

**Course Expectations for Physical Examination and Assessment - 6010**

**Ms. Monroe - Room H106**

**(702) 799-5766**

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**COURSE DESCRIPTION:** This one-year course will introduce students to both the processes and procedures used to examine patients. Emphasis will be placed on the comparison of normal and abnormal findings and values. Additional areas of study will include: inflammation, immunity, history taking and interviewing, professionalism, legal and ethical issues, and cultural awareness. This course will fulfill one elective credit required for high school graduation.

**COURSE GOALS:**

1. To understand and perform assessment of vital signs.
2. To understand assessment of normal and abnormal signs and symptoms associated with each body system.
3. To explain inflammation and immunity physiology and pathophysiology.
4. To assess and identify altered cells and tissues.
5. To understand and perform growth and development assessments.
6. To demonstrate knowledge of genetic conditions and assessment.
7. To demonstrate history taking and interviewing techniques.
8. To gain knowledge of examination techniques and equipment.
9. To understand professionalism and legal and ethical issues within the health care field.
10. To develop an understanding of cultural awareness in health care.
11. To understand knowledge and use of medical terminology.
12. To demonstrate knowledge and skills associated with basic First Aid and Cardiopulmonary Resuscitation.
13. To explore current job markets and career opportunities within the health care field.

It is recommended that nontraditional careers be encouraged and that gender-neutral teaching materials be utilized. The emphasis on hands-on activities allows for a wide range of ability levels. Equipment, tools, and machinery should be adapted for use by students with physical handicaps and the methods of their use should be adjusted to accommodate these special needs. Additionally, instructors are encouraged to use supplemental textbooks and audiovisuals illustrating special populations.

## COURSE REQUIREMENTS AND GRADING PROCEDURES:

### GRADING POLICY

The purpose of grades is to provide effective feedback to students, parents, and the school administration about a student's progress towards mastery of the established standards for a particular course or subject. As such, other factors such as attendance, effort and behavior will not be considered when calculating a student's grade. However, **excessive absences** (Seven unexcused absences during a semester) may result in a loss of credit in accordance with CCSD Regulation 5113. Extra credit will **not** be permitted unless the work is specifically designed to provide more evidence of a student's progress towards mastery of the established standards.

Teachers will provide students with unit overviews that outline the performance expectations for that unit. These outlines will be accompanied by rubrics that define the levels of proficiency students are expected to demonstrate. The goal is for students to become more involved in monitoring their level of proficiency and participating in Assessment for Learning in order to improve their performance.

Students will be graded on a 0-100 point scale, with the following grade equivalents:

90-100	=	A	Consistently exceeds standards
80-89	=	B	Consistently meets standards
70-79	=	C	Approaching standards
60-69	=	D	Emergent
0-59	=	F	Does not meet standards/ Evidence not provided

In order to demonstrate sufficient evidence of proficiency, a student will be required to make arrangements with the teacher to make-up any assessments missed due to an absence. Failure to complete required assessments may result in a lower grade or a failing grade due to a lack of evidence.

Throughout the semester, students will be expected to complete formative and summative assessments. The Southwest Career and Technical Academy will be incorporating Project-Based Learning across the curriculum. The project-driven assessments will be implemented and assessed according to a standard rubric for all students, based on our beliefs in the attributes of Academic Knowledge, Character, Skills, Work Ethic, and Preparation. Further assessments include, but are not limited to, homework, class activities, participation, lab activities, class projects, quizzes, and exams. For this subject, assessments will be weighted as follows:

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Chapter Quizzes & Exams	40%
Lab Activities	20%
Semester/Class Project	20%
Participation/Attendance	20%

According to CCSD regulation 5121, "Semester exams shall be comprehensive of the material covered during the semester and may be worth up to, but not exceed, 20% of the student's final semester grade. Final semester grades shall reflect assignments and assessments completed throughout the semester and the final exam grade". Semester grades will be calculated as follows:

Quarter 1 Grade	=	45%
Quarter 2 Grade	=	45%
Semester Exam	=	10%
Semester Grade	=	100%

### REQUIRED MATERIALS

- Pocket Folder
- Three ring binder (1 ½ to 2 in.) with folder paper: Note taking in **CORNELL** note format.
- Pen, Pencils, Eraser, Highlighter

### TEXTBOOK(S):

- Mosby's Guide to Physical Examination, Seidel, et al., 6<sup>th</sup> Edition, 2006 by Mosby Elsevier.
- Mosby's Physical Examination Handbook, Seidel, et al., 6<sup>th</sup> Edition, 2006 by Mosby Elsevier.

### MAKEUP WORK POLICY

#### **The following language is from CCSD Regulation 5113:**

Teachers shall provide an opportunity for a student to make up missed work due to any absence, and students shall be held accountable for the work. When a student is absent, however, the educational experiences lost during that absence might be irretrievable because the instruction and interaction in the instructional setting cannot be duplicated through makeup work.

After any absence, a secondary student is required to initiate contact with the teacher(s) to obtain appropriate makeup work **within** three school days immediately following the absence. Once contact has been made with the teacher(s), specific makeup work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student/parent or legal guardian. The makeup work must be returned to the teacher(s) by the specified due date if it is to be acknowledged.

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Students shall be allowed a minimum of three (3) days to complete makeup work. **Makeup work is MANDATORY for any absence.**

### LATE WORK POLICY

Late work that is considered practice (homework, class work, etc.) will be accepted and graded for credit at the teacher's discretion.

A five-point deduction will also be taken for late work submitted up to **ONE day after the due date.**

### DISCIPLINE PROCEDURES AND CITIZENSHIP GRADING:

#### A. Classroom Discipline Plan

The following steps in the Southwest Career and Technical Academy Progressive Discipline Plan will be followed when students do not follow established rules and behave inappropriately:

<b>STEP ONE:</b>	<b>Teacher-Student Conference (Warning)</b>
<b>STEP TWO:</b>	<b>Parent Contact by Teacher (Phone or Letter)</b>
<b>STEP THREE:</b>	<b>Counselor Referral</b>
<b>STEP FOUR:</b>	<b>Dean's Referral</b>

**Some offenses are serious enough to warrant a referral to the Dean for the initial infraction (e.g.: physical violence, gross insubordination, truancy, etc.)**

#### B. Tardy Policy

Tardies to a class room environment are a serious disruption to the educational program. Every student is required to be in his/her seat when the tardy bell rings. With that in mind, the Southwest Career and Technical Academy Tardy Policy will be strictly enforced. Tardies accumulate for the entire **semester**.

<b>STEP ONE:</b>	<b>Warning/Copy of Policy</b>
<b>STEP TWO:</b>	<b>Counselor Referral/RPC-B (parent contact)</b>
<b>STEP THREE:</b>	<b>RPC-T/Parent Conference (behavior contract)</b>
<b>STEP FOUR:</b>	<b>1 Day Suspension</b>
<b>STEP FIVE:</b>	<b>3 Day Suspension</b>
<b>STEP SIX:</b>	<b>5 Day Suspension</b>
<b>STEP SEVEN:</b>	<b>7 Day Suspension</b>

**C. Cell Phone/Nuisance Item Policy**

The Southwest Career and Technical Academy cell phone/nuisance item policy is in accordance with CCSD Regulation 5136 and the specific needs of the Southwest Career and Technical Academy. This letter is to inform you that your son/daughter had a cell phone or nuisance item confiscated. Please review the progressive discipline steps that will be enforced should your student continue to possess/use nuisance items on campus.

- FIRST OFFENSE: Warning/Copy of Policy/Confiscation**
- SECOND OFFENSE: RPC-B/Parent Pick-Up/Confiscation**
- THIRD OFFENSE: RPC-T/Behavior Contract/Parent PickUp/Confiscation**
- FOURTH OFFENSE: 1 Day Suspension/Parent Pick-Up/Confiscation**
- FIFTH OFFENSE: 3 Day Suspension/Parent Pick-Up/Confiscation**
- SIXTH OFFENSE: 5 Day Suspension/Parent Pick-Up/Confiscation**

**D. Citizenship Policy**

CATEGORY	<b>Outstanding (4)</b>	<b>Satisfactory (3)</b>	<b>Needs Improvement (2)</b>	<b>Unsatisfactory (1)</b>
Engagement	Consistently involved in class activities; contributes to overall learning process; collaborates with others and/or the teacher.	Engages in class activities, but may have to be encouraged; works with others or groups, but may not initiate collaboration.	Does not engage in class activities; rarely demonstrates initiative and may occasionally disengage from class.	Consistently uninvolved in class activities. Adamant refusal to work.
Preparation	Consistently prepared with materials; work is on time and may go beyond expectations.	Student has materials and submits work in a timely fashion and as expected.	Student may have had multiple instances of being unprepared, late work, or not completed as requested.	Consistently unprepared for class. Does not submit work on time or at all.

Behavior	Consistently respectful of both classmates and adults; Takes responsibility for individual actions; Consistently complies with school and classroom rules.	Respectful to both peers and adults. Occasionally accepts personal responsibility. Mostly complies with school and classroom rules.	Disruptive to others. Argumentative and defensive when disciplined. Disregard for school or class rules.	Consistent disrespect to classmates or adults. Regularly disruptive to learning process and violation of school or class rules. <b>Plagiarism</b>
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**Student citizenship grades are reported as follows: (This part cannot be changed)**

- O = Outstanding**
- S = Satisfactory citizenship**
- N = Needs Improvement**
- U = Unsatisfactory citizenship**

### CODE OF HONOR

#### Nevada Department of Education

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self-respect, and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one’s honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

**What is cheating?**

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ➡ Taking or copying answers on an examination or any other assignment from another student or other source
- ➡ Giving answers on an examination or any other assignment to another student
- ➡ Copying assignments that are turned in as original work\*

- ➡ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ➡ Allowing others to do the research or writing for an assigned paper
- ➡ Using unauthorized electronic devices
- ➡ Falsifying data or lab results, including changing grades electronically

*\*This includes submitting the same assignment to two separate teachers without prior permission.*

### **What is plagiarism?**

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- ➡ Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- ➡ Turning in purchased papers or papers from the Internet written by someone else
- ➡ Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- ➡ Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

*\*This includes submitting the same assignment to two separate teachers without prior permission.*

*Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration and/or the school district.*

**Southwest Career and Technical Academy 2009-2010**

**Dear Families,**

Please sign and detach this portion along the line above and have your child return it to the teacher listed below, so that you may keep this copy of the course expectations for future reference. Please contact (Ms. Monroe) at 799-5766, if you have any questions regarding the information included in this document. I look forward to meeting you and becoming a partner in your child's educational experience at Southwest Career and Technical Academy.

**Teacher: Ms. Monroe**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR MY CHILD THIS YEAR.**

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I HAVE READ THESE COURSE EXPECTATIONS AND UNDERSTAND THE EXPECTATIONS FOR ME DURING THIS SCHOOL YEAR.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please indicate your preference, sign and date this form below.*

- I give** my child permission to view "PG" rated films.
- I do not give** my child permission to view "PG" rated films with the understanding that an alternative assignment will be given.

**Parent/Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_