

**HITT 1305 Medical Terminology Dual Credit
Fall 2026 Class Syllabus
Mrs. Hernandez**

Location: Room 105

Class Period: 5th

Teacher Information:

Classroom: 105

Email: ehernandez@ctkschoolslbk.org

Phone: (806) 795 – 8283 (School Office)

Conference Hours: 1:40 - 2:30, or by appointment – please contact via email

Course Description:

Medical Terminology is a study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures.

Certified Patient Care Technician Course Learning Objectives

Upon successful completion of this course, students will be able to:

1. Construct medical terms using word-building rules.
2. Apply appropriate terminology related to the whole body.
3. Apply appropriate terminology to refer to the anatomy and physiology, pathologies, tests, and treatments related to all male and female organ systems.
4. Apply appropriate terminology to refer to the concepts, pathologies, tests, and treatments related to infant, child, gerontology, oncology, and mental health.
5. Apply appropriate terminology to refer to concepts related to diagnostic imaging, nuclear medicine, and pharmacology.
6. The student will be able to identify the different word components that help construct medical terminology.
7. The students will also be introduced to word derivation, pronunciation, abbreviations and usage of medical dictionaries.
8. The student will be introduced to the correct way to use a medical dictionary and gain understanding of all the information that is available in a dictionary besides the definitions.
9. The student will reduce learning anxiety by realizing how medical terms are created by combining various word parts, some of which they are already familiar with and use on a daily basis.

Course Materials and Requirements:

*Students are expected to bring **ALL** of their materials to class daily. Materials should be with the student at the beginning of the class period.*

Medical Terminology Specific Supplies:

1 2 inch Binder
1 3 Subject Notebook
Note Cards for studying terms
Pens (black or blue)

Student Initials: _____

Parent Initials: _____

Evaluation Method:

The student will be evaluated through assigned chapter assignments and exams that are designed to demonstrate understanding of the information relative to medical terminology. The grading criteria are presented below. A course average of 70% is required to successfully complete the course.

Chapter Exams	50%
Chapter Assignments	25%
Comprehensive Final Exam	25%

ALL current grades will be uploaded and posted to FACTS by Tuesday weekly.

Grading scale: Final semester average 90-100 = A; 80-89 =B; 70-79 = C; 60-69 = D; <60 = F.

Last Day to Drop the Course: December 3, 2026

Student Expectations:

Attendance: Students accept the responsibility of actively attending class as scheduled. They should perform all assignments as prescribed by the teacher. It is the student's responsibility to obtain work if absent from class as outlined in the make-up policy below.

Student Initials: _____

Parent Initials: _____

Make-Up Work Policy:

Students accept the responsibility of attending class and performing work and assignments as prescribed by the teacher. When absence from class is essential, it is the responsibility of the student to notify the teacher ahead of time and obtain work. When returning to class, it is the student's responsibility to follow up and obtain and complete assignments. All assignments are expected to be neatly completed and turned in when due.

Email Communication: Students are **required** to maintain access to and check their school email regularly. Students should check their email frequently throughout the school week as it **WILL** be the primary method of communication with the teacher outside of the classroom. Students are expected to conduct themselves professionally and respectfully in emails and are to send emails to the teacher using only their school email.

Student Initials: _____

Parent Initials: _____

Technology use: We may be using laptops to work through some assignments and take practice tests. No cell phones will be allowed in the classroom per the student technology use agreement guidelines.

Student initials: _____

Parent initials: _____

Academic Integrity:

In High School, when cheating or plagiarism is identified each teacher will inform the Head of Schools. Each teacher and the Head of Schools will visit with the student together and notify the parents. The goal of this is to help the student understand what authentic work entails.

- First offense – Student Action Plan will be implemented and a maximum grade of 50 may be earned. (If cheating or plagiarism occurs on a quiz/exam this offense will be skipped and move straight to the second offense and consequences.)
- Second offense - Student Action Plan will be implemented, a grade of 0 will be earned, and more formal meetings will occur.
- Third offense - Student Action Plan will be implemented, a grade of 0 will be earned, and half day In-School Suspension (ISS) will be served.
- Any further offenses will place the student in jeopardy of being expelled from Christ the King Diocesan Schools.

This policy is cumulative across all student's courses.

Generative AI Tools:

Generative AI tools are powerful tools that can support learning, creativity, and problem-solving. This policy helps ensure that AI is used in educational ways to support a learning environment that is honest, respectful, and aligned with our school's values. It covers any generative AI tools such as, but not limited to, SchoolAI, ChatGPT, Photo Math, Grammarly, etc.... It includes text, artwork, graphics, video, audio, etc.... All work submitted in courses in the CTK Diocesan Schools should reflect the student's original work and ideas.

If a faculty/staff member suspects work is not the students, they will visit with the student. Potential violations of the academic integrity policy will be investigated and addressed according to the Academic Integrity Policy.

Student Initials: _____

Parent Initials: _____

Assignments:

Assignments will be due at the **BEGINNING** of each class period. Assignments turned in after the start of class will be considered **LATE**. All homework is expected to be turned in on the assigned due date. All assignments should be neat, and legible and **MUST** be turned in, even if late. **LATE ASSIGNMENTS WILL BE HANDLED AS FOLLOWS:**

- The High School has its own missing assignment policy.
- All homework is expected to be turned in by the due date.
- All assignments should be neat, and legible and **MUST** be turned in, even if late.
- “Late One Day Pass”. A late pass will be given to each student each 9 weeks in each class. This will allow one “grace” day for students and full points earned on the assignment.
- If a student has other assignments not turned in on time and does not have a Late One Day Pass, they will need to complete the assignment.
 - If the assignment is completed and turned in within 24 hours (the next class day), up to a 70 can be earned on the assignment.
 - If the assignment is completed and turned in after that time period, a 0 will be earned.

Student assignments should use proper spelling, grammar and punctuation. If assignments are illegible, difficult to read and do not follow the guidelines specified, they will not be graded. Instead they will be returned to the student, redone and resubmitted the next class day.

Student Initials: _____

Parent Initials: _____

Lesson Plans: Lesson plans will be accessible via Facts. These are guidelines for class each week and are subject to change. Students will be notified of any changes in class verbally and via the Assignment Board. Please refer to Facts and Google Classroom as it is a tool and guide for class.

Student Initials: _____

Parent Initials: _____

Students are responsible for information discussed in class and written on the board, as well as for reading assignments and homework assigned. Students are also responsible for taking notes daily, unless otherwise told. Students will be provided a weekly calendar in the classroom and **it is up to the student to maintain their work and keep up with class information. Students are responsible for knowing when assignments are due and exams are scheduled.**

*If you ever feel like the information or requirements are over your head, **please do not hesitate to let me know** so that we can work together on finding a solution.*

Student Initials: _____

Parent Initials: _____

Discipline Policy:

Discipline will follow the *Discipline with a Purpose* program. There are three main principles for students to follow in all areas of the school

Students are asked, at all times, to:

- 1. RESPECT** themselves, others, and things
- 2. CONTRIBUTE** to a positive learning environment
- 3. FOLLOW** school and classroom procedures

Discipline Cycles in Mrs. Hernandez's Classroom:

Step 1: Redirect Behavior

Step 2: Remove the student from the situation

Step 3: Formal notification for High School:

- The Teacher will contact Parents/Guardians and enter into FACTS.
- Office referral where additional measures will be taken by Administration if and when necessary.
- An action plan will be used to help focus on and address the situation at hand.

**There might be times when a behavior warrants immediate removal from the classroom and a student goes directly to the Head of Schools for immediate attention and action.*

Student Initials: _____

Parent Initials: _____

Intellectual Exchange Statement:

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of the individual's disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock and other centers (located at the Lubbock Downtown Center) 806-716-4675.

Non-Discrimination Statement:

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy and Parenting Accommodations Statement (Rev. 6/11/2024)

If you are pregnant or parenting (paternal or maternal) with children under the age of 18 per Texas Education Code 51.982 and Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy and parenting accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email rcanon@southplainscollege.edu for assistance.

Artificial Intelligence Statement**• Purpose of Artificial Intelligence (AI) Applications:**

AI applications are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

• Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

• Collaboration and Consultation:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

- Critical Thinking and Originality:

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

- Ethical Use and Bias Awareness:

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

- Responsible Engagement:

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

- Compliance with South Plains College Policies:

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

*****This syllabus is a guideline. Dates, topic matter, labs, field trips, and projects may be adjusted and/or omitted or added as necessary throughout the year. Students will be made aware of any changes in advance.

Student and Parent Acknowledgement:

I, _____ (Printed Student Name), have read and understood the information contained in the syllabus above and agree to abide by it.

Student

Signature: _____

Parent

Signature: _____

Date: _____