

Medical Terminology

Syllabus

Ben Barber Career and Technology Academy, A231

Instructor: Tracy Daniel, BA Emergency Management, Teacher, Health Sciences

Work Email: tracydaniel@misdmail.org

Work Phone: 682-314-1600

Course Information:

This is a non-weighted course designed to help the student learn the language of medicine while applying it to real life emergency situations. Medical Terminology takes students from prefixes, suffixes, and root words to dissecting the most complicated of medical terms. Be ahead of your peers and sound like a professional as you progress through the Health Science Program of Study.

Textbook:

Introduction to Medical Terminology (Ehrlich & Schroeder)

** This book will be a class set. Students may check a book out for the day/weekend if needed.*

Supplementary Readings & Additional Resources:

Resource Websites:

<http://www.skillsusatx.org/>

www.WebMD.com

<http://www.easybib.com/>

www.mayoclinic.com

www.anatomyandphysiology.com

www.medlineplus.gov

www.cdc.gov

- Course Calendar and Website (Lesson plans & due dates) – Google Classroom (Course ID will be given during the first week of class). Students will be required to log in daily to check for assignments, test reviews, and additional information that may have been uploaded. Weekly powerpoints and lesson objectives will also be located under Google Classroom.
- <https://www.mansfieldisd.org/skyward>
- <https://txcte.org/resource/scope-and-sequence-medical-terminology> (Scope and Sequence of Medical Terminology)
- Mansfield HOSA – <https://sites.google.com/a/misdmail.net/hosa-mansfield-isd/> **Guidelines for Success:**
- Treat everyone and everything, including you, with respect (both physically and verbally).
- Be responsible and dependable when it comes to being on time, having your supplies, and completing assignments.
- Have a positive attitude. Help build the self-esteem of your classmates, teacher, and substitutes.
- Always try to do your best.

Class Rules:

- Bring all supplies every day.
- Use appropriate language, and no bullying.

- Follow directions first time given.
- Dress code will be enforced according to the MISD student handbook.
- No going through the teacher’s or other classmates’ personal belongings without permission.
- No use of electronic devices, unless given permission.
- Do your own work.

Consequences for Classroom Rules and Code of Conduct Violations:

Consequences for classroom violations are based upon the severity of the violation, the behavior of the student, and the frequency of the violation. Typical consequences include: 1st offense – verbal warning, 2nd offense – call home, 3rd offense – office referral.

Course Schedule: Expected due dates will be on the Course Calendar/Website & will be posted in the classroom while I am still here!

1st/4th Grading Period		2nd/5th Grading Period		3rd/6th Grading Period	
Unit of Study:	Introduction to Professional Communication	Unit of Study:	Musculoskeletal & Cardiovascular systems	Unit of Study:	Nervous system, Special senses
TEKS:	130.203 (all)	TEKS:	130.203 (all)	TEKS:	130.203 (all)
Unit of Study:	Teamwork and Collaboration	Unit of Study:	Lymphatic/Immune & Respiratory systems	Unit of Study:	Integumentary system, Endocrine system
TEKS:	130.203 (all)	TEKS:	130.203 (all)	TEKS:	130.203 (all)
Unit of Study:	Introduction to Med Term, The Human Body in Health and Disease	Unit of Study:	Digestive & Urinary systems	Unit of Study:	Reproductive System, Diagnostic Procedures
TEKS:	130.203 (all)	TEKS:	130.203 (all)	TEKS:	130.203 (all)

Grades:

Grading Scale:

A = 90 – 100

B = 80 – 89

C = 70 – 79

F = 69 and below

There will be a minimum of 8 grades, with at least 2 being exams!!

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

*See MISD Board Policy EIC (LOCAL).

Relative Value:

Major GRADES (TESTS, PROJECTS, ETC.) = 40%

**These will be listed under "TESTS" ON SKYWARD*

DAILY GRADES (HOMEWORK, QUIZZES, PARTICIPATION, PROFESSIONALISM ETC.) = 60%

**These will be listed under "DAILY GRADES"*

SEMESTER EXAMS = 20% OF FINAL GRADE

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.

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 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.

Finding out Grade Status:

Students with a grade of 75 or below will receive a progress report at the mid-point of each grading period. Students with a grade of 76 or higher will be given their grade, but might not be given a printed progress report. The school will send out a report at the end of each grading period. Parents and students wanting a more frequent grade status are encouraged to request a password and user name to access the district's *Family Skyward Access* program, located on the school's website.

UIL Eligibility (No Pass / No Play):

- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student's grade averages are 70% or higher at the subsequent 3-week grade reporting period.

Academic dishonesty

"Academic dishonesty includes, but is not limited to: plagiarism, fabrication of information, not properly using citations to give the owner credit, submitting the work of another person, allowing another person to substitute for oneself in completing the course work or taking a test, submitting work previously used without informing the instructor and securing approval, or tampering with computer files and/or academic work of others." – As defined by the MISD High School Student Handbook.

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

Classroom Procedures:**Supplies:**

- iPad or other wireless device with internet capability; if available
- Pencil or Blue/Black pen for all assignments and tests; notes may be taken in any color
- Spiral Notebook (Wide or college ruled)

Entering the classroom:

Students are expected to enter in a civilized manner. As soon as you enter, you will need to look at the white board/overhead at the front of the room for the day's agenda, and any assignments that are due. You are expected to start working on any bell ringers that are listed as soon as the tardy bell rings, unless told to wait for instructions.

Tardy to class:

Students that are not in the classroom, when the tardy bell rings, will be considered tardy. Tardy students will receive the consequences as defined by MISD Secondary Student Handbook.

Student Responsibilities after an Absence:

Students will have the same number of days they were out of school to make up work they missed; as long as the absence is considered excused. It is the student's responsibility to find out the assignments that they missed while they were out. The student should check the white board agenda area, and ask the teacher for missed work. Any notes that were missed will need to be copied from one of their peers. Notes will need to be copied on the student's own time. A student may choose to photo copy their peer's notes (on their own time), but will not be allowed to use those notes for any open-note quiz, open-note test, or extra-credit when the opportunity rises. If a student does not miss any new information during an absence, they will be expected to take previously scheduled tests and quizzes no later than the day they return to school. Reviews do not count as "new information." If a student's absence is considered "Unexcused," they will not be allowed to attempt any extra credit from when they missed or on a test. Any assignment that was due while the student was out will be held to the classroom late policy. Long-term projects are expected to be turned in before or on the due date. Absences on the due date of a long-term project will not excuse a student of the responsibility of turning in a final product. If a student fails to turn in a long-term project on time, he/she will have points deducted at 10 points per day.

Late, Missing, or Incomplete Assignments:

- 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.

Re-Take Policy:

- 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.

Tutorials:

If you are having any problems with the assignments, or have a failing grade, tutorials are available for you to get help. Tutorials are offered Monday – Thursday after school (3-4pm); unless I am scheduled for a meeting, out for the day, or have an additional duty at which time I will give notice. Extended Tutorial Hours are available upon request and/or deemed necessary.

Class Participation:

Students are required to actively participate throughout the semester during discussions, labs, group work, etc. Throughout the semester, multiple participation grades will be taken and averaged to equal 1 daily grade per six weeks. Students are to remain seated, listening/working, and raise their hand to ask a question or leave the room during: lecture, tests, quizzes, reading time, and/or educational videos.

LABORATORY SAFETY PROCEDURES:

- 1) Read the activity instructions before attempting any laboratory procedure.
- 2) Long hair must be tied back when working in the laboratory.
- 3) When required, closed-toe shoes must be worn. Notice will be given in advance.
- 4) When needed/required, proper safety equipment (eye goggles, gloves, etc.) must be worn at all times.
- 5) No horseplay/improper behavior is permitted.
- 6) No lab work may be conducted without prior approval or adult supervision.
- 7) Do not taste nor ingest any chemicals/materials.

- 8) Do not pour any unused chemicals back into the stock containers.
- 9) When heated, equipment should be pointed so that the open end is not aimed at anyone.
- 10) Broken glass should be immediately cleaned up and discarded into the appropriate container.
- 11) All waste must be discarded in the appropriate container(s).
- 12) Wash the laboratory table surface after the activity is completed.
- 13) Clean all equipment and return it to the storage area before leaving the laboratory work area.
- 14) Wash hands before being dismissed from the class.
- 15) Report any accident or injury to the instructor immediately, and then follow emergency procedures as necessary.

COMPUTER LAB PROCEDURES:

- 1) Students must have proper student ID and campus authorization before use of computer equipment is allowed.
- 2) Students' internet activities should be directly related to the current assignment.
- 3) Students are to log off their computer at the end of each session, and the last class of the day should shut all systems down.
- 4) Students will not download software or data nor install software unless specifically instructed to do so by the teacher.
- 5) Students may not bring outside media into a computer area without prior approval. This would include USB drives, floppy disks, CDs, DVDs, or any other form of electronic media.
- 6) The use of the district network services is a **PRIVILEGE**, not a right. Students will follow the acceptable use policy of Mansfield ISD at all times. Inappropriate use may result in the cancellation of those privileges.
- 7) Violations will be referred to a campus administrator for disciplinary or legal action.

Selection Process for Advancement:

Advancement in the Health Science Program is highly competitive. Students wishing to advance will be evaluated in this class based upon: subject knowledge, quality of work, initiative, cooperation, attitude, dependability, attendance, interpersonal skills, personal appearance, and personal safety. Students interested must pass the course, and pass an evaluation to be eligible for advancement. Advancement in the program is not guaranteed!!

Syllabus Confirmation

Please sign, detach, and return this form. Signatures will serve as acknowledgement that the student and parents have read and understand 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 docked points.

Student Name: _____

Home Campus: _____

Student Signature: _____

Date: _____

Student Email: _____

Parent Name: _____

Parent Email: _____

Daytime Phone: _____

Parent Signature: _____

Date: _____