



## **BSC 256.01W Medical Terminology**

COURSE SYLLABUS: Spring 2024

### **INSTRUCTOR INFORMATION**

Instructor: Susan Gossett  
Office Location: None  
Office Hours: None  
Office Phone: None  
Office Fax: None  
University Email Address: [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)  
Preferred Form of Communication: **[susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)**  
Communication Response Time: Within 24 Hours Excluding Spring Break

### **COURSE INFORMATION**

#### ***BSC 256.01W Medical Terminology (Required)***

**Textbook:** *Medical Terminology Learning Through Practice*  
**Edition:** 2<sup>nd</sup> Edition  
**Authors:** Paula Bostwick  
**Publisher:** McGraw-Hill  
**ISBN:** Looseleaf With Connect Access: 9781265083045 **or**  
**ISBN:** eBook With Connect Access: 9781266853524

**Please Note:** The required looseleaf textbook with Connect® Access Card **or** the eBook and Connect® Access card are required upon the commencement for the Spring 2024 semester for BSC 256.01W. The option of a looseleaf textbook **or** eBook allows students to choose their preference. While it is solely at the student's discretion to purchase the required textbook/eBook 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 or eBook 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

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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 Velma K. Waters Library or the various computer labs located on the campus.

### **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/eBook 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 textbook/eBook and Connect® access code. The timeframe for the “free two week courtesy access” begins with the first day of the semester.

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

BSC 256.01W assignments/exams will be completed and submitted through their BSC 256.01W MyLeo Online course. 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 at [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)

### ***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 2nd 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 eBook without an access code for a “**free courtesy trial**” period of two weeks if funding is a temporary issue. However after the two week free trial, students will **no longer** have access to the assignments and eBook without purchasing a licensed 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

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**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-Hill's CARE:
  - a. Texas A&M University - Commerce (Institution)
  - b. Susan Gossett (Instructor)
  - c. [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu) (Instructor email)
  - d. Spring 2024 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

### **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.

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## 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.
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 course 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

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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 questions for each chapter assignment derive from a question pool, thus each student's assignment 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.

### **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 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.

### **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. 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. Final grades in this course will be based on the following scale:

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

Weights of the assessments in the calculation of the final letter grade:

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

### Assessments

#### ***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	January 10	January 27
Chapter 2—Prefixes	January 10	February 3
Chapter 3—Suffixes	January 10	February 3
Chapter 4—The Human Body: An Orientation	January 10	February 10
Chapter 5—The Integumentary System	January 10	February 17
Chapter 6—The Musculoskeletal System	January 10	February 24

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Chapter 7—The Nervous System	January 10	March 2
Chapter 8—The Sensory System	January 10	March 9
Chapter 9—The Endocrine System	January 10	March 23
Chapter 10—The Blood System	January 10	March 30
Chapter 11—The Cardiovascular System	January 10	April 6
Chapter 12—The Respiratory System	January 10	April 13
Chapter 13—The Lymphatic System and Body Defense	January 10	April 20
Chapter 14—The Digestive System and Body Metabolism	January 10	April 27
Chapter 15—The Urinary System	January 10	April 27
Chapter 16—The Male Reproductive System	January 10	April 30
Chapter 17—The Female Reproductive System	January 10	April 30
Comprehensive Final Exam (All Chapters)	May 4	May 8

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. Detailed feedback is available after each attempt/submission. **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, true/false, sequencing and/or multiple choices.

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 and/or punctuation. 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:

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## **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

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the sentence (do not include the hyphen). **List of terms:** peri-colic, dent-algia, dysmenorrhea, 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).

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

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[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. 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.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### ***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](mailto:susan.gossett@tamuc.edu)

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## **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**

## **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.

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

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

#### **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.

#### **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

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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 with the exception of professional documentation (e.g. physician note, advisor of school function/sport). In the event of a missed assignment due to a permitted circumstance, the missed assignment and/or assignments must be completed within 48 hours of the student's noted date of release/return..

The course scheduling allows ample time for all students to meet the due date and time regardless of academic, personal, work, 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, resources on the Texas A&M University - Commerce campus, etc. 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. Velma K. Waters Library or the various computer labs available to students throughout the campus).

### ***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.

### ***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 of assignment

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- 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.

## **Syllabus Change Policy**

The syllabus is a guide. 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.

## **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:

<https://www.britannica.com/topic/netiquette>

### **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>

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## **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  
Undergraduate Student Academic Dishonesty Form

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Student Academic Dishonesty Form

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

## **Artificial Intelligence (AI) Policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty  
13.99.99.R0.10 Graduate Student Academic Dishonesty

## **Students with Disabilities- ADA Statement**

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

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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

Velma K. Waters Library Rm 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.

### **A&M-Commerce Supports Students' Mental Health**

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

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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](http://www.tamuc.edu/counsel)

### 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 **Wednesday, January 10** and ending **Saturday, January 20**; **Week 15 beginning April 28** ending **April 30** (University Mandatory Study Days May 1 - 3) and **Saturday, May 4**; and **Week 16** beginning **Sunday, May 5** and ending **Wednesday, May 8**.

### 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	January 10	January 27
2	Chapter 2—Prefixes	January 10	February 3
2	Chapter 3—Suffixes	January 10	February 3
3	Chapter 4—The Human Body: An Orientation	January 10	February 10
4	Chapter 5—The Integumentary System	January 10	February 17
5	Chapter 6—The Musculoskeletal System	January 10	February 24
6	Chapter 7—The Nervous System	January 10	March 2
7	Chapter 8—The Sensory System	January 10	March 9
8	Chapter 9—The Endocrine System	January 10	March 23
9	Chapter 10—The Blood System	January 10	March 30
10	Chapter 11—The Cardiovascular System	January 10	April 6
11	Chapter 12—The Respiratory System	January 10	April 13
12	Chapter 13—The Lymphatic System and Body Defense	January 10	April 20
13	Chapter 14—The Digestive System and Body Metabolism	January 10	April 27
13	Chapter 15—The Urinary System	January 10	April 27
14	Chapter 16—The Male Reproductive System	January 10	April 30
14	Chapter 17—The Female Reproductive System	January 10	April 30
14	University Mandatory Study Days	May 1	May 3
15	Comprehensive Final Exam (All Chapters)	May 4	May 8
16	Comprehensive Final Exam (All Chapters)	May 4	May 8

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