



HITP 110 Medical Terminology section name section credit hours Credits **Syllabus**

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course presents the study of the language of medicine, focusing on prefixes, suffixes, word roots and their combining forms. This course includes word construction, spelling, usage, comprehension and pronunciation. Students are provided with information regarding anatomy, symptomatology, pathology, and diagnostic/surgical procedures. Open to all SJC students.

Prerequisites: RDNG-096

Terms offered: All Semesters

Section-specific Course Description:

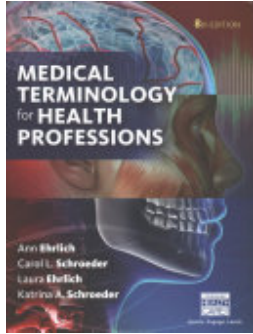
Course Level Objectives

Upon successful completion of the course, students will be able to...

1. Recognize basic combining forms, suffixes and prefixes, and know their meanings. Differentiate terms for body regions, planes, cavities and membranes.
2. Apply basic prefixes, suffixes, and combining forms to build medical terms.
3. Select medical terminology names, locations and functions of the major organs of the body systems.
4. Identify the terms utilized for major disease processes including symptoms, diagnosis, diagnostic testing, surgeries and therapies.
5. Interpret, spell and make use of medical terms correctly.

(This course serves as part of the Supporting Body of Knowledge to the 2018 Health Information Management Associate Degree Curriculum Competencies)

Required Texts and/or Materials



Medical Terminology for Health Professions

9781337123099

Ehrlich

Cengage

2016-01-01

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BUNDLE: MEDICAL TERMINOLOGY + MINDTAP PAC

This bundle can be purchased from the San Juan College Bookstore. Please note that if you purchase the textbook on its own from another source, you must still purchase the Access Key in order to complete all of the required coursework.

If you choose, you can purchase Cengage Unlimited for either 1 term, 1 year, or 2 years. This option gives you access to the eBook as well as all of the required coursework. If you purchase Cengage Unlimited, you do not need to also purchase the bundle.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

Course Requirements

Students will do the following activities:

1. Understand your rights and responsibilities as a student at San Juan College. Review the content of the San Juan College Student Handbook. Make sure you review the College's Academic Honesty Policy on page 14 of the Handbook.
2. Read all information in this document and in the Getting Started module in CANVAS. Complete the Getting Started quiz which will review the content in the Syllabus and the college's Academic Honesty policy. You must pass this quiz in order to access the chapter content for the course. You can take this quiz 3 times, so if you don't get full points the first time, review the Course Guide and SJC Academic Honesty Policy and try again! No late attempts will be allowed.
3. Read the chapters in the book before attempting the online portion of the course; complete the exercises within the textbook. Check your work! The answers for the exercises in the textbook can be found online in CANVAS. You will NOT submit this work for a grade. It is for your benefit to help you learn the material.
4. Review the MindTap Student Quick Guide in the module for Chapter 1. Create an account in MindTap using the Access Key referred to in the Required Textbook section of this document. While most of the content in MindTap is for practice, the Learning Labs ARE required for a grade.
5. Complete the MindTap Learning Lab Assignments online. You are allowed to complete each assignment twice, with the higher score counting towards your final grade. Late MindTap Learning Lab Assignments will receive a reduction in credit of 10% per day. There are other resources and exercises available in MindTap and we encourage you to complete them as they will help the learning process. Please note that these other resources will be graded in MindTap to show your progress, but they are not graded in CANVAS. The MindTap Learning Lab exercises DO count for a grade in CANVAS.
6. Complete the chapter quizzes and exams online in CANVAS. You are allowed to take each quiz and exam twice, with the higher score counting towards your final grade. Late quizzes and exams will receive a reduction in credit of 10% per day. Do your best to complete the chapter quizzes and exams as they are assigned each week. **DO NOT USE YOUR BOOKS WHEN YOU ARE TAKING QUIZZES OR EXAMS.** Test yourself to see what you learned. Using your book while you are testing makes you dependent on the book; you learn how to look stuff up, not the material. If you become dependent on the book, you won't do well on the midterm or the final! You must complete all chapter quizzes and exams before you can take the final exam.
7. Participate in the 4 required Discussion Assignments. You will need to post to the discussion forum before seeing other students responses. You are required to reply to at least one other student to help them come up with solutions for the problems they share. Please review the Discussion Rubric for posting guidelines. Please note that the Discussion assignments have strict deadlines. No late Discussion posting will be accepted for credit.
8. Complete a proctored Midterm Exam utilizing SmarterProctoring to schedule your exam. The midterm exam will cover content from chapters 1-7. You are on your

honor to not use your textbook nor any course materials when taking this exam. (NOTE: Face-to-face sections will be proctored by the instructor.)

9. Complete a proctored Final Exam utilizing SmarterProctoring to schedule your exam. The final exam will cover content from chapters 1-15. You are on your honor to not use your textbook nor any course materials when taking this exam. Proctored exams must be completed by their assigned due dates. No late proctored exams will be accepted for credit. (NOTE: Face-to-face sections will be proctored by the instructor.)

Proctored Exams:

There are two proctored exams for this course - the Midterm and the Final Exam. SJC uses SmarterProctoring to facilitate the scheduling of proctored exams. You will see a link to SmarterProctoring in your course in CANVAS. (NOTE: Face-to-face sections will be proctored by the instructor.)

There are two options you may choose from when deciding how your exam is proctored:

1. Approved Testing Centers or Proctors

SmarterProctoring has a list of testing centers and individuals who are approved as proctors. Dual-credit students should check this list to see if any of their school officials are approved.

Local students can take their final at the SJC Testing Center.

2. Automated Online Proctoring (Note: a webcam is required for automated online proctoring)

A few things to keep in mind:

ALL students must make arrangements through SmarterProctoring to take their midterm and final exam, whether using a Testing Center or automated online proctoring.

All students must present photo identification in order to take the exam. You will need two forms of ID. Examples include government issued identification cards, driver's license or a passport. We have had issues in the past with dual-credit students who do not have an ID. A school ID with your picture on it will be accepted. If you currently do not have a picture ID, please obtain one before you try to schedule your final exam.

Students are responsible for paying any fees associated with completing any proctored exam.

If using automated online proctoring it is the student's responsibility to arrange a suitable location in which to take the exam. Public libraries are usually not acceptable as you need to be in a room by yourself. If you are taking the exam at home, make sure you are able to be in a room by yourself with no interruptions during the exam.

The Midterm and Final exams must be completed during the dates listed on the Course Schedule.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please "wash in, wash out"--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

Please review the SJC Drop for Non-Attendance Procedure in the College Policies section of this document. Your “participation and attendance” will consist of submitting required coursework by the due dates listed on the Course Schedule. If you do not submit work online, you may be dropped from the course. (Note: Attendance will be taken for face-to-face sections.)

****NOTE:** In order to demonstrate attendance in this online course and not be reported to the Registrar as not attending, you must complete the Getting Started Quiz and the first week's graded work by the second Wednesday of class. Failure to do so will result in you being reported as not attending this course, and you will be dropped. Not having the required course materials is not an excuse (unless there is a confirmed issue with the SJC Bookstore). Please contact your instructor with any questions.

Other Classroom Policies and Expectations

Read all announcements in CANVAS and check your CANVAS Inbox and SJC student email regularly. ASK QUESTIONS. We are here to help! Reserve time to work on the course, 9-12 hours a week minimum. Brush up on your time management skills!

Canvas Participation and Expectations

You are expected to log in to CANVAS and submit coursework at a minimum of twice a week. You are expected to submit chapter quizzes, exams, and MindTap Learning Lab Assignments utilizing CANVAS and MindTap.

Instructor Response Time

Response time for messages in CANVAS or by email is typically 24 hours. If circumstances prohibit this time-frame from being adhered to, students will be notified ahead of time. Grades for assignments, if not automatically entered, are typically entered into the grade book within a week after the assignment is due. Again, if something prohibits grades from being entered (i.e. being out of town for a conference) students will be notified ahead of time.

Course Time Commitment

Students are expected to spend approximately 9-12 hours per week for a 3-credit online course. This can include spending time in CANVAS completing assignments, reading material outside of the online classroom, and participating in various other activities which support success in the course.

Grading

Final grades are calculated based on the following...

To determine final grades, students will submit the following types of assignments in Canvas. Below is a summary of all graded work and how they contribute to the final course grade. Letter grades are awarded by reviewing the final overall percentage: A = 92% or above, B = 84-91%, C = 76-83%, D = 68-75%, F = 67% and below.

| Category | Points |
|------------------------------|--------------|
| MindTap (15x5) | 150 |
| Quizzes (1x2, 15x15) | 227 |
| Exams (15x25) | 375 |
| Discussions (4x25) | 100 |
| Midterm Exam (1x100) | 100 |
| Final Exam (1x200) | 200 |
| TOTAL POINTS POSSIBLE | 1,152 |

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Exact schedule with due dates will be determined by instructor.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button

for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)

- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive

interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)