

Course Syllabus- Medical Terminology

2020-2021 School Year

Teacher: Sandy Yocum R.T. (R)

Room #: 2625

School Phone: (281) 284-1300 **Office Phone:** Ext 21420

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Teacher Conference: After School (2:30-3:15 M/Th)

Tutorials: Tuesdays & Thursdays 2:30-3:15 PM or by appointment in Room 2625



Course Description

The **Medical Terminology** course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, combining forms, and singular and plural forms, plus medical abbreviations and acronyms. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology. Knowledge of medical terminology enhances the student's ability to successfully secure employment or pursue advanced education in health care. Students will use flash cards, word games, puzzles and classroom activities to enhance memorization of word meanings. Students will also view videos of the human body in wellness and illness. This course is recommended for students in grades 9-12.

Units of Study

Unit 1: Intro. to Medical Terminology

Unit 1: Human Body in Health & Disease

Unit 2: Skeletal System

Unit 3: Muscular System

Unit 4: Integumentary System

Unit 5: Lymphatic & Immune Systems

Unit 6: Cardiovascular System

Unit 7: Respiratory System

Unit 8: Digestive System

Unit 9: Nervous System

Unit 10: Special Senses (Eyes/Ears/Nose/Mouth)

Unit 11: Endocrine System

Unit 12: Urinary System

Unit 13: Male Reproductive System

Unit 14: Female Reproductive System

Grading

How is the 9 Weeks Grade Calculated?

Major Grades (exams/teats, major projects)- **60%**

Daily Grades (daily assignments, homework, *quizzes count as 2 daily grades)- **35%**

Reading Grades- **5%**

A minimum of three major grades will be given for each 9-week grading period. Quiz grades below a 70 may be retaken and replace the first quiz grade to raise the grade no higher than a 70. **All retakes of a Quiz must be completed within one week of the original Quiz. All retakes of Quiz must be done during tutorial times. It is the student's responsibility to schedule retakes.**

Absences/Make-Up Work- Students are responsible for obtaining make-up work from the classroom absence folder/itslearning. The number of days allowed to submit make up work for full credit will be equal to the number of days absent. Students needing additional time must seek teacher approval.

Late Work- Per district policy, assignments turned in after the date and time established by the teacher will be accepted up to two class days late, but will only receive 75% credit. Late work received on the third-class day will receive no credit (zero).

Homework- There may be occasions when homework is assigned. Students may need to complete unfinished class work/assignments, read, study for a quiz or unit test, or work on a project.

Staying Connected

Remind 101- I use this service to communicate safely with students and parents. I typically use this service to send out reminder texts about upcoming due dates and other important information. You can visit remind101.com for more information about this service.

Med Term Class- Text @mtycum to 81010

Itslearning - This syllabus, the student handbook, and all course assignments/templates are posted on Itslearning.

Classroom Rules & Expectations

Rules

1. Arrive on time and be prepared.
 2. Treat everyone with respect.
 3. Follow directions the first time they are given.
- *Additionally, students are expected to follow all district and school rules.*

Expectations

1. Enter and leave the classroom in an orderly manner. The teacher dismisses class, not the bell.
2. Begin working on your STAT Start-up/Warm-up as soon as the bell rings.
3. Sit in your assigned seat/area.
4. Keep work areas and classroom clean and organized.
5. Ask for permission to leave the room or to use computers.
6. Computers are to be used for educational purposes only. Only assigned websites may be accessed.
7. No food, drinks or gum in CSHS classrooms.
8. No "primping" hair/make-up, etc.
9. Always do your best.
10. **BYOD should be used for instructional purposes only. Devices may be taken up if used inappropriately.**

Classroom Discipline Plan

Consequences (If a student chooses not to follow a rule or class expectations)

1st Infraction: Warning

4th Infraction: Parent Contact (E-mail/Phone Call)

2nd Infraction: Student/Teacher Conference

5th Infraction: Disciplinary Referral to Principal

3rd Infraction: After-School Detention with Teacher

*Serious infractions may warrant direct disciplinary referral. Parent contact for any infraction level is at teacher discretion.

****BYOD should be used for instructional purposes only. Devices may be taken up if used inappropriately.**

Course Material Requirements

- 4- Pkgs. 3.5 x 5 Index Cards
- Pencil Bag - 3 ring as seen in pic----->
- Writing Tools (pen, paper, pencil, highlighter)
- Colored Pencils/Markers
- Glue
- Scissors
- 1- Box of Kleenex
- Hand Sanitizer



Secondary Student Honor Code

Learning is Essential for Liberty - Thomas Jefferson

This Honor Code was developed by Clear Creek ISD high school students with the expressed intent to state that our Academic Integrity is being challenged in the face of high stakes testing and reports of periodic cheating. Therefore, it has become a moral imperative that our work ethic today will impact our future.

We believe the students of Clear Creek ISD subscribe to becoming self-directed learners and doing the best we can. Furthermore, we believe that academic honesty is respecting yourself and others, as well as claiming your own work.

We believe students are responsible for maintaining and supporting the academic integrity of the school by completing all assigned work, activities, and tests in an honorable process without engaging in cheating, fraud, plagiarism, or prohibitive electronic assistance. Through this effort, we will become trusted members of society and prepared for the workforce of the 21st Century.

We believe teachers are responsible for monitoring students during all assessments and holding students accountable for cheating. We believe that each class and teacher is only as strong as each individual's personal commitment to integrity, honor, and responsibility. Teachers are also encouraged to have faith in their student's success and for making sure the class is highly engaging.

We believe the measure of success of our school community is based on the success of our students so the consequences below shall serve as a deterrent to a violation of this Honor Code and Our Academic Integrity. These consequences will be listed in our Secondary Student Code of Conduct in addition to the In School Suspension consequence. As a result of clear and compelling evidence of student's cheating:

1. A student shall receive a "0" for the school work, and is subject to a "U" in conduct and disciplinary action (including ineligibility in the next contest/game).
2. There will be no retakes for students who cheat.
3. Students who are enrolled in advanced academic courses (Pre-AP/AP) will be immediately removed from the advanced academic course and placed in the next lower level class.
4. A student is not eligible for any final exam exemption.
5. A documented finding of academic dishonesty shall be reported on the student's college application.
6. Students in violation of the Honor Code shall be immediately removed from the National Honor Society, National Junior Honor Society and any other Honor Society that is an organized school event.

Course Syllabus- Medical Terminology

2019-2020

Student & Parent/Guardian Agreement

Student Printed Name (Last, First)

Grade Level

Class Period

Please sign below to indicate that you have read the syllabus for **Medical Terminology** course (Course Description, Units of Study, Grading Policies, Classroom Rules/Expectations, Discipline Plan, Material Requirements, Teacher Conference/Tutorial Information, and Student Honor Code) and understand what is expected of students taking this course at Clear Springs High School.

Student Signature

Date

Parent's Signature

Date

Contact Information:

If Mrs. Yocum needs to speak to someone at home about academic/school issues, who is the best person to contact?

_____ Mom _____ Dad _____ Guardian/Other: _____

Please provide the contact information for this person.

Name

E-Mail Address

Home Phone

Cell Phone

Other

***Remind App @syocummt**