**Essentials of Healthcare Science**CTAE: 25.4400  
Class Meeting: 2nd Block Location: 224

Semester 2024 - 2025

Instructor Name: Alfreda Lewis Contact Information: 770-474-8747 Ext: 03202

Email Address: alfreda.lewis@henry.k12.ga.us

Tutoring Location: Room 224

Tutoring Day(s) and Hour(s): Monday 3:30 p - 5:00 p (or with notification)

**Note: Please note response to email will occur within 48 hours.**

***Course Description***

Anatomy and Physiology is a vital part of most healthcare post-secondary education programs. The Essentials of Healthcare is a medical-focused anatomy course addressing the physiology of each body system, along with the investigation of common diseases, disorders and emerging diseases. The prevention of disease and the diagnosis and treatment that might be utilized are addressed, along with medical terminology related to each system. This course provides an opportunity to demonstrate technical skills that enforce the goal of helping students make connections between medical procedures and the pathophysiology of diseases and disorders. **The prerequisite for this course is Introduction to Healthcare. \*Note: Essentials of Healthcare Science is a 2-credit course (students receive a science and CTAE credit)**

***Required Texts, Materials, or Equipment (Non – Negotiable)***

* 1” - 1 1/2’ binder and Notebook Paper (or Notebook with pocket), black or blue pens, pencils, earphones compatible with Chromebook
* Note card (350 for medical terminology)
* Chromebook - needed daily (charged)
* Colored Pencils \* highly recommended
* **Scrubs or/ Professional Dress - Start September 4, 2024**

\*\*\*\* Professional Dress (Scrub Day) Students will wear professional dress **or** scrubs on Wednesday, promoting professional development skills.

**Scrubs can be purchased: Online, Scrubs and Tees, Scrubs, Chef’s Wear - Stockbridge, Uniform Advantage - McDonough are some suggested stores**

**Textbook: Medical Terminology 350 Learning Guide by Dean Vaughn (not issued)**

**Resources - Google Classroom**

**Career and Technical Student Organization (CTSO):**

**\*\*\*ALL students are encouraged to join HOSA- Future Health Professional. Membership fee is $35, this covers State and National dues, and t –shirt) + My School Bucks fee = $37**

**\*\*\*National Technical Honor Society by invitation – membership fee $30**

***Daily Work/Homework***

Classwork is 40% of the overall grade. All assignments are posted on Google Classroom. **The unit task card will detail assignments to support unit time- management.** All assignments are essential and are expected to be completed in class. If assignments are not completed in class, the scholar will need to complete assignments as homework.

\*It is important that you commit at least 30 minutes a day to study the material. Anatomy is not difficult but requires daily study.

***Major Assignments:***

Summative assessments are 40% of the final grade. Each unit will have a summative assessment or project. Medical terminology quizzes are weekly (Friday, date may change with notification). Employability (Students will develop a resume, 3 professional references, cover letter, brag sheet, and complete a job application based on a job search. This is one of the first assignments of the semester.)

***Class Participation***

Every day is a workday. Class participation is non- negotiable (Expectation if there is a difficulty or concerns, the scholar will discuss with the teacher.) Class participation includes independent work, team projects, lab, skills development and project presentations.

***Preliminary Schedule of Topics and Assignments***

|  |  |  |
| --- | --- | --- |
| **Date** | **Topics/Assigned Readings/Homework** | **Major Assignments and Deadlines** |
| 4 weeks | **Anatomy and Physiology Foundation**  Standard 1: Employability  (This standard continues throughout the semester)  Standard 2: Body Organization  Standard 3: Integumentary System | **Employability Documents: Resume, 3 Professional References, Cover Letter, Job Application/ Job Listing and Brag Sheet** |
| 5 weeks | **Motions and Movement**  Standard 6: Skeletal and Muscular Systems  Standard 9: Nervous System/ Special Sense |  |
| 3 weeks | **Circulatory System**  Standard 4: Cardiovascular System  Standard 5: Respiratory System  Standard 12: Lymphatic System |  |
| 3 weeks | **Excretory Processes**  Standard 7: Urinary System  Standard 11: Digestive System |  |
| 2 Weeks | **Hormone Mediated Processes**  Standard 10: Endocrine System  Standard 8: Reproductive System  The Endocrine System will be discussed throughout the systems |  |
|  | **This is a tentative schedule and subject to change.** |  |

**Classroom Expectations:**

To ensure an optimum-learning environment, please adhere to the following:

**1. Be on time,** “Sign In” and begin “Enter assignment”. (Work products should be your best.)

2. Be sure you turn all assignments in the designated area/ Google Classroom.

**3. Be respectful to everyone always. (Treat others like you want to be treated)**

**4. Be sure you groom before coming to class. (No grooming in class; this includes hair, make-up, nails, etc.)**

5. Be sure you consume your food and drinks before entering class. (Water is permitted)

**6. Be Professional. (Make sure your conduct and language are always appropriate. Profanity is not acceptable, raise hand if questions or to comment- especially if teacher/guest or classmates are speaking)**

**7. Be Honest, it is a MUST! (Cheating is an automatic “0”, there is no makeup and you will notify your parents of the choice you made.)**

**8. Be clean and tidy. (Clean up your area before leaving class,)**

9. Be observant of ALL the rules and regulations in the Student Handbook. (The dress code is strictly followed.)

\*\*\*No Cell Phones. Electronic Devices are to be placed in the scholars bookbag; the Chromebook is the classroom technology. (Instructor will notify scholars if cell phones can be used for an assignment or for hall pass. If the cell phone is out during a test or quiz, this is an automatic zero “0”, there is no makeup. \*\*\*

Be sure you learn something new daily and have fun doing it!!!!!

***Course Grading***

Grading is intended to reflect mastery of content material and to magnify the scholar learning progression.

Explanation of the Grading System

|  |  |
| --- | --- |
| Grade Calculations | Percentage |
| Formative (Practice): Class work, homework, formative assessments, diagnostic assessments, written reflections.  May be graded for accuracy or completion. | 40% |
| Summative (Assessment): Such as constructed response assessments, selected response assessments, reflective assessments, summative unit assessments, culminating performance tasks, projects, lab reports and skills assessments. | 40% |
| End-of-Course, Test /Final Exam | 20% |
| Formative/Summative (80%) + EOC (20%) =100% | Students Course Final Average (100%) |

*\*SHS instructors will input at least TWO grades per course a week.*

*Other Important Grading Information*

* SHS instructors will input at least TWO grades per course a week.
* Always review your student’s current class average in Infinite Campus.
* Please be patient if an assignment is not immediately updated on Infinite Campus, especially if turned in and accepted late.

*Grading Scale*

90-100=A 80-89=B 74-79=C 70-73=D Below 70=F

*Non-Academic Grades*

Students will be evaluated on non-academic factors as follows through the conduct grade:

S-Satisfactory N-Needs Improvement U-Unsatisfactory

***Course-Specific Support or Supplementary Instruction***  
Support and supplementary instruction is available before and after school, Monday’s or by request.

***Course Policies and Information for Students***

INCLUSIVE LEARNING ENVIRONMENT STATEMENT

The best learning environment––whether in the classroom, studio, laboratory, or fieldwork site––is one in which all members feel respected while being productively challenged. At Stockbridge High School, we are dedicated to fostering an inclusive atmosphere, in which all participants can contribute, explore, and challenge their own ideas as well as those of others. Every participant has an active responsibility to foster a climate of intellectual stimulation, openness, and respect for diverse perspectives, questions, personal backgrounds, abilities, and experiences, although instructors bear primary responsibility for its maintenance.

A range of resources is available to those who perceive a learning environment as lacking inclusivity, as defined in the preceding paragraph. If possible, we encourage students to speak directly with their instructor about any suggestions or concerns they have regarding a particular instructional space or situation. Alternatively, students may bring concerns to another trusted advisor or administrator (such as an academic advisor, mentor, department chair, or administrator). All classroom participants––including faculty, staff, and students––who observe a bias incident affecting a student may also file a report (whether personally or anonymously).

**Course Policies**

1. ATTENDANCE POLICY   
   Attendance will be taken during a 1st period homeroom every day. Students should be in class when the tardy bell rings or risk being marked tardy to class.

Students who have more than five (5) days of unexcused absences during the school year will be considered truant. The legal penalties for truancy include referral of students to Juvenile Court and referral of parents to State Court. Any Georgia resident who has control or charge of a child who is convicted of violating mandatory school attendance requirements will be subject to a fine of not less than $25.00 and not more than $100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence.

1. PENALTIES FOR LATE WORK & POLICIES ON MISSED EXAMS, MAKE-UP EXAMS OR QUIZZES

It is the student’s and parent’s responsibility, not the teachers’, to arrange for make-up work. Students should ask their teacher for any missed assignments on the first day they return to school. The number of days allowed to complete make-up work will be determined by the principal or his/her designee. The days allowed to make up work will not exceed the number of days absent except under extenuating circumstances approved by the principal or his/her designee. Students assigned Out-of-School Suspension (OSS) will be allowed to make up work upon return to school. The number of days to complete make-up work is commensurate to the number of days of OSS (i.e.., 3 days of Out-of-School Suspension = 3 days to make up work missed) Late **work (Unexcused) - 10 after 2 days, not accepted after 7 days.**

1. REGRADING POLICY   
   The student may be issued a regrade for any assignment if they find that the points awarded were incorrect based on the rubric and verification of incorrect assessment.
2. REQUESTS FOR INSTRUCTOR FEEDBACK ON DRAFTS AND REQUESTS TO REVISE  
   Scholars are given time in class to complete assignments. Feedback from the teacher is given in class as scholars work on assignments. Scholars are encouraged to ask for support in class.
3. Practice Work, 1 - 3 business days
4. Assessments, 24 – 48 hours
5. Projects, 7 - 10 business days (example resume, cover letters- takes time to assess assignment)
6. TECHNOLOGY POLICIES:

Misuse of Electronic Communication Devices: Unauthorized possession, displaying or using a cell phone, pager, or other electronic communication device during the school day without the consent of the principal or his/her designee.

**\*No cellphones county policy will be strictly adhered to. Additional Electronic Device Guidelines Provided.**

1. ETHICS/VIOLATIONS OF ACADEMIC INTEGRITY: Coursework submitted by a student must be the student’s own, original work. Students shall not cheat on any assignment by giving or receiving unauthorized assistance or commit the act of plagiarism. Students who commit such acts are subject to not receiving credit on the assignment in question and will be subject to disciplinary action as well. Cheating will result in ZERO for the assignment, discipline referral, and immediate parent contact. \*\*Any use of websites such as AI or ChatGPT is a form of cheating\*\*\*  
   Note:

* Examples of violations and unethical (doing what is wrong) actions include but are not limited to, include:
* copying and pasting information from the internet or a classmate. So, **Always** write in your own words and cite your sources (APA - will review with scholars).
* Knowingly receiving information before, during or after a test
* Looking (receiving) up information during a test.
* Use of ChatGPT to complete an assignment.

*Resources for Students*

*Scholars will utilize class textbooks and other resources provided by the teacher.*

***Disclaimer:* The instructor reserves the right to make modifications to this information throughout the semester.**

***Parent-Teacher Contact***

* The teacher should always be the first point of contact for a parent. The quickest way to contact your child’s teacher is through email. Teachers are required to respond to parent emails within 48 hours.
* Monitor your child's progress on assignments by checking Infinite Campus and Google Classroom.
* Students are not allowed to use their cell phones during class; please refrain from texting and calling your scholar during the class period. If it is an emergency, please contact Stockbridge’s school office to notify your scholar.

Another way to check your child’s progress is through Google Classroom. Be sure to have your child’s teacher to enroll you in Google Classroom notifications that are sent to your email.

**Donations are appreciated: Facial tissue, note cards, zip loc bags (Gallon and Quart), hand sanitizer, expo markers. Thank you for all your support!**

Revised 6/2024

**Syllabus Acknowledgement: Essential of Healthcare Science 2023 - 2024**

**Academic Dishonesty: Cheating on a test, quiz, or assignment is considered to be a serious breach of conduct. The student will be penalized with a zero for the assignment, an administrative referral, and parents will be notified. Actions considered as cheating include but are not limited to: using unauthorized materials in a test situation, receiving or knowingly giving information regarding a test before/during/after a test, turning in work that is not your own, plagiarism, etc. Plagiarism will be strictly penalized and enforced on all assignments in this course.**

**Photos/Videos: On occasion, pictures and/or videos will be taken of students and their participation in activities and projects. Parents must contact me if this is not acceptable for their child. *Signing this syllabus signifies parental acceptance of their student, possibly being captured on film for scrapbook or program marketing purposes.***

**Classroom Content: Please note this is Healthcare Science and the content of the class requires discussion of the body using proper anatomical terminology. Class content includes subjects that may be controversial, graphic in nature, or sensitive subjects (For example abortion rights, sexually transmitted infections, other moral and ethical issues.) Students are trained on the importance of safety practices. Students may have the opportunity to participate finger-sticks for blood typing or checking glucose (sugar) levels. By signing below, you are giving permission for the student to participate in this activity.**

I have read and understand the expectations set forth in the syllabus for the Introduction to Healthcare Science course at Stockbridge High School. I will abide by the Academic Dishonesty statement above. Return to Ms. Lewis, Room 224.

1. (Please Print) Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. (Please Print) Parent/Guardian #1 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #1 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. (Please Print) Parent/Guardian #2 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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