**Allied Health and Medicine**CTAE: 25.43700  
Class Meeting: 4th 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***

This course is designed to offer students (juniors or seniors) the opportunity to become effective and efficient multi-skilled healthcare providers as they develop a working knowledge of various allied health opportunities. Students focusing on a career path in the healthcare field may apply classroom/lab knowledge and skills in the clinical setting as they participate in direct or simulated client care. The curriculum allows instructors to provide options for classroom/student growth opportunities in area(s) of interest to the student.

**A.**  Clinical site or classroom simulated experience. This component of Allied Health is designed to give students practical application of previously studied knowledge and skills. These experiences can occur in a variety of locations (including classroom labs) appropriate to the student’s level of experience and availability of community resources as determined by the instructor. These exercises should be designed to enhance and supplement the above standards. Appropriate permission from school, parents, and the facility as well as other documentation requirements (such as transportation), and facility requirements (such as student insurance) must be adhered to and arranged. Any Healthcare Science course that includes a clinical component (excluding a shadowing experience field trip) must adhere to identified guidelines under (WBL) work-based learning (available at ctae.gadoe.org under WBL manual. Training for the Healthcare Science teacher on these guidelines will be provided.

**B. Allied Health Capstone Project**

**Research** academic requirements for a professional career of interest. a) Create a plan for academic achievement in a chosen field. b) Present career interest project. c) Update personal portfolio to include: 1. resumes; 2. listings of technical skill competencies mastered for the chosen career field as developed by the instructor; 3. community service- learning experiences (approved); and 4. reflection essays of the overall course and the student’s career choice.

**The prerequisite for this course is Introduction to Healthcare Science and Essentials of Healthcare.**

***Required Texts, Materials, or Equipment***

* 1 1/2’ binder and Notebook Paper (or Notebook with pocket), black or blue pens, pencils, earphones compatible with Chrome book
* Note card (350 for medical terminology)
* Chromebook - needed daily (charged)
* Colored Pencils \* highly recommended

**Important Information :**

* **Scrubs or/ Professional Dress - Start August 28, 2024\* Red Scrubs Required for Shadowing and community projects**

\*\*\*\* Professional Dress (Scrub Day) Students can 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**

* **Parent and Student Meeting – mandatory requirement (This should be completed before August 1, 2024).**
* **Personal Transportation - required (Clinical Shadowing, Piedmont Henry, other community engagements or field trips)**

**Instructional Resources :**

**Textbook:**

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

**Resources - GoogleClassroom**

**Certifications:**

**BLS (Basic Life Support) certified – all students have an opportunity to become CPR certified. Cost $7.00(American Heart Association) \*\*Price subject to change Mandatory**

**First Aid Certification - Cost $15 (Optional to purchase card, all will complete course)**

**HIPAA (Hometown Health) - Cost $10**

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

**\*\*\*ALL third year students are encouraged to join HOSA- Future Health Professional. Membership fee is $35, this covers State and National dues, and t –shirt) +2$ 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). CPR: Basic Life Support (BLS) - Cards are $7 (purchase is highly recommended). First Aid Certification (card purchase optional). HIPAA Certification - cost to be announced. Employability - (Students will develop a resume, 3 professional references, cover letter and complete a job application based on a job search and Brag Sheet. This is one of the first assignments of the semester.) Create a* ***Career Portfolio - Capstone Project with an oral defense. Clinical Shadowing/ Piedmont Henry Shadow. Projects: Blood Drive , Education Facilitation, and Stroke Champions. Interview Fair - All Students \*\*\* End Of Pathway Exam (EOPA) - Covers all three years***

***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 and project presentations.

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

|  |  |  |
| --- | --- | --- |
| **Date** | **Topics/Assigned Readings/Homework** | **Major Assignments and Deadlines** |
| 8 weeks | **Unit 1 Communication/ Informatics**  HS- AHM - 1 Employability  HS- AHM - 11 Medical Office Assistant  Certifications: CPR/ First Aid  Complete ACEMAPP - Piedmont Henry Orientation and Modules  Independent Shadowing will Begin | **Employability Documents: Resume, 3 Professional References, Cover Letter, Job Application/ Job Listing and Brag Sheet**  **Begin - Career Portfolio** |
| 9 weeks | **Unit 3 Diagnostic**  HS- AHM -2 Respiratory Services  HS- AHM- 3 Imaging Services  HS- AHM - 12 Medical Lab Services  HS - AHM - 13 Cardiology Services |  |
| 9 weeks | **Unit 2 Therapeutic**  HS- AHM - 4 Surgical Services  HS-AHM-5 Rehabilitation Services  HS- AHM- 6 Pharmacy Services  HS- AHM - 8 Complementary and Alternative Medicine  Hs- AHM - 9 Mental Health Services |  |
| 3 weeks | **Unit 4 Support Services/ Biotechnology**  HS- AHM - 7 Dietary Services |  |
|  | **Blood Drive - Life South**  **Dates: September 6, January 17, and May 9**  **Independent Shadowing - Dates September 24, 2024 – October 24, 2024**  **Piedmont Henry Shadowing – Dates January 22, 2025- orientation/ Day 1 February 25, 2025/ Day 2 May 26, 2025** |  |
|  | **\*\*\*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.)

\*\*\*Cell Phones use is not permitted in class. Cell Phones are to be placed in the scholar’s book bag, the chrome book 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 | 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 and Wednesday 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 points after 2 days, not accepted after 6 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, 3- 6 business days (example resume, cover letters)
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.**

6. 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.
* Please stay informed of 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, ziploc bags (Gallon and Quart), hand sanitizer, expo markers. Thank you for all your support!**

Revised 6/2024

**Syllabus Acknowledgement: Essential of Healthcare Science 2024 - 2025**

**Academic Dishonesty: Cheating on a test, quiz, or assignment are 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. Using AI and ChatGPT generated material for assignments is considered cheating.**

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