



Walters State Community College Course Syllabus

Course Information

Course Number and Name: NRSG 1150 Medical Terminology

Section ID: 80530.202380

Semester and Year: Fall 2023

Credit Hours: 1

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: WEB - Web Classes

Catalog Course Description: This course is a basic study of the development and usage of medical terminology. F,S

Meeting Details: TBD

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Dr. Jane Parish

Role: Professor of Nursing

Office Location: TECH 106B and KOH building Sevier campus

Office Hours: As posted and as scheduled at this link:

<https://outlook.office365.com/owa/calendar/JaneParishOffice@ws.edu/bookings/>

Office Phone: 423-585-6760

Email: Jane.Parish@ws.edu

Supervisor Name: Dr. Cheryl McCall

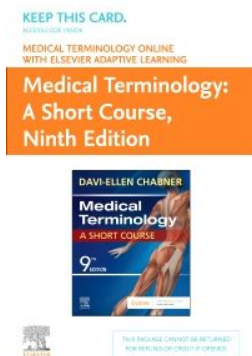
Supervisor Phone: 423-585-6981

Secretary Name: Barbara Chandler

Secretary Phone: 423-585-6981

Required Textbook(s) and Materials

Medical Terminology: A Short Course (Access Code ONLY)



ISBN: 9780323824460

Authors: Chabner

Publisher: Elsevier- Division of Health Sciences

Edition: 9th

Additional Information

The online course will be located on the Evolve Learning Management System AFTER the access code is purchased and registered with my Course ID. If you already have an Evolve account, you only must add your purchased access code to your Evolve site (see Course Content for more detail) as well as my Course ID. Contact instructor at jane.parish@ws.edu with any questions or delays in obtaining this access code.

Supplemental or Optional Materials

Taber's Cyclopedic Medical Dictionary (any edition) is OPTIONAL

Student Learning Outcomes/Objectives

- Upon successful completion of this course the student will:
 1. Identify the role and recognize examples of word roots, prefixes, suffixes, and combining forms in developing medical terms.
 2. Demonstrate correct usage of the combining vowel by correctly joining word parts to write and analyze medical terms.
 3. Demonstrate the correct spelling of medical terms.
 4. Pronounce medical terms correctly.
 5. Recognize and define terms pertaining to the science of the human body and the field of medicine.
 6. Write the meaning of medical abbreviations and use the abbreviations appropriately.
 7. Differentiate terms as being related to diagnosis, anatomy, surgery, therapy, or radiology.

Instructional Approach and Methods

The grade for the course will be determined by the work completed in the online course.

The module activities (activities, case studies, and adaptive quizzing) inside the course are for the student's learning and mastering the module material BEFORE attempting a graded quiz (or quizzes) and exam for each module. They are NOT part of the final course grade.

Work MUST be completed in the active course in Evolve and NOT THE CONTENT LIBRARY. If you work in the content library your work WILL NOT be saved and you will have to redo it.

The active course looks like this:



Online Course: Instructor-Led Course
Medical Terminology Online with Elsevier Adaptive Learning for Medical Terminology: A Short Course, 9th Edition
Course ID: 164345_jwalker62_1001
Instructor: Jane Parish

Assessment, Evaluation and Testing Procedures

There are SEVEN modules quizzes worth 50 points each for a total of 350 points (1 module has 2 quizzes)

There are SIX module exams worth 75 points each for a total of 450 points

There is one comprehensive final worth 100 points

One EXTRA CREDIT quiz over the syllabus and course calendar will be available for the first 2 weeks of the semester

The quizzes and exams are all graded automatically and placed in the grade book inside the online course in EVOLVE. I have to transfer these grades over to our Walters State learning system (eLearn). If there is an error, please email me at jane.parish@ws.edu

Total course points = 900

If a student completes assigned quizzes and tests past the deadline without prior permission of the instructor, points for the activities or quizzes will be deducted. See the Assignments section below for further information.

Grading Scale

A	92%-100% of 900 points or at least 828 points
B	83%-91% of 900 points or at least 747 points but less than 819
C	78%-82% of 900 points or at least 702 points but less than 738
D	70%-77% of 900 points or at least 630 points

	but less than 693
F	69% or below of 900 points or less than 621 points

Assignments

Without the PRIOR PERMISSION of the instructor, quizzes or exams submitted after the due date and time WILL have points deducted. For every 24 hours an assigned quiz or exam is late, 2 points will be deducted. Therefore, it is imperative that you notify the instructor at jane.parish@ws.edu if other obligations or technical difficulties will keep you from completing assignments by the due date. Technical difficulties are not excuses for missing an assignment deadline, just as in a traditional course a printer failure would not be an acceptable excuse for turning in a late paper. I urge you to work from a reliable internet connection and complete your assignments early.

Class Participation

The activities in the online course modules (including the case studies and adaptive quizzing) are not counted as a grade in this course. However, the number of these activities you complete determines your success on the graded quizzes and tests for each module. Therefore, I strongly urge you to do most of them (at least for Module 1) until you get a better understanding of how the course works. Again, email me at jane.parish@ws.edu with any concerns or questions about grades.

Course and Class Policies/Procedures

Please see the course calendar posted under COURSE INFORMATION under CONTENT in eLearn. I use this calendar so you should complete your work on time according to this course calendar.

Online/Web-Enhanced Course Supplementary Information

Virtual Office Hours	Virtual office hours vary depending on student needs
Library Information	Walters State Library Homepage (opens in new window)

Technical Support	Students are responsible for purchasing (or gaining access to) all required hardware, software, and related course materials. If having trouble with the eLearn site, please contact the Help Desk by phone at Morristown: 423-318-2742 Greeneville: 423-798-8186 or Sevierville: 865-286-2789 or on-line access at Walters State Helpdesk Homepage (opens in new window) .
Web Addresses/Resources	Elsevier's Evolve help desk can be reached at 1.800.222.9570 OR Evolve Help Desk Homepage (opens in new window) .
Guidelines for Communication: Email, Discussion Posts, Chat	Email me at jane.parish@ws.edu with needs, concerns, or questions. I will usually respond within 24 hrs but may be 48 hours if over a weekend. Please adhere to "netiquette" and ensure that all communication with me and with other students in this course is respectful regardless of whether email, discussion post, or in person. I expect professionalism and common courtesies, and identify yourself in the email (especially if you have a preferred name that is NOT your actual name!)

Additional Course Requirements/Details/Information

Asynchronous course format: NRSRG 1150 online is designed for online access anytime day or night from any location connected to the Internet.

TECHNICAL SKILLS REQUIRED: Taking an online course uses the same skills as surfing the Web. You should know how to log onto your internet service, use your web browser, use a word processing program, send and receive e-mail and file attachments, and download and install software or other files.

In addition to a web browser such as Chrome, Internet Explorer, Safari, or Firefox, all online courses require up to date versions of the following free applications (depending on your specific type of computer): Adobe Reader, Adobe Acrobat, and/or Apple QuickTime Player. The pop-up blocker on the computer you are working on should also be turned off when logged into the online coursework. Click the specific plugin to check for updates or download it (if necessary).

[Adobe Acrobat Reader](#)

[Apple QuickTime](#)

[Adobe Flash Player](#)

[Adobe Shockwave Player](#)

Time commitment: Online courses require at least the same amount of preparation and study time as traditional campus courses. As an example, for a three-credit hour course, you should expect to spend at least 45 hours over the semester accessing course materials and completing assignments.

The privacy information for Evolve: <https://www.elsevier.com/legal/privacy-policy>

The accessibility information for Evolve:

https://service.elsevier.com/app/answers/detail/a_id/11544/supporthub/evolve/kw/accessibility/

The privacy information for eLearn (D2L): <https://www.d2l.com/legal/privacy/>

The accessibility information for eLearn (D2L): <https://www.d2l.com/accessibility/>

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or

- electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
- e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)

helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)

ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)

catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](#)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in

loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](https://www.waltersstate.edu/home/)
[ws.edu/home/](https://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://www.waltersstate.edu/set/)
[ws.edu/set/](https://www.waltersstate.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).