

Medical Terminology

Teacher: Allan Brehmer

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This class will help the student learn the language of medicine while applying it to real-life situations. It takes complicated medical terminology and breaks them down to the basics. We will explore the origin, definition, pronunciations, and applications of multitude of medical terms, so that they will be ahead of their peers and sound like a professional as you progress through the Health Science Program of Study.

Course Schedule:

FIRST SIX WEEKS	SECOND SIX WEEKS	THIRD SIX WEEKS
Introduction to Professional Communication	Skeletal System	Urinary System
Teamwork and Collaboration	Muscular System	Nervous System
Introduction to Medical Terminology	Cardiovascular System	Special Senses: Eyes and Ears
Human Body in Health and Disease	Lymphatic and Immune System	Integumentary System
	Respiratory System	Endocrine System
	Digestive System	Diagnostic Procedures and Pharmacology

Instructor: Allan Brehmer

Room A-232

Email: allanbrehmer@misdmail.org

Conference Hours: 10:00-11:30

Phone: Campus 682-314-1600

Tutoring: 2:30-3:00 (by appointment)

Textbook: Introduction to Medical Terminology Ehrlich, Schroeder, Thompson Publishing
(Class copy provided. Not available to take home.)

Websites: www.myicev.com

Internet and iPad:

This class will rely heavily on technology. Most of the class will be run through Google class. Access to the internet is mandatory

Course Calendar/Schedule:

(The schedule is tentative and subject to change due to progress within the class and circumstances outside the classroom)

Course Policies and Class Expectations:

1. **Be on Time:** When the bell rings, be in your seat and ready to begin. The school has a zero tolerance for tardiness. You are officially tardy if you are not in the room by 7 am or 11:30, and absent at 20 minutes. Official entry is when you have signed in. At the end of class, wait at your seat to be dismissed.
2. **Be Considerate:** Show respect to others. Once class begins, talking should only be to answer a question or participate in class discussion or group work. Texting, messaging, or game playing once class has begun is considered disrespectful and discourteous behavior.
3. **Be Supplied:** When you come to this class, plan ahead and have everything you will need. Bring your iPad, paper and pen to take notes, etc.
4. **Behave:** *You have chosen to be here* as part of this Program of Study (POS). You were chosen from several applicants to be part of this program. I will treat you as professionals. I expect professionalism in return. Anything less will not be tolerated. *Please refer to the MISD Student Handbook.*
5. **Food and Drinks:** It is BBIA's policy that there is no meals eaten in the class rooms. Please have your breakfast and lunches completed before entering the class room. You may bring sealable drinks at any time.

Materials Needed:

1. 1 1-2 inch binder (major project spanning the semester, quality of binder is for safety of project)
2. Color Pencils or Color Markers
3. 1 Black ink pen
4. 1 Red ink pen (*for self-grading of assignments*)
5. 1 Highlighter (any color)
6. 1 pack of paper
7. Tissues and Hand sanitizer

Certifications:

This is a non-certification course (for grades 9-12).

Grading policy:

All assignments will be graded as soon as possible. It is up to the student and parent to check grades regularly.

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.

ELECTIVES

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

SEMESTER EXAMS

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither midterm or 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 on their own with the teacher to retake or correct a major test/assessment within 2 class days of grades being posted. Teacher is not responsible for scheduling of retakes.
- Students are encouraged to participate in tutoring/studying opportunities before retaking a test.
- Retakes may not be exact replicas of the failed exam.
- 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 a 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 assignments to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of zero may be given for work turned in after one day late.

MAKEUP WORK (because of absence for any class missed)

- 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 absence 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.
- Make up assignments and tests will not be given in advance.
- 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.

Lab safety/health

Safety is always paramount in any classroom. This class has very few labs that require excessive safety protections, nevertheless, all requirements will be studied before practicing.

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

Selection process for upper level courses

If your Program of Study includes a selection process, that process must be described in detail in the lower level course syllabus. All selection processes must be approved by the campus administration.

NO CELL PHONES IN CLASS

All student cell phones will be kept in an organizer with limited available charging. When the bell rings, all students should have placed their cell phone in the organizer, if a student has their cell phone without permission it is an automatic referral, **no exceptions**.

Ipads

In order to complete coursework, students need to bring their iPad, fully charged, every day. There are 2 student computers available if your iPad **breaks**. If the student is unprepared and does not bring charged iPad, is therefore unable to complete course work, they will receive a zero for the incomplete work. Signing the syllabus is an acknowledgment of this policy therefore teacher must be notified if a student was not issued a district iPad and the accommodations will be made.

Class Rules:

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 and electronics). In general, cell phones should be put away during instructional time. There will be times when it is necessary for a student to use his/her cell phone for an educational activity such as a review game or research. If a student is using their device inappropriately during this time, they will be asked to put the device away.
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. This class is the first step to give you a future in health care. It is expected that you participate in activities and pay attention and ask questions

PHS Syllabus

Signature Confirmation Sheet

Please sign, detach, and return this form.

Signatures will serve as an acknowledgement that the student and their parent or guardian has read and understood the course syllabus.

This acknowledgement form must be returned in order to participate in any labs. Students who miss labs, due to not turning in proper paperwork, will be penalized points.

Returning this sheet is the first assignment that will be entered into the grade book. This is done to ensure proper contact information is written should future correspondence be needed.

Student Name: _____ (legible, 25 points)

Home Campus: _____

Student Email: _____

Student Signature: _____ Date: _____ (25 points)

Parent/Guardian Name: _____ (25 points)

Parent/Guardian Email: _____ (25 points)

Daytime Telephone: _____ (25 points)

Parent/Guardian Signature: _____ Date: _____ (25 points) ***no credit if missing**

TECHNOLOGY SURVEY: ^[1]_[SEP] Please circle the answers below that best describes your student for 50 points:

>My student (**does / does not**) have a district-issued iPad. ^[1]_[SEP]

>My student (**does / does not**) have access to a tablet or laptop computer other than cellphone.

>My student (**does / does not**) have access to a computer at home.

>My student (**does / does not**) have access to the internet at home. ^[1]_[SEP]

This signed, completed Syllabus Confirmation sheet will count as a daily grade of 200 points.