Course Syllabus: Medical Terminology
College of Health Sciences & Human Services
HSHS 1011
Spring 2026
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Course Overview:

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 Objectives:

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:

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.

Class Meeting Date and Time:

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 if 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

Methodology/Teaching Strategies:

This is an online course. All notes and additional reading material (including the textbook) will be delivered through D2L.

Evaluation Method:

Assignments	Total Point Value
SmartBook Assignments	20%
Chapter Application Exercises	20%
Module Exams	30%
Final Exam	30%
Total	**100%**

Grading Scale:

Grade	Range
A	89.45-100
B	79.45-89.44
C	69.45-79.44
D	59.45-69.44
F	59.44 and below

*The last opportunity to drop this course with a "W" is 4:00pm April 29th, 2026. Please refer to the Undergraduate Bulletin for details about receiving a grade of "Incomplete" in a course.

In an emergency or extenuating circumstance, a student may request a grade of "Incomplete" in a course before grades are submitted.

If the instructor grants the "Incomplete," the student has until thirty (30) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of "Incomplete" will automatically convert into a grade of "F."

Please note, late submissions may not be accepted for this course without approval from the instructor. It is the student's responsibility to keep up with the course work and adhere to posted due dates and deadlines.

*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 as otherwise specified in the assignment instructions.

Activities and Assignments:

SmartBook Assignments (20%)
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.**

Application Exercises (20%)
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 (30%)
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 (30%)
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.

See next page for course schedule.

Tentative Course Schedule	
Date	**All Activities/Assignments due by 11:59pm CST on May 4, 2026**
January 20	Class opens Review course syllabus
Suggested due date February 9	Module 1 SmartBooks, Application Exercises, Module Exam
Suggested due date March 2	Module 2 SmartBooks, Application Exercises, Module Exam
Suggested due date March 23	Module 3 SmartBooks, Application Exercises, Module Exam
Suggested due date April 13	Module 4 SmartBooks, Application Exercises, Module Exam
Suggested due date May 4	Module 5 SmartBooks, Application Exercises, Module Exam
May 5	Final Exam opens at 12:00am
May 12	Final Exam closes at 11:59pm

**All times are CST (Central Standard Time) on the date indicated.

Disability Support Services:

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 adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Support Services (DSS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The DSS has assistance devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services in the Clark Student Center Room 168 or call 940-397-4140 for more information. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by

the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The ADA Coordinator may be contacted at (940) 397.4140, or 3410 Taft Blvd., Clark Student Center Room 168.

Conduct/Honesty/Honor System:

This course adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his/her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including Internet sites, handouts, other textbooks & journals, faculty, and peers. This interactive collegial learning environment is conducive to life-long learning.

Specific components of this course are designed to represent the efforts of each student individually and are NOT to be shared. These components include the written assignment submitted for a grade. Submitting someone else's work as your own or improperly cited work constitutes plagiarism. Please see the Midwestern State University Catalog for further discussion of plagiarism. Plagiarism will constitute in an F for the course and the student will be referred to administration for further action. When students submit their efforts for grading, they are attesting they abided by this rule.
*_**Quizzes and exams are not to be copied in any form or shared in any form. Students caught engaging in such activity will receive an F for the course and be referred to University administration for dismissal.**_*

Cheating includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or completing other assignments; or (3) the acquisition of tests or other academic materials belonging to the university faculty or staff without permission.

Plagiarism includes, but is not limited to: the use of, by paraphrase or direct quotation without correct citation in the text and on the reference list, the published or unpublished works of another person. Students may not submit papers and assignments that they have previously submitted for this or other courses. The use of materials generated by agencies engaged in "selling" term papers is also plagiarism. Students are encouraged to review the tutorials and suggested websites for more information about plagiarism.

Artificial Intelligence (AI) Usage Policy

In this course, the use of Generative AI tools (such as ChatGPT, Claude, Gemini, etc.) is permitted with specific limitations to ensure academic integrity and the development of critical research skills.

Research & Sourcing: You may use AI tools for preliminary research and topic exploration. However, to ensure the validity and scholarly weight of your work, at least 50% of the sources cited in any assignment must be retrieved directly from the MSU Moffett Library online databases.

Writing & Content: The use of AI in the writing process is strictly limited to spelling and grammar correction. AI tools are not permitted to generate text, arguments, analysis, or the bulk content of any assignment, including research papers, posters, and discussion board posts.

Verification: To maintain the integrity of your research, you must be prepared to provide PDF copies of all sources used upon request.

Consequences: Failure to adhere to these guidelines will be treated as a violation of academic integrity. A violation will result in a grade of zero for the assignment. Egregious cases of academic dishonesty involving AI may result in a failing grade (F) for the course.

D2L Sign-off in course assignment:

By submitting this assignment, I verify the following:

1. **Library Resources:** At least 50% of my sources are from the MSU Moffett Library databases.
2. **Original Work:** Any use of AI was limited to background research or spelling/grammar checking. AI did not write this assignment for me.
3. **Source Verification:** I have saved PDF copies of all my sources and can submit them if asked by the professor.
4. **Consequences:** I understand that violating these rules will result in a zero on the assignment or a failing grade in the course.

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 students work product in order to verify originality and authenticity, and for educational purposes.

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 as 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 Safety/Emergency Procedures. Students are encouraged to watch the video entitled "Run, Hide, Fight."

Administrative Process:

Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:
1. Department Chair – Dr. Lynette Watts (940-397-4833)
2. College Dean – Dr. Jeff Killion (940-397-4594)
3. Dean of Students – Matthew Park (940-397-7500)