118, then your exam score is (118/135)×100 = 87.4. You will have 60 minutes to complete an exam – save often because, if you run out of time, any unsaved work will be lost. In the introduction to each exam (visible at least one week BEFORE the exam opens), you will be told the number of questions and total points so you can plan accordingly. Exam 8, while administered during the scheduled final exam week, is not comprehensive. All exams count equally and your BIOL 2300 grade is simply the average of all (8) exams:

\[
\text{Biology 2300 grade} = \text{Exam Average}
\]

Letter grades will be assigned on the following basis:

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade assigned as Common Grade</th>
</tr>
</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. Most universities recommend that for every hour a student spends learning in the classroom, they should spend three hours studying outside of class. If you were taking this class in a face-to-face format, you would be expected to spend 3 hours per week in class AND you would expect to spend roughly nine hours a week OUTSIDE OF CLASS reading, analyzing, synthesizing, studying, and completing assignments. This equates to, minimally, 12 hours per week of course engagement. As this is an asynchronous online class, you can expect to spend, minimally, the same 12 hours per week studying material, preparing for exams, etc. .. Online learning is far more active than traditional lectures and requires much more self-discipline.

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

5. **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.”

“Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.”

ALL REQUESTS FOR AN EXCUSED ABSENCE MUST BE MADE THROUGH THE SFASU DEAN OF STUDENTS WEBSITE (as per new UT policy). You may navigate to: https://www.sfasu.edu/deanofstudents/about/welcome. Once there, select “Student Outreach & Support” and then “Notify Faculty of Absence”. As per new policy, you will be required to provide documentation when requesting absence notification. If your documentation or reason for absence is accepted by this office, they will in turn notify me. There time limits to this process so, if you miss for any reason, be sure to submit a request in a timely fashion. UNDERSTAND, EVEN IF THE OFFICE APPROVES YOUR REQUEST, IT IS STILL AT THE DISCRETION OF THE FACULTY TO ACCEPT YOUR REQUEST FOR MAKE UP WORK. IF THIS OFFICE DOES NOT APPROVE YOUR REQUEST FOR NOTIFICATION, NO ACCOMMODATION WILL BE MADE.

The pertinent application in BIOL 2300 are:

- **YOU MISS AN EXAM. YOU MUST SUBMIT A “NOTIFY FACULTY OF ABSENCE” request:**
  - Once I receive this notification, I will contact you regarding the possibility of a make – up.
  - When a make-up exam is warranted, it will be made available AT THE INSTRUCTOR’S EARLIEST CONVENIENCE. You will have a 24 hour window in which to complete the make-up exam.

As per SFA policy, with acceptable excuses, you will be allowed to make up a maximum of 15% of the class. For an online class, this means you can make up a maximum of 15% of graded assignments: in BIOL 2300 this equates to 2 graded assignments (exams). Any work missed beyond this limit will be recorded as a “0”, no matter the reason missed.

**E-mail Policy:**

I will be periodically communicating with you via e-mail. I use your OFFICIAL SFA E-MAIL ADDRESS FOR THIS PURPOSE. It is your responsibility to check your e-mail regularly and, if you have your SFA 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). As per the referenced SFA policy, D2L email IS NOT CONSIDERED OFFICIAL. If you wish me to see your email AND respond, DO NOT USE THE D2L e-mail function – ALWAYS USE YOUR OFFICIAL SFA address. As this is an online course, you will probably be communicating with me via e-mail. For efficient responses, please follow the “e-mail etiquette” suggestions below:

- Include a subject line: Include your course number, section and reason for reaching out (for example, PSYC-2301-53240: Help with Assignment 3).
- Be courteous: Begin your email with a greeting that addresses your instructor respectfully and professionally, such as ”Dear Mr. Smith” or ”Hi Dr. Jones.”
- Provide detail: Be specific about why you are reaching out and what you are having problems with. For example, “in section 6.1.2 Neurons, I’m not clear on...”. E-mail should be considered a professional form of communication – you should use proper grammar and spelling.
- Close with your full name: After your message, end with a closing and signature, such as ”Sincerely, Jane Doe” or ”Thanks, John Doe.”
- A response may take time: I will try to get back quickly, but don’t expect a response within a few minutes. It can take up to 24 hours for an instructor to respond. If you need a response ON THE SAME DAY, your
best option is to attend the virtual office hours on ZOOM. If e-mails arrive during office hours, I will do my
best to answer them on the same day as well. For e-mails that arrive AFTER office hours, it may take 24
hours or more for a response; this is especially true if you send the e-mail in the evening, on weekends,
or on a holiday. I do not check e-mail in the evenings, weekends, or on holidays.

SFA MANDATED SYLLABI STATEMENTS

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 promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Academic Integrity

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy. Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam. Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5-5.pdf.
Student Wellness and Well-Being

SFA values students' overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, 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:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
http://www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
http://www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
• Health Services
• Counseling Services
• Student Outreach and Support
• Food Pantry
• Wellness Coaching
• Alcohol and Other Drug Education
http://www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
• Burke 24-hour crisis line: 1.800.392.8343
• National Suicide Crisis Prevention: 9-8-8
• Suicide Prevention Lifeline: 1.800.273.TALK (8255)
• johCrisis Text Line: Text HELLO to 741-741