BIOL 1500.002 – Medical Terminology – Spring 2026 Syllabus

Instructor Information

Name: Rida Nadeem (She/Her)
Office Hours: By appointment
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Communication Expectations: The best way to communicate is via the email listed above and during the in-person class. Please send emails from an official UNT email and include the course number (BIOL 1500).

Course Description

The purpose of this course is to train students in the recognition, understanding, and practical use of medical terms, using a word-building approach. Emphasis will be placed on learning Latin and Greek prefixes and word roots with modern English terms.

Course Structure

This course follows a hybrid (blended) format. The class meets in person (Cury 104) every Tuesday from 2:00 p.m. to 3:20 p.m., with weekly online assignments.

Course Objectives

By the end of this course, students will be able to:

1. Identify prefixes, suffixes, root words, and combing forms.
2. Construct medical terms from definitions.
3. Apply medical terms to body systems.
4. Demonstrate skills in the spelling of medical terms.

Materials

Recommended: *Medical Terminology: A Living Language*, 7th Edition, Bonnie Fremgen (Author), Suzanne Frucht (Author)
ISBN-13: 9780134701202
Publisher: Pearson 2019

Minimum Technical Requirements

- Computer
- Reliable internet access
- Webcam
- Headphones/Microphone
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)

Since the majority of our class will be online, it is inevitable that we may run into technological issues. UNT offers a Student Help Desk that you can contact if a problem arises.

UNT IT Help Desk

Email: helpdesk@unt.edu
Phone: 940-563-2324
Live Chat: https://aits.unt.edu/support/chat
Walk-in: Sage Hall Room 330, Monday-Friday, 8 a.m. – 5 p.m. Visit: https://it.unt.edu/helpdesk for up-to-date hours and availability

For additional support, visit Canvas Technical Help (https://community.canvaslms.com/docs/DOC10554-4212710328)

Communication Tips

Please be mindful that college communication is still professional communication. Be respectful of your instructors and peers.

- Use correct spelling and grammar and always double-check your response before hitting send or reply. Do not use slang, and limit the use of emoticons.
- Use standard, readable fonts, sizes, and colors, and avoid writing in all caps.
- Be mindful of tone in online communication as it lacks the nonverbal cues of face-to-face communication that provide clarity and context to conversations.
- Respect the personal identities of others based on gender, sexuality, race, ethnicity, class, and/or culture.
- Respect the privacy of yourself, your instructor, and your peers. Keep in mind what you reveal and do not reveal, particularly if this information involves personal health and/or classroom performance, such as grades.
- Give people the benefit of the doubt. Though there may be a computer between you, there are people on the other side of the screen.
- Do not make assumptions about others' technological skills. Technological skills vary across a variety of factors, including experience, age, culture, etc.

Course Structure

Assignment	Possible Points
Classroom Participation/Attendance	90 points
Online Homework Assignments	130 points
Unit Exams (3 Exams @ 60 points each)	180 points
Final Exam	60 points
Total Possible Points	460 points

Grading

A = 89.5-100% (411.7 - 460 points)

B = 79.5-89.4% (365.7 – 411.2 points)

C = 69.5-79.4% (319.7 – 365.3 points)

D = 59.5-69.4% (273.7 – 319.2 points)

F = 59.4% and below (273.2 – 0 points)

- Exams may only be missed under extenuating circumstances and must be accompanied by evidence of those circumstances before the exam. Make-up exams must be arranged within a week's time. Incompletes will only be assigned under extenuating circumstances when a student has a C average or above on coursework taken to date.
- Online work must be submitted by the due date and time.
- Extra credit will not be provided.

Course Policies

Attendance

Students are expected to attend class meetings regularly and abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT continues to post updates on its policies and services (including testing for COVID), which can be found here: https://healthalerts.unt.edu/

Late Work

Late work will generally not be accepted (see Grading above). If a student does have a university-excused absence, this should be presented to the instructor no later than 48 hours after the absence. Make-up work should be completed no later than one (1) week following the absence.

Examination Policy

Exams are closed book. In the case of lost internet connectivity during an exam, students should contact the Student Helpdesk and document the remedy ticket number before then reaching out to the instructor for a solution.

Assignment Policy

Official due dates for assignments, including exams, will be accessible through the Canvas course page. Any changes will be communicated in class and via Canvas Announcements. Online work will be completed utilizing online resources from the course text publisher. Students should be able to access these assignments via the course Canvas website.

Syllabus Change Policy

Changes to the course syllabus will be announced in class and via Canvas Announcements.

Tentative Schedule

Week	Date	Topic	Assignments Due
1	T – Jan 13	Chapter 1: Introduction to Medical Terminology	
2	T – Jan 20	Chapter 2: Body Organization	Review Chapter 2 Module Chapter 1 Assignment Due
3	T – Jan 27	Chapter 3: Integumentary System	Review Chapter 3 Module Chapter 2 Assignment Due
4	T – Feb 3	Chapter 4: Musculoskeletal System	Review Chapter 4 Module Chapter 3 Assignment Due
5	**T – Feb 10**	**Exam 1 (Online – Lockdown + Webcam)**	
6	T – Feb 17	Chapter 5: Cardiovascular System	Review Chapter 5 Module
7	T – Feb 24	Chapter 6: Blood and the Lymphatic and Immune System	Review Chapter 6 Module Chapter 5 Assignment Due
8	T – Mar 3	Chapter 7: Respiratory System & Chapter 8: Digestive System	Review Chapter 7 Module and 8 Module Chapter 6 Assignment Due Chapter 7/8 In Class Assignment Due
9	**T – Mar 10**	**Exam 2 (Online – Lockdown + Webcam)**	
10	T – Mar 17	**SPRING BREAK**	
11	T – Mar 24	Chapter 9: Urinary System & Chapter 10: Reproductive System	Review Chapters 9 and 10 Module
12	T – Mar 31	Chapter 11: Endocrine System	Review Chapter 11 Module Chapter 9 & 10 Assignment Due
13	T – Apr 7	Chapter 12: Nervous System and Mental Health	Review Chapter 12 Module Chapter 11 Assignment Due Chapter 12 In Class Assignment Due
14	**T – Apr 14**	**Exam 3 (Online – Lockdown + Webcam)**	
15	T – Apr 21	Chapter 13: Special Senses: The Eye and Ear	Review Chapter 13 Module Chapter 13 In Class Assignment Due

Finals	TBD	Final Exam	
		TBD	

UNT Policies

Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

Religious Holidays

A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Students desiring to

observe a religious holy day that will result in a class absence must notify their instructor in writing for each class no later than the 15th calendar day after the first class day of the semester in which the absence will occur.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Coursework completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/) or email spot@unt.edu.

Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-5652648.

Important Notice for F-1 Students taking Distance Education Courses
Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Student Verification
UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education

Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.

3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

    Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

Academic Support & Student Services

Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or

its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
  - Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellnesscenter/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testingservices/services/individual-counseling)

Chosen Names

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Please go to https://registrar.unt.edu/transcripts-and-records/update-your-personal-information to change your personal information.

UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don't assume someone's name, we should also ask and not assume someone's pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- ☐ Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- ☐ Academic Success Center (https://success.unt.edu/asc)
- ☐ UNT Libraries (https://library.unt.edu/)
- ☐ Writing Lab (http://writingcenter.unt.edu/)