

Medical Terminology Syllabus

2025/2026

Instructor Information

Instructor	Email	Location	Google Classroom Code
Jennifer Tolar	jtolar@brookelandisd.net	Room 103	z4utqt63

General Information

Description

Welcome to Medical Terminology. This course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, singular and plural forms, and medical abbreviations. This course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.

Course Materials

Required Materials

- Your brain
- Writing utensils (pencils/pens)
- Notebook/binder: to keep all notes, assignments, and handouts.

Daily Class Expectations

1. You are expected to have the materials you require every day.
2. You are expected to come to class ready to work every day.
3. You are expected to adhere to all policies set forth by Brookeland ISD.

Class Rules

1. Be prepared for class.
2. Respect your peers, my classroom, and your school. Do not mess with items on my desk. They are my personal property. You don't want someone rummaging through your belongings, so don't rummage through mine.
3. Discussions and lectures are always open for questions, provided you raise your hand and are called upon. Manners matter.
4. Due to lab safety expectations, any horseplay will result in a daily lab grade of 0.

5. **Cell phones, earbuds, smartwatches (per state law), drinks, and food are NOT**

allowed.



Work Policies

1. The use of AI is prohibited and will result in a zero.
2. Each class will have a bin to place assignments and an area to pick up graded assignments.
3. If you miss class, see a lab partner for notes and assignments. There will be a folder on the wall with handouts for the week.
4. You have 3 school days to make up your missing assignment(s) for the day that you missed. After which, you are subject to the standard late assignment penalties.

Make-Up Work

Students who miss work in class due to excused absences are permitted to make up that work *prior to* or within *three* school days from last absence. It is the student's responsibility to check with each teacher for make-up work. Zeros will be given for work not made up. If a student missed they need to refer to Google classroom for assignment, no extended time will be granted. Tests will be made up as scheduled by the teacher. (The teacher or the principal may grant exceptions for extenuating circumstances).

If a student is in class when an assignment is given, or a test is announced, he or she will then be responsible for the assigned material when returning to class. Most teachers make major assignments at least a week in advance; therefore, students who are absent generally have some idea as to what class work is in progress during their absences. After an absence of three consecutive days or more, parents should contact the school to secure assignments. Quizzes over classroom discussion may not be made-up.

Discipline Policy:

1. No student will interfere with the teaching process. Discipline depends on the severity of the problem and may include: a verbal warning, a conference with the student in the hallway, or a referral to the principal.
2. Disrespect or insubordination will not be tolerated (including to a substitute teacher). Inappropriate language is not allowed. Offenses will result in a referral to the principal.
3. **Cheating will result in a 0 on the assignment or test. Plagiarism and/or the use of AI will result in a 0 and no option for a redo.**

Late Assignment Grading Scale: Days 1-3 late results in 70%. Days 5-6 late results in 50%.

7+ days results in a 0%. ←

Daily Grades: 40% of total grade

Test Grades: 60% of total grade

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
0% - 59%	F

Tutorials:

If you are having trouble in my class, please get in touch with me and we can schedule a time for you to come for one-on-one instruction. This can take place before or after school, depending on my availability.

Classroom Contract

I have read the classroom management plan for Mrs. Tolar's Medical Terminology class and agree to abide by its terms and conditions. I also understand the course syllabus, required coursework, and grading policy for this course.

Student Signature:_____ Date:_____

Parent/Guardian

Signature:_____ Date:_____