



**BSC 256.01W Medical Terminology  
COURSE SYLLABUS: Spring 2020**

**INSTRUCTOR INFORMATION**

**Instructor:** Susan Gossett, Adjunct Faculty  
**Office Location:** Department Office, STC 260  
**Office Hours:** Saturdays, 4:30 p.m. - 5:30 p.m. (Virtual)  
**Office Phone:** (903) 886 - 5378  
**Office Fax:** (903) 886 - 5988  
**University Email Address:** susan.gossett@tamuc.edu  
**Preferred Form of Communication:** Email  
**Communication Response Time:** Within 24 hours excluding weekends and holidays

**COURSE INFORMATION**

**BSC 256.01W Required Course Materials and Resources**

**Required Textbook:** *Medical Terminology: A Living Language*, 5<sup>th</sup> edition  
**Authors:** Bonnie F. Fremgen and Suzanne S. Frucht  
**ISBN: 9780132843478**

The course textbook is required upon the commencement of the spring 2020 semester for BSC 256.01W. While it is solely the student's discretion to purchase the required textbook wherever they choose, extensions on assignments and/or exams will not be granted due to delay(s) in obtaining the required textbook for BSC 256.01W. In addition to the required textbook, students enrolled in BSC 256.01W must have or have access to a compatible and dependable computer/device and Internet service provider for participation and completion of the coursework. A reliable computer/device and access to link with the Internet course is essential for the BSC 256.01W online course. Students who do not have access to a compatible and reliable computer/device and/or Internet provider may utilize the resources provided by Texas A&M University - Commerce in Gee Library or the various computer labs located on the campus.

## Course Description

The study of medical terminology introduces students to the language of medicine. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical terms associated with the body as a whole. Utilizing a systems-approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, diagnosis, clinical procedures, oncology, and pharmacology. In addition to medical terms, common abbreviations applicable to each system will be interpreted.

## Student Learning Outcomes

At the end of the course students will be able to: (1) Identify the basic structure of medical words, including prefixes, suffixes, roots, combining forms, and plurals; (2) Identify medical terminology as it relates to the anatomy and physiology of the human body; and (3) Identify the rules of building medical terms and a connection between the term and its relationship to anatomy and physiology.

## COURSE REQUIREMENTS

### ***Minimal Technical Skills Needed***

The ability to use and navigate myLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the coursework components is a minimal technical skill required for the BSC 256.01W coursework.

### ***Minimal Individual Skills Needed***

The following are minimal individual skills required for the BSC 256.01W coursework:

1. Ability and dedication of time and study for the course readings and exams.
2. Ability and dedication to adhere to the due dates and times for the graded components of the course.

## Instructional Methods

BSC 256.01W is delivered 100% online through myLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 256.01W provides specific activities to assist students in achieving the outcomes/objectives identified for the course. Students should work toward achieving the outcomes/objectives through: (1) thorough understanding of the course

requirements, expectations, and policies for BSC 256.01W; (2) fourteen chapter exams covering the chapters of study for BSC 256.01W; and (3) Comprehensive Final Exam. The syllabus contains an explanation of each course component and assessment that include the due date, assignment instructions, and other requirements and expectations.

The graded course components for BSC 256.01W include:

1. Fourteen chapter exams - The chapter exams will **only** be accessible during the dates and timeframes noted on the course syllabus. Each exam can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the fourteen chapter exams is composed of 50 fill-in-the-blanks, multiple-choice, and/or true/false questions allowing 60 minutes to complete. The chapter exam questions derive from a question pool, thus each student's exam will be distinctive.
2. A Comprehensive Final Exam covering all fourteen chapters containing 100 multiple choice questions allowing 120 minutes to complete. The Comprehensive Final Exam can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. The questions for the Comprehensive Final Exam derive from a question pool, thus each student's exam will be distinctive.

Students should refer to the BSC 256.01W course syllabus for details regarding each of the graded components and course policies. There are specific availability and due dates for each of the graded components for the coursework. Students are expected to utilize either the course syllabus, myLeo Online calendar, or other elected means to ensure due dates and timeframes for assignments/exams are met. Late work will **not** be accepted for BSC 256.01W coursework except with a **documented** excuse (e.g. school activity such as an organization or sport, doctor's note, court subpoena, military obligations, or ticket number if myLeo Online e-based for the Texas A&M University - Commerce Learning-Management System). It is the student's responsibility to provide the instructor with the required excused documentation within 24 hours of the documented excuse to return to school. Students failing to: 1) provide the excused documentation; and 2) to complete the missed assignment/exam within 48 hours of the date noted student is released to resume their coursework will receive a grade of zero for the assignment/exam.

### ***BSC 256.01W Course Resources***

1. Within the BSC 256.01 Medical Terminology myLeo Online course, students will find a PowerPoint for each of the chapters of study within the weekly module for which the

chapter reading is assigned. These may be used as a **supplement**; however, they are **not** designed or intended to replace reading and studying the textbook. **Please Note:** Once the due date and time for the weekly module has passed the resources and/or exam/assignment contained within will no longer be accessible.

2. Instructor - Students should utilize the instructor as a course resource if needing guidance and/or clarification on: 1) course assignments/exams; and/or 2) course material. **Please Note:** Students should refer to YouSeeU below.

3 Academic Success Center - Students may take advantage of free tutoring provided through the Academic Success Center at Texas A&M University - Commerce leading to BSC 256.01W course success. Students should refer to the course syllabus for contact information for the Academic Success Center.

### **YouSeeU**

Scheduled weekly virtual office hours with the exception of Spring Break and the week of finals will be held through YouSeeU of the BSC 256.01W myLeo Online course on Saturdays from 4:30 p.m. until 5:30 p.m. **Please Note:** Students should consult YouSeeU instructions on the Home Page of myLeo Online.

1. Students must have read the week's assigned reading prior to the scheduled session to discover the topic(s) wishing to cover during the scheduled session.
2. The "scheduled" sessions allow students to "virtually chat" with me to ask specific questions about the weekly assigned reading requiring clarification or needing to ask a question(s).
3. The "scheduled" session is **not** a timeframe to review the entire chapter; however, it is an opportunity for students to clarify specific aspects supporting their success in the course.
4. Students will need to submit the topic/question and acknowledgement of their attendance to the instructor via email at least 24 hours in advance of the scheduled session, thus allowing the timeframe to be focused and productive.
5. If a situation occurs in which no student enrolled in the course replies they will be attending or have a question for clarification, the session for that week will **not** be held.
6. Students may email the instructor with specific questions to obtain clarification on the course activities and/or clarification on assigned readings.

**Please Note:** The instructor reserves the right to reschedule the weekly session should a circumstance(s) arise. Students will be notified of the change through the University email system with the rescheduled date and time.

## Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course reading as well as studying for course exams.
2. Students should read the assigned weekly chapter and if needing clarification utilize resources of the instructor and the tutors at the Academic Success Center.
3. Students should utilize the syllabus, BSC 256.01W myLeo Online calendar, or other means to ensure they meet the due date and time for the graded course exams as failure to abide by the designated due date and time will require **excused** documentation for make-up. **Please Note:** Students should review the course policy on **Late Work** on the BSC 256.01W course syllabus.
- 4 Students should not wait until the last minute to complete graded exams for the course as only **documented** excused absences or **documented** problems which are myLeo Online-based will qualify should a due date and time for graded exams be missed.
5. Students should check their myLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 256.01W.

## GRADING

Final grades for the BSC 256.01W course will be based on the following scale based on the course percentages for each of the chapter exams and Comprehensive Final Exam: The following is the overall scale/grading schema for the BSC 256.01W course.

<b>A</b>	<b>90 -100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>59 or lower</b>

**Please Note:** The math rules of “rounding” apply in determination of the course’s final grade (e.g. 89.4 would constitute a final grade of B in the course whereas 89.5 would constitute a final grade of A for BSC 256.01W). Grades are available in the grade book of the BSC 256.01W myLeo Online course. Students can track their progress in the course in “real time” as the points/percentages for each exam is reflected in the criterion of the BSC 256.01W myLeo Online grade book.

### **Course Grading**

There is a total of 1500 points that may be earned on the exams for BSC 256.01W. The exams for BSC 256.01W constitute 100% of the total course grade. The following

is an explanation of how the BSC 256.01W course assessments, assignments, and exams will reflect towards a student's final course grade.

### **BSC 256.01W Grade Determination**

<b>Course Component</b>	<b>Possible Points</b>	<b>Percentage of Course Grade</b>
Fourteen Chapter Exams - 100 Points Each	1400	70%
Comprehensive Final Exam - 100 Points	100	30%
<b>Total Possible Points for BSC 256.01W</b>	<b>1500</b>	<b>100%</b>

### ***BSC 256.01W Course Weekly Readings***

There will be assigned chapter reading for the first fourteen weeks during the semester for BSC 256.01W. You will find the scheduled textbook chapter weekly readings at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weekly modules located within the BSC 256.01W myLeo Online course.

### ***Course Exams***

There will be fourteen chapter exams and a Comprehensive Final Exam for the coursework for BSC 256.01W Medical Terminology. If a student has difficulty with understanding or requiring clarification, they may elect to: 1) send for coverage for the week's scheduled virtual session, 2) email the instructor for clarification; or 3) utilize tutoring at the Academic Success Center.

<b>Chapter Exam</b>	<b>Available 12:00 a.m.</b>	<b>Due Date 11:59 p.m.</b>
Chapter 1—Introduction to Medical Terminology	January 13	January 25
Chapter 2—Body Organization	January 19	February 1
Chapter 3—Integumentary System	January 26	February 8
Chapter 4—Musculoskeletal System	February 2	February 15
Chapter 5—Cardiovascular System	February 9	February 22
Chapter 6—Blood and the Lymphatic and Immune Systems	February 16	February 29
Chapter 7—Respiratory System	February 23	March 7
Chapter 8—Digestive System	March 1	March 21
Chapter 9—Urinary System	March 15	March 28
Chapter 10—Reproductive System	March 22	April 4
Chapter 11—Endocrine System	March 29	April 11

Chapter 12—Nervous System	April 5	April 18
Chapter 13—Special Senses: The Eye and Ear	April 12	April 25
Chapter 14—Special Topics	April 19	May 2
Comprehensive Final Exam (All Chapters)	April 26	May 7

**Please Note:** Late work is **not** accepted unless in compliance with the **Late Work** course policy for BSC 256.01W. Students should refer to the **Late Work** course policy for BSC 256.01W on the course syllabus.

1. The fourteen chapter exams are found within the assigned weekly modules of the BSC 256.01W myLeo Online course. The chapter exams will **only** be accessible during the dates and timeframes noted on the course syllabus. Each exam can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the fourteen chapter exams is composed of 50 fill-in-the-blanks, multiple-choice, and/or true/false questions allow 60 minutes to complete. The chapter exam questions derive from a question pool, thus each student's exam will be distinctive.
2. A Comprehensive Final Exam covering all fourteen chapters containing 100 multiple choice questions allow 120 minutes to complete. The Comprehensive Final Exam can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. The questions for the Comprehensive Final Exam derive from a question pool, thus each student's exam will be distinctive.
3. Students should utilize the syllabus, BSC 256.01W course calendar/weekly modules, or other elected means for adherence to the due date and time for the course exams.
4. Students will receive an "auto grade" upon submission; however, students will be not be able to view missed question/answer until after the due date and time for the exam.

### ***How Students May View BSC 256.01W Missed Questions/Answers***

- a. Go to "Grades" on the Navigation Bar
  - b. Hit "Class Progress"
  - c. Under Class Progress find and click "Quizzes"
  - d. Find the quiz name you're looking for and hit "Details" underneath it.
  - e. Then click "Attempt 1" which will show the submission view your instructor set up.
5. **Please Note:** When students answer questions on the exams, proper spelling, punctuation (hyphenation), and capitalization if needed are required. The system will

**not** give credit nor will there be adjustment made for improper spelling, punctuation, and/or capitalization. For instance, for a fill in the blank question:

\_\_\_\_\_ is the leakage of fluid from the bloodstream into the interstitial space between body cells that causes swelling and is one aspect of inflammation.

**Correct answer: Edema (NOT edema - the word should be **capitalized!**)** The system will not give you credit if you do not input the answer properly spelled and with the correct capitalization.

Fill-in-the-blank answers **MUST** contain the hyphenation on questions for prefix, combining form, or suffix. The system will **not** give credit if students do not input the answer properly with hyphenation.

**Correct answer for prefix:** hetero- **not** hetero

**Correct answer for combining form:** myocardi/o **not** mycardio

**Correct answer for suffix:** -blast **not** blast

**Please Note:** Students may find an incidence(s) where there is more than one answer for a question (e.g. anti- and contra- both “meaning against”). If a student should find an instance wherein the exam key mistakenly counts a question incorrect which is actually correct, the student needs to send the instructor an email for verification and if warranted a change will be made to the exam grade. The student should include the following in their email: (1) the chapter exam in which the discrepancy occurred (as exam dates overlap); (2) the question and question number; and (3) the page number from the textbook (required course edition) in which the information is contained which was counted as incorrect. If an error is identified, you should contact the instructor **within one week after the due date** for consideration. I will not review errors extending past one week.

## TECHNOLOGY REQUIREMENTS

### Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.



Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products. **Please Note:** D2L Brightspace (MyLeo Online) support for Microsoft's Internet Explorer browser will end in January 2020. The browser will not work to access your online classes. Support for Mozilla Firefox, Google Chrome, and Safari will continue.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, and Mozilla Firefox browsers.

### Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS

Device	Operating System	Browser	Supported Browser Version(s)
			9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with

attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## ACCESS AND NAVIGATION

### ***BSC 256.01W myLeo Online (D2L Brightspace) Access and Log in Information***

Students will need their campus-wide ID (CWID) and password to log into the course. If a student does not know their CWID or have forgotten their password, they should contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu). This course will be facilitated using myLeo Online (D2L Brightspace), the learning management system used by Texas A&M University-Commerce. **Please Note:** Students are required to ensure their computer/device being used to access BSC 256.01W complies with the Technology Requirements listed for the coursework.

**Please Note:** Personal device/computer and Internet connection problems do **not** excuse the requirement to complete all BSC 256.01W course work as scheduled. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

### ***BSC 256.01W Course Navigation***

BSC 256.01W exams will be completed and submitted through BSC 256.01W myLeo Online (D2L Brightspace). The BSC 256.01W myLeo Online course is divided into sixteen weekly modules/assignments.

1. The PowerPoint corresponding to the weekly assigned textbook chapter reading is located within the scheduled weekly modules of the BSC 256.01W course; however, the PowerPoint is provided as a **supplement** and should not replace the textbook reading and studying.
2. All course exams are located within the weekly module for which they become available.

**Please Note:** Once the due date and time for the weekly module has passed the resources/exam/assignment contained within will no longer be accessible.

Students should begin the coursework by printing and reading the BSC 256.01W course syllabus containing a detailed outline of the course resources, policies,

requirements, and the availability and due date/time for the scheduled graded components to be successful in the coursework. If a student needs clarification or has a question after thoroughly reading the syllabus, they should contact the instructor.

## COMMUNICATION AND SUPPORT

### ***myLeo Online (D2L Brightspace) Technical Support***

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email



### ***myLeo Online (D2L Brightspace) System Maintenance***

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

### ***BSC 256.01W Course Student Support***

If students have any questions or are having difficulties with the course material, please contact the instructor at [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)

### ***Interaction with Instructor Statement***

The instructor's primary form of communication with students will be through the BSC 256.01W myLeo Online Course Announcements and/or the University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners via the course and/or the student's official University email address available to the instructor through the BSC 256.01W myLeo Online course. It is the student's responsibility to check the Course Announcements and their University email regularly for pertinent information relating to the course, exams, and/or due dates. If a student emails the instructor during a typical class week, they can expect a reply within 24 hours. If a student sends an email during holidays, spring break, and/or on the weekends, they can expect a reply within 24 hours following the typical class date.

### ***myLeo Support***

A student's myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call them at (903) 468-6000

with any questions about setting up your myLeo email account. Students may also access information at myLeo. <https://leo.tamuc.edu>

### ***Learner Support***

The One Stop Shop was created to serve students by providing as many resources as possible in one location. The website linking to the One Stop Shop is <http://www.tamuc.edu/admissions/onestopshop/>

Students can access this through their BSC 256.01W course:

1. Click on **More** on the Course Tool Bar
2. Click on **One Stop Shop**

### ***Academic Success Center***

The Academic Success Center (ASC) is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. They provide excellent resources available on their website to increase your ability to study effectively, facilitate time management strategies, and enhance a student's learning. The Academic Success Center provides academic resources to help students achieve academic success. Students may access The Academic Success Center at the following website address for more information and schedules: <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

Students can access this through their BSC 256.01W course:

1. Click on **More** on the Course Tool Bar
2. Click on **Tutoring** and/or **Online Tutoring**

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### ***Course Specific Procedures/Policies***

#### ***Attendance Policy***

While BSC 256.01W is an online course, students are expected to “virtually attend class” and actively participate. Although the BSC 256.01W course does not require attendance as in traditional face-to-face classes, students should allocate time in their weekly schedule for: 1) reading the scheduled textbook chapter; and 2) completing course exams as scheduled in the course syllabus. A student's personal participation, dedication, time management, and organization are essential for success in BSC

256.01W. Virtual support and assistance is available to students through email or YouSeeU supporting participation and success in a distance learning environment.

### ***Drop Course Policy***

It is a student's responsibility to withdraw from the course according to University policy should this become necessary.

### ***Late Work***

Late work is **not** accepted for BSC 256.01W coursework **unless** it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, myLeo Online-based technical problem(s), school organization or school sport function). If a student fails to take one of the exams during the scheduled timeframe it **will require:**

1. A **documented** excused absence from appropriate professional, or
2. If due to a myLeo Online-based (D2L Brightspace) technical problem **a ticket number** from the Helpdesk.

It is the student's responsibility to contact and provide the instructor with the **appropriate documentation** so that a time and date might be scheduled to complete the exam. If a student fails to contact the instructor and/or to provide the appropriate documentation, they will receive a grade of zero for the missed exam(s). The exam for the **documented and approved** missed course graded component must be completed within 48 hours of the date noted on the documentation the student is released to continue their coursework. **Please Note:** A student's computer/device and/or Internet provider **do not** qualify as an excused reason to complete an exam during its scheduled timeframe. It is inherent in any online class that a student has availability to a dependable computer/device and Internet service provider. If a student needs access to either a computer and/or Internet, they may utilize the resources offered by Texas A&M University - Commerce (e.g. Gee Library or the various computer labs available to students throughout the campus). Additionally, reasons such as forgetting, confusing with their other courses, work schedule, and/or other similar causes are **not** excusable for failure to complete the graded components for the coursework for BSC 256.01W during its scheduled date and/or timeframe.

### ***Course Policy for Reporting Problems with myLeo Online (D2L Brightspace)***

If a student should encounter myLeo Online (D2L Brightspace)-based problems while accessing and/or submitting exams, the following procedure **must** be followed for consideration of missing the due date and time for an exam.

1. Students must report the problem with the Brightspace Technical Support at 1-877-325-7778, via email or Live Chat and obtain a ticket number and/or submit an email **prior** to the due date and time for the exam.
2. Once the helpdesk ticket number is provided, the student should email the instructor to document the problem and provide the helpdesk ticket number.
3. If the problem is reported by email, the student should send the instructor a copy of the email along with any follow-up communication from myLeo Online (D2L Brightspace) Technical Support personnel concerning the problem.
4. Upon receipt and if required, the instructor will contact the myLeo Online (D2L Brightspace) Technical Support to confirm the student's problem and follow up with the student.

**PLEASE NOTE:** A student's personal computer/device and/or Internet provider problems are **not** legitimate excuses for filing a ticket with the myLeo Online (D2L Brightspace) Technical Support. **Only** myLeo Online (D2L Brightspace)-based problems are legitimate reasons to contact Technical Support. It is the student's responsibility to ensure their computer/device being used to access BSC 256.01W complies with the Technology Requirements listed for the coursework. The syllabus highlights that students have a "back up" plan should personal device/computer and/or Internet service provider be a problem in successfully completing the coursework for BSC 256.01W as scheduled.

### ***Extra Credit***

There is **no** extra credit offered for the course, thus students should utilize the resources identified for the coursework as well ensure their personal dedication, organization, and time management to the coursework.

### ***Syllabus Change Policy***

The syllabus is a guide and every effort will be made to complete as written; however, circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the

syllabus will be announced in advance through the BSC 256.01W Course Announcements or to the student's University email.

### ***Academic Honesty***

Students who violate Texas A&M University - Commerce rules of scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment/assessment and/or exam, the possibility of failure in the course, and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In all instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

***Cheating*** is defined as:

- Copying another's test or assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

***Plagiarism*** is a criminal activity and defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Students must cite ***all*** sources of information. The copying of material whether parts of sentences, whole sentences, paragraphs, or entire articles, will result in a grade of zero and can result in further disciplinary action.

***Collusion*** is defined as:

- Collaborating with another, without authorization, when preparing an assignment

## **University Specific Procedures**

### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.



<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](#)

<http://www.albion.com/netiquette/corerules.html>

### ***TAMUC Attendance***

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

## **ADA Statement**

### ***Students with Disabilities***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library- Room 162**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## COURSE OUTLINE / CALENDAR

The instructor will make every effort to adhere to the course outline/calendar as noted below. However, the instructor reserves the right to change the schedule if a circumstance(s) necessitate. The instructor will send communication of any change(s) through the BSC 256.01W Course Announcements and/or to the student's University email. Please note this course outline/calendar runs on a **Sunday - Saturday weekly schedule** with the exception of Week 1 beginning on **Monday, January 13** and Week 16 ending final's week with the Comprehensive Final Exam due on **Thursday, May 7**.

### Assigned Textbook Chapter Reading and Exam Schedule

Week	Chapter	Reading Assigned	Chapter Exam Due at 11:59 p.m.
1	Chapter 1—Introduction to Medical Terminology	January 13	January 25
2	Chapter 2—Body Organization	January 19	February 1
3	Chapter 3—Integumentary System	January 26	February 8
4	Chapter 4—Musculoskeletal System	February 2	February 15
5	Chapter 5—Cardiovascular System	February 9	February 22
6	Chapter 6—Blood and the Lymphatic and Immune Systems	February 16	February 29
7	Chapter 7—Respiratory System	February 23	March 7
8	Chapter 8—Digestive System	March 1	March 21
9	Chapter 9—Urinary System	March 15	March 28
10	Chapter 10—Reproductive System	March 22	April 4
11	Chapter 11—Endocrine System	March 29	April 11
12	Chapter 12—Nervous System	April 5	April 18
13	Chapter 13—Special Senses: The Eye and Ear	April 12	April 25
14	Chapter 14—Special Topics	April 19	May 2
15	No Chapter Reading Assignment		
16	<b>Comprehensive Final Exam</b>	April 26	May 7