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**Calumet College**

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**of Saint Joseph**

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*Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.*

*We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.*

## **COURSE SYLLABUS, Spring 2020**

**Course: BIOL 215 Medical Terminology**

### **Instructor Information:**

<b>Instructor Name</b>	Dr. Edward Draper
<b>Office Number:</b>	514
<b>Phone Number:</b>	219-473-4268
<b>Email:</b>	edraper@ccsj.edu
<b>Office Hours:</b>	MTWR noon-1:30
<b>Instructor Background:</b> B.S. in Biology from Loyola University Chicago. M.S. in Biology from Purdue University. Ph.D. in Biology from University of Illinois Chicago. My research focuses on using the yeast, <i>Saccharomyces cerevisiae</i> , as a model system to study cellular biology.	

### **Course Information:**

<b>Course Time:</b>	Monday 1:45-3:15
<b>Classroom:</b>	334
<b>Prerequisites:</b>	C or better in BIOL 115 and BIOL 115L
<b>Required Books and Materials:</b>	Medical Terminology A Living Language. 7 <sup>th</sup> edition ISBN: 9780134701202
<b>Learning Outcomes/ Competencies:</b> Students in this course will: <ul style="list-style-type: none"><li>• List suffixes, prefixes, and word roots common to medical terminology</li><li>• Define suffixes, prefixes, and word roots common to medical terminology</li><li>• Construct medical terms correctly using the appropriate suffixes, prefixes, and word roots</li><li>• List suffixes, prefixes, and word roots common to specific organ systems of the human body</li></ul>	

- Construct system specific medical terms using the correct suffixes, prefixes, and word roots
- Identify and list commonly used medical abbreviations
- Correctly define medical terms when given the suffix, prefix, and word root

**Course Description:**

A 2-credit hour class. Medical terminology is the study of the principles of medical word building to help the student develop the extensive medical vocabulary used in health care occupations. Students receive a thorough grounding in basic medical terminology through a study of root words, prefixes and suffixes. The study focuses on correct pronunciation, spelling and use of medical terms. Anatomy, physiology, and pathology of disease are discussed.

**Learning Strategies:**

Active learning, Blackboard, group discussions, team projects, collaborative learning.

**Experiential Learning Opportunities:**

Students will learn the terminology and apply it to activities that include reading and interpreting sample medical records and case study discussion.

**Assessments:**

<b>Assessments:</b>		
<b>Exams</b>	There will be 2 exams	120 points each
<b>Quizzes</b>	There will be 10 quizzes	15 points each
<b>Homework Assignments</b>	There will be 10 homework assignments	25 points each
<b>Attendance/Participation</b>	Attendance/participation points will be awarded each day of class except the two exam dates	5 points each
<b>Total</b>		700
<b>Grading Scale:</b>		
640-700: A	626-639: A-	
612-625: B+	570-611: B	556-569: B-
542-555: C+	500-541: C	486-499: C-
472-485: D+	430-471: D	416-429: D-
415 and below: F		

**Course Schedule:**

<b>Class Date</b>	<b>Class Discussion/Activities</b>	<b>Assignments</b>
Jan. 13	Introduction and Syllabus	
Jan. 20	<b>NO CLASS</b>	
Jan. 27	Chap. 1: Intro to Medical Terminology	
Feb. 3	Chap. 2: Body Organization	<b>Quiz 1 and HW1</b>
Feb. 10	Chap. 4: Skeletal System	<b>Quiz 2 and HW2</b>
Feb. 17	Chap. 4: Muscular System	<b>Quiz 3</b>
Feb. 24	Chap. 5: Cardiovascular System	<b>Quiz 4 and HW3</b>
Mar. 2	<b>NO CLASS</b>	
Mar. 9	Chap. 7: Respiratory System	<b>Quiz 5 and HW4</b>

Mar. 16	<b>Exam 1</b>	<b>HW5</b>
Mar. 23	Chap. 6: Blood, Lymphatic, Immune	<b>Quiz 6</b>
Mar. 30	Chap. 8: Digestive System	<b>Quiz 7 and HW6</b>
Apr. 6	Chap. 11: Endocrine System	<b>Quiz 8 and HW7</b>
Apr. 13	Chap. 12: Nervous System	<b>Quiz 9 and HW8</b>
Apr. 20	Chap. 13: Eyes and Ears	<b>Quiz 10 and HW9</b>
Apr. 27	<b>Exam 2</b>	<b>HW10</b>

**I reserve the right to change this schedule to meet the needs of the class.**

<b>Responsibilities</b>	
<b>Attending Class</b>	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have <b>more</b> responsibilities to keep up and meet the objectives of this course.</p> <p><b>Attendance</b> Attendance is counted as being present from the first 10 minutes of class until the end of lecture/lab. Anyone missing after the first 10 minutes of class will be marked late. If you are still missing after the first 15 minutes of class, you will be marked absent unless a written excuse is provided within 24 hours of the occurrence. Similarly, anyone leaving early without a written excuse will be counted as absent.</p> <p><b>General Absences</b> <b>You are responsible for all material presented in class and all in-class announcements and assignments.</b> If for whatever reason you have to miss class, please approach your fellow students for the notes you missed, and take advantage of the class materials that will be posted on Blackboard <a href="http://class.ccsj.edu">http://class.ccsj.edu</a></p> <p>ALL planned and unplanned absences must be communicated to your instructor via email (Subject: Last name, First name, "BIOL 115A Absent", Date) with a brief explanation.</p> <p>Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. Therefore, three (3) unexcused absences will result in an administrative withdrawal from the course. Furthermore, excessive tardiness (every 2 late arrivals) will result in 1 absence. The student may be subjected to a grade of F or FW per the policy stated under the Withdrawal from Classes section on this syllabus.</p> <p><b>Absence due to college events</b> We do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give</p>

	<p>notice of your absence 24 hours in advance according to the communication guidelines above, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p> <p><b>Exams</b></p> <ul style="list-style-type: none"> <li>• If you are late for an exam, you must arrive before the first person leaves the room, otherwise you will not be allowed to take the exam and you will receive a 0.</li> <li>• Cell phones are expressly prohibited during exams.</li> <li>• All students are required to take the final exam.</li> <li>• The final exam schedule is TBA.</li> <li>• Items which students may not have near them during the exams include: <ul style="list-style-type: none"> <li>• Coats, jackets, hats, or other items of outerwear</li> <li>• Backpacks, pencil cases, purses, or other bags</li> <li>• Cell phones or other electronic devices</li> <li>• Graphing calculators</li> <li>• Covers for non-graphing calculators</li> </ul> </li> </ul> <p>If you are not sure whether an item is permitted, please ask the instructor before the exam. No talking during exams. Items you are not permitted to have during exams should be placed at the designated area prior to the exam. Neither the instructor nor the department is responsible for any loss or theft of personal items. The instructor retains the right to issue an exam grade of zero to any student found to be in violation of one or more exam rules.</p> <p><b>NO MAKE-UPS.</b> Make-up exams will not be given except upon the discretion of the instructor. Athletic competition that interferes with exams will require documentation to be presented to the instructor by the end of the first week of classes. Extension requests for extenuating circumstances can be submitted via email to the instructor. In the event the instructor approves the extension, a make-up exam will be scheduled within 2 days of the original exam date.</p> <p>If you require special accommodations for taking exams, please submit to the instructor the appropriate documentation from the Office of Disability, within the first week of the course to address your needs. Graded exams will not be distributed during lecture time. In order to obtain a copy of your exam, please stop during the instructors' office hours. You are free to go over the exams with the instructor in detail. Please see the note in the "Grading Scale". Final exams will not be returned to the students. You are free to come by and look at your exam, but the exam will not leave the instructors office.</p>
<p><b>Turning In Your Work</b></p>	<p>You cannot succeed in this class if you do not turn in all your work when due. <b>Homework will not be accepted after the due date.</b> Extension requests for extenuating circumstances can be submitted via email to the instructor. Decisions on make-up work are left to the discretion of the instructor.</p>

<b>Meeting Standards for Classroom Behavior</b>	<ul style="list-style-type: none"> <li>• <b>Use all the class time.</b> Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others.</li> <li>• <b>Come prepared.</b> Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class.</li> <li>• <b>Respect others.</b> Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately.</li> <li>• <b>Use electronic devices only for class purposes.</b> Engage with your classmates and the instructor without technological distractions. Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</li> </ul>
<b>CCSJ Student Honor Code</b>	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> <li>• Continuously embrace <b>honesty and curiosity</b> in the pursuit of my educational goals;</li> <li>• Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my <b>community</b>;</li> <li>• Do my own work with <b>integrity</b> at all times, in accordance with syllabi, and without giving or receiving inappropriate aid;</li> <li>• Do my utmost to act with commitment, inside and outside of class, to the goals and <b>mission</b> of Calumet College of St. Joseph.</li> </ul>
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at  <a href="http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite">http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</a></p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Sharing Your Class Experience</b>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<b>Withdrawing from Class</b>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<b>Resources</b>	
<b>CCSJ Book Rental Program</b>	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see <a href="http://www.ccsj.edu/bookstore">http://www.ccsj.edu/bookstore</a> . <b>All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</b>
<b>Student Success Center</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219-473-4287 or stop by the Library.
<b>Disability Services</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>Student Assistance Program</b>	Through a partnership with <b>Crown Counseling</b> , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, <b>contact Kerry Knowles SAP Counselor</b> , at 219-663-6353 (office), 219-413-3702 (cell), or <a href="mailto:kerryk@crowncounseling.org">kerryk@crowncounseling.org</a> .
<b>CCSJ Alerts</b>	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a> .