

## HIM 290 Medical Terminology – Bi-term Start Date: March 20, 2023

**IN A BI-TERM COURSE, THE STUDENT WILL COMPLETE THE SAME AMOUNT OF WORK AS IN THE FULL-TERM COURSE. You will get access to the course by the first day of class.**

**NOTE: IN THE MINDTAP PROGRAM, THE CALENDAR IS SET UP BASED ON THE DUE DATE FOR THE ASSIGNMENT; NOT THE WEEK IN WHICH YOU SHOULD BE WORKING ON AN ASSIGNMENT. USE THE SCHEDULE IN THE SYLLABUS AS YOUR GUIDE FOR COMPLETING WORK.**

**(Students are required to access their WKU email accounts for this course. For information on accessing your account- <https://www.wku.edu/its/accounts/email/>). All communication from instructor will come to your topper.wku.edu email account.**

### Instructor:

Jan Hunt-Shepherd, MHA, RHIA, CCS, CDIP, CPHQ

[Jan.hunt-shepherd@wku.edu](mailto:Jan.hunt-shepherd@wku.edu)

270-745-3548

Academic Complex, Office 138

**Contact Information:** The best way to contact me is either through email at [jan.hunt-shepherd@wku.edu](mailto:jan.hunt-shepherd@wku.edu) or during my posted office hours, which can be located under “Instructor Information” on Blackboard. If contacting me by email, I will make every effort to respond within 24 hours.

### Credit Hours:

2 semester hours

### Course Description:

This course is designed to acquaint the student with the specialized language of medicine and to develop communication skills in areas where use of medical terms is necessary and appropriate.

**Required Content Subscription: SUBSCRIPTION WILL BE BILLED TO YOUR WKU ACCOUNT.**

First Day® Inclusive Access Program: To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Blackboard. WKU will bill you at the discounted price as a course charge for this course. It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, BUT you will be responsible for purchasing your course materials at the full retail price and access to your materials via learning management system (Blackboard) may be suspended.

**YOU MUST STILL REGISTER FOR A CENGAGE MINDTAP ACCOUNT THROUGH BLACKBOARD COURSE HIM 290 BUT YOU WILL NOT PAY FOR A SUBSCRIPTION THROUGH THIS SITE. PURCHASE IS PART OF THE FIRST DAY INCLUSIVE ACCESS PROGRAM.**

**MINDTAP SUBSCRIPTION (Included in the First Day Inclusive Access Program): Medical Terminology for Health Professions**

**by Ann Ehrlich, Carol L. Schroeder, Laura Ehrlich, Katrina A. Schroeder  
8th Edition | Copyright 2017**

For Help with Registration VISIT: [START STRONG CENGAGE WEBPAGE](#)

Though not required, you may purchase one of the following:

Taber's Cyclopedic Medical Dictionary

Dorland's Illustrated Medical Dictionary

Stedman's Pocket Medical Dictionary

### **Course Format:**

This course is completely on-line using the Blackboard Learning Management System and Cengage Mindtap; you are required to use a computer with Internet access and audio/microphone capability (speakers). For those of you who are new to Blackboard, if you would like information on using Blackboard click Tools in the Menu on the left of Blackboard.

### **MANDATORY Due Dates:**

**DEADLINES ARE MANDATORY. You can work ahead though. All work is available on the first day of class. DO NOT PROCRASTINATE. A grade of 0 will be automatically entered by computer once the due date has passed.**

**See the schedule below for the deadlines. Mark them on a calendar or in your phone calendar.** Please refer to the Blackboard course site for further information (blackboard.wku.edu). There will be no exceptions to these deadlines. A class schedule is included in this syllabus and through Blackboard. See schedule below for additional information. **WORK AHEAD TO AVOID MISSING A DEADLINE/DUE DATE.**

### **Examinations:**

There will be 14 "Test Yourself" quizzes, a mid-term examination (chapters 1-7, 75 Questions), and a comprehensive final examination (Chapters 1-14, 75 Questions). You will have only one attempt to take each of these.

### **Activities:**

Read the introduction and the chapter then complete the mandatory assignments on MindTap. Each chapter will include a practice "Reality Check" that does not count toward your grade. The chapters will also contain mandatory assignments for "Check Yourself", "Quick Checks", "Image Labeling", "Chapter Pronounce", "Apply Yourself: Learning lab", and "Test Yourself" which all count toward your grade. In

addition, there are Word Part Review and Post Tests after Chapter 2, which counts toward your grade. Once completed, your grades will be linked with the Blackboard Grade Book. **NOTE: You must click on any down arrows in Mindtap in order to see any additional assignments not showing.**

### Student Responsibility:

When completing work on MindTap, it is the responsibility of the student to make sure the grades are also listed in your Blackboard Grade Center. If you have completed one of these assignments and the grade is not posted or the assignment does not show it as completed, wait a few hours, check again and if grade still isn't showing in Blackboard please contact me immediately. **Once deadlines have passed or final course grades are posted, there will be NO allowances made for missing grades on assignments.**

Should you experience technical problems, please notify me as soon as possible. Please do not wait until close to deadlines to complete the assignments. Should technical issues occur, there may not be enough turnaround time to reset your assignment.

### Grading Scale:

The following grading system will be used:

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

### Graded Activities:

Activities/Assignments/Quizzes (Check Yourself, Quick checks, Image Labeling, Chapter Pronounce, Apply Yourself: Learning lab, Test Yourself, Word Part Review and Post-Tests)	
Mid-term	
Final	

To calculate your ongoing grade in the class, divide the points you receive by total possible points for what you have completed. This provides an average grade for what you have completed. You must complete all activities. Any activities not completed will receive a grade of 0 in the final grade calculations.

### Instructional Methods:

Subscription content readings and lectures, assignments, student resource online activities and practice exercises at the end of each chapter.

### Regular and Substantive Interaction in Online and Distance Learning:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- Content specific introductory discussion will be provided on a weekly basis throughout the semester
- Instructor will provide timely response to questions
- Assignments and assessment deadlines are set throughout the semester (for more information, see class schedule below).

### Objectives:

At the conclusion of this course, the student should be able to meet the following competencies:

1. Analyze how medical terms are built using common word parts
2. Properly spell, define, and pronounce medical terms associated with each of the major body systems
3. Identify and define the word parts most frequently associated with the major body systems
4. Interpret common abbreviations used in medical terminology and cautions to remember when using them

### Curricular Components:

At the conclusion of this course, the student should be able to meet the following 2018 \*AHIMA Baccalaureate Degree Competencies at the indicated taxonomic level:

#### •Supporting Body of Knowledge

- Medical Terminology

\*American Health Information Management Association (ahima.org)

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In this course, regular and substantive interaction will take place in the following ways:

- Content specific announcements will be provided on a regular basis throughout the semester
- Instructor will provide timely response to questions
- Assignments and assessment deadlines are set throughout the semester (for more information, see class schedule below).

## Title IX Sexual Misconduct/Assault:

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

## Disability Accommodations:

"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004(270.745.5121 V/TDD) or email at [sarc@wku.edu](mailto:sarc@wku.edu). Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center.

Once disability services/accommodations have been granted and initiated, please contact me with any questions or concerns. Also, if you believe that you are not receiving the disability services to which you are entitled, please address this concern with me immediately so discussion and/or adjustments can occur.

## WKU Syllabus COVID Statement:

All students are strongly encouraged to [get the COVID-19 vaccine](#). In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. [www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill)

Revision: 1/2023

Schedule to follow.