

	Unsatisfactory 5/20	Satisfactory 15/20	Exemplary 20/20
Criteria: 3 rd and/or 4 th Visit: Response to other learner(s) questions (if applicable)	Criteria: Quantity and timeliness <ul style="list-style-type: none"> • Does not reply to a second learner • And/or does not submit the reply prior to the end of the module 	Criteria: Quantity and timeliness <ul style="list-style-type: none"> • Replies to a second learner 	Criteria: Quantity and timeliness <ul style="list-style-type: none"> • Replies to a second learner • Continues to participate in discussion threads until the end of the session
	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice <ul style="list-style-type: none"> • Response does not demonstrate evidence of knowledge and understanding of 	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice <ul style="list-style-type: none"> • Response demonstrates some evidence of knowledge and understanding of 	Criteria: Demonstrates knowledge and understanding of content and applicability to professional practice <ul style="list-style-type: none"> • Response demonstrates clear evidence of knowledge and understanding of

	course materials and content	course materials and content	course materials and content
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Make-Up Policy: Computer lab assignments, Midterm and Final Exams may be submitted after the due date with instructor approval and receive a grade; however, grades for these assignments and exams submitted after the due date and time will receive a maximum grade of 75%. This is at instructor's discretion.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair/Program Director, Kay Frieze, at 409-933-8414/kfrieze@com.edu.

Course outline:

Date	Week #	Topics/Chapters Covered	Homework
	1	± WR /HDUQLQØRGØHV 8QLW,QWURGKWLRO WRØHGLFDO 7HUPLQRORJ 8QLW %RGØUDQLDWLRQ	Discussion 1 Due – 10/21 Discussion 2 Due – 10/21 Quizzes for both Modules Due – 10/23 Pronunciations Chapter 2 Due – 10/23
10/25 -10/31	2	Learning Modules Unit 3 Integumentary System Unit 4 Musculoskeletal System	Discussion 3 & 4; initial post Due 10/28 Response to Discussion 3 & 4 Due 10/30 Quizzes for both Modules Due – 10/31
11/1- 11/7	3	Learning Modules Unit 5 Cardiovascular System Unit 6 Blood and The Lymphatic and Immune Systems	Discussion: 5 & 6; initial post Due 11/4 Response to Discussion 5 & 6 Due 11/6 Quizzes Due 11/7 Pronunciations chapter 5 Due 11/7
11/8 11/14	4	Learning Module Unit 4	Discussion 7 & 8; initial post Due 11/8 Response to Discussion 7 & 8 Due 11/9 Quizzes 11/4 Pronunciations chapter 7 Due 11/4

		Mid-term will open on 11/12 will close at midnight on 11/17	
11/15 11/21	5	Mid-term will open on 11/12 and will close at midnight on 11/17 Learning Modules Unit 9 Urinary System Unit 10 Reproductive System	Discussion 9 & 10; initial post Due 11/18 Response to Discussion 9 & 10 Due 11/20 Quizzes Due 11/21 Pronunciations chapter 9 Due 11/21
11/22 11/28	6	Learning Modules Unit 11 Endocrine System Unit 12 Nervous System	Discussion 11 & 12; initial post Due 11/25 Response to Discussion 11 & 12 Due 11/27 Quizzes Due 11/28 Pronunciations Chapter 12 Due 11/28
11/29 12/5	7	Learning Modules Unit 13 Special Senses	Discussion 13 Initial post Due 12/2 Response to Discussion 13 Due 12/4 Quizzes Due 12/5 Final will open in week 7 on 12/2 and close on 12/8
12/6 - 12/10	8	Comprehensive Final	Final will open in week 9 on 12/2 and will close at midnight on 12/8

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face

coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Technology Outage Policy:

In case of ANY technological difficulties with Blackboard (i.e., accessing assignments, content, email, completing an assessment and/or loading assignments, etc.), please contact the Educational Technology Support at <http://com.parature.com>. Fill out a support ticket by clicking on the “Submit a Ticket”. Support staff will be available to assist you Monday – Friday 8AM – 5PM. After 5 PM or on weekends, please call (409) 933-8453 and leave a message with your name, COM ID #, phone number, and state your issue. Someone will get back to you. In addition, please send me a message at kfrieze@com.edu or call me at 409-933-8414 or 409-789-5113 as to the issue(s) you reported, the date of the problem, and outcomes.

Success Tips for Students

In order to be successful in this course the student must:

1. Devote adequate time to the course. On average you should plan on at least 6 hours of study each week. Furthermore, you must log into blackboard at least twice a week in order to complete your assignments.
2. Many students find it very helpful to make flashcards of roots, prefixes, suffixes, procedures, and disorders.
3. It is crucial that you do not allow yourself to fall behind. Cramming just before the exams will only confuse and frustrate you.
4. Medical terminology is a course that develops day by day.
5. Material should be retained after learning it. Vocabulary and concepts from each unit will be used in subsequent units.

Professionalism: Success in one’s career is almost as dependent on professional behavior as on one’s academic knowledge and abilities. Therefore, students are expected to exhibit professional behavior in the classroom as well as all activities with this course. Professional behavior includes:

- **Attends class and is punctual** – The student logs onto blackboard at least twice a week.
- **Dependable** – The student meets assignment deadlines and follows through to completion of responsibilities.
- **Effective interpersonal and team skills** – The student relates well to people, shows respect to others, deals tactfully and effectively with others, influences as opposed to directs, provides constructive criticism without altering others, negotiates or mediates when appropriate, exhibits openness to new ideas, and demonstrates a positive attitude.
- **Effective communication skills** – The student listens, speaks using correct grammar and without excess fillers, e.g. um, you know, like

- **Ethical conduct** – The student maintains honesty, integrity, and confidentiality of patient provider, fellow student and college information.

Three Prior to Me: The HIM faculty encourages students to problem-solve, work as a team as well as utilize available resources. In order to develop these skills, we will employ the “**Three Prior to Me**” process. This means that before you contact the instructor with a course-related question, you must have attempted to find the information in three other 11 places. For instance, if you are unsure about the meaning of a term used in the course, you would attempt to locate this information in three places prior to asking the instructor. Hence, you might do a Google search for the term, ask a classmate, and refer to your text book.

Instructors **will** question you regarding what research methods you utilized to locate information on your own. This process is not meant to be a barrier to you, but instead to provide the following benefits:

- **-preparation for the workforce**
- **-increased research skills**
- **-instructors will have more time to provide feedback and interact with students**

If you have a question that **ONLY** the instructor would know the answer to (grade- related, assessments, etc.), then of course you would go to the instructor directly. This process will require practice and patience from the student as well as the instructor.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. <http://www.com.edu/student-services/student-handbook>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.