



**BSC 256.01W Medical Terminology
COURSE SYLLABUS: Fall 2022**

INSTRUCTOR INFORMATION

Instructor: Susan Gossett, Adjunct Faculty

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 Medical Terminology (Required)

Textbook: *Medical Terminology Learning Through Practice*

Edition: 1st Edition

Authors: Paula Bostwick

Publisher: McGraw-Hill

ISBN: 9781260692068 (Looseleaf and Connect® Access Card)

Please Note: The course materials are required upon the commencement of the semester for BSC 256.01W. While it is solely at the student's discretion to purchase the required textbook with access code wherever they choose, extensions on graded course assignments will not be granted due to delay(s) in obtaining the required textbook and access code for BSC 256.01W. In addition to the required textbook with access code, 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 and Connect® 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 BSC 256.01W 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 minimal technical skills required for the BSC 256.01W coursework are the ability to use and navigate MyLeo Online (D2L Brightspace) for Texas A&M University - Commerce and McGraw-Hill's Connect® containing the coursework components.

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, assignments, and exams.
2. Ability and dedication to adhere to the due date and time for the graded course components.

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. The coursework 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) seventeen chapter assignments/exams covering the chapters of study; and (3) Comprehensive Final Exam. The syllabus contains an explanation of each course component and assessment that include the due date, assignment/exam instructions, course and/or University policies, as well as other requirements and expectations.

The graded course components for BSC 256.01W include:

1. Seventeen chapter assignments/exams - The chapter assignments/exams will **only** be accessible during the dates and timeframes noted on the course syllabus. Each chapter assignment/exam can be accessed **twice** with the higher of the two attempts counting towards the course grade. Students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the seventeen chapter assignments/exams is composed of 50 fill-in-the-blanks, labeling, matching, 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 assignment/exam will be distinctive.
2. A Comprehensive Final Exam covering all seventeen chapters containing 100 multiple choice questions allowing **120 minutes** to complete. The Comprehensive Final Exam can be accessed **twice** with the higher attempt score counting towards the course grade. 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 or other elected means to ensure due dates and timeframes for assignments/exams are met.

BSC 256.01W Course Resources

1. Instructor - Students should utilize the instructor as a course resource if needing guidance and/or clarification on: 1) course assignments/exams; 2) course policies; and/or 3) other factors fostering a student's success.
2. 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.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course reading and/or readings, studying for the course assignments/exams, and completing course assignments/exams.

2. Students should read the assigned weekly chapter and/or chapters and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
3. Students should utilize the syllabus, BSC 256.01 weekly modules, or other means to ensure they meet the due date and time for the graded course assignments/exams..
4. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 256.01W.

Course Grading

There is a total of 1800 possible points that may be earned on the assignments/exams for BSC 256.01W. The assignments/exams for BSC 256.01W constitute 100% of the total course grade. The following is an explanation of how the BSC 256.01W course assignments/exams reflect towards a student's final course grade.

BSC 256.01W Grade Determination

Course Component	Possible Points	Percentage of Course Grade
Seventeen Chapter Assignments/Exams - 100 Points Each	1700	70%
Comprehensive Final Exam - 100 Points	100	30%
Total Possible Points for BSC 256.01W	1800	100%

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 assignments/exams and Comprehensive Final Exam. **Please Note:** The 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 to the student 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.

A	89.5 -100
B	79.5 - 89.4
C	69.5 - 79.4
D	59.5 - 69.4
F	59.4 or lower

BSC 256.01W Course Textbook Weekly Readings

There are weekly assigned chapter reading and/or readings for the first fourteen weeks of the semester for BSC 256.01W. Students will find the scheduled textbook chapter weekly reading and/or 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 Connect® Assignments/Exams

For each of the weekly reading assignments, there is a corresponding chapter assignment/exam. Students will register and access all course assignments/exams for BSC 256.01W within the module titled **Connect** under **Content** of the BSC 256.01W MyLeo Online course. All chapter assignments are available when the semester begins; however, each of the seventeen chapter assignments has a specific due date and time. The course assignments/exams will **only** be accessible during the dates and timeframes noted on the course syllabus. There will be seventeen chapter assignments/exams and a Comprehensive Final Exam for the coursework for BSC 256.01W Medical Terminology.

Connect® Chapter Assignment/Exam	Available 12:00 a.m.	Due Date 11:59 p.m.
Chapter 1—Learning Terminology, Word Roots, and Combining Forms	August 29	September 10
Chapter 2—Prefixes	August 29	September 17
Chapter 3—Suffixes	August 29	September 17
Chapter 4—The Human Body: An Orientation	August 29	September 24
Chapter 5—The Integumentary System	August 29	October 1
Chapter 6—The Musculoskeletal System	August 29	October 8
Chapter 7—The Nervous System	August 29	October 15
Chapter 8—The Sensory System	August 29	October 22
Chapter 9—The Endocrine System	August 29	October 29
Chapter 10—The Blood System	August 29	November 5
Chapter 11—The Cardiovascular System	August 29	November 12
Chapter 12—The Respiratory System	August 29	November 19
Chapter 13—The Lymphatic System and Body Defense	August 29	November 26
Chapter 14—The Digestive System and Body Metabolism	August 29	December 3
Chapter 15—The Urinary System	August 29	December 10
Chapter 16—The Male Reproductive System	August 29	December 10

Chapter 17—The Female Reproductive System
Comprehensive Final Exam (All Chapters)

August 29 December 10
December 4 December 14

The following are the criteria associated with the Connect® assignments/exams:

1. Criteria for each of the seventeen Connect® chapter assignment/exam:

- a. **Two** attempts each with a time limit of **60 minutes**, thus students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.
- b. Only total scores will be displayed after the first attempt. One hour **after** the **Due Date and Time**, the student may **View Detailed Feedback with Solutions**. **Please Note:** I am including a YouTube® link that shows “how” students can review submitted assignments.
<https://www.youtube.com/watch?v=yA4oap2nnvM>
- c. The question pool for each of the chapter assignments/exams will consist of **50** fill-in-the-blank, labeling, matching, multiple choices, and/or true/false questions.
- d. As each of the chapter assignments/exams derive from a question pool, each student’s pool of questions for the assignment/exam will be distinctive.
- e. Grades for the assignments will update to the BSC 256.01W MyLeo Online grade book from Connect® upon completion and submission.

2. The Comprehensive Final Exam allows **two attempts** with **120 minutes** to complete. The Comprehensive Final Exam is **100 multiple choice questions** derived from the seventeen chapters of study. Students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.

Please Note: Students should read the question, follow the instructions, and apply correct spelling. Should a student find an error in the “grading key” which has **not** been noted, they should send the chapter, question, and page number from their textbook where it identifies their answer(s) correct **within one week** of the due date and time for review and if appropriate grade adjustment. For an answer to be counted correct, students **must** ensure the following when applicable:

IMPORTANT READ: Regarding Publisher Key on Grading

1. For questions such as: “Write the correct spelling of the term(s) for each **abbreviation** (questions about **abbreviations** do not **always** have the first letter capitalized): For example: LUQ. Students would **not** capitalize the first letter as “left” is not a proper word.

Correct - left upper quadrant

Incorrect - Left upper quadrant

NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name

2. For questions such as the following: **SPELL** - Write the correct modern term for the historical term given: nervus (not proper)

Correct - nerves

Incorrect - Nerves

NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name

3. For questions such as the following: **SPELL** - Write the correct spelling of **the** term for each definition provided: Thickening of the skin

Correct - scleroderma

Incorrect - Scleroderma

NOTE: Students should follow upper and lower case as would if writing the term considering whether a proper name or not a proper name.

4. For questions such as the following (do **not include the hyphen** as ask for the correct spelling of the word): **SPELL** - Write the correct spelling of the term for each of the definitions provided: Separation of blood into parts.

Correct - plasmapheresis

Incorrect- plasma-pheresis

5. Accented characters are required **except** if the question specifically states **not** to include such as the following example or in the case previously noted for spelling.

In questions wherein wording such as the following:

WORD BUILDING PRACTICE, FORMING MEDICAL TERMS 1.3 Provide the missing word element to complete the sentences. Select the word element from the list of terms provided. Fill in the blank with the correct word element to complete the sentence (do not include the hyphen). **List of terms:** peri-colic, dent-algia, dys-menorrhea, hepato-megaly, hypo-tension, epi-gastric, phlebo-tomy

- a. Make sure **NOT** to include the hyphen as noted in the instructions.
- b. Even if for example epigastric was the answer and was the **first word** of the fill-in-the-blank which would **typically** be capitalized, it will be counted incorrect if answered Epigastric. Input the spelling **as listed (if lower case enter as lower case)** in the **List of Terms**.
- c. If a term is capitalized in the “List of Terms” then capitalize within the blank.

NOTE: While a term would be capitalized **IF** the first word of a sentence, this does not apply to these types of questions. Capitalization within the “List of Terms” would clearly indicate a possible answer. Upper and lower case usage within the question should be the same (upper or lower case) in the “List of Terms”.

6. Correct letter case is **required except** as noted in the previous examples.

Please Note: Example of a fill-in-the-blank question: The plural of breath is _____. The correct answer is breaths. The incorrect answer is Breaths.

7. Correct spacing, spelling, and punctuation are **required except** if question specifically states **not** to include (such as a question specifies **not** to input hyphen and/or in the spelling of a word definition).

8. If you need assistance with pronunciation, see below.

Questions on Pronunciation

Some chapter questions provide a word and then two choices for correct pronunciation (play button beside each choice and audio spoken). Although the textbook “spells out” pronunciation, this may be great for visual learners. However for students who are better “audio-learners”, there are numerous websites available on the Internet to visit. Students can search the Internet if an audio would be more beneficial (e.g. input in the search how to pronounce (term of interest)).

Connect® Access and Registration

1. Students need a dependable and compatible computer/device and Internet access for Connect® registration, accessing, and submission. Students should check their personal computer and system requirements for Connect® compatibility after registration.
2. Students need an access code to register in Connect®. The required access code comes with the textbook if purchased new at the University bookstore. Alternatively, if

students choose to buy their textbook from another source which does not include the access code, purchase a used textbook wherein the access code has been previously registered, or choose to use the eBook, they can buy instant access from the publisher during registration. **Please Note:** Students also have the availability to register for a “**free** two week courtesy access” if funding is a temporary issue to acquire the required eBook and Connect® access code. The timeframe for the “free two week courtesy access” begins with the first day of the semester.

How to Register for Connect® through BSC 256.01W MyLeo Online Course

Connect® access codes are: (1) included with the *Medical Terminology Learning Through Practice 1st Edition* from the Texas A&M University - Commerce Bookstore or (2) students may purchase Connect® with eBook access separately online from the publisher, or 3) students can register in Connect® and have access to the course assignments/exams and course resources (eBook) without an access code for a “**free courtesy trial**” period of two weeks. However after the two week free trial, students will **no longer** have access to the course materials without purchasing the access code. The two week free courtesy trial is **only** an option that begins with the first date for the semester. Students should pay special attention to the “notes” included to ensure proper course registration. **Important Note:** Students **must** register in Connect® with the **name associated with Texas A&M University - Commerce records**. The recognition of nicknames, maiden names, or married names, other than the one associated with their Texas A&M University - Commerce account will not allow proper application of grades. The following is a stepwise process for registration in Connect® for BSC 256.01W.

1. Mozilla Firefox® or Google Chrome® browsers are recommended for both Connect® and MyLeo Online.
2. Students will register for Connect® through the BSC 256.01W MyLeo Online course. Connect® includes all course assignments/exams for BSC 256.01W.
3. Under **Content** of the BSC 256.01W MyLeo Online course, there is course module entitled “**Connect**”.
 - a. Click on **Connect**.
 - b. Click on **McGraw-Hill**
 - c. Click on **Go to My Connect Section**
 - d. Follow the steps to sign in to Connect® (either registering with an access code, register for the “free courtesy trial, or purchase access for Connect® and eBook from the publisher).
4. If students should experience problems with registration or with assignments/exams within Connect®, they must contact McGraw-Hill’s CARE through <http://www.mhhe.com/support> or at **800-331-5094**. **Please Note:** MyLeo Online (D2L

Support) **will not** be able to assist with the publisher's website. The course information is as follows should a student need to contact McGraw-Hills CARE:

- a. Texas A&M University - Commerce (Institution)
- b. Susan Gossett (Instructor)
- c. susan.gossett@tamuc.edu (Instructor email)
- d. Fall 2022 BSC 256.01W Medical Terminology (Course Identification)

Connect® Support

If students have issues while registering or using Connect®, they may contact McGraw-Hill's CARE through <http://www.mhhe.com/support> or at **800-331-5094**. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exams. The technical support team at Connect® can take care of problems students might incur. **Please Note:** MyLeo Online (D2L Support) **will not** be able to assist with the publisher's website.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course reading(s) as well as studying and completing course assignments/exams.
2. Students should read the assigned weekly chapter and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
3. Students should utilize the syllabus, BSC 256.01W MyLeo weekly modules, or other means to ensure the due date and time for the graded course assignments/exams are met.
4. Students should not wait until the last minute to complete graded assignments/exams for the course. The course scheduling allows ample time for all students to meet the due date and time regardless of academic, personal, work, unforeseen life circumstances, device, and/or Internet problems.
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.

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 ended 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 point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 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](https://get.adobe.com/flashplayer/) (version 17 or later) <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.

BSC 256.01W ACCESS AND NAVIGATION

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.

This course will be facilitated using MyLeo Online (D2L Brightspace), the learning management system used by Texas A&M University-Commerce. Students should ensure their computer/device being used to access BSC 256.01W and Connect® complies with the Technology Requirements listed for the coursework. 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 assignments/exams will be completed and submitted through their BSC 256.01W MyLeo Online (D2L Brightspace). The BSC 256.01W MyLeo Online course is divided into sixteen weekly modules. All course assignments/exams will be accessed and submitted within the course module under **Content** titled **Connect**. Students should begin the coursework by printing and reading the BSC 256.01W syllabus

containing a detailed outline of the course resources, policies, requirements, and the availability and due date/time for the scheduled graded course 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 students are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778, click on the **Live Chat** within the BSC 256.01W MyLeo Online course, or 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.

McGraw-Hill Connect® 24/7 Technical Support

If students should have issues while registering or using Connect®, they may contact McGraw-Hill's CARE through <http://www.mhhe.com/support> or at **800-331-5094**. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments/exam. The technical support team at Connect® can take care of problems students might incur. **Please Note:** MyLeo Online (D2L Support) **will not** be able to assist with the publisher's website or likewise the McGraw-Hill Connect® team will not be able to assist with the MyLeo Online (D2L) platform.

BSC 256.01W Course Student Support

If students have any questions or are having difficulties with the course material or policies, please contact your instructor at susan.gossett@tamuc.edu

Interaction with Instructor Statement

The instructor's primary form of communication with students will be through the **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 BSC 256.01W MyLeo Online 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

assignments/exams and/or due dates/time. If a student emails the instructor during a typical class week, they can expect a reply within 24 hours.

MyLeo Support

A student's MyLeo email address is required to send and receive all student correspondence. Please email 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>

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

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Attendance Policy

While BSC 256.01W is an online course, students are expected to "virtually attend class" and actively participate. Although the 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/or chapters; and 2) completing

course assignments/exams as scheduled in the course syllabus. A student's personal participation, dedication, time management, and organization are essential for success. Virtual support and assistance is available to students through email or supporting participation and success in a distance learning environment.

Drop Course Policy

It is a student's responsibility to withdraw from the BSC 256.01W course according to University policy should this become necessary.

Late Work Policy

Late work is not accepted for BSC 256.01W. Students should not wait until the last minute to complete graded assignments/exams for the course. The course scheduling allows ample time for all students to meet the due date and time regardless of academic, personal, work, unforeseen life circumstances, device, and/or Internet problems. 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. Additionally, reasons such as forgetting, confusing with other courses, work schedule, and/or other similar causes are not excusable for failure to complete the graded assignments/exams for the coursework for BSC 256.01W during its scheduled date and/or timeframe.

Extra Credit

There is no extra credit offered for the course, thus students should ensure their personal dedication, organization, and time management to the scheduled coursework.

Syllabus Change Policy

The syllabus is a guide and every effort will be made to complete as written; however, circumstances and events 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 test, 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 test 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

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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, August 29** and Week 16 ending on **Wednesday, December 14**.

BSC 256.01 Textbook Readings and Course Assignments/Exam Schedule

Week Assigned	Connect® Chapter Assignment/Exam	Available 12:00 a.m.	Due Date 11:59 p.m.
1	Chapter 1—Learning Terminology, Word Roots, and Combining Forms	August 29	September 10
2	Chapter 2—Prefixes	August 29	September 17
2	Chapter 3—Suffixes	August 29	September 17
3	Chapter 4—The Human Body: An Orientation	August 29	September 24
Week Assigned	Connect® Chapter Assignment/Exam	Available 12:00 a.m.	Due Date 11:59 p.m.
4	Chapter 5—The Integumentary System	August 29	October 1
5	Chapter 6—The Musculoskeletal System	August 29	October 8
6	Chapter 7—The Nervous System	August 29	October 15
7	Chapter 8—The Sensory System	August 29	October 22
8	Chapter 9—The Endocrine System	August 29	October 29
9	Chapter 10—The Blood System	August 29	November 5
10	Chapter 11—The Cardiovascular System	August 29	November 12
11	Chapter 12—The Respiratory System	August 29	November 19
12	Chapter 13—The Lymphatic System and Body Defense	August 29	November 26
13	Chapter 14—The Digestive System and Body Metabolism	August 29	December 3
14	Chapter 15—The Urinary System	August 29	December 10
14	Chapter 16—The Male Reproductive System	August 29	December 10
14	Chapter 17—The Female Reproductive System	August 29	December 10
15	Comprehensive Final Exam (All Chapters)	December 4	December 14
16	Comprehensive Final Exam (All Chapters)	December 4	December 14