Dear Parents and Students,

I look forward to working with you this semester. With mutual respect and common goals guiding us (teacher, parents, students), I am certain that our time together will prove successful. Please call me at the number printed above if you have any questions. Or, email me at mjohn@rjuhsd.us. In fact, email is the better option of the two, especially if you would like to request a grade report. However, for a grade report, you may follow your student’s performance in class by accessing the online system available to parents and students.

Course Description:
The course is designed for students to engage in and master the Health Care Core Standards (strong academic foundation, effective communication, management of employability skills, and effective interpersonal dynamics). Furthermore, students will learn the Career Technical Education standards, namely: career planning and management, technology, problem-solving and critical-thinking, and health and safety. To best practice and learn those standards, students will explore the following units:

- Health Care Systems
- Careers in Health Care
- Personal Qualities of Health Care Workers
- Legal and Ethical Responsibilities
- Medical Terminology
- Anatomy and Physiology
- Human Growth and Development
- Cultural Diversity
- Geriatric Care
- Nutrition
- Computers in Health Care
- First Aid and CPR
Major Requirements:

✓ Portfolio- Students will build a professional portfolio which will contain artifacts and serve as an employment tool showcasing their skills and qualities. In the second half of the class, students will build a resume.

✓ Professionalism/Participation- Students will share in the learning community by presenting, listening, and speaking, all of which are part of the Common Core Standards. Each student should engage in discussions by asking probing questions or by offering meaningful responses to questions posed in class. Students are expected to be prepared for class, to meet all deadline (including attendance/tardy policies), and to respect themselves, each other and the learning environment.

✓ Quizzes/Exams/Projects - Students will take bi-weekly assessments of the medical terminology lessons. They will periodically have quizzes on other concepts, though most often I use projects or presentations to assess their learning. At the end of the term, they will complete a final exam, assessing their knowledge of all 350 medical terms.

Primary Texts:

- *Diversified Health Occupations*- text and workbook
- *Medical Terminology*- Learning Guide (workbook) and DVDs by Dean Vaughn Total Retention System
- *Caring for Patients from Different Cultures* by Geri-Ann Galanti

Grading: (I utilize a weighted grade system.)

- Exams/Quizzes- 35%
- Participation/Professionalism- 10%
- Projects (including Portfolio)- 35%
- Practice Work- 20%

Behavioral Expectations:

- In an effort to meet every student’s needs, it is essential that all students abide by the following expectations:

  1. Any students who are tardy will lose points of their “Professionalism” score.
  2. Unless specifically allowed for a lesson, electronic devices, such as cellular phones are not allowed in class.
  3. Students will lose “Professionalism” points if they do not bring their materials (homework, appropriate texts for the day, markers, highlighters, index cards) to class.
  4. Students may submit late work up to ONE WEEK for fifty percent of the points they earn.
Medical Science and Terminology / Ms. John

EXPECTATIONS FOR STUDENT BEHAVIOR

All Health Academy students are expected to follow the principles of the Academy and Oakmont High School’s Viking Expectations. Both the Academy principles and Viking Expectations ask students to act in a professional manner in the classroom and in the community.

**Health Careers Academy Principles**

DO NO HARM
KNOW ME AS A PERSON
COMMUNICATE WITH ME
EMPOWER ME
SUPPORT ME
WORK TOGETHER AS A TEAM

<table>
<thead>
<tr>
<th><strong>Viking Expectations</strong></th>
<th><strong>Choose Respect</strong></th>
<th><strong>Be Responsible</strong></th>
<th><strong>Have Integrity</strong></th>
<th><strong>Actively Engage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Student Behavior</strong></td>
<td>Be on time</td>
<td>Be present-physically and mentally</td>
<td>Complete your own work</td>
<td>Use technology appropriately</td>
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<tr>
<td></td>
<td>Use appropriate language and tone with everyone</td>
<td>Come prepared to class</td>
<td>Do not share quiz or test information with others</td>
<td>Ask for help when you need it; offer help if you are able</td>
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<td>Respect others’ personal experiences and perspectives.</td>
<td>Be responsible for the safety of yourself and others</td>
<td>Dress appropriately for the occasion</td>
<td>Take an active, positive role in classroom discussions</td>
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<td>Own your mistakes</td>
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**Classroom Routine/Behavioral Expectations**

<table>
<thead>
<tr>
<th><strong>Entering the Classroom</strong></th>
<th><strong>Working in Groups</strong></th>
<th><strong>Technology Use</strong></th>
<th><strong>Asking for Help</strong></th>
<th><strong>End of Class</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be in the room before the bell begins to ring</td>
<td>• Contribute equally when working in pairs and in groups</td>
<td>• You will be assigned a chromebook #. This number matches your class number. Use only this chromebook unless given permission to use another.</td>
<td>• Ask questions during lecture, demonstrations and teamwork</td>
<td>• Please do not pack up until directed</td>
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<td>• Have all required materials for class.</td>
<td>• Treat the chromebooks with respect</td>
<td>• Use Intervention to ask questions, make up quizzes and tests, or get extra study skill help</td>
<td>• Remain in your seats until the bell rings</td>
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<td>• Return the chromebooks to the cart when directed. Put them in the correct location and plug them in after use.</td>
<td>• Contact me if you are absent or plan on being absent so we can make sure you catch up</td>
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<td>• Use technology appropriately</td>
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<td>• Bring your charged chromebook to class daily</td>
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August 9, 2018

To the Parents or Guardian of ______________________________:

This term your child is enrolled in Intro to Medicine. Attached is a copy of our classroom procedures and expectations. Please discuss these with your child as they will serve as the foundation for our classroom. I also ask that you sign and return this page no later than Friday, August 17, 2018.

Please feel free to contact me throughout the year with any questions or concerns. You can reach me at 782-3781 x2412 or through email mjohn@rjuhsd.us. I look forward to this school year and the chance to teach your child. Thank you for your time.

Sincerely,

Michelle John
Medical Science and Terminology Teacher

Please sign to acknowledge that you have read the class expectations for Medical Science and Terminology. Thanks!

Student Name (please print):________________________________________

Student Signature:_______________________________________________

Parent/Guardian Signature:_________________________________________

Date: ___________ Class Period:_______________ Group A or B