I. Course Description

Medical terminology is a specialized language used by healthcare practitioners. This course provides a solid foundation in medical language for those interested in pursuing a health and science career requiring the ability to communicate with physicians, nurses, dentists, and other medical professionals. An in depth presentation of medical language serves as a solid foundation for students interested in health care careers such as medicine, nursing, pharmacy, physical therapy or occupational therapy, and related careers. Medical terminology is presented in relation to human structure and function. This course builds a framework by introducing the key elements in the formation as well as the modification of medical terms which then is applied to the specific body systems.
**Rationale**
The course introduces the basic understanding of medical terms and phrases that are encountered in healthcare. This includes prefixes, suffixes, word roots, terms, and abbreviations. Case studies and application to the clinical setting enable students to have a working knowledge of medical terms in order to accurately record, report, and transmit medical information.

**II. Course Prerequisites:** None required.

**III. Course Goals**
This course falls under the System-wide Graduation Requirements (SGR) goal of **Expertise**, with students focusing on one or more areas of in-depth study through their major and minor coursework, developing a level of expertise that will serve them not only in their intended career but also as educated citizens.

**IV. Course & Program Learning Outcomes**

HSC 250 is designed to assist the student in developing the eight end-of-program outcomes for the health sciences major.

<table>
<thead>
<tr>
<th>HSC 250 Health Care Terms in the Clinical Setting Learning Outcomes</th>
<th>Corresponding Health Sciences Program Outcomes</th>
<th>Assessment of Outcomes Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Use a computer to complete the on-line components of this course.</td>
<td>Communication</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
<tr>
<td>II. Spell and define flashcard prefixes, suffixes, and stem words.</td>
<td>Communication</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
<tr>
<td>III. Identify and explain the function of specific word parts.</td>
<td>Communication Professionalism</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
<tr>
<td>IV. Describe how medical compound terms (words) are constructed.</td>
<td>Communication Professionalism</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
<tr>
<td>V. Build compound terms using multiple word parts in a combining form.</td>
<td>Communication</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
<tr>
<td>VI. Fracture and analyze key compound medical terms found on the Word Part Flashcards, Multiple Choice Questions, and Lecture Slides.</td>
<td>Communication</td>
<td>*Chapter exercises and tests *Discussion Boards *Final exam</td>
</tr>
</tbody>
</table>
VII. Define key compound medical terms found on the flashcards.

| Communication | *Chapter exercises and tests *Discussion Boards *Final exam |

VIII. Spell and define medical equipment, treatment, disease, and diagnostic compound terms.

| Communication | *Chapter exercises and tests *Discussion Boards *Final exam |

IX. Relate the medical terms to the structure and function of the human body.

| Communication Professionalism | *Chapter exercises and tests *Discussion Boards *Final exam |

X. Identify visually and describe verbally some of the medical problems, disorders, and diseases presented in the lectures.

| Communication Professionalism | *Chapter exercises and tests *Discussion Boards *Final exam |

XI. Apply an understanding of medical terms to specific case studies.

| Communication Professionalism | *Chapter exercises and tests *Discussion Boards *Final exam |

V. Required Textbook(s):

Purchase your online textbook at the e-textbook web address:

https://usd.cipcourses.com/registration

Optional: Supplemental textbook/workbook: $29.95

Students who want to save time and ink in printing their own copies can purchase a “hardcopy” of the 374-page textbook/workbook. The supplemental textbook/workbook contains the following:

- All lecture slides in Chapters 1-4 (Basis of Medical Terminology)
- All 800 Multiple Choice Chapter Tests and Fill-in-the-Blank exercises in Chapters 4 & 6-14
- All 1000 flash card word parts, abbreviations and fill-in-the-blank exercises in Chapter 5
- To purchase the optional supplemental textbook/workbook, use the contact information below:

Target Copy
1412 West University Avenue
Gainesville, FL 32603
VI. Instructional Methods
1. E-textbook/online chapter modules, exercises, and tests.
2. Discussion board assignments.
3. Responses to peers.

VII. Evaluation Procedures

Chapter Exercises, Chapter Quizzes & Tests: The tutorial format has an 800 page online printable textbook containing interactive audio-visual lecture pages that prepare each student for the 1000 self-testing flashcards and the 800 multiple choice self-test questions. These activities must be completed in full before you can take the final exam online in chapter 16 of E-Textbook. The chapter exercises and tests are worth 13% and chapter quizzes (which are timed) are worth 32% of your grade.

2. Participation: Discussion boards are worth 25% of your grade.

3. Final Exam: The final exam is a 150 minute exam that gives you 300 questions related to the on-line self-testing activities. You must complete all of the assigned computer activities before the on-line final exam. The Summary Sheet verifies that you are prepared to take the final exam online in Chapter 16. The final exam is worth 30% of your grade.

VIII. HSC 250 Course Schedule: See the course schedule that is provided as a separate document.

IX. Grading for Coursework Required within the Major

1. The grading scale used for all HSC prefix coursework is:
   a. Grade A 900 – 1000 90% - 100%
   b. Grade B 800 – 899 80% - 89%
   c. Grade C 700 – 799 70% - 79%
   d. Grade D 600 – 699 60% - 69%
   e. Grade F 590 and below 59% and below

2. A maximum of 1000 points can be earned in this course.

3. Grades will be posted in D2L.

4. Students must earn a final grade of a ‘C’ or higher in all HSC prefix courses for satisfactory completion of the major.

5. No extra credit can be earned in any HSC prefix course.
6. Assignment and Course Completion:
   a. Any course assignments that are not submitted by the established deadline will result in a grade of zero (0) for the assignment.
   b. The final course grade may be reduced by up to 15% of the total points earned for behavior that is not consistent with that expected of a professional person, including late assignments or failing to hand in completed assignments. For example if you earn 800 points for completed work, but chose to not complete an assignment, your course grade earned could be a “D”. This is calculated in the following manner: Fifteen percent (15%) of 800 points is 120 points (800 – 120 = 680 which is a 68% or a “D”).

X. Electronic Communication:

1. Because of ever-increasing reliance on electronic communications to more effectively and efficiently conduct official business with students of the University of South Dakota, certain electronic communication standards must be set by the University. As a result, email and announcements posted in myUSD Portal are considered official forms of communication at the University of South Dakota. It is imperative students understand that portal announcements and the University assigned e-mail addresses associated with the USD account shall be the official means of communication while they are a student and that they are responsible for information conveyed via announcements and email. The University has the right to expect that those communications be read in a timely fashion. Thus, as a student, you are responsible for checking your coyote e-mail account on a daily basis and you are responsible for all communication sent to you through your coyote e-mail account.

2. All formal electronic communication between the department faculty and student will occur via the D2L communication system. You can forward D2L email to your University coyote.edu address.

3. You cannot respond to an email sent from D2L through your coyote account. You will still need to respond to the email through D2L.

4. For more information on using D2L please visit the portal: http://my.usd.edu  For access to D2L visit: https://d2l.sdbor.edu/

Instructor response time to D2L mail or phone messages

- I will check messages once during the day Monday through Friday and I will respond by the next business day.
- Weekend messages will be returned as soon as possible on the next business day.
- Feedback on written assignments and assessments will be primarily via the grading rubric and feedback box in D2L. Please call me if you need clarification
or additional guidance on an assignment.

- If you do not receive a response to an e-mail within 24 hours Monday through Friday or if sent on the weekend you have not received a response by the next business day, please call or notify me in person. There may have been an error in sending/receiving the e-mail.

- NOTE: Feedback on written assignments and assessments will be provided within two weeks of the due date unless otherwise notified.

X. Technology Requirements:

Students registered for HSC 250 are required to have internet access and a current USD e-mail address. All computers should be able to run the latest editions of operating systems and programs utilized during the course. All course communication will be facilitated within D2L including notices and updates, assignments, drop-box submissions, and grades. Please contact the USD Information Technology Services Help Desk for assistance with D2L. Office: I.D. Weeks Room 104, (605) 658-6000, https://portal.usd.edu/technology/helpdesk/

1. Internet browser: Refer to CDE Online Orientation for this information. The orientation guide contains important information on accessing USD’s resources available to you online. http://www.usd.edu/-/media/files/usd-online/online-orientation-guide.ashx?la=en

2. Information Technology Services (ITS): The ITS Help Desk provides prompt, knowledgeable and courteous computing support services.
   a. ITS Help Desk is located in the I.D. Weeks Library, Room # 104.
   b. Online Request Form - Create a support ticket with the ITS Help Desk Email Available 24x7: https://portal.usd.edu/technology/helpdesk/
   c. Phone Available 24x7
      i. On Campus: 605-658-6000
      ii. Toll Free: 877-225-0027
   d. ITS is closed on university holidays

3. Desire2Learn - D2L: Desire2Learn (D2L) is a course management system that is used by all South Dakota Board of Regents Universities. The Department of Health Sciences faculty uses D2L for all coursework, whether it is delivered on or off-campus. All coursework materials are provided within the D2L course and are available electronically to students 24/7. All course communication is facilitated within D2L including lecture notes, slides, assignments, drop-box submissions, and grades.

4. Turnitin: The Department of Health Sciences requires all writing assignments for the Health Sciences Major to be submitted to Turnitin to check for plagiarism. For
your convenience, TurnItIn has been integrated directly into the D2L Dropbox tool.

5. **Collaborate Ultra**: Collaborate Ultra may be used for class participation and to share information and documents in an online session. Collaborate Ultra is a new, user-friendly version of Collaborate, available on desktops, laptops, and mobile devices. For the best experience using Collaborate Ultra, participants should use Google’s Chrome web browser. For an orientation guide please visit: https://docs.google.com/document/d/192rZjely25tP261-fmE9Q7YQjly_tkJkT66zF891_0oPo/edit?ts=57966337

Assignment instructions and corresponding rubrics are provided within D2L and will be discussed/explained to students.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>% Grade</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAIL and Handbook Signature Page</td>
<td>1.2</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Chapter Tests</td>
<td>28.8</td>
<td>288</td>
<td></td>
</tr>
<tr>
<td>Chapter Exercises</td>
<td>15</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>25</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>Final Exam</td>
<td>30</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td></td>
<td>1000</td>
<td></td>
</tr>
</tbody>
</table>
Policies

University of South Dakota Student Handbook

http://www.usd.edu/~media/files/student-life/usdstudenthandbook.ashx

**Student Accountability:**

It is the responsibility of the student to know and to adhere to the policies, procedures, and deadlines of the University and the Department of Health Sciences.

**Disability Services: Accommodation Process**

http://www.usd.edu/student-life/disability-services/accommodation-process

Any student who feels he/she may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

For information contact:

Ernetta L. Fox, Director
Disability Services
Room 119 Service Center
(605) 677-6389

**Professional Standards of Conduct:**

Professional conduct is expected of every student enrolled in Health Sciences coursework, whether he/she is a declared major or not. Professional conduct is evidenced in behaviors which represent:

1. Ethical conduct
2. Integrity and honesty
3. Accountability
4. Respect for oneself, others and the rights of privacy and confidentiality
5. Appearance and communication consistent with a professional.
6. Respectful behavior in interpersonal relationships with peers, superiors, clients, and their families
7. Adherence to deadlines set by the faculty
**Professional Behaviors Grade**

Students in the Department of Health Sciences are expected to exhibit professional behavior. Evaluation of professional behaviors is incorporated into final course grading. Professional behaviors include but are not limited to: honesty, integrity, accountability, attendance, participation, professionalism, communication, teamwork, leadership and completion of all course assignments.

- The final course grade may be reduced by up to 15% of the total points earned for behavior that is not consistent with that expected of a professional person.
- A student who fails to exhibit professional behaviors may be dropped from the course, based on the discretion of the instructor.
- A student may be dismissed from the department for unprofessional behavior at the recommendation of the Health Sciences faculty team.

**Course Participation**

Your active participation in the course is required and models that of the professional healthcare provider. It is important that you take responsibility for participating in course discussions and activities as required. All students are expected to read and prepare assigned materials prior to established deadlines.

**Assignments**

All work must be submitted by the required date and time. No credit will be earned for exams or papers that are turned in after their deadlines. In addition, the final course grade may be reduced by 15% of the total points earned.

**Freedom in Learning**

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Health Sciences students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact June Larson, Associate Dean of the School of Health Sciences and Chair of the Department of Health Sciences to initiate a review of the evaluation (605)658-6500.

**Student Rights & Responsibilities Office**

Muenster University Center, 206  
Phone: 605-677-6030  
Email: srr@usd.edu
The office of Student Rights & Responsibilities (SRR) is charged with ensuring that the individual rights of students are upheld throughout the university community, while common standards for personal behavior are evidenced by all who enjoy USD affiliation. In addition to administering due process and adjudicating allegations of misconduct, SRR can assist with procedural questions related to SDBOR policy 3:4, the Student Code of Conduct, such as the referral process and resolution options, as well as in identifying available resources to support student success.  

- SRR is committed to fostering an environment of engaged citizenship for students.
- Accordingly, reasoned and civil discourse, integrity and intellectual honesty, and the recognition of the rights of all are encouraged.
- SRR aids in cultivating a campus-wide ethic of accountability through its conduct processes.

Student Appeals for Academic Affairs SD BOR Policy 2:9  

Students have the right to initiate the Academic Appeals Policy of the University of South Dakota as a means to redress any form of unjust, oppressive, discriminatory, or fundamentally unfair practice affecting a student’s academic performance and progress. Undergraduate Academic Appeals forms may be found on myUSD Portal. For questions regarding health sciences courses, contact Academic Affairs (Slagle Hall 105, 677-6497), or the Academic Dean of the School of Health Sciences.

Cultural Insensitivity and Bullying

One of the responsibilities and expectations of University of South Dakota students is that they will participate in the creation of a positive climate at USD that welcomes, comforts, and is inclusive of all students in the Residence Halls, classrooms, student organizations, and other parts of the University. Two critical issues that lead to a negative climate for and experience of diverse students are cultural acts of insensitivity and “bullying.” Making fun of or degrading individuals and the groups to which they belong is considered an act of cultural insensitivity. Bullying is defined as unwanted, aggressive behavior that is repeated, or has the potential to be repeated, over time. Bullying is repeated, deliberate, and disrespectful behavior that has the intent of hurting someone else. Teasing; making fun of; laughing at, or harassing someone over time is bullying. Bullying hurts, creates a negative climate, and can disrupt another student’s ability to function, sleep, concentrate, and to be academically successful.

Notice of Nondiscriminatory Policy

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all
persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Room 205 - Slagle, Vermillion, SD 57069. Phone: 605-677-5651 E-Mail: equalopp@usd.edu.

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 E-Mail: disabilityservices@usd.edu

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Ambur to provide equal access for all persons with disabilities.

**South Dakota Board of Regents Policies**
http://www.usd.edu/policies/south-dakota-board-of-regents

Students shall refer to the above link for the most current versions of South Dakota Board of Regents Policies. Sections 1-3 affect all University students.

**Student Appeals for Academic Affairs South Dakota (SD) Board of Regents Policy 2:9**

**Student Code of Conduct SD Board of Regents Policy 3:4**

**Student Academic Misconduct SD Board of Regents policy 2:33**
The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty contrary to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of
A student who engages in any form of academic dishonesty will be referred to the Office of Student Rights and Responsibilities. No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

**Cheating and Plagiarism**

The Department of Health Sciences considers plagiarism, cheating, and other forms of academic dishonesty contrary to the objectives of higher education. A student who engages in any form of academic dishonesty will be referred to the Office of Student Rights and Responsibilities.

**Plagiarism**

The Department of Health Sciences accepts the definition of plagiarism as intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise. In the event a faculty member has reason to believe a student has plagiarized another’s work, the case will be referred to the Office of Student Rights & Responsibilities.

**Recycled Work: Self-Plagiarism**

a. Students may not submit academic work or portions of the academic work for which academic credit has already been received to use towards meeting current course requirements without prior permission from the instructor of the course in which they are currently enrolled.
b. Submitting an assignment or portions of an assignment which has already received credit will result in referral to the Office of Student Rights & Responsibilities.
VAIL (Virtual Academic Integrity Laboratory) Tutor

a. The completion of Vail Tutor is required once per academic school year with a minimum score of 90%.

b. The tutor is available through the University of Maryland University College at http://www.umuc.edu/current-students/learning-resources/academic-integrity/tutorial/index.cfm. The tutor consists of 4 modules:
   ▪ Module 1: Understanding Academic Integrity, Plagiarism, and Cheating
   ▪ Module 2: Understanding How to Avoid Plagiarism: tips and Strategies
   ▪ Module 3: Documentation Styles: When and How to Use them
   ▪ Module 4: Plagiarism Policies

c. There is a quiz at the end of the tutorial that covers all four modules. After completing and scoring the quiz, your Report of Successful Completion will be available to you. You may retake the quiz as often as needed to achieve the required score. Once you have received the required score, you will need to copy or print and scan your Report of Successful Completion and save. You will then submit the saved Report of Successful Completion to the drop box for this assignment.