



College of Public Health

**DEPARTMENT OF HEALTH
ADMINISTRATION AND POLICY**
George Mason University®

SPRING 2026

Syllabus

Medical Terminology: Online
HAP 202-DL1, DL2, OR DL3
Core Course: 3 credits

Course information

Instructor: Trishaa Narayan, MS (Pharmacy), PharmD, RPh VA

Email: tnarayan@gmu.edu

Note: (I will answer email within 48 hours Monday-Friday. If you email me after 4pm on Friday, I will respond by 12noon on Monday.)

Meeting Place: Canvas

Weekly Schedule: Monday through Sunday

Office Hours: by appointment via Zoom

Course Description

Prepares students with a basic understanding of medical terminology needed to work in a wide variety of healthcare environments.

Course Objectives

Upon completion of this course the student will be able to:

1. Define medical and scientific word prefixes, suffixes and stem words.
2. Explain the function of specific word parts.
3. Describe how medical and scientific compound terms are constructed.
4. Analyze compound medical terms and scientific medical terms.
5. Define compound medical and scientific medical terms.
6. Interpret meaning from medical and scientific terms.

Required textbook(s)

Medical Terminology, 9th edition; by Barbara Janson Cohen, Shirley A. Jones
Click “Course Materials” in Canvas.

Distance Education Orientation

If you are new to taking an online course, welcome! Please review the website “[Online Student Success](#)”. If you are new to Canvas, visit “[Getting Started with Canvas](#)”.

Technology Requirements

You must have the following to complete this course:

- Canvas
- Microsoft Office (e.g., Word, PowerPoint)
- [Compatible operating system and browser](#) (with Canvas)
- The ability to record your voice, either with your smart phone, a laptop with a microphone or an external microphone for your desktop
 - Recommended: [Kaltura Capture Desktop Recording Tool](#)
- A high-speed internet connection is required to watch the videos.

Note: Before you start the class, make sure you have access to a computer on which you can install and run the software above. Sometimes office computers block software or do not allow you to install software.

Course Logistics

This course will use an **asynchronous, online-learning** format; the meeting place will be on Canvas; and we will also use email to keep in touch.

In a typical week, you will

- Read about 38 to 68 pages (and complete end-of-chapter review exercises and case studies)
- Participate in online learning activities (e.g., discussions, pronunciation, case scenarios, interpretation between medical terms and layman’s terms)
- Watch videos
- Submit all written and audio assignments through Canvas according to the assignment schedule.

Weekly quizzes, tests, assignments are open book. Students can take them twice and the highest score will be counted. Answers for assignments, tests, exams are not given.

Students need to make notes while taking the quizzes to help them to prepare for Midterm and Final

exams.

Though the delivery method is different, it should take you the same amount of time as a typical undergraduate course. You should **expect to spend an average of 9 hours each week** (this includes the time you would have spent in a classroom).

The course opens on Tuesday, January 20, at 9am.

Time Management Recommendations:

Given the demands of this course, time management is essential for success. Here are some key recommendations for time management:

- It is critical that you schedule regular blocks of time each week to work on this course and complete all assignments. The online learning environment offers students much more flexibility to learn and complete assignments on their own time, BUT students must take responsibility to schedule the ample time required to succeed in the course.
- **Working on assignments after a deadline tends to lead to a cycle of late work throughout the course.**
- In other words, once you start trying to make up missed assignments, you will fall behind in the current week's projects.
- The best way to avoid these common pitfalls of online learning is to establish a clear and regular work schedule for yourself in which you allot at least 9 hours to completing the course assignments.

Grading Scale

Grades	Percentages
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	60-69
F	59 or below

Evaluation

Activities / Assignments	Percentage of Grade	Description

Participation	5%	<ul style="list-style-type: none"> • Working on schedule according to course syllabus • Finishing weekly activities, quizzes, tests, midterm, and final by the due date • “Netiquette”[1] used in all online discussions <p>Grading Rubric:</p> <ul style="list-style-type: none"> • All assignments submitted by due date: 5 points • Missed due dates for 1 to 2 assignments: 3 points • Missed due dates for more than 2 assignments: 1 point • Note: 20% of the TV Project grade will be deducted for unexcused late work received 1 week after the due date.
Assignments	20%	<ul style="list-style-type: none"> • Syllabus Quiz • Introduction • Word Analysis Activities • Word Parts Activity • Pronunciation Activities • Definitions and Conditions • Spelling Activity • Terms, Abbreviations, and Roots • Case Study Activities
TV Project	10%	Students will select a scene from two different medical television shows or different episodes from the same show and analyze the accuracy of the medical terminology. Instructions provided in the module, “Week 8: TV Project” on Canvas.
Tests	25%	(16) Open-book multiple choice tests
Mid-Term	15%	Comprehensive timed test. The exam is open book.
Comprehensive Final Exam	25%	Comprehensive timed test. The exam is open book.

Netiquette For Online Discussions [1]

Our discussion should be collaborative, not combative; you are creating a learning environment, sharing information and learning from one another. Respectful communication is important to your success in this course and as a professional.

Please re-read your responses carefully before you post them so others will not take them

out of context or as personal attacks. Be positive to others and diplomatic with your words and I will try my best to do the same. Be careful when using sarcasm and humor.

Without face-to-face communications, your joke may be viewed as criticism. Experience shows that even an innocent remark in the online environment can be easily misconstrued.

Posts that are disrespectful, abusive, written in slang, bullet points, or incomplete sentences will be **deleted and receive no credit**.

[1] Netiquette prepared by Dr. Charlene Douglas, Emeritus Professor, George Mason University. Adapted by Susan E. Bond, George Mason University (2014).

University Catalog

Visit the [University Catalog](#).

University Policies

The [University Catalog](#) is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other [university policies](#) are available. All members of the university community are responsible for knowing and following established policies.

Office 365 Email

Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. For accessibility and privacy, the university, school, and program will send communications to students solely through their [Mason email account](#)—students should respond accordingly. I will not respond to messages sent from or send messages to a non-Mason email address.

Patriot Pass

Once you sign up for your [Patriot Pass](#), your passwords will be synchronized, and you will use your Patriot Pass username and password to log in to the following systems: Canvas, University Libraries, email, and Patriot Web.

Responsible Use of Computing

Students must follow the university policy for [Responsible Use of Computing](#).

Gender Identity and Pronoun Use

If you wish, please share your name and gender pronouns with me and how best to address you in discussion boards and via email. I use she/her for myself and you may address me as “Dr. Narayan” in email and on Canvas.

Sexual Harassment, Sexual Misconduct, and Interpersonal Violence

George Mason University is committed to providing a learning, living and working environment that is free from discrimination and a campus that is free of sexual misconduct and other acts of interpersonal violence in order to promote community well-being and student success. We encourage students and employees who believe that they have been sexually harassed, sexually assaulted or subjected to sexual or interpersonal misconduct to seek assistance and support. [University Policy 1202: Sexual and Gender-Based Misconduct and Other Forms of Interpersonal Violence](#) speaks to the specifics of Mason’s process, the resources, and the options available to students and employees.

Individuals with Disabilities

Disability Services at George Mason University is committed to upholding the letter and spirit of the laws that ensure equal treatment of people with disabilities. Under the administration of University Life, Disability Services implements and coordinates reasonable accommodations and disability-related services that afford equal access to university programs and activities. Students can begin the registration process to seek accommodations with [Disability Services](#) at any time during their enrollment at George Mason University. Disability Services is located in Student Union Building I (SUB I), Suite 2500 and can be reached by email at ods@gmu.edu and phone at (703) 993-2474.

Academic Standards

[Academic Standards](#) works to promote authentic scholarship, support the institution's goal of maintaining high standards of academic excellence, and encourages continued ethical behavior of faculty and students to cultivate an educational community which values integrity and produces graduates who carry this commitment forward into professional practice.

A full reading of the Academic Standards policy is on the [Catalog Website](#).

(from the 2025-2026 GMU Catalog, catalog.gmu.edu)

Students must be responsible for their own work, and students and faculty must take on the responsibility of dealing explicitly with violations. The tenet must be a foundation of our university culture.

We value critical thinking and therefore, it is imperative that students read the assigned books and articles prior to the class with a critical eye. Active thought, quality of inputs, and a conflict resolution attitude should be your guiding principles.

AI Usage Policy

AI may be used as a tool to assist with understanding medical terminology. However, it is the student's responsibility to verify through official sources, such as your textbook or a medical dictionary, that AI output is accurate.

AI may not be used to generate the content of your discussion board posts and the TV Project. However, tools to improve grammar, such as Grammarly, may be used to edit your original content. AI may not be used to assist you in answering quiz or test questions.

Family Educational Rights and Privacy Act (FERPA)

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), also known as the "Buckley

Amendment," is a federal law that gives protection to student educational records and provides students with certain rights.

University Calendar

View the current [University Calendar](#).

Religious Holidays

University Life provides a [list of religious holidays](#). Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor at least 2 weeks in advance of the conflict date in order to make alternative arrangements.

Student Services

Writing Center:

George Mason University [Writing Center](#) staff provide a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing.

Multilingual Students:

The Writing Center offers [programs and consultations for multilingual students](#) who feel they might benefit from additional, targeted support over the course of an entire semester.

University Libraries:

University Libraries provides resources for online students through the [Health Administration and Policy Infoguide](#). To ask a librarian a question, go to [Ask a Librarian](#).

Counseling and Psychological Services:

The George Mason University [Counseling and Psychological Services \(CAPS\)](#) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance.

Course Schedule

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 1 Tue., Jan. 20 – Sun., Jan. 25	Concepts, Suffixes, and Prefixes of Medical Terminology	<ul style="list-style-type: none"> • How to Take this Course Video • Syllabus • Chapter 1: Concepts, Suffixes, and Prefixes of medical terminology • Mini-Lecture: Suffixes • Mini-Lecture: Prefixes <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> • 1.1: Syllabus Quiz • 1.2: Student Introductions • 1.3: Word Analysis Activity • 1.4: Chapter 1 Test 	<p>Due Date:</p> <p>Syllabus Quiz Sun., Jan. 25 by 11:59pm</p> <p>All Other Week 1 Assignments Sun., Feb. 1 by 11:59pm</p>
Week 2 Mon. Jan. 26 – Sun. Feb. 1	Body Structure	<ul style="list-style-type: none"> • Chapter 2: Body Structure • Mini-Lecture: Cells, Tissues, and Organs • Mini-Lecture: Body Structure 	<ul style="list-style-type: none"> • 2.1: Word Building • 2.2: Pronunciation Activity: Chapters 1 and 2 • 2.3: Chapter 2 Test 	<p>Due Date:</p> <p>Sun., Feb. 1 by 11:59pm</p> <p>Pronunciation Activity grades will be received within 2 weeks of completion</p>

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 3 Mon., Feb. 2 – Sun., Feb. 8	Disease and Treatment	<ul style="list-style-type: none"> Chapter 3: Disease and Treatment Video: Common Medical Abbreviations and Terms <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 3.1: Case Study Activity: Disease and Treatment 3.2: Abbreviations Activity for Chapter 3 Part 1 of 3.3: Medical Terms Case Study Activity 3.4: Chapter 3 Test 	Due Date: Sun., Feb. 8 by 11:59pm
Week 4 Mon., Feb. 9 – Sun., Feb. 15	Integumentary System	<ul style="list-style-type: none"> Chapter 4: Integumentary System <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 4.1: Integumentary System Activity 4.2: Case Study Activity: Integumentary System 1 4.3: Case Study Activity: Integumentary System 2 Complete Part 2 of 3.3 Medical Terms Case Study Activity 4.4: Chapter 4 Test 	Due Date: Sun., Feb. 15 by 11:59pm Medical Terms Case Study Activity grades will be received within 2 weeks of completion

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 5 Mon., Feb. 16 – Sun., Feb. 22	Skeletal System Muscular System	<ul style="list-style-type: none"> • Chapter 5: Skeletal System • Chapter 6: Muscular System • Video: The Muscular System Explained in 6 Minutes <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> • 5.1: Skeletal System Activity • 5.2: Chapter 5 Test • 5.3: Spelling Activity • 5.4: Medical Terms, Abbreviations, and Roots Activity • 5.5: Case Study Activity: Muscular System • 5.6: Chapter 6 Test 	Due Date: Sun., Feb. 22 by 11:59pm
Week 6 Mon., Feb. 23 – Sun., Mar. 1	Nervous System and Mental Health Special Senses: Ear and Eye	<ul style="list-style-type: none"> • Chapter 7: Nervous System and Mental Health • Chapter 8: Special Senses: Ear and Eye <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> • 6.1: Abbreviations Activity Pertaining to Nervous System • 6.2: Chapter 7 Test • 6.3: Case Study Activity: Ears • 6.4 Case Study Activity: Annual Eye Examination • 6.5 Chapter 8 Test 	Due Date: Sun., Mar. 1 by 11:59pm

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 7 Midterm Fri., Mar. 6 – Sun. Mar. 8 Begin TV Project Mon., Mar. 2 – Sun., Mar. 8	Midterm Exam	Comprehensive Midterm Exam Covers Chapter 1 – 8	Midterm Exam: <ul style="list-style-type: none"> • Opens Fri., Mar. 6 at 8:00am Eastern time - Closes Sun., Mar. 8 at 11:59pm Eastern time <p>The Midterm Exam is only open for 3 days—NOT for the entire week!!!</p> <ul style="list-style-type: none"> • Take the Mid-Term Exam <p>Start work on the TV Project</p>	Due Date: Midterm: Sun., Mar. 8 by 11:59pm
Spring Break Mon., Mar. 9 – Sun. Mar. 15		<ul style="list-style-type: none"> • Spring Break, no classes 		
Week 8 Tue., Mar. 16 – Sun., Mar. 22	Endocrine System TV Project	<ul style="list-style-type: none"> • Chapter 9: Endocrine System TV Project Check the details in the Week 8 Module Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)	<ul style="list-style-type: none"> • 8.1 Case Study Activity: Endocrine System • 8.2 Endocrine System Activity • 8.3 Chapter 9 Test • 8.4 TV Project • Complete the 8.5 Anonymous Course Feedback Survey 	Due Date: Sun., Mar. 22 by 11:59pm TV Project grades will be received within 2 weeks of completion

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 9 Mon., Mar. 23 – Sun., Mar. 29	Cardiovascular System	<ul style="list-style-type: none"> Chapter 10: Cardiovascular and Lymphatic Systems Video: What is Cardiovascular Disease? <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 9.1 Case Study Activity: Cardiovascular 9.2 Pronunciation Activity: Chapters 9 and 10 9.3 Chapter 10 Test 	Due Date: Sun., Mar. 29 by 11:59pm
Week 10 Mon., Mar. 30 – Sun., Apr. 5	Blood and Immunity	<ul style="list-style-type: none"> Chapter 11: Blood and Immunity Video: Blood and Immune disorders <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 10.1 Case Study Activity: Blood and Immunity 10.2 Matching Activity: Blood and Immunity 10.3 Chapter 11 Test 	Due Date: Sun., Apr. 5 by 11:59pm
Week 11 Mon., Apr. 6 – Sun., Apr. 12	Respiratory System	<ul style="list-style-type: none"> Chapter 12: Respiratory System Video: Science – Respiratory System Video: Understanding COPD Video: What is Lung Cancer? <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 11.1 Medical Terms Pertaining to Respiratory System Activity 11.2 Word Analysis Activity Part 1 of 11.3 Nonmedical Terms Case Study Activity 11.4 Chapter 12 Test 	Due Date: Sun., Apr. 12 by 11:59pm

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 12 Mon., Apr. 13 – Sun., Apr. 19	Digestive System	<ul style="list-style-type: none"> • Chapter 13: The Digestive System • Video: What is Crohn’s Disease • Video: Heartburn, Acid Reflux, GERD – Mayo Clinic • Video: Hepatitis A and B <p>Complete “Chapter Review” and “Additional Case Studies” at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> • 12.1 Digestive System Activity • Part 2 of 11.3 Nonmedical Terms Case Study Activity • 12.2 Chapter 13 Test 	<p>Due Date:</p> <p>Sun., Apr. 19 by 11:59pm</p> <p>Nonmedical Terms Case Study Activity grades will be received within 2 weeks of completion</p>
Week 13 Mon., Apr. 20 – Sun., Apr. 26	Urinary System Male Reproductive System	<ul style="list-style-type: none"> • Chapter 14: The Urinary System • Chapter 15: Male Reproductive System • Video: What is the Prostate and What Does it Do? • Video: Benign Prostatic Hyperplasia <p>Complete “Chapter Review” and “Additional Case Studies” at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> • 13.1 Case Study Activity: Urinary System • 13.2 Chapter 14 Test • 13.3 Spelling Activity • 13.4 Case Study: Male Reproductive System • 13.5 Chapter 15 Test 	<p>Due Date:</p> <p>Sun., Apr. 26 by 11:59pm</p>

Weeks	Topics	Readings/Videos	Assignments	Due Dates
Week 14 Mon., Apr. 27 – Sun., May 3	Female Reproductive System; Pregnancy and Birth Prepare for the Final Exam	<ul style="list-style-type: none"> Chapter 16: Female Reproductive System; Pregnancy and Birth Video: Female Reproductive System Crash Course Video: Polycystic Ovary Syndrome <p>Complete "Chapter Review" and "Additional Case Studies" at the end of each chapter (Critical-Self Learning/Practice)</p>	<ul style="list-style-type: none"> 14.1 Case Study: Female Reproductive System 14.2 Case Study: Female Disorders 14.3 Chapter 16 Test <p>Prepare for the Final Exam</p>	Due Date: Sun., May 3 by 11:59pm
Week 15 Final Exam Fri., May 8 – Sun., May 10	Final Exam	Comprehensive: Final Exam Covers Chapters 1 – 16 <ul style="list-style-type: none"> The Final Exam is only open for 3 days—NOT for the entire week. 	Final Exam: <ul style="list-style-type: none"> Opens Fri., May 8 at 8:00am Eastern time Closes Sun., May 10 at 11:59pm Eastern time Note the Wednesday start date! 	Due Date: Final: Sun., May 10 by 11:59pm

****This syllabus and schedule are subject to change at the discretion of your professor.
 Changes will be posted on Canvas as an announcement.**