Course Descriptions:

**Introduction to Health Science**: This semester course is designed to create awareness of careers possibilities and educational options in the health sciences, with an emphasis in healthcare. Instruction includes health professions, medical ethics, basic anatomy and physiology, diseases and disorders and medical terminology, preparing students for the Medical Anatomy and Physiology course as well as multiple health technology programs offered at the Canyons Technology Education Center (CTEC).

**Medical Anatomy and Physiology**: This full-year course is designed help students gain a knowledge of the fundamentals of Anatomy and Physiology. We will learn systemic anatomy from surface level to a cellular and molecular level.

**Exercise Science/Sports Medicine**: This full-year course is designed for students interested in pursuing a career in the medical field; as well as to inform students of the educational options available for health science programs at CTEC. Instruction includes advanced anatomy and physiology, first aid, injury prevention and therapeutic interventions, the healing process, sports nutrition, sport psychology, and performance enhancement techniques.

**Required Course Materials:**

Text book (provided). Bring a notebook, three-ring binder and worksheets to class every day, as well as writing utensils and paper. Please contact me if you are unable to purchase or obtain supplies. Lab Fee of $20.
Communication between a student and the instructor for this course will be done either face to face during Academic Preparation Period (APP) or by email messaging. Attend APP on the day that corresponds to your course. I will not use class time to address or discuss individual circumstances. Make-up work can be completed; individual concerns about class work, make-up, must be resolved during APP Time. I will meet with you before or after school under special circumstances by appointment only.

**APP Schedule:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Exercise Science/ Sports Medicine</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Intro to Health Science</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Medical Anatomy and Physiology</td>
</tr>
<tr>
<td>Thursday</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>Friday</td>
<td>Homeroom (1st Period)</td>
</tr>
</tbody>
</table>

**Attendance/Make-up:**

The Hillcrest High School attendance policy will be followed (see student manual). Attendance and participation in class is required. Students will be allowed 2 school days from the date of an excused absence to turn in the work/take any test that occurred during an excused absence. Students are responsible to arrange the make-up of any work they missed. If a student knows in advance they will miss, work may be turned in early. Quizzes and Exams must be made up during APP Time and should be scheduled in advance with the teacher. Daily benchmark quizzes are a part of class engagement and may be made up if the absence was excused.

**CANVAS:**

All course work, lecture slides, study material and assignments are posted to CANVAS. If you miss class, check CANVAS first before coming to me. Check the CANVAS course page regularly as it is constantly being updated. CANVAS grade book does NOT report grades accurately. For scores and grades please refer to SKYWARD.

**Course work:**

**Unit Exams (60%):** Each unit will culminate with a Unit Exam. These exams will contain multiple choice, matching, and diagram questions. Each student will have the opportunity to remediate an exam and redeem up to 50% of missed points by reflecting in writing on why they had an incorrect answer, what the correct answer is and why and why the other choices (if applicable) were wrong. In order to receive full-credit the student must demonstrate ownership of the curriculum that was missed.

**Benchmark Starter Quizzes (20%):** Quizzes are given almost every day at the beginning of class on previously learned material. These quizzes are designed to prepare you for the Unit Exam and to encourage class discussion. Following benchmark quizzes there will be an in-class discussion as well as time to ask and answer questions. Quizzes may not be remediated or retaken, however, if the student demonstrates mastery of the content on the exam, they will be rewarded additional points.
Assignments & Labs (10%): Homework assignments are designed to facilitate mastery of curriculum. It is recommended that students stay current on their assignments as the course is rigorous and moves quickly. Assignments are to be turned in at the beginning of class or on CANVAS on the day of the Unit Exam for which the course material was covered. Due dates will be posted in class and on CANVAS. It is the responsibility of the student to turn in their work in a timely manner. No late work will be accepted after the Unit Exam and will result in a “0” points for the assignment(s).

Performance Skill/Professional Development: (10%) It is the goal of the Utah State Board of Education (USBE) and the Career and Technical Education Department to not only guide students in the pursuit of knowledge but to impart valuable career-oriented skills. To this end Performance Skills/ Professional Development projects are integrated into the curriculum.

Class Engagement:

Classroom Engagement is an assignment for which you will be graded. You are expected to engage in class discussion and activities. You may use your computer to access the textbook, take notes and to research the discussion topic only when given explicit instruction. If you are discovered to not be engaging in the discussion and activities you will placed in another classroom for the duration of the class period.

Extra Credit:

There will be a variety of opportunities for extra credit each with a predetermined amount of points. Students are encouraged to participate in as much extra credit as they deem necessary. There are many real-life experiences that cannot be taught in the classroom. All extra credit must be pre-approved.

Utah State Board of Education Skills Certificate Exam:

At the end of the course all students are required to take a USBE Skills exam for their Health Science course. This exam will not negatively impact a student’s grade. Students that pass the Skills Exam with a score of 80% or higher will be awarded Skills Certificate from the USBE.

Grade Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 93%</td>
<td>A</td>
</tr>
<tr>
<td>92 - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89 - 87%</td>
<td>B+</td>
</tr>
<tr>
<td>86 - 83%</td>
<td>B</td>
</tr>
<tr>
<td>82 - 80%</td>
<td>B-</td>
</tr>
<tr>
<td>79 - 77%</td>
<td>C+</td>
</tr>
<tr>
<td>76 - 73%</td>
<td>C</td>
</tr>
<tr>
<td>72 - 70%</td>
<td>C-</td>
</tr>
<tr>
<td>69 - 67%</td>
<td>D+</td>
</tr>
<tr>
<td>66 - 63%</td>
<td>D</td>
</tr>
<tr>
<td>62 - 60%</td>
<td>D-</td>
</tr>
<tr>
<td>59 - 0%</td>
<td>F</td>
</tr>
</tbody>
</table>

Independent Study:

The health science courses are of the most rigorous courses offered at Hillcrest. The Curricula is new and foreign to the student, fast paced and quite extensive. To be successful in mastering the
curriculum, it is highly recommended that students independently study, practice and review the material a minimum of 30 minutes a day in addition to their homework, lab and Performance Skill/Professional Development assignments.

Grade Changes:

The instructor will not do grade change contracts with students and or their parent/guardian. Do not request to have your or your student’s grade changed. Previous quarter grades will be automatically be changed to an “A” if the student demonstrates mastery of the curriculum of the State standardized Skills Exam at the end of the course with a passing score of 93% or greater.

No Grade Makeups:

A “No Grade” (NG) is assigned when a student has excessive attendance violations. (see student manual.) “No Grades” may be made up during APP time through service-learning. Service Learning assignments may include organizing lab equipment or cleaning the classroom. The tasks will be assigned based upon how many missed days need to be made up.

Assignment Labeling:

All course work is to be labeled with the student’s name and period number at the top of every page. Course work turned in with a “no-name” will not be awarded credit.

Opportunities:

As a member of this class, you will have an opportunity to join HOSA-Future Health Professionals. HOSA is a national student organization. Students will acquire the knowledge and skills to compete in the state and national competitions. Leadership opportunities are also available. The yearly fee to join is $25, which can be paid in the Main Office. Checks must be written to Hillcrest High School.

Educational Media:

In this class we will view media including videos, images and illustrations for instructional purposes. All media displayed in class aligns with the Utah State Board of Education Standards and Strands. Video and images displayed contain, human anatomy including genitalia, pathologies, injuries or other infirmities. Some of the content may make your student feel squeamish. We endeavor to teach all course material with dignity and sensitivity and expect the students to do so as well. You are welcome to review classroom content at any time. Please see the CANVAS Course page.

Movies:

Your student may have the rare opportunity to watch a curriculum-related movie with a “PG-13” rating. This film will have been reviewed by the instructor and authorized by the School Principal in accordance to District guidelines. Before the movie screening, a parent/guardian authorization form must be signed. If the parent/guardian chooses not to allow the student to view the movie they will be given an alternate assignment of the same value.

Cheating:
Any form of cheating will not be tolerated and result in a failing “F” grade and or “0” points for the assignment, lab, quiz, or exam. Opportunities to makeup of retake the assignment, lab, quiz or exam will not be provided. In the event that cheating is discovered, the parent or guardian of the student will be notified, and the student will be referred to their school administrator for possible addition corrective action.

Having additional windows open on the Chromebook during an exam is cheating. Having any electronic device out during an assessment is cheating. Talking, communicating with other students or acting in a disruptive manner is considered cheating.

**Plagiarism:**

Students are expected to reference all sources of information. Any plagiarism will result in failure of the assignment and no points awarded. Information must not be copied from other student’s work, textbook or internet sources.

**Privacy:**

This class requires a State Certification Exam at the conclusion of the course. This exam as well as registration for HOSA members, and some digital technologies used in this class will require the entering of personal contact information. By signing below, you give permission to disclose this information for educational purposes.

**Electronic Devices:**

The instructor shall not be held liable for the care or storage of any electronic devices including mobile phones. Students assume of the risk of their personal electronic devices if they are damaged, lost or stolen.

**No electronic devices are to be used in class** unless they are specifically requested by the instructor. If a student uses their cell phone/electronic device for a purpose other than specified by the instructor, for the first offense a warning will be given and the student will be placed on a Behavioral Contract.

For the second offense of unauthorized electronics use, the device(s) will be confiscated and placed in the instructor’s possession until the end of the class period, the student may be assigned Lunch Detention for the following day and the parent may be contacted.

For the third offense of unauthorized use of electronics, the device(s) will be confiscated until the end of the period, the parent will be contacted, disciplinary action will be logged on the student’s record with an administrative referral to the student’s assigned Vice Principal.

*Refusal to turn over electronic devices for unauthorized use during class time will result in the student assigned to Lunch Detention the following day.

**Food:**

Food and drink will not be allowed in the classroom, or lab. Water is acceptable.

**Dress:**

Professionals in the health sciences are expected to adhere to the highest standards of dress and grooming. Students contemplating career opportunities in the health sciences are encouraged to
practice these standards in the classroom. Students shall maintain standards of personal cleanliness which are conducive to good health and contribute to a positive learning environment and encouraged to bathe daily. Students will be assessed and graded on their clothing suiting the day’s planned activities which may include closed-toed shoes for dissections or gym attire for exercise physiology labs. Students dressed in business attire on exam days will receive extra credit.

Hillcrest Dress Code prohibits use of hats/hoods in the building.

Any student dressed inappropriately will not be allowed to participate in class and will be sent to the School Administrator.

Course Fee:

$20 for equipment and supplies. To be turned in at the Main Office by ___September 25th, 2019______, with a copy of the receipt turned in to Mr. Hart. If you qualify for a fee waiver you are to still turn in a receipt to the instructor. Students that have not paid their course fee by the due date will not be allowed to participate in lab experiences and a fine will be placed on their account. My goal is to provide your students with as many “hands-on” learning labs as possible including practicing with anatomical models and dissection of mammalian organs and tissues, however funding is always restrictive. If you have access to field trip experiences, lab equipment etc. or would like to make a tax-deductible donation to the Hillcrest Health Sciences, please contact me.

Human Sexuality Consent Form:

The Utah State Board of Education requires all students participating in a course that includes instruction on topics related to human sexuality have a completed parental consent form. Please have a parent or guardian read the form carefully, select ONE option, sign, and return it. Instruction and/or discussion of human sexuality topics are controlled by state law and/or Utah State Board of Education rule. Should you have any questions please contact the instructor. The Human Sexuality Consent Form must be returned by ___September 25th, 2019______.

Discrimination / Disability:

Discrimination of any kind will not be tolerated. Any student requiring special accommodations or services due to a disability or other circumstance can make arrangements with the counseling department, the administration or the instructor.

Behavioral Expectations and Behavior Contract:

All Students are expected uphold the following standards of classroom decorum. The student and their parent/guardian will be required to sign a behavior contract. Any violation of the behavior contracts may result in a parent/guardian contact, temporary removal from the class or lunch detention. If the behavioral contract is not signed by the parent/guardian and returned by ___September 25, 2019, the student may be assigned lunch detention.

1. Students must abide by ALL school rules and regulations as explained in the Student Handbook.
2. Take Responsibility and ownership for your actions. Never make excuses.
3. Respect yourself, your peers and your instructor. Students have a right to learn and a right to be heard. Disrespectful or disruptive behavior will not be tolerated.
4. Arrive on time and prepared for the day’s activities. On time means in your assigned seat working on the starter/quiz when the bell rings.
5. Classroom supplies, textbook, assigned tasks must accompany you to class each day.
6. Students are to attend and be engaged in all class lectures, discussions and labs. Sleeping in class is not permitted.
7. Only classroom supplies for each day are allowed at your desk. Backpacks, bags and purses should be stored in your locker or in the back of the classroom not at your seat.
8. Vandalism and Theft: The classroom computers, lab materials, anatomical models and desks, as well as other student’s possessions should not be touched or tampered with. Vandalism of school property will automatically result in lunch detention the following day, a phone call home and possible referral to school administration. Theft, regardless of the property value is grounds for suspension from campus. Damaged property will be replaced by the student at their own expense. Students have a duty to report theft or vandalism to the instructor.
9. Dismissal at the end of the period is by the teacher, not the bell. The classroom and lab must be clean and organized prior to dismissal.
10. Electronic devises of any kind are not permitted in the classroom including cell phones, iPods, cameras, etc. The use of these items will result in confiscation.

I have reviewed and affirm the policies outlined by Mr. Hart in this disclosure statement.

____________________________________
School Administrator
Please sign and return this page, signifying that the undersigned have read and understood the information presented in the disclosure. There will be a quiz on the content of this disclosure.

I agree to follow by the above outlined policies in Mr. Hart’s classroom.

Student’s Name __________________________________________  Period _______

Student’s Signature ____________________________________________

Parent/Guardian:

Sign here, giving your student permission to take this class with the understanding of this course disclosure document.

Parent’s Signature ____________________________________________

Date __________________________

Check List

I have paid my course fee of $20.00 to the main office.
I have turned in my Utah State Board of Education Human Sexuality Consent Form
I have turned in my Behavior Contract
I am interested in joining HOSA – Future Health Professionals
Salt Lake Community College

Medical Terminology

MA 1100

INSTRUCTOR: Matthew Hart
OFFICE: C109
TELEPHONE: 801-826-6000
E-MAIL ADDRESS: Matthew.Hart@canyonsdistrict.org
PREREQUISITES: None
CREDIT HOURS: 3

TEXT: Dean Vaughn Medical Terminology 350 (less than $5 used on Amazon)

COURSE MATERIALS: Quizlet Account, Notebook, Flashcards, 3 Ring Binder

COURSE DESCRIPTION:

Course format is lecture supplemented with videos and discussion covering more than 350 medical word roots, suffixes, and prefixes. Emphasis is placed on pronunciation, spelling, and proper usage of medical terms. Medical abbreviations are also introduced.

STUDENT LEARNING OUTCOMES:

Upon completion of this course, the student should able to:

- Identify over 350 medical word roots
- Spell over 350 medical word roots and terms
- Define and Diagram over 350 medical word roots and terms
- Pronounce over 350 medical words and terms
- Define over 300 common medical abbreviations
- Use a medical dictionary effectively

METHODS OF INSTRUCTION:

- Day one: View video for lesson
- Day two: Discuss/review lesson
- Day three: Test for lesson
Students are encouraged to make and use flashcards as a learning tool.

**Canvas Course site is used for course calendar, assignments and for students to access grades.

REQUIRED ASSESSMENTS:

- **Weekly tests** will include 15 dictated medical elements, 10 dictated complete medical terms, and 10 medical abbreviations from each lesson.
  - Student will be graded on correct spelling of medical terms and elements (2 pts each)
  - Correct definition of medical terms and elements (2 points each)
  - Each abbreviation definition (1 pt each).
- **Mid-Term** covering lessons 1-8 has **150 possible points**
- **Abbreviation Final Exam** has **150 possible points**
- **Final Exam** covering lessons 1-14 has **200 possible points**

*Testing and assignments due dates will be provided to students.

ASSIGNMENTS:

Homework assignments are designed to facilitate mastery of curriculum. We will be using “Quizlet” and “Quizlet Live” throughout the course. A Quizlet account is required. It is recommended that students stay current on their assignments as the course is rigorous and moves quickly. All assignments are due by 11:59 pm on the day of their Midterm and Final Exams. **No late work will be accepted after the Midterm or Final exams.**

Class Engagement:

Classroom Engagement is an assignment for which you will be graded. You are expected to engage in class discussion and activities. You may use your computer to access the textbook, take notes and to research the discussion topic only when given explicit instruction. If you are discovered to not be engaging in the discussion and activities you will placed in another classroom for the duration of the class period.

Testing and assignments due dates are posted on the course Canvas site.

GRADE WEIGHTING:

- Weekly Quizzes and Exams: 90%
- Assignments: 10%

GRADE SCALE:
<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Grade</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100%</td>
<td>A-</td>
<td>90-94%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89%</td>
<td>B</td>
<td>84-86%</td>
</tr>
<tr>
<td>B-</td>
<td>80-83%</td>
<td>C+</td>
<td>77-79%</td>
</tr>
<tr>
<td>C</td>
<td>74-76%</td>
<td>C-</td>
<td>70-73%</td>
</tr>
<tr>
<td></td>
<td>passing for the MA program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69%</td>
<td>D</td>
<td>64-66%</td>
</tr>
<tr>
<td>D-</td>
<td>60-63%</td>
<td>F</td>
<td>0-59%</td>
</tr>
</tbody>
</table>

*It is the student’s responsibility to know and understand the required passing grade of their individual program.

**INCOMPLETES:**

An incomplete is a conditional grade given only in extraordinary cases where a student has completed a major portion of the class but is unable to complete course work due to circumstances beyond their control such as major illness/injury or a death in the family. Written documentation from your physician will be required. A student must be maintaining 75% or better before an incomplete is given.

**COURSE COMMUNICATION:**

Communication between a student and the faculty for this course will be done either face to face during **APP time** posted office hours or by email messaging through the course canvas site. Attend APP on the day that corresponds to your course.

**APP Schedule:**
Monday: Exercise Science/ Sports Medicine
Tuesday: Intro to Health Science
Wednesday: Medical Anatomy and Physiology
Thursday: Medical Terminology
Friday: HOSA

**ELECTRONIC DEVICES:**

No electronic devices are allowed in class unless they are specifically requested for use in class by the teacher. If a student uses their cell phone/electronic device for a purpose other than specified by the teacher, for the first offense it will be confiscated and placed in the teacher’s possession until the end of the school day. For the second offense the electronic device will be confiscated and turned over to Dr. Jan Hansen, a school administrator. A parent or guardian will need to meet with the Vice Principal to retrieve it.

Cell phones, iPods, pagers, Spy Pens with webcam and microphone or any other devise (excluding ADA authorized devices) that may distract from the class should be silenced before entering the classroom and may not be on the desk during class or exams.

You may not record or publish information from this course or any MA course without written authorization from the course instructor. If used without authorization you have violated PRIVACY/INTELLECTUAL PROPERTY RIGHTS and you will be dropped from the Medical Assistant Program.

Absolutely NO electronic devices are allowed during tests. Any talking or use of electronic devices during assessments including quizzes and exams will result in a failing “F” grade for the course, no concurrent enrollment credit at SLCC will be awarded, the parent or guardian of the student will be notified, and the student will be referred to their school administrator for possible addition corrective action.

**PLAGIARISM:**

Students are expected to reference all sources of information. Any plagiarism will result in failure of the assignment and failure of the course with no SLCC credit awarded. Information must not be copied from other student’s work, textbook or internet sources.

**SALT LAKE COMMUNITY COLLEGE STATEMENT:**
**LEARNING OUTCOMES** – SLCC is committed to fostering and assessing the following student learning outcomes in its programs and courses by:

- Acquiring substantive knowledge in the field of their choice
- Communicate effectively
- Develop quantitative illiteracies
- Think critically and creatively
- Developing the knowledge and skills to be civically engage
- Develop the knowledge and skills to work with others in professional and constructive manner
- Develop computer and information literacy

**IMPORTANT INFORMATION FOR STUDENTS:**

**The Disability Resource Center**

SLCC values inclusive learning environments and strives to make all aspects of the College accessible to our students. If you have a disability and believe you need accommodations to improve access to learning materials or the learning environment, please contact the Disability Resource Center: (phone) 801-957-4659; (email) drc@slcc.edu; (website) www.slcc.edu/drc.

**The Student Code of Conduct**

All students are expected to follow the [SLCC Student Code of Conduct](http://www.slcc.edu).

**Title IX Statement**

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Salt Lake Community College does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the College’s educational programs or activities. If you have questions or concerns regarding your rights or responsibilities, or if you would like to file a Title IX complaint please contact:

Kenneth Stonebrook, J.D.
Title IX Coordinator
Salt Lake Community College
Taylorsville Redwood Campus – STC 276A
(801) 957-5027
ken.stonebrook@slcc.edu

Online Reporting Form: [http://www.slcc.edu/title-ix/complaint.aspx](http://www.slcc.edu/title-ix/complaint.aspx)
Students may also report incidents to an SLCC faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Center for Health and Counseling, (801) 957-4268. For more information about Title IX, go to: http://www.slcc.edu/title-ix/index.aspx

General Education

Regardless of your major, General Education courses build a foundation of broad knowledge and skills that help you in your further career and life.

Learning Support and Tutoring Services

General Learning Support & Tutoring Services provide support for SLCC students enrolled in any class at the College. All resources are provided free-of-charge. Ask your instructor about discipline-specific learning support and tutoring services.

- **Tutoring**: index of all tutoring resources.
- **STEM Learning Centers**: provide free assistance in Math, Science, Accounting, CSIS and Allied Health Classes at 6 campus locations.
- **Student Writing Center**: provides in-person and online feedback on all writing assignments.
- **Academic Literacy Center**: provides tutoring in reading and conversation.
- **Library Services**: provides research help, print and online resources, computers and study space.
- **ePortfolio Lab**: provides drop-in assistance for all ePortfolio questions.
- **eLearning Support**: provides support for navigating online and hybrid classes.
- **Business Resource and Innovation Center**: provides tutors and a study space for students in Business and CSIS courses. Located in BB 226 on Taylorsville-Redwood Campus.

Advising and Counseling Support Services

Advising and Counseling Support Services provide support for students enrolled in any class as the college.

- **Center for Health and Counseling**: provides health care, mental health counseling, massage therapy services and healthy lifestyle programs.
- **Veterans’ Services**: assists hundreds of students in using their VA education benefits each semester.
- **Academic and Career Advising**: helps students plan, explore, make decisions, access resources and evaluate their academic and career goals.
- **Academic Achievement Center**: helps students achieve GPA requirements for graduation.

I have reviewed and affirm the policies outlined by Mr. Hart in this course syllabus and disclosure statement.

____________________________________
Dr. Jan Hansen, Hillcrest High School Vice Principal
Medical Terminology (MA 1100)

Course Disclosure 2019-2020

Matthew Hart

Student:

I have read, understood and will abide by the information and policies presented in the disclosure.

Student’s Name __________________________________________ Period____________

Student’s Signature ____________________________________________

Date ______________

Parent/Guardian:

I have read the attached syllabus and disclosure and agree to comply with the policies outlined above. I give permission for my student to take this class.

Parent’s Signature ____________________________________________

Date ______________