I. COURSE DESCRIPTION:
An on-line D2L course of medical terminology used by health professionals. Content will include musculoskeletal and orthopaedic definitions, medical abbreviations, and athletic training specific terminology. Prerequisite: Graduate school admittance.

Course Hours Justification:
ATTR 5110: Medical Terminology (1 credit) is an online summer II class and is self-directed by the student. Students engage with the online modules for at least three hours each week for five weeks. Students at minimum must complete each learning module’s assignments and quiz, and complete a comprehensive exam. For every hour a student spends engaging with the content, they spend a minimum of two hours of outside preparation and completing activities and assignments.

Diversity Statement: The James I. Perkins College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, exceptionalities, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.

II. INTENDED LEARNING OUTCOMES/GOALS/OBJECTIVES (PLOS/SLOS):
This academic program, along with its courses, in is compliance and supports the vision, mission, goals and core values of the College of Education and Stephen F. Austin State University. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions. The complete listing of the standards associated with the PLOs, SLOS, assignments, and assessments for this CAATE-accredited program are located in the GATP D2L site. All content within this course is in/directly tied to the shared vision for the SFASU PCOE and the design of the GATP.

PROGRAM LEARNING OBJECTIVES: The following are addressed within this course:
2. Demonstrate a sound knowledge of acute care, pathology, pharmacological aspects, and nutritional aspects of injury and illness and general medical conditions.
6. Complete the Board of Certification (BOC) requirements for eligibility of the national board examination through the completion of the competencies and proficiencies as set forth and endorsed by the NATA-EC, BOC, and the CAATE.

STUDENT LEARNING OBJECTIVES:
- To be able to recognize common word roots, prefixes, suffixes
- To identify major anatomical components within each body system
- List signs and symptoms of conditions within each body system
- Describe basic abnormalities or conditions within each body system
- Explain diagnostic tests and procedures within each body system
- Understand surgical procedures based on word parts aligned to each body system
- Identify classifications of medications used to treat pathological conditions within each body system

III. COURSE ASSIGNMENTS, ACTIVITIES, INSTRUCTIONAL STRATEGIES, USE OF TECHNOLOGY
Assignments:
- The on-line course is designed to list chapter completions in accordance with each recommended due date. Assignments listed within each week will be due on the following Sunday of that week. They will then be closed. All assignments, including the final examination will be closed on the last day of class; however, you will still have access to the course through the end of August. It is to your benefit to complete assignments as they are chronologically listed.
- You will be required to complete each assignment within each chapter, but they will only be scored for completion. You will receive 20 points for each listed assignment.
- You will receive a grade for all scored assignments, which will be totaled into your total points possible at the end of the course.
- Please utilize your Brightspace course site for correspondence and grade progression. Personal e-mail accounts (Hotmail, Yahoo, AOL) WILL NOT be accepted.
- If a power failure were to occur via the campus server, IT IS YOUR RESPONSIBILITY to contact me to make arrangements for the missed date(s).

We will NOT meet face-to-face at all.

Instructor: Dr. Linda Stark Bobo, PhD, LAT, ATC, GTS, CES, FMS
Class: On-line course
Office / Phone: HPE 224A / 936.468.1599
Office Hours: M 9:30am – 10:30am - ONLINE; Arranged appointments also
Credit Hours: One (1) semester hour
Other contact: Department front office, 936.468.3503
Email: lbobo@sfasu.edu
- Check your e-mail account every day for any new messages.
- Please allow at least 2 days for an e-mail response.
- All assignments and quizzes will be scored.

Tests:
- Tests will be scored, posted and made accessible in Brightspace.
- Your scores will be maintained in Brightspace.
- Tests **CANNOT** be completed once the course is finished.

In the event of an emergency where prior arrangements could not be made, the tests and assignments **CANNOT** be made up unless an acceptable excuse is presented within one (1) day after, or immediately following your return in which the quiz or test has been administered. This excuse is only to be presented in person. If the instructor is not presented with an excuse within two days, the tests and quizzes will not be scored.

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**IV. EVALUATIONS AND ASSESSMENTS:**

**GRADING SCALE**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% – 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% and below</td>
<td>F</td>
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</tbody>
</table>

Your grade in this course will be determined from a point percentage. Points will be given for exams, quizzes, and assignments. The final grade is determined by the total number of points you accumulate during the semester divided by the total number of points available.

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**V. COURSE PROGRESSION**

<table>
<thead>
<tr>
<th>DATES</th>
<th>WEEKDAY</th>
<th>TOPICS</th>
<th>CHAPTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.03</td>
<td>Monday</td>
<td>Introduction / Establishing on-line account with Brightspace / Med Term &amp; Health Care Professional</td>
<td>1</td>
</tr>
<tr>
<td>07.04</td>
<td>Tuesday</td>
<td>4th of JULY Holiday</td>
<td></td>
</tr>
<tr>
<td>07.05</td>
<td>Wednesday</td>
<td>Word Building: An Intro to Prefixes &amp; Suffixes</td>
<td>2</td>
</tr>
<tr>
<td>07.06</td>
<td>Thursday</td>
<td>Body Organization &amp; Anatomical Directions Medical Abbreviations</td>
<td>3</td>
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<tr>
<td>07.07</td>
<td>Friday</td>
<td>Review over Chs. 2-3</td>
<td>2-3</td>
</tr>
<tr>
<td>07.10</td>
<td>Monday</td>
<td>Therapeutic &amp; Diagnostic Procedures</td>
<td>4</td>
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<tr>
<td>07.11</td>
<td>Tuesday</td>
<td>Musculoskeletal System</td>
<td>5</td>
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<tr>
<td>07.12</td>
<td>Wednesday</td>
<td>Musculoskeletal System</td>
<td>5</td>
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<tr>
<td>07.13</td>
<td>Thursday</td>
<td>Cardiovascular System</td>
<td>6</td>
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<td>07.14</td>
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<td>Cardiovascular System</td>
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<td>07.17</td>
<td>Monday</td>
<td>Respiratory System</td>
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<td>07.18</td>
<td>Tuesday</td>
<td>Respiratory System</td>
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<td>07.19</td>
<td>Wednesday</td>
<td>Neurological System</td>
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<tr>
<td>07.20</td>
<td>Thursday</td>
<td>Neurological System</td>
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<td>07.21</td>
<td>Friday</td>
<td>Gastrointestinal System</td>
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<td>07.24</td>
<td>Monday</td>
<td>Integumentary System</td>
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<tr>
<td>07.25</td>
<td>Tuesday</td>
<td>Integumentary System</td>
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<tr>
<td>07.26</td>
<td>Wednesday</td>
<td>Endocrine System</td>
<td>11</td>
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<td>07.27</td>
<td>Thursday</td>
<td>Urinary System</td>
<td>12</td>
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<td>07.28</td>
<td>Friday</td>
<td>Reproductive Systems</td>
<td>13</td>
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<tr>
<td>07.31</td>
<td>Monday</td>
<td>Sensory Systems</td>
<td>14</td>
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<tr>
<td>08.01</td>
<td>Tuesday</td>
<td>Sensory Systems</td>
<td>14</td>
</tr>
<tr>
<td>08.02</td>
<td>Wednesday</td>
<td>Medical Abbreviations; ICD/CPT Coding; Pharmacology Terms Review for Final</td>
<td>Appendix A - C / Book</td>
</tr>
<tr>
<td>08.03</td>
<td>Thursday</td>
<td>AT Staff Department Training</td>
<td></td>
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<tr>
<td>08.04</td>
<td>Friday</td>
<td><strong>FINAL (Comprehensive Review Quiz) IS DUE MUST be submitted by 5:00pm</strong></td>
<td>Entire book</td>
</tr>
</tbody>
</table>

**ALL DATES AND ASSIGNMENTS ARE TENTATIVE**

I do realize that class only meets M – TH, but I designed the course progression for M-F to help space out the course work because of the quantity of material. Again, this is a self-paced course, but in order to prevent falling behind, it is important to adhere to the suggested timeline. ---Dr. Bobo

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**VI. READINGS:**
VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:
1. Course and program improvement, planning, and accreditation;
2. Instruction evaluation purposes; and
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!

In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at https://www.sfasu.edu/policies

CLASS POLICIES:
• Refer to SFA GATP Policies and Procedures Manual.

Tests:
• This is a self-paced course
• DO NOT BE TARDY. Have respect for your peers and avoid disrupting class.
• Expect the possibility of daily quizzes if participation does not occur during class discussions.
• To do well in this class you must study and practice outside of class and apply this newfound knowledge while at your clinical sites.

Technology:
• Cell phones, tablets, or computers may be utilized during class, BUT only for the use of the course. TEXTING is not permissible, nor tolerated. I reserve the right to view your screen at anytime.

Attendance:
• It is a necessity. Due to the intensive nature and content presentation of this course, absences could affect the results of your course grade.

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
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, 936-468-3004 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, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- 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 one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

**Penalties for Academic Dishonesty**
Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

**Student Appeals**
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

**Withheld Grades: Policy 5.5**
Upon the request from student to the instructor of record and at the discretion of the instructor of record with the approval of the academic unit head, a grade of WH may be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work by the deadline set by the instructor of record, not to exceed one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy (i.e., Military Service Activation (6.14)). If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

If a student has been found guilty of academic dishonesty, a grade of “WP” or “WH” may be changed to “WF” at the discretion of the faculty member. In the case of a grade change to “WF”, the course will not count towards the six course drop limit since the student is incurring an academic penalty.

**Student Code of Conduct: Policy 10.4**
Disorderly conduct including but not limited to:  
(a) disruption or Interference of Students, faculty, administration, staff, the educational mission, or routine operations of the University. (b) Commercial solicitation on campus or with University resources without prior approval from University officials. (c) Failure to comply with a reasonable and lawful request or directive of University Officials. (d) Facilitation of Student misconduct including but not limited to assisting, conspiring, soliciting, or encouraging others to engage in conduct which violates the Student Code of Conduct.

The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

SFA 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  
https://www.sfasu.edu/humanservices/clinics-labs/counseling-clinic  
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

**IX. Other Relevant Course Information:**

Please do not let this class get away from you. Attend this course on a daily basis, even through the weekend. This will be foundation of your studies throughout the GATP and your profession.