



Medical Terminology

Kristi Malone, LAT kmalone@ems-isd.net

Room: G112

Conference: 1st Period

Tutoring Opportunities:

- Monday – Friday, 8:30 – 9:00 am, exceptions include BOS duty and Staff Meetings.
- Afternoon tutorials are available by appointment only. Please schedule with Mrs. Malone.

Class Materials:

- Supplies Needed Every Day:
 - 1 three ring binder – Required
 - Dividers – 5
 - Something to write with – pens & pencils
 - Notecards
- Community Classroom Supplies:
 - Your class period is responsible for bringing:
 - Supplies are due:

Communication and Technology:

- Email: kmalone@ems-isd.net
- Twitter: [@MaloneHealthSci](https://twitter.com/MaloneHealthSci) ○ Other Twitter accounts to follow: [@boswellhs](https://twitter.com/boswellhs) [@boswell_CTE](https://twitter.com/boswell_CTE) [@ReederHealthSci](https://twitter.com/ReederHealthSci) [@emsisd_CTE](https://twitter.com/emsisd_CTE) □ **Remind: Text @923dkb to 81010**
- Access to Canvas and Office365 tools is available to students through our Single Sign-on Portal (SSO). Students receive their SSO login during enrollment.

Course Description:

This course is designed to introduce students to the study of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. This course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.

Topics included in Medical Terminology, include – but are not limited to:

- Intro to Medical Terms
- Body Organization
- Body Systems
- Real World Application of Medical Terms

Course Goals:

Students who complete this course successfully will be able to:

- Identify the basic structure of medical words.
- Practice word building skills.
- Distinguish medical abbreviations used throughout the healthcare industry.
- Interpret medical scenarios.
- Recall directional terms, anatomical planes, anatomical structures relating to specific body systems.
- Define specific terms relating to surgical and diagnostic procedures, diseases, and treatments.

Classroom Expectations:

- Be on time, on-task, and prepared to learn every day.
- Keep all personal electronics put away – see Electronic Devices for more information.
- Be responsible for your own learning.
- Respect the teacher, the classroom, and other students.
- No food and drinks: Per school policy, food and drink is not allowed in the classroom, other than bottled water.

Electronic Devices:

- Electronic devices, including ear buds/headphones, should be kept in students backpacks. Devices should not be out during class, unless otherwise instructed by the teacher.
- Mrs. Malone’s Phone Rules: ○ Phones will remain silent and placed in bag/backpack out of view, unless we are using it for class. ○ Headphones will not be worn in class and will be placed out of view. *G112 is an earbud FREE zone!
- Refer to the EMS-ISD Electronic Device Policy (found in the Student Handbook) for more information regarding the electronics policy.

Student Evaluation:

The grading system for this course is as follows:

- Grade averaged 60% Major 40% Minor
- Major grades – tests, projects, and essays; minimum three per six weeks
- Minor grades – quizzes and daily assignments
- Semester exams will count 1/7 of the semester grade
- A letter system (S, N, U) is used to report a student’s conduct based on proper/responsive conduct and citizenship
- Per Board Policy EIA (LOCAL), “The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a **failing** grade. This policy applies only to initial identified major grades and does not apply to daily assignments, quizzes, six-week test, and semester final examinations. Upon reteach and retest, the new test, project, etc. recorded will be a high score of 70%.

Assignments, exams, expectations outside of the classroom:

- Check Skyward Gradebook frequently. It is YOUR responsibility to check gradebook for missing grades and/or low scoring grades.
- Review notes and course materials frequently.
- Come for tutorials if additional help is needed or retesting / make-up work is required.

Attendance/Tardy Policy/Make-Up Work:

- Please refer to the [EMS-ISD Student Handbook](#) regarding all grading policies.
- Late Work - Late work will be accepted per the district policy:
 - 1 day late = max of 85% 2 days late = max of 70% 3 days late = max of 60%
 - Acceptance of late work that includes daily work assigned to be completed in class will be considered at the discretion of the teacher.
- Make Up Work
 - Students are responsible for obtaining and completing makeup work – if not made up within the time allotted, a grade of “0” may be given.
 - Students will have time equal to days absent from class plus one day to complete all missed assignments.

Academic Integrity:

Academic integrity values the work of individuals regardless if it is another student’s work, a researcher, or author. The pursuit of learning requires each student to be responsible for his or her academic work.

Academic dishonesty is not tolerated in our schools. Academic dishonesty, includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee and considers written materials, observation, or information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. The teacher and campus administrator shall jointly determine such action.

Medical Terminology

Student Name: _____ Class Period: _____

Medical Terminology Syllabus

- Read each statement
- Initial each statement
- Sign the bottom, detach, and turn in.

I have read the syllabus for Medical Terminology.

- I understand the variety of ways to stay connected, the rules of the classroom, and the supplies required every day of class.
- I understand the district policy according to the EMS-ISD Student Handbook, as well as Mrs. Reeder's policy regarding phones, headphones, and other electronic devices.
- I understand this classroom will abide by the policies outlined within the EMS-ISD Handbook regarding grades, re-takes, absent work, etc.

By signing below, I agree to follow the guidelines set by the district and by Mrs. Malone for the 2019-2020 school year.

Student Signature: _____ Date: _____

READ, SIGN, AND TURN THIS SHEET IN TO MRS. MALONE