

## Course Expectations for Medical Assisting – Health Occupations 9850

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### COURSE DESCRIPTION:

This one-year, three-hour, advanced health occupations class is designed for students who have successfully completed Health Occupations-Nursing Assistant 9830. Upon completion of this course, students will have developed the skills required for entry-level positions such as administrative medical assistant or clinical medical assistant. Demonstrations, laboratory experiences, and an internship are an integral part of this course. Emphasis will be placed on science and technology within the contemporary society, specifically areas that deal with the health care field. This course will fulfill three of the elective credits required for high school graduation.

### COURSE GOALS:

1. To identify and practice professional and ethical behaviors in the health care setting.  
[NS: HO 1.4; HO 5.6]
2. To improve oral and written communication skills within the medical assisting field.  
[NS: HO 3.2; HO 5.3]
3. To perform administrative health care duties required by a medical or clinical assistant. [NS: HO 1.6; HO 3.2; HO 3.4; HO 5.7]
4. To demonstrate knowledge and delivery of appropriate care skills for health care customers in a medical office. [NS: HO 1.6; HO 2.1; HO 2.3]
5. To demonstrate knowledge of the fundamentals of wellness, the prevention of disease processes, and complementary health practices.  
[NS: HO 2.1; HO 2.3; HO 2.3; HO 2.4; HO 4.2]
6. To apply legal concepts that focus on the medical office. [NS: HO 1.2; HO 5.6]
7. To demonstrate knowledge and use of medical terminology. [NS: HO 3.2; HO 4.1]
8. To increase academic skills within the health care field.  
NS: HO 4.1; HO 4.5; HO 5.1; HO 5.2; HO 5.3; HO 5.4]
9. To explore current job markets and career opportunities within the health care field.  
[NS: HO 5.8; HO 5.9]
10. To demonstrate the ability to understand patients with special needs. [NS: HO 1.7]
11. To develop cultural sensitivity and awareness within the health care field.  
[NS: HO 1.3; HO 2.4; HO 4.4; HO 5.3]
12. To utilize community services for locating resources and information for patients and employers.  
[NS: HO 2.2; HO 2.3; HO 3.1]

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13. To demonstrate knowledge of maintaining confidentiality of written, verbal, and computer information and be aware of patients' rights. [NS: HO 1.4; HO 5.4]
14. To utilize computer technology as it relates to the medical assisting field. [NS: HO 5.4; HO 5.7]

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

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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:

### Project-Based Learning and the Six Tenets

The Southwest Career and Technical Academy is dedicated to assessing student learning and achievement through Project-Based Learning (PBL). The Southwest CTA uses six tenets, or beliefs, to assess student performance during each PBL assessment. These tenets will be the basis of grading during each PBL project. The six tenets are as follows:

- Content Knowledge
- Work Ethic
- Use of Resources
- Teamwork and Collaboration
- Professional Presentations
- Writing Skills

These tenets may also be used in the classroom setting at the teacher's discretion.

Content Knowledge	35
Writing Skills	20
Professional Presentations	15
Use of Resources	10
Teamwork and Collaboration	10
Work Ethic	10

All semester grade percentages of half of a percent or higher will be rounded up to the next whole percentage. Grades with less than half of a percent or lower will be rounded down to the next whole percentage. For example, 89.5% = 90% and 89.4% = 89%. Professional Dress points will be given each week. Failure to wear designated medical scrubs, removing any part of required dress in whole or part after class, improper accessories, hair, will result in loss of points for that day. If a student is absent, they will neither lose nor receive professional dress points for that day. **Professional dress will be worn Monday – Thursday each week.**

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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 are not to account for more than 10% of the final grade. Semester grades will be calculated as follows:

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

### REQUIRED MATERIALS & PROFESSIONAL DRESS

1. A 1 ½ -2 inch (3-ring) binder or (2) sturdy pocket folders
2. White lined folder paper
3. Black or blue pens, #2 pencils, highlighters and erasers.
4. Students will wear their designated medical scrubs on professional dress days Monday – Thursday. Athletic type or nursing shoes are to be worn with medical scrubs (no dress shoes or sandals).
  - a. Seniors will wear only **Black or Caribbean blue (Cherokee brand) scrubs.**
  - b. Juniors will wear only **Maroon or Navy Blue scrubs.**

### 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. Students shall be allowed a minimum of three (3) days to complete makeup work.

## 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. Homework and class work assignments turned in late without a valid excuse will lose ten percent of the grade for each day the assignment is late.

## ***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**

Timeliness Is Expected (T.I.E.) program promotes being on time as a basic skill for success that every person needs to possess. Through this program, it is our expectation that SWCTA students arrive on time to every class. Not only are students developing skills for success in high school but for the rest of their lives. Being on time before school may require special attention from the student's parent or guardian.

When a student is tardy during the 2011-2012 school year, the student will bring home a tardy slip. Any tardy during 1st block will result in a deans' detention to be served after school the following day. Detention will be served from 1:30-2:00 in a room designated by the dean's office. In addition to dean's detention, the third tardy in 1st block will also result in a Required Parent Conference, and a sixth tardy will result in one day of suspension. A day of suspension will be given for every tardy thereafter. Tardies received for any other periods of the day will require a parent or guardian to bring the student to school the next day and sign them in at the dean's office. Students who attempt to attend classes before being reinstated will be required to call home and get a parent to come sign them in or get permission to leave campus. Students not signed in will be placed on RPC (Required Parent Conference) pending a parent conference.

It is our goal that all students achieve to the best of their ability. By being on time to each class, students have a better opportunity to be successful. Parents or guardians may contact the Dean's Office at 799-5766 (X4500) in the event that there are questions regarding our Timeliness Is Expected program.

**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.

- FIRST OFFENSE: Warning/Copy of Policy/Confiscation**  
**SECOND OFFENSE: RPC-B/Parent Pick-Up/Confiscation**  
**THIRD OFFENSE: RPC-T/Behavior Contract/Parent Pick-Up/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:**

- 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.*

**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 Signature:**

*Ms. J. Monroe*

**Date:** 8-29-11

**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:** \_\_\_\_\_