

Key

Yellow Highlight: Please fill in specific details as they apply to your course.

Blue Highlight: Suggested details to include in your syllabus.

MEDICAL TERMINOLOGY

COURSE # HLSC 1300

Academic Semester/Year: Fall 2024

**Instructor Information**

Instructor:

Phone:

Email:

Office Hours:

## Course Description

This is a Concurrent Enrollment Course, offering both high school credit through \_\_\_\_\_\_\_\_\_\_\_\_\_\_ High School and college credit through Utah Valley University. Credit from this course is transferable to many colleges and universities. Contact the receiving institution for how the credits will be applied.

**Catalog Description**

Helps students read and understand the language of medical terminology and functional anatomical structures. Stresses terminology usage and accuracy. Studies elements, abbreviations, spelling, pronunciation, and logic of medical terminology.

**Course Prerequisites**

This class is available to all high school students in good academic standing. High school prerequisites apply.

## Course Objectives or Learning Outcomes

|  |  |
| --- | --- |
| 1 | Analyze the component parts of medical terminology. |
| 2 | Relate the terminology to the names, locations, and functions of the major organs of the body systems. |
| 3 | Identify the basic structure and function of the human body at the cellular, tissue, organ, and system levels. |
| 4 | Describe basic anatomy and physiology using correct medical terminology. |

**Required Text and Materials**

Online readings through Canvas.

**Class Policies and Procedures**

Attendance Policy

Class Rules

Other

**Assignments & Assessments**

Assessments/Projects

There will be two exams during the semester – a midterm and a final. The midterm exam will consist of multiple-choice questions about the primary elements, principles of design, and art mediums and techniques.

Assignments

Each week you will have at least one assignment to upload to Canvas. A variety of assignments are given, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Assignments are usually worth 10-15 points and are graded on effort, the quality of the information you write, as well as whether you adequately complete them.

Class Participation

Discussions will be opportunities to explore topics together. This class succeeds best when students participate in class through discussions, group work, and share observations and ask questions in class.

Other

**Grading Scale**

 A = 100-95 B - = 83-80 D+ = 69-67

 A - = 94-90 C+ = 79-77 D = 66-64

 B+ = 89-87 C = 76-74 D - = 63-60

 B = 86-84 C - = 73-70 F = 59-0

**Grades and Credit**

Your grade for this class will become part of your permanent college transcript and will affect your GPA. A low grade in this course can affect college acceptance and scholarship eligibility.

Grades are determined by instructors, based upon measures determined by the instructor and department and may include evaluation of responses, written exercises and examinations, performance exercises and examinations, classroom/laboratory contributions, mastery of pertinent skills, etc.

The letter grade “A” is an exceptional grade indicating superior achievement; “B” is a grade indicating commendable mastery; “C” indicates satisfactory mastery and is considered an average grade; “D” indicates substandard progress and insufficient evidence of ability to succeed in sequential courses; “E” (failing) indicates inadequate mastery of pertinent skills or repeated absences from class; “UW” indicates unofficial withdrawal from class.

**Late Work Statement**

**University Policies**

**Academic Integrity**

Utah Valley University expects all students to maintain integrity and high standards of individual honesty in academic work, to obey the law, and to show respect for others. Students of this class are expected to support an environment of academic integrity, have the right to such an environment, and should avoid all aspects of academic dishonesty. Examples of academic dishonesty include plagiarizing, faking of data, sharing information during an exam, discussing an exam with another student who has not taken the exam, consulting reference material during an exam, submitting a written assignment which was authored by someone other than you, and/or cheating in any form.

In keeping with UVU policy, evidence of academic dishonesty may result in a failing grade in the course and disciplinary review by the college. Any student caught cheating will receive, at minimum, zero points on that assignment for the first offense. A second offense can result in failing the course and will entail being reported to Student Advising. Academic dishonesty includes, in part, using materials obtained from another student, published literature, and the Internet without proper acknowledgment of the source. Additional information on this topic is published in the student handbook and is available on the UVU website.

### **Student Code of Conduct**

All UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to **obey the law**, to **perform contracted obligations**, to **maintain absolute integrity and high standards** of individual honesty in academic work, and to observe a **high standard of conduct for the academic environment**.

The Student Rights and Responsibilities Code, or Code of Conduct, outlines for students what they can expect from the University and what the University expects of them.

Students should review their Rights and Responsibilities. The Code of Conduct also outlines the process for academic appeals, and appeals related to misconduct and sanctions. It can be found at <http://www.uvu.edu/studentconduct/students/>

### **Students with Disabilities**

Students who need accommodations because of a disability may contact the UVU Office of Accessibility Services (OAS), located on the Orem Campus in LC 312. To schedule an appointment or to speak with a counselor, call the OAS office at 801-863-8747 or email accessibilityservices@uvu.edu.

**Student Responsibilities**

You are expected to take an active role in the learning process by meeting course requirements as specified in written syllabi. Faculty members have the right to establish classroom standards of behavior and attendance requirements. You are expected to meet these requirements and contact faculty members when unable to do so.

**Withdrawal Policy**

If you do not wish to take this course or find that you are unable to continue, you should officially withdraw by the deadline stated in the current semester UVU Student Timetable.

You can officially withdraw from a course by dropping it through the online registration system or the campus One Stop desk (BA 106) by the listed date. If you officially withdraw from a course by the "Last Day to Drop and Not Show on Transcript," the course will not appear on your academic transcripts. If you officially withdraw from a course by the "Last Day to Withdraw," a "W" will appear on your transcripts. Although your GPA will not be affected — a "W" will indicate that you chose to withdraw. If you fail to complete the course and do not drop it before the "Last Day to Withdraw," a "UW" or "E" (a failing grade) will appear on your transcripts.

Withdrawing from a course may impact your financial aid status. For more information, see: UVU Financial Aid.

**Cheating and Plagiarism Policy Procedures**

This document was taken from the Utah Valley University Policy 541, The Student Rights and Responsibilities Code: 5.4.4. Each student is expected to maintain academic ethics and honesty in all its forms, including, but not limited to, cheating and plagiarism as defined hereafter:

1. Cheating is the act of using or attempting to use or providing others with unauthorized information, materials, or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying another's academic work.
2. Plagiarism is the act of appropriating another person's or group's ideas or work (written, computerized, artistic, etc.) or portions thereof and passing them off as the product of one's own work in any academic exercise or activity.
3. Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
	1. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
	2. Listing sources in a bibliography not used in the academic exercise.
	3. Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
	4. Submitting as your own any academic exercise (written work, printing, sculpture, etc.) prepared totally or in part by another.

**Artificial Intelligence Statement**

As explained in UVU’s [Student Rights and Accountabilities.](https://www.uvu.edu/studentconduct/students.html) page, all students are expected “to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct for the academic environment.”  Plagiarism is a serious offense that does not align with the university’s mission and values. Our expectation is that every student’s work will be their own and use outside sources in a manner that consistently gives proper credit to those sources through established academic conventions.

Plagiarism has occurred if you:

* Use the exact wording of another author or source in such a manner that it appears to be your own, regardless of the form in which those words originally appeared (e.g., a book, article, lecture, website, speech, graphic, or any other form such as an AI text generator)
* Paraphrase (put into your own words) another author’s wording in a manner where the language and/or syntax is too similar to the original passage and is not properly cited
* Fail to clearly acknowledge the partial or full authorship of someone else when submitting work
* Fail to cite or quote textual resources properly, despite the instructor's attempts at educational intervention
* Fabricate false information that is not corroborated by the actual research used on a writing project
* Have someone else, paid or otherwise, write your paper or use a paper mill site that contains ready-to-use papers written by other people
* Generate and submit a paper using artificial intelligence, such as ChatGPT

While the above actions can happen with intentionality to deceive, plagiarism can also happen accidentally (due to careless resource use, not using proper citation methods, and not understanding the conventions of our chosen style guide). Though intentional vs accidental is often a judgment call for an instructor, it’s important to note that accidental plagiarism is still plagiarism—a serious need to address the incident arises regardless. Though the resulting consequences may vary based on the degree of intentionality, any form of plagiarism will be addressed with equal seriousness.

Believing chatbots, such as Chat GPT, are here to stay, and will only grow, we feel it’s important to understand both its strengths and limitations. AI is already proving its usefulness in brainstorming writing ideas, simplifying complex topics, and performing rudimentary research.  We believe AI is a tool with potential usefulness for writers. However, AI is also fraught with serious issues. It possesses accuracy problems while simultaneously sounding very confident about its incorrectness. It also frequently generates fake citations and quotations. It cannot understand the complexities and contexts of human communication. Finally, the way AI is trained on other texts poses several ethical questions about copyright and intellectual theft of property (along with uncritically inheriting the biases of the texts it's trained on).

To be clear, copying the exact wording of an AI chatbot is considered plagiarism and means that a student will be held accountable for violating academic integrity. Although many citation guides are already presenting ways to properly use and cite AI, we do not currently believe that citing AI in your work is in line with the standards of academic writing that value knowing the exact author(s) or sources that informed your writing.

If you are suspected of plagiarism, the first step will always be a conversation with your instructor (in-person or via Teams). If the infraction is very minor or clearly unintentional, there may be no sanctions at all. However, a lowered grade and/or the chance to revise the paper may also be possible. In more serious cases, the assignment may receive an automatic zero.

The most serious infractions may lead to your instructor filing an incident report with the Student Conduct office. In this scenario, you have the right to appeal the report with the department chair. Regardless of the chair’s decision, the incident report remains a part of your permanent record. If you are unhappy with the chair’s ruling, you then have the right to file an appeal with the Dean. The Dean’s decision on the matter will be final.

**Title IX Statement**

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran’s status or genetic information. If you or someone you know has experienced or experiences harassment or sexual assault including, dating and domestic violence, stalking or sexual exploitation, you are encouraged to report it to the Title IX Coordinator in the Office for Equal Opportunity and Affirmative Action, BA-203, (801) 863-7999.

Please be aware that all faculty members and university employees are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence and thus cannot guarantee confidentiality. Please know that you can seek confidential resources at UVU Student Health Services, SC-221, (801) 863-8876.

Please visit <https://www.uvu.edu/equalopportunity/> for more information.

**Religious Accommodations**

At the beginning of each semester, you shall promptly review the course syllabus and class schedule and notify faculty to request an accommodation for sincerely held religious beliefs and practices using the *Religious Accommodation Request Form*.

**Dangerous Behavior**

The faculty member has the right to demand and secure the immediate removal of any person from the classroom whenever the faculty member determines, to the best of his or her knowledge or belief, that the person's actions are threatening or dangerous to students or themselves. If the faculty member cannot resolve a disruptive situation, the faculty member may request that the disruptive person(s) leave the classroom. If the disruptive person(s) will not leave voluntarily, the faculty member may call University Police for assistance. The incident shall be reported to the Dean of Students and to the Director of Judicial Affairs in accordance with Policy 541 *Student Rights and Responsibilities Code*.

**Discriminatory, Exclusionary, or Disruptive Behavior**

Faculty members observing discriminatory, exclusionary, or disruptive behavior follow procedures described in UVU Policy 541 *Student Rights and Responsibilities Code.* 5.6

**Policies/References**

1. Policy 541: Student Rights and Responsibilities Code <https://www.uvu.edu/catalog/current/policies-requirements/student-rights-and-responsibilities.html>
2. Policy 601: Classroom Instruction and Management. <https://policy.uvu.edu/getDisplayFile/5750ed2697e4c89872d95664>
3. Policy 635: Faculty Rights and Professional Responsibilities. <https://policy.uvu.edu/getDisplayFile/563a40bc65db23201153c27d>

**Definitions**

Syllabus: An agreement between faculty and students that communicates course structure, schedule, student expectations, expected course outcomes, and methods of assessment to students.

### **Dropping the Class**

### \_\_\_\_\_\_\_\_\_ is the last day to drop the course without it showing on your transcript.

\_\_\_\_\_\_\_\_\_ is the last day to withdraw from the class.
If you drop the high school class, you must also withdraw from the UVU class to avoid receiving a failing grade. For more information on important dates, you can access UVU’s academic calendar here: <https://www.uvu.edu/schedule/>

*Due dates and this syllabus may change at the instructor’s discretion due to the needs of the class members.*