



HITT 1305 – 001IN
Medical Terminology
Fall 2021
Internet Course

Instructor Information: Dalona Griffin, MS, MBA, RHIA, CCS
dgriffin7@com.edu
(713) 408-6746 (text messages only)

Student hours and location: Tuesday, Thursday, Friday 5:00pm – 7:00pm via telephone (713- 408-6746)

Required Textbook/Materials:

***Medical Terminology: A Living Language*, Bonnie F. Fremgen and Sue Frucht, Prentice Hall, 7th edition, ISBN# 978-0-13-470120-2.**

Course Description: A study of common medical terminology, word origin, structure and application.

Notice to Students Regarding Licensing

Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements (www.ahima.org).

Should you wish to request a review of the impact of criminal history on your potential (RHIT) prior to or during your quest for a degree, you can visit this link and request a “Criminal History Evaluation”: (www.ahima.org).

This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Accessing My Health Professionals Kit

The website contains interactive games which can enhance your learning for medical terminology.

Free Pearson Medical Terminology Scramble App

You can now learn medical terminology on your phones. Search the web for the Free Pearson Medical Terminology Scramble app and download it onto your phone.

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.

Course requirements:

Weekly Quizzes (20% of final grade)

PLEASE NOTE: The week begins on **Monday and ends Sunday at midnight**. Therefore, weekly quizzes should be submitted no later than Sunday of the week in which information: they appear on the calendar. Late work may not be accepted unless individual arrangements have been made with me prior to the due date and time. I will e-mail you if I make any adjustments to the calendar.

Weekly quizzes

In order to complete the weekly quizzes and receive credit you must complete the quizzes until you reach 100%.

1. Click on learning module icon on the home page, then the unit (chapter) you are working on.
2. When the next page there is a link to complete the multiple choice and fill in the blank quizzes.
3. The quizzes will be graded automatically.

4. Complete BOTH the MULTIPLE CHOICE AND FILL IN THE BLANK quizzes for each chapter.

5. PARTIAL WORK WILL NOT BE ACCEPTED

Discussion assignments (5% of final grade)

The Discussion link is located under course tools on the left hand side or within the learning module. There are fourteen (14) discussions and on the discussions page you will see the exact page and assignment for each discussion. To create a discussion, click on the "create thread" button. Compose your response in the box and click on "post" when you are finished. I do not remove any discussion assignments or student responses until the course is over. If you want to

view your response to any discussion assignment, be sure you have clicked on “Show All” at the top of the discussion area. Please see calendar for specific due dates. **You will need to post your initial response by day 4 (Thursday) of each week and a response to at least one colleague by day 6 (Saturday) except for discussion one (1) and two (2) which does not require a response.** Therefore, it is imperative to check the discussion area at least three times a week for new messages. Furthermore, please respond back to any questions or comments that are asked of you from another student(s). Credit will be awarded to students participating in discussion assignments. Furthermore, **I only post discussion grades in the grade book once (at the end of the course). In order to receive a grade, all discussions must be completed.** Participation in the discussion forums is critical for maximizing your learning experiences in this course. You are required to be part of an online community that interacts, through discussion, to enhance and support the professional development of the group.

Part of the assessment criteria for the course includes assessing the quality and quantity of your participation in the discussion forum.

Some characteristics we consider to be part of excellent discussion contributions are outlined below. Your instructor will consider these characteristics when assessing the quality and level of your participation.

- You should submit your initial post by day 4 (Thursday) in each module, and your subsequent responses to the post of other learners by day 6 (Saturday) and at timely intervals within the duration of each module. Keep in mind the goal is to have a dynamic discussion that last throughout the entire module.
- Your posts and responses should be thorough and thoughtful. Just posting an “I agree” or “Good ideas” will not be considered adequate. Support your statements with examples, experiences, or references. Keep in mind that your fellow learners will be reading and responding to you, too.
- Make certain to address the discussion prompt(s). This does not mean you should not extend the topic, but do not stray from the topic.
- Discussions occur when there is dialogue. Therefore, build upon the posts and responses of other learners to create discussion threads. Make sure you revisit the discussion forum and respond (if necessary) to what other learners have posted to your initial responses.
- When relevant, add to the discussion by including prior knowledge, work experience, references, web sites, resources, etc. (giving credit when appropriate).
- Your contributions to the discussions (posts and responses) should be complete and free of grammatical or structural errors as well as friendly and courteous.

This rubric point scale will be used to assess your work based on a 100 point scale that is cumulative throughout each module.

	Unsatisfactory 20/50 Points	Satisfactory 35/50 Points	Exemplary 50/50 Points
Criteria for Initial Post	<p>Criteria: Quantity and timeliness</p> <ul style="list-style-type: none"> • Does not create an initial post 	<p>Criteria: Quantity and timelines</p> <ul style="list-style-type: none"> • Creates an initial post • Submits after due date 	<p>Criteria: Quantity and timeliness</p> <ul style="list-style-type: none"> • Creates an initial post • Submits before or on the due date

	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p>	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p>	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p>
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	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is not applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Post is applicable to professional practice
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	Unsatisfactory 10/30	Satisfactory 20/30 Points	Exemplary 30/30 Points
Criteria: 2nd Visit First Reply to Other Learner(s)	<p>Criteria:</p> <p>Demonstrates knowledge and</p>	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p>	<p>Criteria:</p> <p>Demonstrates knowledge and understanding of content and applicability to professional practice</p>

	<p>understanding of content and applicability to professional practice</p> <ul style="list-style-type: none"> • Response does not demonstrate evidence of knowledge and understanding of course material and content 	<ul style="list-style-type: none"> • Response demonstrates some evidence of knowledge and understanding of course material and content 	<ul style="list-style-type: none"> • Response demonstrates clear evidence of knowledge and understanding of course material and content
	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is not applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice • Response elicits responses and reflection for others.

	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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	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is not applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice 	<p>Criteria:</p> <p>Generates learning within the community</p> <ul style="list-style-type: none"> • Response is applicable to professional practice • Response elicits responses and reflection for others. • Response integrates multiple views or provides outside resources from others to take the discussion deeper. (+5 pts-once per discussion which will be added to each 3rd or 4th visit score)
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Pronunciations (15% of final grade)

The Texas Coordinating Board of Higher Education requires that students completing a course in medical terminology be able to pronounce medical terms. The pronunciations will be measured through voice e-mail or audiotapes that you will create and submit for grading. The preferred way to submit the pronunciations utilizing your smart phone to record them and then to email them to the instructor. **Please note that each chapter pronunciation is worth 20 points; therefore, you can possibly make a 100, if you submit all the pronunciations.**

- Pronunciations are noted **in your weekly assignments under chapters 2,5,7,9 and 12 and due dates are on the calendar.**

- Remember to record the readings end-to-end. •Since the pronunciation assignments are reading from your required textbook, it is essential that you use the current (6th) edition of the book. Utilizing an old edition will result in you recording wrong passages and not getting full credit for the assignment. Therefore, you must contact your instructor if you are utilizing an older edition of the book. You may utilize your smart phone to record the pronunciations and email them to dgriffin7@com.edu or you can locate the pronunciations icon on the home page then click on the link below.

If you **do not** have a microphone or a computer, you may utilize the hardware in innovations lab located in the technical vocational building (TVB) 1324 in order to complete your pronunciations.

Pronunciations address the Core Objectives: Communication – verbal.

Mid-term Exam (30% of final grade)

The midterm will cover Units 1 through 7. It consists of 50 multiple choice questions. For each topic, I will select a combination of prefix/suffix items, root word/combining form items, items relating to disorders/conditions and items relating to procedures and diagnostics. Focus on learning to translate terms by breaking down the meaning of suffixes, prefixes and roots rather than by memorizing terms. The test is available online, therefore it is timed, which you will have 75 minutes to complete. **More importantly once you begin the test you have to finish it.**

Final Exam (30% of final grade)

The final exam will consist of 100 multiple choice questions from Units 1 through 14. The content of items will be varied and distributed as for the midterm exam. Focus on learning to translate terms by breaking down the meaning of suffixes, prefixes and roots rather than by memorizing terms. The test is available online which you will have 2 ½ hours to complete it. **More importantly once you begin the test you have to finish it. The final addresses the Core Objectives: Critical Thinking**

Determination of Course Grade/Detailed Grading Formula:

Your semester grade will be comprised of the following components and graded per the following grading scale: Furthermore, **in order to pass this class, you must obtain “C” or better.**

Assignment	% of Final Grade
Quizzes	20
Pronunciations	15
Discussion	5
Mid-Term	30
Final	30

Grading Scale:

90.0-100 A

80.0-89.9 B

75.0-79.9 C

70.0-74.9 D

69 – Below F

Late Work, Make-Up, and Extra-Credit Policy:

Attendance Policy: Students are expected to log into Blackboard at least two times a week. Please make it a habit to check both, your COM email; and the announcements in Blackboard on a regular basis, as this is my primary means of communication with the class.

Make-Up Policy: As a student you are required to complete all lessons, assignments and test as part of each course within the program. Tests may be submitted after the due date 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% unless prior arrangements have been made with the instructor.** The percentage of each activity will weight in the final grade, regardless if the student participates in the activity or test.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learner Outcomes:

Upon successful completion of this course, students will:

1. Identify, pronounce and spell medical terms
2. Use terms in context
3. Utilize prefixes, suffixes, root words, and plurals to construct medical terms
4. Analyze medical terms
5. Translate abbreviations

6. Interpret symbols

Core Objectives: Students successfully completing this course will demonstrate competency in the following:

1. Critical Thinking: Students will demonstrate creative thinking, innovation, and the ability to analyze, evaluate, and synthesize information.
2. Communication Skills: Develop, interpret, and express ideas through written, oral, and visual communication

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Students will be able to demonstrate knowledge of identifying, pronouncing, and spelling medical terms.	Communication: Verbal	Pronunciations
2. Students will be able to use terms in context.	Critical Thinking	Final
3. Students will be able to demonstrate knowledge of utilizing prefixes, suffixes, root words, and plurals to construct medical terms.	Critical Thinking	Final
4. Students will be able to demonstrate knowledge of analyzing medical terms.	Critical Thinking	Final
5. Students will be able to demonstrate knowledge of translating abbreviations.	Communication Skills: Oral	Pronunciations
6. Students will be able to demonstrate	Critical Thinking	Final

knowledge of interpreting symbols.		
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Academic Dishonesty: Plagiarism: Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a grade of zero and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

<http://www.com.edu/studentservices/student-handbook.php>

OWL Purdue Plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>

**The Tutoring Center provides free tutoring services to students, staff and faculty seeking assistance for writing, reading and oral presentations for academic and non-academic assignments/projects. Located in the Technical Vocational Building, Room 1306, the center provides face-to-face and online tutoring sessions in a welcoming environment.

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
8/23 - 8/27	1	Learning Modules Unit 1 Introduction to Medical Terminology	Please review the Surviving an active shooter videos Run, Hide, Fight * https://www.youtube.com/watch?v=5VcSwejU2D0 Make the Call * https://www.youtube.com/watch?v=AWaPp-8k2p0 Discussion 1: Due – 8/26

			Multiple Choice and Fill in the Blank quizzes: Due – 8/29
8/30 -9/3	2	Learning Modules Unit 2 Body Organization	Discussion 2: Due 9/2 Multiple Choice and Fill in the Blank quizzes: Due 9/4 Pronunciations chapter 2: Due 9/5
9/7- 9/10	3	Learning Modules Unit 3 Integumentary System	Discussion 3, Initial post: Due 9/9 Discussion 3, Response: Due 9/11 Multiple Choice and Fill in the Blank quizzes: Due 9/12
9/13 - 9/17	4	Learning Module Unit 4 Musculoskeletal System	Discussion 4, Initial post: Due 9/16 Discussion 4, Response: Due 9/18 Multiple Choice and Fill in the Blank quizzes: Due 9/19
9/20 - 9/24	5	Learning Module Unit 5 Cardiovascular System	Discussion 5, Initial post: Due 9/23 Discussion 5, Response: Due 9/25 Multiple Choice and Fill in the Blank quizzes: Due 9/26 Pronunciations chapter 5: Due 9/26
9/27 - 10/1	6	Learning Module Unit 6 Blood and the Lymphatic and Immune Systems	Discussion 6, Initial post: Due 9/30 Discussion 6, Response: Due 10/2 Multiple Choice and Fill in the Blank quizzes: Due 10/3
10/4 - 10/8	7	Learning Module Unit 7 Respiratory System	Discussion 7, Initial post: Due 10/7 Discussion 7, Response: Due 10/9 Multiple Choice and Fill in the Blank quizzes: Due 10/10

			Pronunciations chapter 7: Due 10/14
10/1 1- 10/1 5	8	Mid-Term	Midterm will be available on 10/1 until midnight on 10/17
10/1 8- 10/2 2	9	Learning Module Unit 8 Digestive System	Discussion 8, Initial post: Due 10/21 Discussion 8, Response: Due 10/23 Multiple Choice and Fill in the Blank quizzes: Due 10/224
10/2 5- 10/2 9	10	Learning Module Unit 9 Urinary System	Discussion 9, Initial post: Due 10/28 Discussion 9, Response: Due 10/30 Multiple Choice and Fill in the Blank quizzes: Due 10/31 Pronunciations chapter 9: Due 10/31
11/1 - 11/5	11	Learning Module Unit 10 Reproductive System	Discussion 10, Initial post: Due 11/4 Discussion 10, Response: Due 11/6 Multiple Choice and Fill in the Blank quizzes: Due 11/7
11/8 - 11/1 2	12	Learning Module Unit 11 Endocrine System	Discussion 11, Initial post: Due 11/11 Discussion 11, Response: Due 11/13 Multiple Choice and Fill in the Blank quizzes: Due 11/14
11/1 5- 11/1 9	13	Learning Module Unit 12 Nervous System	Discussion 12, Initial post: Due 11/18 Discussion 12, Response: Due 11/20 Multiple Choice and Fill in the Blank quizzes: Due 11/21 Pronunciations chapter 12: Due 11/21

11/2 2- 11/2 4	14	Learning Module Unit 13 Special Senses: The Eye and Ear	Discussion 13, Initial post: Due 11/25 Discussion 13, Response: Due 11/27 Multiple Choice and Fill in the Blank quizzes: Due 11/30
11/2 9- 12/3	15		Comprehensive final will open 12/2 until midnight on 12/8
12/6 - 12/1 0	16	Comprehensive Final	Comprehensive final will open 12/2 until 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](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](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 dgriffin7@com.edu or call me at (713) 408-6746 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.