**MEDICAL LANGUAGE COURSE SYLLABUS/DISCIPLINE POLICY**

**INSTRUCTOR:** Bobbi Schneider BSRRT, EMT, CTE, CPR/EMS Educator

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***COURSE LOCATION:***  Hebron High School ITV Room

***OFFICE HOURS:*** 7:30-4:00 CT

***CREDIT HOURS:*** Duel Credit through DSU (3) or (1) HS credit

**TEXT:** Turley, S. M. (2017). *Medical Language: Immerse Yourself* (5th ed.). Upper Saddle River, NJ: Pearson.

**COURSE DESCRIPTION:**  Students will learn word building principles in order to use medical terminology to effectively communicate with other members of a health care team.

**STUDENT LEARNING COURSE OBJECTIVES:**

1. Introduce the student to basic human body structures.

2. Present roots, prefixes, suffixes, and other word parts necessary to build medical terms.

3. Introduce the student to a variety of medical terms such as anatomical, pathological, diagnostic, and treatment terms.

4. Provide the students with opportunities to spell, define, and explain medical terminology.

5. Present acceptable medical abbreviations and symbols.

6. Provide an opportunity for the student to assess his or her level of comprehension, spelling skills, and pronunciation skills related to medical terminology.

**DSU UNIVERISITY STUDENT LEARNING OUTCOMES**:

1. Demonstrate critical and creative thinking, and problem solving.
2. Demonstrate written, oral, and visual communication skills, information literacy, and technological skills.
3. Demonstrate knowledge of personal and community health and wellness.
4. Demonstrate responsible ethical reasoning and social and intercultural engagement.
5. Demonstrate advanced accomplishment in discipline-specific performance.
6. Demonstrate integrative learning across the curriculum.

**STUDENT OBJECTIVES:**

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

1. Identify, spell, and define roots, prefixes, and suffixes that are used to create medical terms.

2. Identify and define acceptable medical abbreviations and initials.

3. Spell and define medical anatomical, pathological, diagnostic, and treatment terms.

4. Explain the function of each body system and the related organs.

**Course Content Outline:**

Most of the 19 chapters of the textbook will be covered in class. Each chapter will take about two weeks to complete. The textbook is divided into 3 parts. Part I educates the student on the basics of medical terminology. Part II explains the medical terminology according to each of the body systems and medical specialties. Part III discusses other medical specialties such as psychiatry, oncology, radiology and nuclear medicine. Quizzes and other online assignments using Pearson’s MyLab. Grades are on a point system with a test at the end of each chapter.

**Teaching Strategies:**

The following teaching methods will be used in class: lecture, visual presentations, review, online activities, games, possible guest speakers, and discussion of the end-of-chapter exercises and special terminology. The review exercises included in each chapter are valuable tools for mastering medical terminology.

Please note that all students in the Health Science program are exposed to all aspects of the human body. This information may be in the form of videos, models, pictures, graphics, speakers, assignments, or field trips. **ALL** materials in the classroom are important for student learning. If you have concerns regarding learning activities, please contact me by email. **Failure to respond in writing will automatically submit your approval.**

**GRADING/ATTENDANCE:** Grading is based on a point system with daily work, class participation, quizzes, tests and projects. Any missing assignments will be accepted up until the day of the test. 2 points per day will be taken off until work is turned in, including weekends. Otherwise a zero will be placed in the grade book and the assignment will no longer be accepted. Cheating on assignments will not be tolerated! The following grading scale will be followed.

**Tests must be proctored. Taking a test without one will result in an automatic zero**

**A 100-92**

**B 91-83**

**C 82-74**

**D 73-65**

**F 64 or below**

Students and parents will be able to access grades and review attendance using the Great Western Network PowerSchool. The GWN website address and log on information will be provided to all students and parents.

**Attendance** is essential for the understanding of the subject material. The information in class is presented in a variety of methods: in–class lectures, discussions, power points, demonstrations, small-group activities, guest speakers, projects, videos and tours. ITV students must watch all recording. **Not watching a recording is like skipping class which is an unexcused absence.**

**CLASSROOM EXPECATATIONS:**

***Respect yourself and the rights of others to learn and to teach…***

* Act respectfully and with courtesy towards others and their property.
* Come to learn & strive to do your best -your efforts count -follow instruction –arrive prepared.
* Be responsible for your actions and right your mistakes.

It is your responsibility to notify the teacher prior to being absent for a planned excuse. Students are to acquire assignments and materials prior to school related absence and be ready to join the class upon return. You will have one day to make up work for each day missed upon your return for excused absences only. ITV classes will be recorded and each student is responsible for viewing the missed sessions.

**Accommodation for Disability:**

“Students with disabilities who believe they may need an accommodation in this course are encouraged to contact the Coordinator of Disability Services at 483-2999 in the Academic Success Center to ensure that accommodations are implemented in a timely fashion.”

**SUPPLIES:** Please bring to class each day: computer, textbook, pencil/pen, notebook/paper, extra homework or a book/article to read. Additional items may be required throughout the semester. Advanced notice will be given the week prior.

**ITV CLASSROOM EXPECTATIONS:**

* Always be at your desk or workstation and in view of the camera.
* Use class time wisely. Do not disrupt others. On ITV talking is very disruptive to the other sites. The microphones are very sensitive.
* Completed assignments will be done over Google Classroom.

**Roughrider Area Career and Technology Center**

**Interactive Television – Student Discipline Policy**

The RACTC Network schools are proud and excited to offer our students a means of furthering their education.

Two-way Interactive Television is a means for school districts to provide low-incidence courses that may not normally be available to students because of low enrollment or lack of qualified personnel.

Because of the uniqueness of this technology, certain standards are expected of students enrolling in these courses. This policy is intended to make both students and parents aware of the standards expected of students enrolling in such courses.

As a student taking RACTC Network Courses, I am aware that:

1. Certain standards are expected of me as a student and insubordination of any kind will not be tolerated. Insubordination has been defined as anything that interferes with teaching or learning in the classroom.
2. Inappropriate language or gestures will not be tolerated.
3. All classes are digitally recorded and made available for viewing via web streaming.
4. Classroom procedures must be followed:
5. Students must always sit within camera view.
6. Students must not mishandle the classroom equipment.
7. Students must follow all other rules as specified by the teacher.
8. Texting and/or use of cell phones and other mobile devices are not allowed unless approved by the teacher or school policy.

The procedure outlined below will be used when dealing with students with discipline problems.

**First Offense:** The student will be given a verbal warning, and an email will be sent to the school’s site facilitator.

**Second Offense:** The student will be removed from the class and a telephone conference with the parents, administrator, teacher, and student will be held before the student is allowed to return to class. If the issue is not resolved after 3 days, the student will be dropped from the class roster and a failing grade for the semester will be given.

**Third Offense:** The student will be removed from the class and receive a failing grade for the semester. This student will no longer be allowed to take courses through the RACTC.

\*A building administrator and/or the RACTC Director are also authorized to discipline students as described above.

**I have read and understand the discipline policy and the letter to the students by the RACTC director and agree to its terms.**

Student Signature Date Parent Signature Date 08/2024