**Franklin Technology Center**

**Course Syllabus**

Campus: 420 Grand Ave

Department: Health Science

Course Title: Diversified Health Occupations

Course No.: 51.01614

Program Type: Secondary

Credit: 3 Credit Hours

Prepared By: Dr. Tom Strait, Instructor

Date Approved by Department: 5/20/2013

Assistant Director: 

1. **Course Description for Catalog:**

The Diversified Health Occupations Program is designed for high school seniors who are interested in health related careers. This course represents a coordinate blend of formal classroom instruction, guest speakers on related topics, scheduled field trips, and clinical rotations in the health care community at a local hospital and several other health care clinical sites. Preferred prerequisite is Intro to Medical Science, although admittance can be granted based on position availability, a student interview and permission from the instructor.

1. **Objectives of the Discipline:**
	1. To develop awareness of the broad spectrum of health related careers and a base of knowledge related to their functions in the community.
	2. To observe and participate in activities designed for the orientation and introduction to several health service occupations.
	3. To develop skills, a basic understanding and desirable attitudes to perform functions recognized as duties of each exploratory component of the curriculum.
	4. To exhibit attitudes and behavior which indicate respect for individual right of classmates, co-workers and patients.
	5. To be come aware and observe rules of ethical behavior in the health care and clinical setting.
	6. To develop skills of leadership cooperation and self-control in all settings including the classroom and clinical site.

**III.** **tEXTBOOK (S):**

Diversified Health Occupation, Sixth Edition, Louise Simmers, M.Ed., RN, Copyright © 2004 by Delmar Learning

**IV. Major References in the Library and World Wide Web.**

**V. Daily Procedure**

* + 1. Roll will be taken at the beginning of each class.

A student is considered tardy when he/she is not in his/her seat when the tardy bell rings.

* + 1. The student is expected to remain seated for dismissal by the instructor.
		2. The student is expected to come to class prepared for learning, and have a

 **\***ChargedComputer

 **\***Pen/Pencil

 \*Notebook

 \*Any due assignments completed and ready for Instructor

\*All safety equipment / including proper clothing (clean and pressed scrubs during clinical)

**VI. CLASSROOM RULES, RESPONSIBILITIES AND EXPECTATION**

All rules per Franklin Technology Center handbook apply in class. All students are also expected:

1. To behave in a professional and respectful manner, be punctual, prepared with textbook, writing utensil, any assigned work, a separate notebook for note taking, and ready to learn upon entering the classroom.
2. To share in the excitement of learning about the health care world.
3. To participate in classroom discussions, group activities, and projects.
4. To always look for opportunities to learn, be useful of in class time, and stay on task.
5. To seek individualized instruction when needed.
6. To prepare assignments, notebooks, and other projects neatly, legible, and turn them in on time.
7. To maintain an open mind, be respectful of others, and their differences.
8. To work as a community within the classroom and help fellow students.
9. To maintain **STRICT CONFIDENTALITY** for **patients** and **hosts** **at all clinical sites.**
10. No food or drink in the classroom, and students will be given water and restroom breaks on a regular schedule between classes.
11. All students are expected to behave in a mature manner and be considerate of others. No put downs, name-calling, disruptive talking, sleeping, horseplay, inappropriate activities or other unnecessary behavior will be allowed
12. All students are expected to help pickup classroom supplies and keep the room neat upon leaving. Everyone will be assigned a textbook but it is to be left in the classroom for the next class. References are here for your use but should be kept in the classroom.

**Skills USA:** Students are required to join SKILLS USA as their vocational student organization and are responsible for the dues (approx. $15.00) and being a participant in its activities during the year.

**Clinicals:**

Students are required to purchase, have two sets of approved scrubs, nametag and proper shoes for clinical rotations. They are responsible for having all of their immunizations up to date including a resent TB Test (tuberculosis skin test approx. $10.00 - $20.00) before starting clinicals. They also must maintain a “C” average in the class and 90% attendance to participate in clinicals.

**It is necessary for students to drive or have their own means of getting to and from their clinical site where they are assigned.**  The student will bring home a driving pass to be signed by their parent or guardian and returned to their instructor. **During clinicals students are expected to arrive on time, be appropriately dressed and groomed, participate as indicated, and stay the expected length of time. It is also very important that the student notifies the instructor and clinical site if they are unable to attend or must leave early. Failure to do so can lead not only to Employability point’s deduction, but being dropped from clinicals, and possible failure of the class.** Students are only allowed 3 absences in clinical before deduction of points. Students absent on clinical days will also not be given Employability points for those days. Make up work may or may not be given and will be up to the discretion of the instructor

**VII. Evaluation & GRADING:**

Students will be evaluated based on class assignments: exams, quizzes, homework, special projects/presentations, participation, etc.

Grades will be based on TOTAL POINTS EARNED/TOTAL POINTS POSSIBLE.

Accumulative Grade Percentage with maximum days of unexcused absents

 A - 100-90% Maximum if absent 4 days

 B - 89-80% Maximum if absent 5-6 days

 C - 79-70% Maximum if absent 7-8 days

 D - 69-60% Maximum if absent 9 days

 F - 59 – 0% Maximum if absent 10 or more days

All grades in this course of study are based on a weighted system of class assignments. The weighting is as follows:

1. Weekly Employability / Professionalism / Participation Grade X 1

2. Exams and Quizzes X 2

3. Mid Term Exam and Internship Grade X 3

4. Any other Class Assignments usually X 1

On the grade card there will be placed a letter grade of A, B, C, D, F to indicate the grade achieved during the grading period. **A certificate will be given only after completion of the course with a minimum average grade of a C and at least 90% attendance**. Employability readiness is directly related with the grade achieved and the tasks mastered.

**Elements of your Grade**

**Tests:** Advance notice will normally be given preceding an exam/test.

**Quizzes:** No advance notice.

**Absences on exam day:** The exam should be made up within 1-2 days of the absence.

**Absent the day before an exam:** The student is still expected to take the exam on the date scheduled.

**School Related Absences:** It is the student’s obligation to turn in assignments, take exams/quizzes, and complete other class duties before leaving. Failure to do so may result in a reduced grade or a 0%. Good rule of thumb: always check with the instructor when you know you’re going to be absent.

**Quizzes cannot be made up:**

**WEEKLY EMPLOYABILITY / PROFESSIONALISM / PARTICIPATION GRADE**

This is an essential element of a career and technical course. It involves professionalism, class participation, having work/assignments done correctly and turned in on time, tardiness, absenteeism, work habits, attitude, proper care and use of equipment and work areas, treatment of classmates and instructor. Each student will receive 100 points weekly. However, points will also be subtracted from the above listed areas for infractions:

**Attendence**

***Important:***

Franklin Tech is modeled after the workplace, in this health science program students are expected to be in class and on time every day. Personal business must be taken care of **on your own time**. Approved school functions are the only excused absences. ALL other absences other than school functions are unexcused. Dr. appointments, illness, funerals etc. are all days absent. In the educational process, if instructions and training opportunities are missed, it will be reflected in the points received by that student and will affect their grade as follows:

**ABSENCES:**

It is the student’s responsibility to follow up on missed work, tests, notes, etc. This should be taken care of at the beginning or the end of regular class time. The instructor can be available before and after school, however the student is responsible for making arrangements with the instructor).

***Parents will be notified after (3) absence:***

I believe that education is a partnership between students, educators and parents.

Parents have a right to be informed of the student’s progress,

or lack of progress in the student’s development

**Attendance:** (Joplin R-VIII Board Policy amended 7-25-95) students who accumulate ten (10) absences during a semester may lose credit and be dropped from school. Absolutely no make up assignments will be given or accepted after the 10th absence, this includes tests and quizzes.

**Late Work:**

Late work is unacceptable in the work place and is part of employability. One of the essential skills to be obtained during this course is the ability to meet deadlines. Of course there are exceptions for absences due to illness and school related activities. It is the **student’s responsibility** to seek missed assignments. Instructors are not obliged to repeat a lab or other in-class experiences missed by the absent student. Students should be aware that the quality of learning experience may suffer as a result of absence and/or chronic lateness. There will be a penalty of one letter grade (10%) for each day an assignment is late up to 3 days. Therefore the following penalties will be assigned for assignments turned in late, or for the employability grade if no assignment grade is given:

 1 DAY -- 10% Reduction in Grade

 2 DAYS -- 20% Reduction in Grade

 3 DAYS -- 30% Reduction in Grade

 4 DAYS or more -- NO GRADE

A student can miss anywhere between 1 – 4 days and keep their A, if they miss more than 4 it will drop them to a B. Miss over 6 days absent and you automatically fall to a C. Then if you miss as many as 8 or 9 you can expect a grade of a D.

ANYTHING over 10 days will result in a grade of an F.

EXCESSIVE LATE WORK WILL NOT BE TOLERATED. A CONFERENCE WITH PARENTS/GUARDIANS AND/OR PRINCIPAL WILL RESULT.

***WARNING: ANY STUDENT PLAYING GAMES ON THE COMPUTER OR UNAUTHORIZED USE OF THE INTERNET, DURING CLASS HOURS WILL HAVE UP TO (100) POINTS SUBTRACTED FROM THEIR EMPLOYABILITY POINTS FOR EACH OFFENCE.***

**Academic Honesty:**

Consistent with the Joplin Schools policy and simply stated, every student is expected to complete his/her own work. Per the school district policy, students who participate in any act which would deceive, cheat, or defraud to promote or enhance their or anyone else’s grade or grades has committed academic dishonesty. Academic dishonest also includes knowingly or assisting other people committing academic dishonesty. Academic dishonesty includes but is not limited to plagiarism (using other people’s work for their own) or cheating in any form. If this policy is violated all parties involved will receive a zero for that assignment.

**CLOTHING POLICY**

One of our top priorities at Franklin Technology Center is to train the student to successfully enter and to succeed in their chosen field. ***Students will be expected to dress appropriately for their career path.*** Hats, if worn, MUST BE REMOVED UPON ENTERING THE BUILDING AND REMAIN OFF WHILE IN THE HALLWAYS WITHOUT REMINDERS, UNTIL THE STUDENT EXITS THE BUILDING. Some programs allow hats in their lab areas.

**A POLICY OF NONDISCRIMINATION:** The School District of Joplin R-VIII and Franklin Technology Center complies with all local, state, and federal laws and regulations concerning civil and human rights. Educational programs, admissions, and employment practices of the school district and school are free of any discrimination based on race, sex, color, religion, national origin, handicap or prior Vietnam or military service. The policy of the school district and school not to discriminate on the basis of sex or handicap is in compliance with Title IV of the 1972 Educational Amendments, and Section 504 of the Rehabilitation Act of 1973 respectively.

Compliance Officer:

 Superintendent of Schools

 The School District of Joplin R-VIII

 P.O. Box 128

 Joplin, MO 64802

 417-625-5200

 It is the policy of Franklin Technology Center not to discriminate on the basis of race, color, age, gender, disability, religion, or national origin in its education programs, financial aids, activities, admission, or employment policies.

Under the Americans with Disabilities Act, every effort will be made to assist any student with special needs. If you are an individual with a disability and require an accommodation for this class, please notify the instructor or the Special Service Coordinator at Franklin Technology (625-5260)

I have read, and understand the policies listed for the **Diversified Health Occupations** program of study.

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are invited and encouraged to visit our facility.

Questions, comments or further explanation can be received by calling

***DR Strait*** @ 625-5260 ext. 3225

**PLEASE SIGN AND RETURN THIS PAGE TO DR STRAIT!**