Required Participation

For Online classes, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.

Course Description:

This course is a study of medical terminology, word origin, structure and application.

Text, References and Supplies:


Student Learning Outcomes:

Upon successful completion of the course the student:

1. Recognize the foundational concept of medical terminology.
2. Identify combining forms.
3. Identify word roots.
4. Build and identify medical terms.
5. Utilize acceptable, common medical abbreviations.

Student Contributions, Responsibilities and Class Policies:

1. Please read the syllabus carefully. This is an online course, but it is not self-paced. There are due dates for the assignments and each of the tests. You may always work ahead and take exams early. When you have completed all units, final exam, and the assignments, you have successfully met all course requirements.

2. This course is Web-based, so it is essential that you have a reliable computer with internet capabilities. Read all of the information posted on the course site. All tabs and folders are labeled designating their content. You are encouraged to click any folder to explore the information under each so you can become familiar with course expectations and general information. Also read the announcements. Canvas will take announcements off after seven (7) days but you can view all of them by clicking on the “View All” tab above announcements.

3. You might have received a CD when you purchased your book. You can use this for content reinforcement and pronunciation of medical terms. It complements the book and contains information and exercises to help you learn the material. You may also visit the Evolve website for activities to help you learn. Instructions for this can be found under your “Start Here” tab in Modules.
4. Complete your assignments, quizzes, and exams over the material as directed by your instructor.

5. Contact your instructor at the earliest possible time if you encounter technical difficulties or problems with anything.

6. Each quiz, exam, and final will have a time limit for completion.

7. The assignment, and all quizzes, exams, and final must be completed to pass the course.

8. The final exam is mandatory regardless of your grade point average.

9. You can check your grades in the “Grade” tab on the course menu.

10. Utilize the study guides to guide your review of pertinent information from your book. These will help you focus on relevant information for each chapter.

11. You are already enrolled in a Canvas Course Orientation class directly from Midland College. Look at this for helpful information on how to use Canvas.

12. Microsoft Word will be helpful to you if you would like to print the study guides easily.

Computer Lab

Since this is a web-based class, you are able to access it through any computer that has internet. It does not need to be your own computer. It is the student’s responsibility to maintain a working computer throughout the course or make arrangements to have access to the Internet to meet course requirements. Students who need campus computer access for Canvas may utilize the following labs:

- Williams Regional Technical Training Center (Fort Stockton): Call (432) 336-7882, ext. 109
- MC Midland campus Learning Resource Center (LRC): Call (432) 685-4560 for information
- Health Sciences Computer Lab: the contact person to call is Karen Berry (432) 685-6421

Discussion Assignment

There is one assignment worth 100 points and 10% of your course grade. Instructions can be found under the Assignments tab under Modules. If you do not complete this by the due date, you will be dropped from the course per Midland College policy.

Academic Integrity/Cheating

Dishonesty on examinations and quizzes or written assignments, illegal possession of examinations, the use of unauthorized notes during an examination or quiz, containing information during an examination from the examination paper or otherwise from another student, assisting others to cheat, alteration of grade reports, and illegal entry to or unauthorized presence in an office are all instances of cheating. Click on the following link for more information: http://www.midland.edu/students/academics/academic_misconduct/index.php.

Evaluation of Students:

Each student’s grade will be determined as follows:
Exams 1 – 5 (5 exams worth 10% each)  50%
Final Exam  30%
Quizzes (5 quizzes worth 2% each)  10%
Discussion Assignment  10%

A = 90 – 100
B = 80 – 89
C = 70 – 79
D = 60 – 69
F = 0 – 59

You are required to submit the assignment, take all 5 quizzes, exams, and the final to successfully complete this course.

There are 5 quizzes to help you warm up before you take the unit exams. Each quiz has 10 questions. You will have 10 minutes to take each quiz. All chapter quizzes are timed and recorded instantly online. You make take them only once. Do not open an exam before you are ready to take it. They are each worth 2% of your course grade.

There are 5 Unit Exams, covering the chapters and Appendix 3. Each exam has 25 multiple choice questions, except for Unit 5 which will have 25 matching questions. You will have 25 minutes to take each quiz. All unit exams are timed and recorded instantly online. You may take them only once. Do not open an exam before you are ready to take it. They are each worth 10% of your course grade.

The final exam is comprehensive and has 50 multiple choice and/or matching questions. You will have 50 minutes to take it. It is timed and recorded instantly online. You may take it only once. Do not open it before you are ready to take it. It is worth 30% of your course grade.

Study guides for each exam are posted in the Module tab.

**Course Schedule:**

The course schedule with due dates will be posted on Canvas.

**Americans with Disabilities Act (ADA):**

Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Shep Grinnan as soon as possible. Mr. Grinnan’s office is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.

**Division Information:** Health Sciences

Division Dean: Carmen Edwards, DNP, MSN, RN, 209 DFHS Building, 432-686-4822
Division Secretary: Kay Floyd, 206 DFHS Building, 432-685-4600

This syllabus is subject to change if information that is more current becomes available or clarification is required. It may be necessary to delete or amend this document at the discretion of the instructor when each such changes are in the best interest of our students. Students will be notified of changes in “Announcements” on Canvas.