

**HS 295: MEDICAL TERMINOLOGY**  
**COURSE SYLLABUS**  
**Summer Term**

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**A. Course Description**

HS 295: Medical Terminology - 3 credits

This 100% online course examines medical terminology and vocabulary used by a variety of professionals in the healthcare field utilizing online components. The focus of this course is on medical and clinical terminology broadly relating to human anatomy and physiology and the basic body systems with added emphasis placed on those terms pertaining to diagnosis and pathophysiology. The bases of medical terms will be examined – such as prefixes, suffixes, roots, combined forms. Pertinent acronyms and abbreviations will also be included.

**B. Course Objectives**

The primary class objective is to read and understand the language of medicine. Upon the completion of this course the student will be able to:

- Form medical terms by combining prefixes, suffixes and root words.
- Associate medical terms with specific body systems.
- Identify and interpret diagnostic and symptomatic terms related to the pathophysiology specific to each body system
- Describe designated diagnostic testing procedures (laboratory, x-ray, surgical, pharmacy, etc.)
- Distinguish common medical abbreviations and acronyms
- Choose and define medical terms from appropriate sources
- Summarize and correctly interpret medical/clinical related materials
- Evaluate the quality of medical literature available in print and internet format.
- Develop an active vocabulary of selected medical terms

**C. Course Resources**

**Textbook**

Required purchase:

*Medical Terminology: A Systems Approach* by Gylys & Wedding, 8<sup>th</sup> Ed.

## D2L

Desire2Learn (D2L) is the Learning Management System that will be used for the course. You can log into D2L at <https://uwsp.courses.wisconsin.edu/>. Or you can go to the UWSP homepage ([www.uwsp.edu](http://www.uwsp.edu)). There is a link to D2L in the upper, right corner.

## D. Course Activities

### Textbook:

**To cover the material in the timeframe allotted for this course, it will be necessary to cover an average of 2-3 chapters each week over the course of 8 weeks.** Chapter quizzes (located on D2L) are to be completed when you have finished reviewing the chapters during the designated timeframes. Worksheets for your use are available in your textbook.

### Course Outline:

1. Introduction – Basic Elements of a Medical Word
2. Suffixes: Surgical, Diagnostic, Pathological, Grammatical and Plural
3. Prefixes
4. Body Structure
5. Integumentary System
6. Gastrointestinal (Digestive) System
7. Respiratory System
8. Cardiovascular System
9. Blood and Lymphatic System
10. Musculoskeletal System
11. Urinary System
12. Female Reproductive System
13. Male Reproductive System
14. Endocrine System
15. Nervous System
16. Special Senses

A class schedule will be posted to D2L for all students, indicating due dates, along with the activities, assignments, and exams scheduled for the course.

Students are required to stay on course with the provided schedule to stay on top of the material, and to complete the assignments, quizzes and exams on time. To be successful in the course it is recommended students first read the appropriate chapters in their entirety before taking quizzes. **Only 1 attempt is allowed per quiz and exam.** Resources including PowerPoint materials are also posted to D2L to further the students'

understanding of Medical Terminology under the “content” tab. Additional learning resources provided by the textbook publisher are available to the student online at DavisPlus.

### **Quizzes:**

Fourteen (14) graded quizzes (Quizzes 2-15) will be given during the course via D2L. The first quiz (Quiz 1) is a practice quiz that is not graded. Each quiz will address the content as specified in the course calendar. Each quiz will consist of approximately 25 questions/definitions regarding medical terms. One point will be earned for each correct question/definition. Please note that each quiz will be timed and you have only one chance to complete the quiz. **Due dates for each quiz can be found in the course schedule.**

**As this is a fully online course, you will need a reliable internet connection. Only take quizzes on a reliable network. Should your internet fail, quizzes will NOT be reset and will result in a zero.**

### **Mid-term and Final Exams:**

Two comprehensive exams, a mid-term and a final, will be given during the course.

**Release date and completion date** for these two exams can be found in the course schedule. *It is your responsibility to complete the mid-term and final exam within the designated timeframe.* **Failure to complete the exams during the designated timeframes will result in a zero for each exam missed.**

### **Written Assignments:**

**Three written assignments are required.** The purpose is to help reinforce terminology within the context of written clinical cases/ studies. Specific guidelines, grading rubrics and dates due for each writing assignment are available in the content of D2L.

Written assignment #1 – Introduction

Written assignment #2 – Article Review - Case Study

Written assignment #3 – Article Review – Experimental Study

**Failure to turn in assignments by the due date will result in a zero. In addition, failure to submit to the proper dropbox will result in a zero, as the assignment will be considered late.**

**E. Grading Scale**

93 - 100	A	77 – 79	C+
90 - 92	A-	73 – 76	C
87 – 89	B+	70 – 72	C-
83 – 86	B	67 – 69	D+
80 – 82	B-	60 – 66	D
		Less than 60	F

**F. Exams and Assignments\***

1. 14 graded quizzes
2. 3 Written Assignments
3. Midterm exam
4. Final exam

**G. Derivation of Course Grade**

1. Quizzes -- 30% of grade
2. Written assignments -- 30%
3. Midterm exam -- 20% of grade
4. Final exam -- 20% of grade

**H. Course Policies**

The News tool in D2L or E-mail will be used as a means of communication. Please check both on a regular basis to keep current. Any changes or need for additional information affecting the course as a whole will be communicated through D2L or e-mail. The syllabus, schedule and assignments are all subject to change.

Please use my campus e-mail [rbrooks@uwsp.edu](mailto:rbrooks@uwsp.edu) for any necessary individual communication. You may e-mail me with any questions or concerns you may have. I will make every effort to address your concerns within a reasonable time (within two week days, Monday – Friday). However, do not expect an instant answer and please be patient.

Assignments/quizzes/exam grades will be available to you in the Grades Tool of D2L.

Any necessary communication regarding assignments placed in the drop box will be posted through drop box feedback.

**Course Schedule**

A course schedule/calendar will be distributed to all students via the Content of D2L indicating dates, along with the activities, assignments, and exams scheduled for the semester.

## **Missed/Late Work Policy**

**It is the student's responsibility to complete all materials (quizzes, exams, written assignments, etc.) by the due dates indicated in the course schedule. Failure to complete such materials by the indicated due dates will result in a zero for that assignment(s), unless the student provides the instructor with a coaches' note, obituary, etc. as deemed appropriate by the instructor.**

Legitimate emergencies do occur and may prevent the completion of course work by the designated time. Please inform me as soon as possible when emergency situations occur, and indicate your plans for completing the work. Extension of the completion time will be considered on an individual basis. If you decide to drop the course, it is your responsibility to contact the appropriate individuals and within the appropriate timeframe.

## **Academic Honesty & Misconduct**

Academic honesty is a core principle of learning and scholarship. When you violate this principle, you cheat yourself of the confidence that comes from knowing you have mastered the targeted skills and knowledge. You also hurt all members of the learning community by falsely presenting yourself as having command of competencies with which you are credited, thus degrading the credibility of the college, the program, and your fellow learners who hold the same credential.

All members of the learning community share an interest in protecting the value, integrity, and credibility of the outcomes of this learning experience. We also have the responsibility to censor behaviors that interfere with this effort. The following behaviors will be subject to disciplinary action:

**Plagiarism** - presenting someone else's words, ideas, or data as your own work.

**Fabrication** - using invented information or the falsifying research or other findings.

**Cheating** - misleading others to believe you have mastered competencies or other learning outcomes that you have not mastered. Examples include, but are not limited to:

1. Copying from another learner's work
2. Allowing another learner to copy from your work
3. Using resource materials or information to complete an assessment without permission from your instructor
4. Collaborating on an assessment (graded assignment or test) without permission from the instructor
6. Taking a test for someone else or permitting someone else to take a test for you

**Academic Misconduct** - other academically dishonest acts such as tampering with grades, taking part in obtaining or distributing any part of an assessment, or selling or buying products such as

papers, research, projects or other artifacts that document achievement of learning outcomes.

**Academic dishonesty is NOT ACCEPTABLE.** UWSP subscribes to the definitions of academic dishonesty provided by the National Association of Student Personnel Administrators. Academic misconduct in the University of Wisconsin System is defined by UWS Chapter 14. The complete text of the chapter is available to you from the Dean of Students or you can visit [http://www.uwsp.edu/accreditation/docs/SA\\_PU\\_250.04.pdf](http://www.uwsp.edu/accreditation/docs/SA_PU_250.04.pdf) for more information.

### **UWSP Policies**

Learners with questions regarding affirmative action, equal opportunity, harassment, or information about any other college policies may refer to the current college catalog or student handbook.

### **ADA Statement**

In compliance with the Americans with Disabilities Act, students are encouraged to register with UWSP Disability Services for assistance with accommodations. It is the student's responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability. The college cannot assume responsibility for providing accommodations or services to students who have not identified themselves as having a qualifying disability. Disabilities Services is located on campus at 103 Student Services Center, 1108 Fremont Street, UW-Stevens Point, Stevens Point, WI 54481.

**The instructor reserves the right to make changes to the syllabus, schedule, and course content. Any announcements (verbal or written) are considered official addendum to this syllabus. It is the student's responsibility to know what changes have been made. It is the student's responsibility to check D2L and emails for course announcements.**