**Course Syllabus**

**Medical Terminology**

Instructor

Mrs. Julie Mendieta,

Health Science Technology Education Teacher

Health Occupations Students of America (HOSA)

Contact Information

(956) 698-1705

jimendieta@bisd.us

Class Hours and Locations

Rivera Early College High School

2018-2019 School Year Schedule:

Monday-Friday, Room F216

Conference- 7th Period

Lunch – 6th Period

Required Prerequisites

To enroll in this class, students must have taken and passed: Principles of Health Science Technology, (course may not be taken concurrently).

Course Description: Medical Terminology:

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

Course Objectives: §130.223. Medical Terminology (TEKS):

1. This course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology.
2. To pursue a career in health science, students should learn to reason, think critically, make decisions, solve problems, and communicate effectively. Students should understand that quality health care depends on the ability to work well with others.
3. The health science industry is comprised of diagnostic, therapeutic, health informatics, support services, and biotechnology research and development systems that function individually and collaboratively to provide comprehensive health care. Students should identify the employment opportunities, technology, and safety requirements of each system. Students are expected to learn the knowledge and skills necessary to pursue a health science career through further education and employment.
4. Professional integrity in the health science industry is dependent on acceptance of ethical and legal

responsibilities. Students are expected to employ their ethical and legal responsibilities and limitations and understand the implications of their actions.

Course Schedule:

 Unit 1 Introduction to Medical Terminology

Unit 2 The Human Body in Health and Disease

Unit 3 The Skeletal System

Unit 4 The Muscular System

Unit 5 Cardiovascular System

Unit 7 The Respiratory System

Unit 8 The Digestive System

Unit 9 The Urinary System

Unit 10 The Nervous System

 Unit 11 The Special Senses: The Eyes and Ears

Unit 12 The Integumentary System

Unit 14 The Reproductive System

Textbook and Materials

 *Introduction to Medical Terminology* by Ann Ehrlic and Carol L. Schroeder and student activity CD-ROM software

Method of Instruction

Lessons will be delivered through various means, including: lectures, power point presentations, interviews, skits, internet, videos, books and computer software on campus.

Each student is responsible for obtaining their library cards and computer access at Rivera Early College High School by the first week of class. Students will also need **their own flash drive** to save their computer/internet assignments.

 **Advanced Technical Credit Program**

The Advanced Technical Credit (ATC) Program is an advanced placement program for students interested in preparing for college and a technical career that requires postsecondary education. Any student who successfully completes statewide-articulated secondary courses such as this one is eligible to receive articulated credit from any participating public two-year college in the state that offers the corresponding college course.

You are enrolled in an Advanced Technical Credit (ATC) course that will apply towards a college major as part of your high school graduation plan. As a result, this ATC course is a special version of a normal high school course that covers college-level material, and therefore carries a higher level credit towards your GPA and will be reflected on your high school transcript.  This course will be noted on your high school transcript with a -TP in the course abbreviation and will identify the high school course as an ATC course. This course may also be noted with the letter A- on your high school transcript to identify the high school course as an ATC course. Nevertheless, to qualify for college credit through the ATC Program, you must meet the following requirements upon completion of this course:

·         Complete this ATC course with a minimum grade of 80 (B or better).

 ·  Since this is a Sophomore ATC course, you must take additional ATC courses as a junior or senior to qualify for the

 college credit in this course.

 \*\*\*For more information regarding ATC you may visit the ATC website at [http://www.atctexas.org/atc\_students.asp](https://webmail.bisd.us/owa/redir.aspx?C=df5995f05d454206ae4af694e3971c7a&URL=http%3a%2f%2fwww.atctexas.org%2fatc_students.asp), or

 visit with your campus CTE Counselor.

Grading Plan

Students will earn grades based on classroom assignments as well as on their performance, attendance and participation. Grades will be based on an average of at least five daily grades and 3-4 exam grades per six weeks.

Class participation may be used as a daily grade or as a test grade for overall participation in a particular six weeks. **Attendance is imperative in this course.** If you are absent, you will miss out on an opportunity to earn a grade for participation; if you are not in class, you can’t participate. Participation grades may include actively participating in individual or group activities, reviews, discussions, etc…during the class period as well as paying attention to speakers and/or watching videos or demonstrations.

Please do not work on other assignments or homework during class which may result in me picking up your notes/assignments and possibly a zero for participation, if I am taking a participation grade that day. On that note, I do strive to help students with other assignments in all subjects. If we finish early or if I am working with a student, I will allow you to read or finish homework. Please let me know of any upcoming major projects due for your other classes. Chances are, all of your classmates have the same assignment. If I can tie it in to our curriculum, then we can work together as a class to help each other to come up with ideas for research papers and science fair projects. Remember, I am here to help and to guide you, not do your work for you. I keep a lot of markers, scissors, glue, colors, rulers and color pencils on hand for you to use in class. Please bring your own paper and pens. My goal is to guide you in passing ALL of your classes, not just mine.

**No late work will be accepted.** All assignments done during class time are due at the end of the period, not later during other classes or after school. You will be given plenty of class time to complete your work. Homework is due at the very beginning of class. Please turn in assignments in the appropriate box so you may receive credit for your work.

Binders

 All students are required to keep a notebook for this class. All students are required to bring their notebooks to class on a daily basis. I will check for notebooks at random and assign a daily grade. You will be given a 3 day notice of the due date for the notebook at the end of the six weeks for a major grade. You are required to keep all notes, handouts, exams and activities in the notebook in chronological order. No graffiti is allowed on your notebooks or your papers. Attendance is very important in this course. If you are absent on days when binders are picked up, you will have a ‘0’ for the binder check for that day. If you are only absent once during a six week period and miss earning a grade for the binder check, you will still be able to maintain a high average by continuing to turn in all other assignments and do well on the assessments. This one zero will not cause you to fail; it will hurt your average if you are repeatedly absent. Again, attendance is required in this course.

Make-up work

 It is the responsibility of each student to complete any assignment/notes missed due to an absence. The student will be given the same number of days as the number of days he/she was absent to turn in the work. A student must make arrangements for make-up work on the day he/she returns to school. It is the student’s responsibility to ask for the specific missed work. Read the board to see exactly what you missed.

Students absent only on a known test day will be expected to take a test upon return. If any student has been absent the day prior to an announced test and if nothing new has been covered, the student will be expected to take the test at the regularly scheduled time. If the student has been absent two or more days, the student will immediately make arrangements with the teacher for the make-up tests. If a student does not appear for a pre-arranged make-up test or does not meet his pre-arranged due date for other work may receive a zero (0) on that test, work, or retest.

Retest

 If a student scores less than 70% on a written exam, the student may request to re-test. The request to re-test must be turned in directly to me in writing within 1 class day of receiving notification of the failing score. The highest grade which may be earned on a re-test is 70%. All questions on the written exams will be directly based on the TEKS. I will teach and re-teach every objective in various forms. Most lectures are accompanied by notes and a power point presentation, followed by worksheets, videos, demonstrations. Each day, I begin by reviewing what I covered the day before. Again, this is where attendance plays an important role. If there is something you don’t understand or is confusing, please ask and I will be happy to re-teach in a different manner. I do use an amplifier system in the class so that everyone can hear the lectures/videos properly. I also continually walk around the room to check for understanding, so let me know if you need help. Please don’t wait until after an exam to tell me you don’t understand a lesson. Let me know immediately so I may help you do well on all assignments and activities. Assessments such as written papers, essays, debates, group work, videos, power point presentations and skits require ongoing participation during class time and are **not** eligible for re-test grades. Remember, this is an ATC course and you will be treated as college students.

Attendance Policy

Attendance is imperative in this class.

Classroom Rules

1. Respect Everyone. (No foul language, treat others as you would like to be treated)
2. Come to class on time and prepared. (Bring notebook, pen, paper, and a positive attitude to class every day.)
3. Follow Directions (Raise your hand if you need assistance.)
4. Stay in your desk at all times.

Consequences

1. Verbal warning.
2. Private conference with student.
3. Notification to parents.
4. Conference with parent and student.
5. Office referral

Scholastic Dishonesty

Students who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the program. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student, or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the school, policies on scholastic dishonesty will be strictly enforced. All scholastic dishonesty incidents will be reported to the Dean of Students. Do not allow your peers to pressure you to cheat. Your grade, academic standing and personal reputation are at stake. If a student is caught cheating or giving answers, he/she will earn a grade of '0' for that assignment and will not be able to make-up the assignment. A parent conference will be required.

Satisfactory Academic Progress

Progress reports are mailed out every three weeks by BISD. It is the parent’s responsibility to ensure the district has the correct mailing address in order to receive the progress reports and report cards. I strongly encourage all parents to request a username and password to access Grade Speed to obtain your child's current grades and attendance in all classes. Grade Speed access may be obtained by written request from the front office at Rivera Early College High School.

 Thank you,

 Mrs. Julie Mendieta

 August 21, 2018

I have read and understand the course syllabus.

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Student’s Name (print) Student’s Signature Date

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Parent's Signature Date

-This syllabus is subject to change.

-BISD does not discriminate on basis of race, color, national origin, sex, religion, age or disability in employment or

 provision of services, programs or activities.

**First Week of School**

**1st day of School-**Rules and expectations,

**2nd Day of School-** Teacher introduction, Ice breaker

**3rd day of School-** Who I am project

**4th day of School –** Who I am project/ Presentations

**5th day of School-** Presentations