



BI210 Medical Terminology Syllabus Biology Department

Course Information:

BI210
1 Cr. Hr.
Online/Asynchronous

Instructor Name
Interterm 2021

Instructor Information:

Instructor Name:
Office:
Phone:
Email:
Preferred Method of Communication:
Office Hours:

Office Hours

Monday	10-1
Tuesday	10-1
Wednesday	
Thursday	10-12
Friday	10-12 or by arrangement

Textbook Information: Besser, P. and J. Fisher. 2006. Introduction to Medical Terminology. McGraw-Hill Publishers. ISBN: 0073013102

COURSE DESCRIPTION

The course is designed to introduce students to terminology used in the medical field. Students will be introduced to the origin and application of common suffixes, prefixes, and root words in relation to the major systems of the human body.

COURSE OBJECTIVES

1. Students will understand common suffixes, prefixes, and root words for major systems of the human body.
2. Students will explore issues related to integrating and applying a Christian worldview to careers in the medical field.

PERFORMANCE OUTCOMES

Course Objective	KNW, SKL, or VAL	Activities	Assessments
1. Students will understand common suffixes, prefixes, and root words for major systems of the human body.	KNW	Homework assignments, quizzes	Evaluation of quizzes and homework assignments
2. Students will explore issues related to integrating and applying a Christian worldview to careers in the medical field.	KNW	Discussion	Discussion participation

Activities = Events in the course related to the corresponding objective.

Assessments = Course events through which the achievement of the corresponding objective can be evaluated.

GRADING POLICY/ASSESSMENT METHODS

Pts. Assignment:

- 80 Weekly Quizzes (40 pts/quiz)
(26%)
- 123 Chapter Homework (pt. values given in each homework directions)
(41%)
- 30 Online discussion topics (Introduction [5 pts.] & F. & P. Essay [25 pts.])
(10%)
- 70 Final Exam
(23%)

Total = 303 pts

Grading Scale: All are % values of the total pts. available

A = 94-100	A- = 90-93.9	
B+ = 86-89.9	B = 83-85.9	B- = 80-82.9
C+ = 76-79.9	C = 73-75.9	C- = 70-72.9
D+ = 66-69.9	D = 63-65.9	D- = 60-62.9
F = <60		

ONLINE CLASSROOM BEHAVIOR

Respect for the Learning Environment

The learning environment includes technology, information, and people. Students should demonstrate professionalism and integrity in regard to all components of the learning environment.

TREATING OTHER STUDENTS WITH RESPECT

Obviously, students should not write offensive comments about their peers. But respecting other students involves more than avoiding inflammatory statements. Students should also consider how their actions or inactions will affect the learning process and experiences of their classmates, whether in proximity within a physical classroom or virtually within the context of the online classroom. For the online course, this especially refers to the use of proper and polite speech and the timely posting of discussion items in discussion forums.

Given that students may be from anywhere in the world, learners should also consider each other's time zones if telephone conversation is ever required for collaborative work.

TREATING INSTRUCTORS WITH RESPECT

Respecting instructors also includes sensitivity to time zones. Students should not call instructors at unconventional times. Instructors' time zones, preferred means of communication, and available times for contact can be found in the heading of this syllabus.

In addition, students can show respect to instructors by reading all announcements in a timely manner, checking the "Announcements" section of the course each time they log in; communicating in a timely fashion about problems (technical or otherwise) that may cause work to be turned in late; and following directions.

RESPECTING LAWS REGARDING TECHNOLOGY AND INFORMATION

Students may not use or reproduce any technology or course component for financial purposes or for the purpose of defaming the institution or individuals. Online learners should use technology for the sole purpose of learning and sharing course-related information with others in the learning community.

Any behavior that disrupts the learning of other students will not be tolerated. Please be respectful of your fellow students and be aware of how our actions impact others.

ATTENDANCE POLICY

Student participation is fulfilled by one or more of the following criteria:

- discussion thread participation
- strong participation in the form of timely assignment submissions other than basic logins/views

Please note: any student not participating regularly may be administratively withdrawn from the course.

There will be assignments; course material that you will be required to complete each day. Attendance will be determined by daily participation in the online course by completing these assignments. Please make sure and work through the course materials each day and properly complete all assignments and required course materials. Late work (see below).

The course will be entirely online, so course attendance expectations will include checking Canvas and your email regularly for course updates, assignments, and keeping up with the assigned daily readings.

LATE WORK

All assignments are due promptly on the assigned day and time. Late assignments will not be allowed due to the timing-out of assignments within the Canvas system. Make sure and keep up with all assignments as these will be essential for learning the course material and preparing for the weekly quizzes as well as earning points towards a passing grade.

SPECIFIC EXPECTATIONS

Weekly Quizzes: These quizzes will take place once each week (specific day of week will be determined by the start date of the course) and will cover information from the previous week. Each quiz will be worth 40 points and must be submitted no later than 11:55 p.m. of the day they are assigned. All quizzes are to be taken alone, online, open book and open notes on an honor system basis. They will be timed and will not be able to be retaken.

Chapter Homework: There will be daily assignments based on readings from each chapter. These assignments will be formatted the same as the quizzes and final exam. Unlike the quizzes and final, though, they will not be timed. Their due dates are posted within the assignment information within Canvas. All assignments, quizzes, discussion posts, and the final exam close at 11:55 p.m. Due to the shortness of the Interterm, no make-up on assignments will be allowed.

Online discussion topics: There will be two online discussions that will be conducted during the course; participation in these discussions is required. They are the student's Introductory discussion post and a Faith and Practice Essay at the end of the course. Directions are given in the Canvas course shell.

Final exam: The final examination will be comprehensive and will have the same format as the two weekly quizzes.

ELECTRONIC COMMUNICATION

Course information will be posted in the course shell in Canvas. Homework assignments can be submitted through Canvas. Additional course related announcements will be sent periodically via e-mail.

Personal communication with the instructor is possible via the directions given at the head of this syllabus.

COURSE OUTLINE/DAILY SCHEDULE (Subject to change as necessary)

The following topics will be covered during this session:

!!!Note the due dates for the final exam and the discussion assignment.

Course schedule:

Topic	Required reading	Date	Online Coursework Assignments
Welcome!	Syllabus & Introduction		Post Intro.
Suffixes and Prefixes	Chapters 1 & 2		Chapters 1 & 2 Homework
Numbers, Amounts, Colors, and Positions	Chapter 3		Chapter 3 Homework
Integumentary system	Chapter 4		Chapter 4 Homework
Respiratory system	Chapter 5		Chapter 5 Homework
Quiz 1	Medical articles open for reading		QUIZ 1 (complete before 11:55 p.m.)
Digestive system & Cardiovascular system	Chapters 6 & 7		Chapters 6 & 7 Homework
Hematic and Lymphatic systems	Chapter 8		Chapter 8 Homework
Urinary system	Chapter 9		Chapter 9 Homework
Reproductive systems	Chapter 10 & 11		Chapters 10 & 11 Homework
Quiz 2	Medical articles open for reading		QUIZ 2 and Faith & Practice Essay (both due no later than 11:55 p.m.)
Faith & Practice Essay & Discussion			
Endocrine System	Chapter 13		Chapters 13 & 14 Homework
Musculoskeletal system	Chapter 14		
Nervous system & Special senses	Chapter 12 & Chapter 15		Chapters 12 & 15 Homework

Faith & Practice Essay Peer Discussion Posts (2) FINAL EXAM			Faith & Practice Essay Peer Discussion Posts (due no later than 11:55 p.m.) FINAL EXAM (Must be posted no later than 11:55 p.m.)
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You will be expected to read sections from each chapter that are assigned as part of the course, and the daily homework assignment is based on the chapter readings and power point presentations as noted, above, in the schedule. Additional information related to the chapters may be posted within the course shell in Canvas.

ACADEMIC INTEGRITY

Sterling College faculty and students form an academic community committed to the Biblical principles of justice and honesty and to the core values of faith, calling, learning, integrity, service and community. With this in mind, the policy in the current Academic Catalog will be followed for this class.

FINAL EXAM POLICY

The final exam is the last meeting for all classes. Instructors are not permitted to change times for class or individual examinations. Any student who has four exams in one day may request permission from the Academic Dean to reschedule one test. Students should make travel arrangements for the end of term that will permit taking of all examinations as scheduled. For more information visit: <https://www.sterling.edu/academics/course-finals-schedule>.

ACADEMIC SUPPORT OFFICE

The Academic Support Office strives to challenge students who come from all types of academic journeys through academic mentoring with directors and SC peers. Mentoring topics include time management, study skills, testing anxiety, and more. Students struggling with certain subjects may find aid through the on-campus tutoring program (scheduled by appointment only) and 24/7 professional help via the online Tutor.com platform accessible through Canvas. The office facilitates CLEP, Accuplacer, and other SC exam proctoring. Students may contact the Academic Support Office at academicsupport@sterling.edu, or call 620-278-4463, to schedule an appointment.

STATEMENT OF NONDISCRIMINATION

Sterling College does not discriminate on the basis of race, color, national origin, sex, disability or age. The policy in the current Academic Catalog will be followed for this class.

DISABILITY ACCOMMODATIONS

Any student with a disability who may need classroom accommodations in this course should contact the Academic Support Office, located in Mabee Library. Students may email

academicsupport@sterling.edu, call 620-278-4463, or stop by the office. The office serves students with a wide range of documented physical and learning disabilities.

TITLE IX STATEMENT

Sterling College is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

- *Sterling College, Title IX Coordinator Richard Webb, Kelsey Hall #304, or call 620 204-0025 or email titleIX@sterling.edu <https://www.sterling.edu/title-ix>*
- *Sterling College, Counseling Services, Lydia Butner, (620) 278-4297*
- *Sterling College, Chaplain, Paul Brandes, (620) 278-4341*
- *City of Sterling, Police Department (620) 278-2100*
- *24-hour Crisis Hotline (800) 701-3630*
- *Sexual Assault Victim Advocate, Heather Oden (620) 278-4232*
- *Rice County Hospital (620) 257-5173*
- *Title IX Education Brochure https://www.sterling.edu/sites/default/files/Updated%20Brochure_July%2017%2C%202020.pdf*