

Crook County School District

where students dream, learn, & succeed



<u>School:</u> Crook County High School		<u>Instructor:</u> Jessica Mumm
<u>Course:</u> Medical Terminology (Sci. 215)		<u>Email:</u> jessica.mumm@crookcountyschools.org
☐	Trimester #1	<u>Phone:</u> 541-416-6900 ext: 3131 <u>Methods for Communicating with Families:</u> - I will use Parent Square and Email to communicate information for my class. - You can call me at my extension of send me a message and I will respond as soon as I can.
☐	Trimester #2	
☒	Trimester #3	

Course Description:

This course provides a study of the principles of medical word building to help the student develop the extensive medical vocabulary used in the health care occupations. Study focuses on word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations, and symbols used to describe surgical procedures, diagnostic procedures, and medical specialties. Includes definitions, spelling and pronunciation of medical terms and terminology appropriate for the following body systems: digestive, urinary, female and male reproductive, nervous, cardiovascular, respiratory, blood, lymphatic and immune, and musculoskeletal.

THIS IS A COLLEGE COURSE THROUGH EOU. 3 CREDITS.

Learning Standards/Targets:

Upon completion of this course, students should be able to:

1. Describe the component parts of medical terms.
2. Analyze the component parts of a medical term.
3. Use basic prefixes, suffixes, and combining forms to build medical terms.
4. Explain the common rules for proper medical term formation, pronunciation, and spelling.
5. Relate the medical terms to the structure and function of the human body in the context of how the body works in health and disease.
6. Describe the terms utilized for the major disease processes including symptoms, diagnosis, diagnostic testing, surgeries, and therapies.
7. Define basic terms and abbreviations used in documenting health records.
8. Use common terms and abbreviations in documenting medical records related to the major systems of the body.
9. Identify medical terminology and health terminology issues as they apply to culturally diverse populations.

Participation: 10% of grade

All in- and out-of-class assignments, readings, videos and discussions are to be completed on time unless arrangements are made with the instructor prior to the due date. You are expected to come to class having read, or watched, the assigned material and be prepared to contribute to the discussion/activities. Absence from class, will impact your grade negatively unless there is a legitimate emergency such as serious illness or death in the family. Late work is not accepted without prior authorization of a granted time extension.

Note-taking assignments are completed in class. These are graded for your attendance and participation points and cannot be made up unless prior arrangement is made with the instructor. These structured notes are designed to help you follow along and retain information presented during lectures. Many quiz, midterm, and final exam questions are pulled from these assignments. Each class meeting will have a corresponding note assignment due. They will be distributed at the beginning of each class and collected at the end of each class. Any students caught completing note-taking assignments for other students will receive a "0" for attendance and participation.

Chapter Handouts: 10% of grade

Every chapter has a handout activity that is expected to be completed with it. Those handouts are expected to be completed at the beginning of the class period following the chapter discussed. They can be turned in electronically or on hand.

Weekly Patient Notes Assignments: 15% of grade

Each week you will be responsible for writing a paragraph of case study notes using the terminology from the chapters covered in class each week. See Patient Notes Assignments for more information and an example. Patient note assignments will be submitted online, and are due each Sunday for the previous week. Late work is not accepted without prior authorization of a granted time extension. This is a chance for you to practice using medical terminology similar to how it is used by professionals. Each assignment needs to be original to the owner, and meet the expectations as defined. You are allowed creativity in describing patients and their conditions. Using a similar "sample patient" is recommended, as it will make your final presentation easier.

Quizzes: 20% of grade

With the exception of midterm and finals week, you will complete a weekly quiz. Quizzes will be available Monday of each week, and due by Sunday. Late work is not accepted without prior authorization of a granted time extension. It is recommended you review questions you missed which will be available for view the following week. Many midterm and final questions are similar to quiz questions. Quizzes are designed to gauge your understanding and comprehension of the presented material. The quizzes may be multiple-choice, matching, true/false or fill in the blank.

Weekly terminology analysis assignment: 10% of Grade

Each week an online lecture or video will be assigned for additional study material. From this material, 20 new words need to be selected and defined. This assignment is designed to increase immersion into the language and terminology of the topic of the week. This terminology assignment is due on Sunday of each work. Late work is not accepted without prior authorization of a granted time extension.

Midterm: 25%, Final exam: 30% of grade

Exams are designed to test your understanding and comprehension of the presented material. The midterm exam will be given in class the Thursday of Week Five. The final exam will be given during finals week. Exams will be multiple choice, matching, short-answer and essay questions. Other formats may be used at the discretion of your instructor.

Brief Outline of Course/ Weekly Topics and Assignments (subject to change)

Week	Topic	Assignments	Assessments	Notes
Week 1	Introduction to the course, Building Medical Terms Starting with Medical Specialties	Read Chapter 1 Class participation Others as assigned	Chapter 1 Quiz Chapter 1 Patient Notes Chapter 1 handout	See notes assignment on Canvas
Week 2	Diseases and Disorders	Read Chapter 2 Class participation Others as assigned	Chapter 2 Quiz Chapter 2 Patient Notes Chapter 2 handout	
Week 3	Organization of the Body and Circulatory System	Read Chapters 3 and 4 Class participation Others as assigned	Chapter 3 and 4 Quiz Chapter 3 and 4 Patient Notes Chapter 3&4 handouts	
Week 4	Respiratory and Digestive Systems	Read Chapters 5 and 6 Class participation Others as assigned	Chapter 5 and 6 Quiz Chapter 5 and 6 Patient Notes Chapter 5&6 handouts	
Week 5	Urinary System	Read Chapter 7 Class participation Others as assigned	Cumulative Midterm Chapter 1-6 -no quiz or notes due Chapter 7 handout	Midterm, Thursday, May 2 nd by midnight

Week 6	Reproductive System	Read chapter 8 Class participation Others as assigned	Chapter 7&8 Quiz Chapter 7&8 Patient Notes Chapter 8 handout	
Week 7	Musculoskeletal System	Read Chapter 9 Class participation Others as assigned	Chapter 9 Quiz Chapter 9 Patient Notes Chapter 9 handout	
Week 8	Nervous System	Read chapter 10 Class participation Others as assigned	Chapter 10 Quiz Chapter 10 Patient Notes Chapter 10 handout	
Week 9	Peripheral Nervous	Read chapter 11 Class participation Others as assigned	Chapter 11 Quiz Chapter 11 Patient Notes Chapter 11 handout	
Week 10	Integumentary	Read chapter 13 Class participation Others as assigned	Chapter 13 Quiz Chapter 13 patient notes Chapter 13 handout	
Finals Week	Class Final: Comprehensive	Wednesday, June 12 th by 5 pm	Chapter 1-14	

Instructional Materials:

- Core Texts: Leonard, P. (2018). *Building a medical vocabulary: With Spanish translations*. Philadelphia: Saunders. (10th & 9th ed ok also) Publisher: Elsevier ISBN: 9780323427944 ISBN: 0323427944
- Films, Videos/Other Electronic Media: Youtube videos as needed assigned by EOU and Spotify for podcasts
- Novels: N/A

- Other Supplementary Curriculum (Articles, etc.): Spotify for podcasts.
- Planned Guest Speakers: N/A

All Instructional Materials must comply with CCSD School Board [Policy IIA](#) & [Policy IIA-AR](#). A copy of core and supplemental curriculum will be available in the curriculum office for review.

A classroom teacher receiving a complaint regarding instructional materials shall try to resolve the issue informally through the discussion of the original assignment or the opportunity for an alternative assignment.

Notification of the Right to Object to the Use of Material:

Any resident of the district may raise objection to instructional materials used in the district's educational program despite the fact that the individuals selecting such materials were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.

The first step in expressing objection to materials is consultation with the classroom teacher or library staff and providing a written complaint. The district official or staff member initially receiving a complaint shall explain to the complainant the district's selection procedure, criteria and qualifications of those persons selecting the material. A classroom teacher receiving a complaint regarding instructional materials shall try to resolve the issue informally through the discussion of the original assignment or the opportunity for an alternative assignment. The materials shall remain in use unless removed through the procedure in section 4. F. (2) of this regulation.

The teacher or library staff receiving the initial complaint shall advise the principal of the initial contact within 24 hours, whether or not the complainant has apparently been satisfied by the initial contact. A written record of the contract shall be maintained by the principal and sent to the superintendent's office.

In the event that the person making an objection to material is not satisfied with the initial explanation or an alternative assignment, the person raising the questions will meet with a building administrator who will provide a Request for Reconsideration form.

For more details, see [CCSD School Board Policy IIA-AR](#).

Citizenship, Classroom Rules, Behavior Expectations:

- *The Board expects student conduct to contribute to a productive learning climate. Students shall comply with the district's policies, administrative regulations, school and classroom written rules, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials and conduct themselves in an orderly manner during the school day and during district-sponsored activities.*

Careful attention shall be given to procedures and methods whereby fairness and consistency without bias in discipline shall be assured to each student. The objectives of disciplining any student must be to help the student develop a positive attitude toward self-discipline, realize the responsibility of one's actions and maintain a productive learning environment.

- See [CCSD Board Policy JFC](#) for more details.

Class Expectations

- *Students are expected to be present and active members of the classroom every day.*
- *Students are expected to come to class prepared with all necessary materials and completed assignments to learn and participate in all lectures and activities.*
- *Students are expected to be respectful of the teacher, the classroom, and their peers.*

Class Discipline

Students who are not acting present, coming prepared, and being respectful will earn one of the following consequences:

- *Warning in class*
- *Teacher/Student conference during or after class AND parent contact*
- *Lunch detention AND parent contact*
- *Written referral and sent to the office during activity/lab AND parent contact*

Any student caught cheating on an assignment will receive a zero and be referred to the Principal. There will be a makeup assignment created in the case of cheating, that will need to be completed to make up for the assignment/assessment that the student was caught cheating on.

*CCHS places a high value on the integrity of its student scholars. In addition, realize that all work you turn in MUST be your original work. All answers and writing must be your own. Any writing you include that was not yours from any source must be in quotations and attributed to the original author. **Do not plagiarize!***

Academic Misconduct Policy:

Eastern Oregon University places a high value upon the integrity of its student scholars. Any student suspected of an act of academic misconduct is subject to an academic misconduct charge being submitted to the Student Affairs Office for further investigation and sanctioning. Sanctions by Student Affairs include, but are not limited to, being placed on probation, being suspended from the University, or other sanctions deemed appropriate to attend to the severity of the case. Faculty, with communication with their dean when necessary, have the autonomy to determine the appropriate grade for the submitted materials and/or course based on suspected academic misconduct following consultation with the student.

Misconduct includes, but is not limited to, the following: cheating, unauthorized collaboration (working with other students, hiring third party services, utilizing artificial intelligence (AI) sources - unless directed otherwise by the course instructor, or other parties outside the student's own efforts), fabrication, facilitation, plagiarism, or tampering. Students should familiarize themselves with the full Academic Honesty Statement:

https://drive.google.com/file/d/1Y2_8sELYT4akqWDya6z4dAFE-bLmP9C5/view

Grading System:

- *The district's grading system shall be based on Board-adopted course content and is designed to enable the student and parent to clearly know how well the student is achieving course requirements at the student's current grade level or course content level, and be based on the student's progress toward mastery of a continuum of knowledge and skills outlined in Oregon State Standards. Absenteeism or misconduct shall not be the sole criterion for the reduction of students' grades. Behavioral performance shall be reported separately. The district will use letter grades (A,B,C,D,F) that can be converted into a 4 to 0 reporting system in grades 6-12. All AP courses are graded on a 5.0 grading scale.*
- *Grades will be based on many factors, such as: basic instructional assignments, both oral and written; results from various assessment instruments, including critical content short cycle assessments as well as quizzes and exams; class participation; special assignments; research; activities of various types of kinds and special contributions.*
- *See CCSD School Board [Policy IKA](#), [Policy IK](#), & [Policy IK-AR](#) for more details.*

Grading Scale:

- *A+: 100-98 A: 97-93 A-: 92-90*
- *B+: 89-88 B: 87-83 B-: 82-80*
- *C+: 79-78 C: 77-73 C-: 72-70*
- *D+: 69-68 D: 67-63 D-: 60-62*
- *F: 59-0*

Course Grading Criteria/Weighting

- Assessment, Projects, Quizzes, Assessments of Learning Standards: 80% → (50% Tests, 20% Crime Scenes, 10% Projects)
- Notebooks & Daily Assignments: 20%

Grades will be derived from a combination of the following:

- Daily Openers → These are graded daily, and a weekly total gets put into the gradebook. The openers can be corrected up until Friday each week. The openers will be deleted as the total scores are entered into the

gradebook. AGAIN YOU HAVE UNTIL FRIDAY OF EACH WEEK TO FIX AND COMPLETE OPENERS.

- Daily Assignment/Homework
- Crime Scenes
- Projects
- Quizzes
- Exams
- Notebooks (INB)

**[Policy IK-AR](#): Achievement of learning standards will be assessed separately from behavior.*

Make Up Policy:

- 1) **Assessment Retakes:** [Policy IK-AR](#) Teachers will provide students with multiple opportunities to demonstrate mastery of each standard. Students will be provided with at least two opportunities to retake assessments. A student who retakes an assessment will not be penalized. Teachers can modify assessments (more rigorous to account for greater time allowed for preparation.) Teachers will determine student requirements for assessment retakes that align with Policy IK-AR.
- 2) **Homework/Daily Work:** Achievement of learning standards will be assessed separately from behavior (i.e. attendance, disruption, late work, tardiness, preparation, effort, attitude, etc.). Teachers may set guidelines around submission timelines, as this category is tied to learning progress, please refer to policy IK-AR. → **Students will have 2 weeks from the due date of an assignment to turn in the assignment for credit.**

EOU Late Work Policy: Late work will not be accepted unless prior arrangement has been made with the instructor.

**For all courses that articulate with a college or university, it is required that the syllabi match the accrediting institution, rather than the CCSD syllabus model.*

Please sign and return your Syllabus. Parents/Guardians if you have any questions or concerns please contact your student's teacher.

Student Name: _____ Date: _____

Parent Name: _____ Date: _____

Parent Signature: _____