

# Clinical Internship Syllabus

## Ben Barber Innovation Academy

Teacher: Allison Keetch

Conference: 10:00-10:45am

Tutoring: 2:30-3:00pm appointment required

Email: [allisonkeetch@misdmail.org](mailto:allisonkeetch@misdmail.org)

Phone: 682.314.1600

### **NO CELL PHONES IN CLASS**

Cell phone use is not allowed in class, cell phones will be kept in an organizer by the teacher's desk and returned 5 minutes before the end of class. If a student is using cell phone without permission it will result in an immediate referral, **no exceptions**. Students will also be placed on "probation". Probation details are in google classroom and a hard copy will be given to student at time of rule violation.

In order to complete coursework, students need to bring their personal or district iPad or laptop fully charged, every day. There are 4 student computers available if your device breaks. Students should not rely on the use of student computers, they run slower than the iPads and may need to be shared with other students. District iPads can be acquired at home campus, fees can be waived for qualified individuals.

If the student is unprepared and does not bring charged iPad/laptop and is therefore unable to complete coursework, they may complete assignments for homework, however points will be deducted.

#### **Class Rules:**

Failure to follow rules will result in referrals and a probation period.

1. Respect facilities and all individuals, including yourself. Respect is both verbal and physical.
2. Follow the rules (have your i.d. on, be in dress code, and follow the acceptable use policy for iPads).
3. Be prepared, bring necessary supplies including iPad (fully charged).
4. Plan ahead. Take care of your personal business before or after class. Students are expected to use the restroom, retrieve items from lockers, and tend to office business during passing periods or lunch.
5. No excuses, No whining.

**Requested Classroom Supplies:** Kleenex & Paper towels would be greatly appreciated. The school will not provide these items for our classroom, please bring a donation or plan to keep your own kleenex and/or paper towels with you, especially during cold/allergy season.

**Student Supplies:** 1 in binder, 4 dividers, notebook paper, pen/pencils, erasers, ipad/laptop for daily use

**Internship Site Supplies:** Scrubs and leather or vinyl shoes. More specific details on scrubs will be given such as required color, where to purchase, and due date

**Course Information:** This course is recommended for students in grade 12. The recommended prerequisite for the course are Principles of Health Science, Health Science (skills), Chemistry and Biology.

An occupationally specific course designed to provide knowledge and skills in preparation for future certification or licensure in a health/medical career. Students develop advanced clinical skills necessary for employment in the healthcare industry. The course will include classroom work (largely in an independent study context) as well as clinical internships. The course are taught by different methodologies, including pre-employment laboratory, clinical rotation, and didactic classroom education. Students will average classroom didactic teaching 3 days for each five-class days. All clinical internships will take place on both Tuesdays and Thursdays, as assigned by the instructor, beginning on or about week 6 or 8. Students will utilize the patient care lab at various times throughout the course to practice advanced patient care skills. In the classroom, students will study the structures and functions of the human body systems, human development, maintenance of homeostasis, medical/legal issues, and causes, diagnosis and treatment of specific healthcare issues will also be topics of study. In the clinical internships, students will focus on patient care skills, diagnostic and treatment procedures, and documentation and information management to assure student orientation and job readiness.

**Internship Site Requirements & General Info:**

**Transportation to clinical rotations will NOT be provided.** You are responsible for your own transportation to and from internships. Students will be required to have current CPR certification at the Health Care Provider level, Social Security Card, as well as current immunizations, including Hepatitis. Students may be required to submit to TB screening prior to beginning clinical rotations, even with evidence of screening or BCG immunization, prior to entry into the clinical setting. All students may be subject to urine drug screening prior to beginning clinical rotations and at the discretion of the clinical facility at any time during clinical rotations. All students may be subject to a criminal background check by the clinical facility. All students will complete a preclinical orientation program, which will include onsite orientation by the specific internship provider.

**Internship Conduct:** Students are expected to exemplify professionalism at their internship sites. This includes but is not limited to: proper attire, appropriate language, confidentiality, punctuality, etc. If the student is in violation they may be terminated from their internship and placed in AC for the remainder of the course.

**Supplementary Readings & Additional Resources:**

H.O.T. Jobs – <http://www.texasotjobs.org>

<http://www.symbaloo.com/mix/healthsciences> Texas HOSA – <http://www.texashosa.org>

Achieve Texas – <http://www.achievetexas.org> The Buck Institute for Education -

Project-Based Learning (PBL) – [www.bie.org](http://www.bie.org)

**Late Work:**

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

**Make Up Work:**

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

### **Semester Exams:**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school

### **Test Retake:**

**It is the student's responsibility to request a retake.**

Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.

Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.

Students are encouraged to participate in tutoring opportunities before retaking a test.

Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.

All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.

See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

**Grading policy:**

60% Daily Assignments

40% Tests and Projects

Final Exams count as 20% of the semester average.

**Academic dishonesty**

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty:

**Daily Work:**

Every Offense:

Academic and Disciplinary Consequences

Assign grade of zero

Write a referral

Teacher contacts parents

Consequence from administrator would be a minimum of AC placement

**Exams or Other Major Assessments:**

Every Offense:

Academic and Disciplinary Consequences

Assign grade of zero

Write a referral

Teacher contacts parents

Consequence from administrator would be a minimum of AC placement

An alternative exam or major assessment can be completed for a maximum grade of 70%

Academic Associate is notified and will schedule a meeting with student, parent and teacher

**Technology:** Students will be using iPads daily throughout the semester. Students should have Google classroom and google drive set up via their **mansfieldisd.net** account in order to share their assignments with the teacher. **Google classroom will not allow you to join using your personal email, must be school email.**

**Attendance, tardiness:** Regular attendance is vital to success in this course and is expected from all students. Failure to attend class may result in denial of credit. If a

student is late 20 minutes or more, he/she will be marked absent. Students will receive disciplinary action through the assistant principal's office after three tardies.

## Clinical Internship Syllabus Confirmation Form Mrs. Keetch

This form should be signed by both parent and student, then returned for a grade.

I, \_\_\_\_\_(student name) understand and agree to the terms outlined in this course syllabus. I understand that cell phone use will NOT be permitted and I will keep my cell phone in the designated area once the first bell rings. I understand that I am required to bring my laptop or iPad, fully charged, everyday in order to complete my class work. I understand that I am responsible for transportation to the internship sites and to purchase scrubs and leather or vinyl shoes. I understand that unacceptable behavior at my internship site will not be tolerated. I accept the consequences if I choose not to follow the terms stated in the syllabus.

**Circle one:**

I already have a district or personal laptop/ipad: YES or NO

I am in the process of obtaining a personal or district laptop/ipad: YES or NO

I have internet access at home: YES or NO

I will drive myself to and from the internship site: YES or NO

My parents will drive me to and from internship site: YES or NO

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date