



HSHS 1011-X11 Medical Terminology (online)
Gunn College of Health Sciences and Human Services
Fall 2026

Contact Information

Instructor: Debra Wynne, MSRS, RT(R)
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Course Description

This course provides a foundation of medical terminology for individuals considering entering the healthcare profession. Includes basic medical word parts and terms. Areas covered include:

- Word-building using word roots, word parts, suffixes, and prefixes
- Words used to describe procedures and interventions and the body as a whole
- Musculoskeletal system
- Circulatory and respiratory systems
- Digestive and urinary systems
- Nervous and reproductive systems
- Medical abbreviations

Course Description

Upon completion of this course, the students will:

- Define the origins of medical language and the four word-parts used to build medical terms
- Define, build, interpret, and pronounce medical terms related to body structure, anatomic planes, abdominopelvic regions, and most body systems

- Interpret the meaning of abbreviations related to body structure, directional terms, abdominopelvic quadrants, and most body systems
- Use medical language in clinical statements and documents

Textbook & Instructional Materials

Basco, R. C., Gilmore, T. W., & Allan, D. M. (2024). *Essentials of Medical Language New Evergreen Release Connect IA*. New York, NY: McGraw Hill. [9781260986471]

This course uses Follett Access; the textbook is included as part of the cost of the course and provided digitally within the Learning Management System, D2L.

Communication with the Instructor

Communication will be through the student's Midwestern State University email account. An email account is created for every MSU student. If you have not accessed this account yet, please do so by logging into the Portal and clicking the student email account icon located in the Portal.

You have the option to have any messages sent here to be forwarded to the email account of your choice.

The instructor will respond or at least acknowledge email messages from students within a maximum of five (5) business days when MSU is in session. Beyond standard university holidays and breaks, the instructor will notify students of any extended periods of time when email contact is not practical (professional meetings, etc.).

***When emailing the instructor, please include your full name, course and section number, and a thorough explanation in your message. This will help expedite your request or needs.**

Students should also periodically check the 'News' section within D2L for course updates and other important information.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of

work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Please note: By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include, but shall not be limited to the right to reproduce the student's work/project in order to verify originality and authenticity, and for educational purposes. Specifically, faculty may submit student papers and assignments to an external agency to verify originality and authenticity, and to detect for plagiarism.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Table 1: Percentage allocated to each assignment

Assignments	Total Weight
SmartBook Assignments	20%
Chapter Application Exercises	20%
Module Exams	30%
Final Exam	30%
Total	100%

Table 2: Total points for final grade.

Grade	Points
A	100-90
B	89-80
C	78-70
D	69-60
F	59 and below

SmartBook Assignments

SmartBook exercises will take you through the chapter and ask questions about important concepts included within. Reading the chapter before attempting the

SmartBook exercise would be best. This assignment is a pass/fail scoring in the grade book. Completing the assignment will result in a 100 being recorded in the gradebook, while an uncompleted attempt will result in a zero (0) recorded in the gradebook.

Quizzes

In these activities, you will be watching a video or animation. Before the video, you will be asked some questions about your prior knowledge. After the video, you will be asked some questions to assess your understanding of the video. You will have two attempts for this assignment. The higher score will be recorded in the grade book. *Please note: Chapter 7 DOES NOT have an Application Exercise.

Module Exams

Upon completion of each Module, you will be given an exam. The number of questions range from 20-30 for each exam. The question types include multiple choice, matching, and multiple select questions. These exams are proctored.

Final Exam

The final exam for this course is a 50-question exam of the same question types as the Module Exams. See schedule at the end of this syllabus for availability of the final exam. This exam will be proctored.

Extra Credit

There are no extra credit opportunities in this course.

Student Responsibilities

As a student enrolled in this course, you will be responsible for adhering to and meeting posted deadlines and due dates. All activities for this course are listed at the end of this syllabus.

Due Dates

Assignments are due on Mondays and Wednesdays (see Important Course Dates below). Assignments must be submitted by 23:59 (11:59 pm) Central time, on scheduled due dates in the course schedule. Assignments/activities will be accepted on or before the posted due date and deadline. Late assignments will be accepted on a case by case basis. If a student cannot complete a course activity by the indicated due date, the student must contact the course instructor immediately.

Please note that late submissions may not be graded unless prior approval has been granted. If a student has emergency issues, then the student must contact the instructor as soon as possible (within a day or two).

Emergency Extension

If you have a major event such as a death in the family, illness, hospitalization, or other extenuating circumstances, email the professor at debra.wynne@msutexas.edu as soon as possible and on or before the scheduled due date. Extensions are granted on an individual basis.

Submissions

Students must use baccalaureate level writing skills including complete sentences, correct grammar, and proper punctuation. All assignments will be graded for accuracy, completeness, quality, spelling, grammar, and integrity.

All assignments will be submitted in a dropbox within D2L. All assignments will be completed in Times New Roman or Arial, 12 point font.

***All assignment submissions made by students in D2L are considered final submissions. It is the student's responsibility to ensure that the correct and complete file has been uploaded. If a student submits an incorrect document, an incomplete draft, or any unintended version, the assignment will be graded as submitted. Students are strongly encouraged to double-check their upload before finalizing the submission.**

***Additionally, Apple file formats such as .pages or Keynote files will not be accepted. All submissions must be uploaded in Microsoft Office formats – such as .doc, .docx, .ppt, or .xlsx – or otherwise specified in the assignment instructions.**

Important Dates

- Last day for term schedule changes: **August 27, 2026.** Check date on [Academic Calendar](#).
- Deadline to file for graduation: **October 5, 2026.** Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W": **November 23, 2026.** Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Since this is an online course, there are no mandatory face-to-face sessions; however, the student should be vigilant in logging into D2L and Connect. Regular checks will ensure messages from the instructor are received in a timely manner. This course is on a schedule that will be strictly adhered to. See the Course Schedule at the end of this syllabus for specific information about activities and due dates. The instructor will be available to meet face-to-face with any interested students. This meeting is optional and must be confirmed by email ahead of time with the instructor.

Students should check for class announcements on the course website in D2L.

We all experience stressful and difficult events as a normal part of life. As your instructor, I believe your mental health is an important part of your academic success. Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. I strongly encourage you to reframe challenges as unavoidable pathways to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may affect your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor and me, I strongly encourage you to contact the many other support services on campus that stand ready to assist you:

- Counseling Center – call 940-397-4618 to schedule an appointment
- [TAO](#) – a multilevel online therapy tool
- [Self-help apps](#) – MSU has a list available
- Mental Health [Resources](#)
- More [online resources](#)

Online Computer Requirements

[Click here to edit text.](#) Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ****Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings. *Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#). ***Students must have access to Windows or MAC compatible computers (no Chromebooks). Chromebooks do not work with the proctoring software provided by the University.**

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140.

Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

Emergency Aid Resources for Basic Needs

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, student.affairs@mstuexas.edu.

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Unresolved issues related to this course should be first addressed between you and me. If there is no resolution, you must follow this sequence:

1. Department Chair – Dr. Lynette Watts (940-397-4611)
2. College Dean - Dr. Jeff Killion (940-397-4679)
3. Dean of Students – Matthew Park (940-397-7500)

Course Schedule:

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Date	Activity/Assignment due by 11:59 pm CST
Monday, August 24	Class opens Review course syllabus
Monday, Sept 7	Module 1 SmartBooks, Application Exercises, and Module Exam
Monday, Sept 28	Module 2 SmartBooks, Application Exercises, and Module Exam
Monday, Oct 19	Module 3 SmartBooks, Application Exercises, and Module Exam
Monday, Nov 9	Module 4 SmartBooks, Application Exercises, and Module Exam
Monday, Nov 30	Module 5 SmartBooks, Application Exercises, and Module Exam
Tuesday, Dec 1	Final Exam opens at 12:00 am
Tuesday, Dec 8	Final Exam closes at 11:59 pm