

Medical Terminology Syllabus

Spring 2020 (S20)

Instructor Information

Instructor	Email	Office Location & Hours
Doug Adams	DougAdams@misdmail.org	BBIA A112 office hours are by appointment on any school day afternoon

General Information

Description:

This course teaches students how to use word parts to make bigger medical terms and how to mix and match those parts. This is primarily a digital class using the Canvas platform. All grades and gradable items will be handled through Canvas.

Goals:

- Be able to recall the meanings of medical term parts
- Be able to use medical term parts to create bigger medical terms
- Be able to say medical terms correctly
- Be able to recognize certain diseases, bodily systems and body parts and the terms associated with them

Expectations:

- Be on time - a student is late as soon as the bell rings. If the student is later than 20 minutes, the student will be marked absent.
- Bathroom breaks - All students will be allowed to leave to go to the restroom at the student's discretion with the understanding that s/he gets the pass, goes directly to the closest bathroom and comes back as soon as possible. Not following these expectations may result in bathroom break privileges being taken away.
- Be respectful - Honor anyone and everyone in the room. If anyone is addressing the class, everyone should be silent and directly paying attention to the speaker. Not respecting the speaker could result in punishment.
- Be prepared - always have your textbook and digital device ready (charged and properly configured) every class period. If work cannot be done due to not having the correct material or devices not being usable, the grade for the activity may suffer, including the possibility of a zero.
- Food, drinks and water - food should not be eaten during class unless approved at least 24 hours in advance. Small snacks will be allowed unless trash or crumbs become a problem. No drinks will be allowed. Water will always be allowed.
- Electronic devices other than district issued or approved - Use of district issued or approved devices is expected. Personal devices (including cell phones) should not be used; however, personal devices can be used for daily work as long as they are used ONLY for schoolwork. A personal device is not possible for tests. If a personal device is seen to be used inappropriately, it will be taken and given back at the end of the period. If a personal device is taken twice during the course, it will not be returned to the student; it will be given to an assistant principal after the class period is complete and return at the principal's discretion.

Required Materials

- traditional classroom materials: paper, writing utensil, highlighter, 3x5 notecards, etc.
- textbooks: Introduction to Medical Terminology by Ann Ehrlich & Carol Schroeder
- iPad, laptop, or other district provided technology every class.

Course calendar & Exam Schedule: The calendar and schedule will be posted on Canvas during the duration of the course.

Certifications: none

Requirements: There is no course requirement before Medical Terminology and Medical Terminology is not a requirement before entry into another course.

MISD GRADING SYSTEM FOR GRADES 9-12

The district high schools use a weighted numerical grading system.* The following chart reflects the MISD grading system for grades 9-12:

A	90-100
B	80-89
C	70-79
F	Below 70

An "Incomplete" (I) reflects incomplete student work and is not considered an academic grade.

*See MISD Board Policy EIC (LOCAL).

GRADING PRACTICES

Six weeks grades shall be obtained by averaging student work as detailed below. Daily assignments may count more than once, but no more than twice. MISD Curriculum Based Assessments (CBAs) are calculated as part of the daily work category.

- 40% - Major Grades (tests, projects, lengthy assignments, etc.)
- 60% - Daily Work

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 Retakes:

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.

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 until 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 (because of absence for any class missed):

The teacher may assign the student make up 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.

Academic dishonesty:

Teachers determine what constitutes cheating and/or plagiarism.

Disciplinary Consequences

Daily Work

- 1st Offense
 - Share work/share grade - divide the grade in half and that is the grade the student(s) will receive
- 2nd Offense
 - Assign grade of zero
 - Teacher contacts parents
- 3rd and Subsequent Offense
 - Assign grade of zero
 - Write a referral
 - Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessments

- 1st Offense
 - Academic consequences only
 - Original test is assigned a zero
 - Parent notified
 - Student has opportunity to retake a different test with a maximum of a 50%
 - Teacher enters referral so that there is a record that student cheated on major assessment
 - No disciplinary consequences on first offense
- 2nd and Subsequent Offense
 - Academic and Disciplinary Consequences
 - Original test is assigned a zero with no opportunity for retake
 - Parent notified
 - Teacher enters referral
 - Administrator will assign AC
 - Academic Associate is notified and will schedule a meeting with student, parent and teacher

Parent and Student Acknowledgement

Please print the following page, fill in all blanks, sign and return. All blanks should be filled in some way.

Medical Terminology

Spring 2020

Confirmation of Receipt and Understanding of Syllabus
and MISD Student Expectations.

*Please return with all signatures and information by Tuesday, January 14 (A Day) or
Wednesday, January 15 (B Day)*

Student Name _____

Student ID _____

Home Campus:

Frontier HS

Lake Ridge HS

Legacy HS

Mansfield HS

Summit HS

Timberview HS

(Please circle applicable campus)

Please sign and return this form to the instructor. Signatures will serve as acknowledgement that both students and parents have read and understand the course syllabus, and have received the student handbook for their home campus.

I, the undersigned, have received and read the course syllabus and student handbook for my home campus.

Date _____

Parent Name, Email, Phone and Signature

Parent Name, Email, Phone and Signature

Date _____

Student Signature _____

Student Email: _____