

**Texas State University**  
**Department of Health Information Management**  
**COURSE SYLLABUS**

**Course Number:** HIM 2360  
**Course Name:** Medical Terminology

**Teaching Faculty:** Sara Boysen, MHIM  
**Email:** [sboysen@txstate.edu](mailto:sboysen@txstate.edu)

**Office Location:** ZOOM

**Office Hours:** ZOOM office hours are available by appointment. Please do not hesitate to contact me with any questions or concerns about the course. You can email me to arrange a meeting time. *Be sure to include "HIM 2360" in the subject line when you email me.*

**Date Reviewed:** Fall 2020

**Course Description:** Recognizing and understanding the vocabulary of the health care professions. Emphasis on medical prefixes, suffixes, and word roots as used in oral and written communications.

**Course Delivery:** This section of HIM 2360 is taught fully online in Canvas. Learning will occur asynchronously (according to your own schedule) throughout the week. Weekly deadlines for quizzes and exams are listed in the "Tentative Course Schedule."

**Course Prerequisites:** None

**Required Textbooks:** Chabner, Davi-Ellen, *The Language of Medicine*, 11<sup>th</sup> edition. Elsevier Inc., St. Louis, Missouri. ISBN: 9780323370813

**Course Objectives:**

1. Analyze the elements (prefixes, roots, and suffixes) of a medical term and determine the meaning of the term.
2. Construct and identify medical terms from prefix, root, and suffix elements.
3. Proficiently use the text and other references to locate, define, and correctly pronounce the medical term.
4. Recognize and write standard abbreviations for common terms.
5. Name and describe various types of diseases and operations.
6. Formulate an individual system for retention and building of a medical vocabulary.

**Communicating with the Instructor:** Please do not hesitate to email me with questions related to the course. If you would like to schedule a Zoom meeting, please email me and we can arrange a mutually convenient time to meet.

**Email Etiquette:** Emails should be professionally written and should include a proper greeting, a grammatically correct and well-written request/explanation, and a proper closing. Emails should not resemble a casual text with your peers and should include proper punctuation and capitalization.

**Email Response Time:** I respond to emails as quickly as possible Monday through Friday. However, please allow for **one school day** for me to reply. Emails received on the weekend (Saturday or Sunday) will not be answered until the next school day. **The subject of your email must include HIM 2360 to ensure a timely response.**

**Method of Evaluation:** Evaluation will be based on examinations and quizzes which will be delivered online in Canvas. Students are responsible for all materials covered in the recorded lectures, reading assignments, and all material posted on Canvas. Quizzes and exams are not open book/open resource. Students are expected to adhere to the honor code when taking quizzes and exams. Activity logs for exams will be monitored, and instances of cheating will be reported to the Honor Code Council.

75%	Unit Exams—Lowest exam will be dropped; see details below
15%	Quizzes
10%	Final Exam— <b>COMPREHENSIVE</b>

**Grading Scale:**

A	100-90%
B	89.9-80%
C	79.9-70%
D	69.9-60%
F	59.9% and below (Failure—earned)
U	59.9% and below (Failure—unearned)
I	Incomplete
W	Withdrew

**Extra Credit:** There are no opportunities for extra credit in this class, so please do not ask. The answer **will** be “no.” Additionally, I do not round grades. A grade of 89.9 is a “B”, as noted in the grading scale, and so on. Do not ask me to round your grade beyond what is assigned based on the published grading scale.

**Final Exam Exemptions:** Students with a 90.0 or above grade average will be exempt from the final exam. There are **no exceptions** on the grade average for final exam exemptions.

**Lowest Unit Exam Dropped:** The lowest unit exam grade will be dropped from the course grade. The final exam grade will not be dropped if a student is required to take it. See above section, *Final Exam Exemptions*, for details on final exam exemptions.

**Late Assignments/Quizzes/Exams:**

All assignments, quizzes, and exams are **due by 11:59 p.m.** on the designated due date, unless otherwise noted.

**Make-up Exams:** Students will only be allowed to make up exams if there is a documented extenuating circumstance. **Students must get documentation from the Dean of Students Office.** Students should not email documentation to me to request an excused absence. Instructions may be found at the following link:

<https://www.dos.txstate.edu/services/emergency/Services-Offered/Ab-Not.html>

**Examples of Extenuating Circumstances:**

The following documented reasons will be considered valid excused absences:

- a. Injury or illness requiring treatment at home or in a hospital
- b. Death of a family member
- c. Required participation in a University-sponsored activity
- d. A field trip or off-campus activity required for a university course
- e. Required participation in active military service
- f. Official religious Holy Days

Make-up exams must be completed prior to taking the next exam. **PLEASE NOTE:** *There is no make-up exam for the final exam, and the final exam deadline will not be extended.*

**COVID-19 Reporting Tool:**

Texas State University has developed a tool for reporting COVID-19 cases on campus. **The two most important steps students, faculty, and staff must take responding to possible and confirmed COVID-19 cases are:**

1. **NOTIFY the appropriate parties quickly (The Student Health Center, your instructors, your supervisor).**
2. **DISTANCE yourself. (Stay home and away from others if you are sick, diagnosed with COVID-19, or if you were in close contact with a confirmed case).**

More information about COVID-19 reporting processes can be found at the following link:

<https://www.txstate.edu/coronavirus/road-map/reporting-processes.html>.

## **Health, Wellness, and Safety**

Considering rising infection rates and recent [Centers for Disease Control and Prevention guidelines](#), Texas State is requesting all members of the university community to take these five additional steps:

1. **Get tested.** Regardless of vaccination status, get tested before the start of the fall semester and when selected to participate in Texas State's random COVID-19 testing program. Testing information can be found on the [Texas State's COVID-19 Testing, Reporting, and Response Steps webpage](#).
2. **Stay home and get tested if you develop cold-like or other [COVID-19 symptoms](#)**, regardless of vaccination status.
3. **Promptly Report to Bobcat Trace** if you test positive for COVID-19 or have had close contact with someone who received a positive test result. Reporting information can be found on the [Texas State's COVID-19 Testing, Reporting, and Response Steps webpage](#).
4. **Isolate if you test positive for COVID-19.** Stay home and away from others for the required isolation period.
5. **Quarantine if you have been identified as a close contact** and stay home for the prescribed time period in accordance with CDC and Bobcat Trace guidance.

Please continue to follow the university's [Roadmap](#) for updates.

**Face Covering and Vaccination Protocol:** Per standing guidance from Governor Abbott's executive orders and confirmed by The Texas State University System's Office of the Vice Chancellor and General Counsel, the university is unable to require face coverings or vaccinations. Every member of the university community is urged to get vaccinated and wear a mask indoors, regardless of vaccination status. Together, we can reduce the risk of infection and transmission of COVID-19 and live out our shared values of respect and compassion.

**Emergency Management:** In the event of an emergency, students, faculty, and staff should monitor the [Safety and Emergency Communications web page](#). This page will be updated with the latest information available to the university, in addition to providing links to information concerning safety resources and emergency procedures. Faculty, staff, and students are encouraged to sign up for the [TXState Alert](#) system.

**Canvas Support:** If you have questions about Canvas, visit the following page:

<https://itac.txstate.edu/support/canvas>.

**Help/ITAC:** The IT Assistance Center (ITAC) can help you resolve problems with campus technology (e.g., Canvas, Internet connectivity, usernames and passwords, university network outages, peripheral equipment issues, desktop software/hardware, etc.). You can contact ITAC by phone/voicemail at 512-245-ITAC (4822), by email ([itac@txstate.edu](mailto:itac@txstate.edu)), by live chat (<https://livechat.itac.txstate.edu>) or on campus in the Alkek Library, 1<sup>st</sup> floor.

**Please note that technical problems are not a valid excuse for late quizzes or exams in this class. Each unit allows a week's time to learn the material and complete the graded activities. Please have a backup plan for internet access. Students are expected to plan appropriately to ensure timely completion of their work. Do not wait until the last minute to complete your quizzes or exams!**

**Using the Alkek Library:** Reference librarians at the Alkek Library help students with a wide variety of course-related and personal research needs. For example, reference librarians help with database and web searches, research strategy, article indexes, and the library catalog. Librarians also assist students with obtaining library materials (such as books, journal articles, and online texts) from the Alkek and other libraries.

**Helpful Links:**

Library website: <http://www.library.txstate.edu>. Many full text articles are available from the library's databases, which you can access from your home or office. All you need is your Texas State University NetID and password. Some articles may only be available in print at the library. These articles and other library materials such as books and videos can be mailed to your home address. If a needed book or article is not in the library, you can use the Interlibrary Loan service: <https://illiad.library.txstate.edu/illiad/>. The item(s) will be mailed to you.

**Student Accommodations:** It is the university's goal that learning experiences be as accessible as possible. The [Office of Disability Services \(ODS\)](#) provides reasonable accommodations to qualified students with disabilities. If you anticipate or experience physical or academic barriers based on disability, contact the Office of Disability Services as soon as possible at 512.245.3451 to establish reasonable accommodations.

**Academic Integrity and Student Conduct:**

- [Code of Student Conduct](#)
- [The Honor Code](#)

**Investment in Learning:** Each student is expected to demonstrate investment in learning through your attitude and work ethic. Specifically, each class member will be expected to do their own work, submit assignments in a timely and correct manner, seek help promptly when necessary, and treat others with respect.

**Communication Skills & Online Writing Support:** All students must have adequate writing skills to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references to support their thesis and ideas in written assignments. Students who do not

demonstrate adequate writing should expect reduced grades on assignments. Texas State University provides several online tutoring services through the Student Learning Assistance Center (SLAC) including an online writing lab and numerous writing web links to strengthen your skills. Link: <http://www.txstate.edu/slac/>

**Academic Integrity and Student Conduct:** Students must demonstrate high standards of integrity. They should do their own work on all material submitted to meet course requirements. Since dishonesty harms the individual and their fellow students, as well as the integrity of the University, policies are strictly enforced. Students must familiarize themselves with the Code of Student Conduct and the Honor Code.

- [Code of Student Conduct](#)
- [The Honor Code](#)

**Sexual Misconduct Policy, Resources, and Reporting (Title IX):** Title IX prohibits gender discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking. Those who wish to report an incident to the University may do so by contacting the [Equal Opportunity and Title IX Office](#) at 512-245-2539 or [TitleIX@txstate.edu](mailto:TitleIX@txstate.edu), or by completing the online complaint form. If you have experienced sexual harassment or sexual violence, you can receive confidential support and advocacy by contacting University resources such as the Student Health Center (512) 245-2161, Attorney for Students (512.245.2370), and the Counseling Center (512) 245-2208. Reports to law enforcement can be made to UPD at 512-245-2805 or for emergencies dial 9-1-1.

All Texas State employees (including student employees) except those expressly identified as a confidential source by university policy, are legally required to promptly report to the Title IX Coordinator all relevant information regarding observations witnessed or information received concerning sexual harassment, sexual assault, dating violence, and stalking committed by or against a student or employee based on Senate Bill 212. It is important for all employees to be responsive to a student sharing a traumatic experience by connecting the student with resources that will assist the student immediately and ensure their safety and wellbeing.

**Supplemental information and resources:**

- [Resources for Victims of Sexual Misconduct](#)
- [FAQs for Equal Opportunity and Title IX](#)
- [Duties of a Responsible Employee](#)
- [Title IX Reporting Form](#)
- [Contact the Office of Equal Opportunity and Title IX](#)
- [Texas State University System Sexual Misconduct Policy](#)
- [Texas SB 212](#)

**Related resources:**

- [Discrimination Complaints Website](#)
- [Discrimination Complaint Form](#)
- [Texas State University Policy on Prohibition of Discrimination](#)
- [Report It Website](#) (some links being updated)

## Tentative Course Schedule—Spring 2022

Week	Chapters & Topics Covered	Assignments	Due Date
Week One:	<i>Introduction &amp; Syllabus</i> Chapter 1: Basic Word Structure Chapter 2: Terms Pertaining to the Body as a Whole	Quiz: Syllabus and Quiz 1: Chapters 1-2	Sunday, January 23 <sup>rd</sup> by 11:59 p.m.
Week Two:	Chapter 3: Suffixes Chapter 4: Prefixes	Quiz 2: Chapters 3-4	Sunday, January 30 <sup>th</sup> by 11:59 p.m.
Week Three:	Chapter 5: Digestive System Chapter 6: Additional Suffixes and Digestive System Terminology	<b>Exam 1:</b> <b>Chapters 1-4</b>	Sunday, February 6 <sup>th</sup> by 11:59 p.m.
Week Four:	Chapter 7: Urinary System	<b>Exam 2:</b> <b>Chapters 5-6</b>	Sunday, February 13 <sup>th</sup> by 11:59 p.m.
Week Five:	Chapter 8: Female Reproductive System	Quiz 3: Chapters 7-8	Sunday, February 20 <sup>th</sup> by 11:59 p.m.
Week Six:	Chapter 9: Male Reproductive System	<b>Exam 3:</b> <b>Chapters 7-8</b>	Sunday, February 27 <sup>th</sup> by 11:59 p.m.
Week Seven:	Chapter 10: Nervous System	Quiz 4: Chapters 9-10	Sunday, March 6 <sup>th</sup> by 11:59 p.m.
Week Eight:	Chapter 11: Cardiovascular System	<b>Exam 4:</b> <b>Chapters 9-10</b>	Sunday, March 13 <sup>th</sup> by 11:59 p.m.
Week Nine:	<b><i>Spring Break: No Assignments Due. Have a safe week!</i></b>		Sunday, March 20 <sup>th</sup> by 11:59 p.m.
Week Ten:	Chapter 13: Blood System Chapter 14: Lymphatic and Immune System	<b>Exam 5:</b> <b>Chapters 11-12</b>	Sunday, March 27 <sup>th</sup> by 11:59 p.m.
Week Eleven:	Chapter 15: Musculoskeletal System Chapter 16: Skin	<b>Exam 6:</b> <b>Chapters 13-14</b>	Sunday, April 3 <sup>rd</sup> by 11:59 p.m.
Week Twelve:	Chapter 17: Sense Organs: The Eye and the Ear Chapter 18: Endocrine System	<b>Exam 7:</b> <b>Chapters 15-16</b>	Sunday, April 10 <sup>th</sup> by 11:59 p.m.
Week Thirteen:	Chapter 19: Cancer Medicine (Oncology) Chapter 20: Radiology and Nuclear Medicine	Quiz 6: Chapters 17-20	Sunday, April 17 <sup>th</sup> by 11:59 p.m.
Week Fourteen:	Chapter 21: Pharmacology	<b>Exam 8:</b> <b>Chapters 17-20</b>	Sunday, April 24 <sup>th</sup> by 11:59 p.m.
Week Fifteen:	Chapter 22: Psychiatry	Quiz 7: Chapters 21-22	<b>Thursday,</b> April 28 <sup>th</sup> by 11:59 p.m.
Week Sixteen:	<b>Comprehensive Final Exam</b>	<b>Final Exam:</b> <b>Chapters 1-22</b>	<b>Saturday,</b> May 7 <sup>th</sup> by 11:59 p.m.