COURSE DESCRIPTION:
Welcome to Exploring Health Careers. You will discover that healthcare is a very dynamic and exciting industry. This course can provide you with a world of knowledge and experience while seeing what a profession in this field can be like. By studying this course, learning from guest speakers, and participating in labs and activities, you will be able to further define, or possibly change, your career goals.

This course is designed to provide for the development of advanced knowledge and skills related to a wide variety of health careers. Students will have hands-on experiences which will allow for skill development and continued exposure to a variety of healthcare professions. Students are expected to further develop reasoning and critical thinking skills in order to make decisions, solve problems, communicate effectively and employ professional integrity.

Content Areas:
- Academic Foundations
- Communications
- Safety Practices
- Health Maintenance
- Computer Applications in Health Care
- Ethical and Legal Issues in Health Care
- Career Awareness, Exploration and Planning
- Medical Terminology
- Teamwork
- Health Care Systems
- Work Based Learning
- Medical Math
- Health Care Skills
- Career and Employability Skills
- CPR for Healthcare Providers and First Aid Certifications

The student’s Career & Employability (Clinical Professionalism) grade will be directly impacted by adherence to the following policies. Both current and future enrollment at KCTC may be jeopardized by failing to follow Exploring Health Careers policies.

Attendance: In the event of an absence the student (or student’s parent/guardian) has the sole responsibility of contacting the instructor, by phone or email, prior to the start of class. This contact should include the reason for the absence and if it will be for more than one day. Instructor e-mails appear on the Kent Career Tech Center website (http://thetechcenter.org). Or a message can be left by calling (616) 364-8421, and then dialing the instructor’s extension.

During and upon returning from the absence, it is the student’s responsibility to access the Google Classroom website (http://moodle.kentisd.net) for missed work and consult with classmates (at least 3) seeking information about missed class assignments before consulting the instructor for assistance. The student will initiate contact with instructor to formulate a plan for completion/turn in of missed work. Failure to contact the instructor prior to class will result in an unexcused absence and a loss of opportunity to make up the work. In general, if the student is absent (excused or unexcused) on the day of an assessment, the student must take assessment the day they return to class.
**Cell Phones:** In an effort to eliminate distractions during class and prepare students for the workplace, cell phones and any other electronic devices will be expected to **remain off** and in the student’s bag/purse/pocket for the duration of the class. The expectation is that cell phones and all other electronic devices will be **turned off** and securely stored **BEFORE** entering the classroom. Adherence to this policy is an integral part of the classroom culture and an essential aspect of professionalism; therefore, any failure to follow this policy will result in loss of participation points for the day (as part of the Career and Employability grading). In addition to the loss of points, a student’s first occurrence not following this classroom rule will result in a discussion with the teacher about the choices the student is making and how it relates to the agreed upon classroom rules and professionalism expected. Any subsequent infractions will result in an immediate referral to RTC.

If a parent and/or guardian needs to reach a student immediately they may call the instructor’s classroom phone number. If the class is in the lab for the day they may call the KCTC main phone number (616-364-8421) and the office will get in touch with the instructor. Any exceptions to this policy will be reviewed on a case by case basis with the instructor and KCTC administration.

**Late Work and Remediation:** All assessments and Medical Terminology quizzes cannot be retaken. Instructors will provide appropriate accommodations to students with an IEP or 504 plan. A student who misses an assessment will be expected to take/turn in the assessment on the day they return to class unless arrangements have been made with the instructor **PRIOR** to the student’s return to class.

**References:**

**Course Disclosure:**
Students enrolled in the KCTC Exploring Health Careers course may be exposed to sensitive medical scenarios during class time. Patient confidentiality according to the federal HIPAA policy will be followed at all times.

**Digital Citizenship**
The use of personal digital equipment is not recommended. Students may not photograph or video another student or instructor without the permission of the instructor and student. Students are responsible for securing their own belongings during class time.

**Student Responsibilities:**
1. Students will attend class daily to remain enrolled in this course.
2. Students will have to complete daily homework assignments.
3. Students will work with others in close contact (example: brushing each other’s teeth) as well as therapeutic touch.
4. Students will follow the course Code of Ethics standards.
5. Students will participate in class field trips to work with clients in a healthcare facility.
6. Students will actively listen and be engaged during healthcare speaker presentations, field trips, and college visits.
7. Students will dress appropriately to meet Health Careers program standards.
8. Students will be held to KCTC “Go Pro” standards at all times.
Career & Employability Standards (Clinical Professionalism or Code of Ethics):

As a work based learning environment, students are graded on employability work behaviors including:

- **Personal Management** (Professional Behavior: Able to independently follow all classroom room rules, procedures, class policies and Code of Ethics)
- **TeamWork** (Able to work well with others)
- **Problem solving** (Takes the Initiative to be actively engaged in own learning and is motivated to achieve their personal best)

Each day you will be awarded up to 4 points on the following scale:
- 4 (A+ or 150% or Doing more than expected)
- 3 (A or 100% or Doing what is expected of you)
- 2 (B/C or Did well but could do better)
- 1 (D or Struggled)
- 0 (E or Didn’t accomplish tasks)

Points are earned daily and account for 30% of the student’s grade

Student Leadership

Students have many opportunities to take initiative and lead by example in this program on a daily basis. We offer work based learning opportunities in healthcare facilities, schools, and directly in our local community.

Embedded Core Credit:

Following successful completion of this program, the student is eligible to receive the following core credit equivalencies: 1.0 Science credit, 0.5 English credit, 0.5 Math Credit, 1.0 VPAA Credit, 1 year OLE (Online Learning Experience).

Articulation Agreements:

Following completion of this program, the student may be granted college credit toward a degree program from Baker College, Ferris State University, Davenport University or Grand Rapids Community College. Credit is granted through articulation agreements with these institutions and is based upon competency testing and instructor recommendation. Following completion of this program an overall grade of B or better and a Medical Terminology grade of 84% or better are required to receive articulated credit for identified courses at the above post-secondary institutions.

Returning to KCTC Health Careers for a 2nd Year Course:

At the end of the 1st 9 weeks all students grades and attendance will be reviewed by KCTC administration to verify continuing improvement. Academic probation is an option if a student does not meet the minimum requirements for grades and attendance. Once a student is placed on academic probation their performance will be monitored by administration to access if they can claim the benefits of priority placement during KCTC’s enrollment cycle, like other returning KCTC students.
GRADING:
Each semester the grade earned is calculated from Technical/Foundational Standards (health care skills, assessments, medical terminology, class assignments), and Career & Employability Standards. An end of semester evaluation with a local healthcare professional is also included in the semester grade. The breakdown of each 9 week grade is determined by the KCTC grading policy:

Grades posted online: powerschool.kentisd.org/public

<table>
<thead>
<tr>
<th>9 Week Grading Policy</th>
<th>KCTC Grading Scale:</th>
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<tbody>
<tr>
<td><strong>Foundation/Technical Standards</strong></td>
<td></td>
</tr>
<tr>
<td>Assessments</td>
<td>20%</td>
</tr>
<tr>
<td>Skill/Demo Lab Time</td>
<td>20%</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>20%</td>
</tr>
<tr>
<td>Class Assignments</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>70%</strong></td>
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Students will also be assessed to Industry Standards on a 4, 3, 2, 1, 0 Scale which will then be converted into a percentage grade.

<table>
<thead>
<tr>
<th><strong>Career &amp; Employability (Clinical Professionalism) Standards</strong></th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
</tr>
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</table>

**Grand Total** 100%

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<thead>
<tr>
<th><strong>Semester Grading Policy</strong></th>
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</thead>
<tbody>
<tr>
<td>1st 9 Weeks</td>
</tr>
<tr>
<td>2nd 9 Weeks</td>
</tr>
<tr>
<td>Medical Math</td>
</tr>
<tr>
<td>Industry (Semester) Evaluation</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
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Syllabus Agreement

Please Read the course information, sign, and return this sheet to YOUR INSTRUCTOR By Thursday, Aug 24, 2017

Students:
Please sign below to signify that you have read the course syllabus for KCTC’s Exploring Health Careers Course and accept responsibility for complying with this information throughout the year. You also agree to check course performance (grades and attendance) on PowerSchool at least twice per week at school or at home.

_______________________________
Student printed name

_______________________________
Student signature

Date

Parents/Guardians:
Please sign below to indicate that you have read the course syllabus for the Exploring Health Careers course and that you will help your student be accountable for the information. If you have questions about the course or your student’s work, please do not hesitate to contact me; email is the best way to reach me quickly (see front page for specific instructor email address).

_______________________________
Parent/Guardian printed name

_______________________________
Parent/Guardian signature

Date

_______________________________
Parent/Guardian e-mail

(please print)

Parent/Guardian daytime phone number

Parents and guardians, please CIRCLE the best way for me to contact you:

 e-mail

 phone
As part of our classroom culture and professional atmosphere expected, students in the Exploring Health Careers classes will be expected to understand and abide by our **Code of Ethics**.

**Code of ETHICS**

As a Diplomat of Exploring Health Careers & potential future health care provider, I hereby pledge my commitment to the following principles:

Respect the Rights, privacy and dignity of my patients/classmates and maintain confidentiality and professionalism at all times.

Treat within my lawful scope of practice and training and only if I am able to safely, competently and effectively do so.

Allow my patients to participate fully in decisions related to their health care by documenting and keeping them informed of treatments and outcomes.

Accept and treat those seeking my services in a fair and nondiscriminatory manner.

Render the highest quality of care to my patients and to my fellow classmates and seek support from staff members when appropriate. I will take ownership of my actions and learning.

Come to class prepared, ready to learn, and eager to participate in classroom & laboratory activities.

Continue to advance my knowledge through education, training and collaboration with my colleagues to maintain excellence and high ethical standards in our profession.

Support the classroom culture in a positive way by striving to do my personal best and encouraging others to do the same.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community.

**Students:**

Please sign below to signify that you have read the Code of Ethics for KCTC’s Exploring Health Careers Course and accept responsibility for complying with this throughout the year. Return to your instructor **By Thursday, Aug 24, 2017**

__________________________  _____________________  ____________________
Student printed name  Student signature  Date
Exploring Health Careers 2017-18 Class Calendar*

Aug 21-24  Welcome, Teambuilding & Review of Procedures
Aug 24     Syllabus and Code of Ethics Signature Pages DUE
Aug 28     Slide Presentation Due
Aug 28-31  Study Skills

Sept 5 & 6  Policies and Procedures, Intro to Lab & Intro to Infection Control
Sept 7     Begin Medical Terminology, Begin Health Care evolution project
Sept 8     Students present on Healthcare timeline, pre-assessment on first unit
Sept 11-21 CPR, First Aid and Wonder
Sept 14    CPR or First Aid test
Sept 21    CPR or First Aid test, Wonder vocabulary test
Sept 22    Begin Shoebox project
Sept 25    Shoebox project due
Sept 25-10/13 **Health Informatics Unit**
Sept 26    Quiz on professionalism

Oct 4      Vocab Quiz
Oct 11     Med Term Quiz
Oct 12     College Expo
Oct 13     Test on Health Informatics
Oct 16-27  **Therapeutics**
Oct 18     Handwashing skills assessment
            Cultural presentation due
Oct 19     **KCTC/Health Careers Open House 5-7PM**
Oct 25     PPE skills assessment
            Quiz on readings
Oct 26 & 27 Student presentations & suturing
Oct 27     Quiz on integumentary system
Oct 30-11/7 **Skeletal System**
Oct 31     Quiz on readings

Nov 2      Patient Protocol skills assessment
Nov 3      Bone dissection
Nov 6      Med Term quiz and test review
Nov 7      Test on skeletal system
Nov 8-16   **Muscles Unit**
Nov 9      Quiz on readings
Nov 10     Quiz on readings
Nov 14     ROM skills assessment
Nov 15     Med Term Quiz
Nov 16     Muscle unit test
Nov 17-21  Field trips, speakers and other

Nov 27-1/19 **Diagnostics**
Nov 27-12/5 **Cardiovascular Unit**
Nov 28  Quiz on readings
Nov 29  Quiz on readings
Nov 30  Med Term Quiz
        Vital signs skills assessment

Dec 4  PSA presentations
Dec 5  Dissection of the heart
        Test on Cardiovascular System
Dec 6-12/12  Lymphatic System Unit
Dec 7  Quiz on readings
Dec 8  Mock interviews
Dec 11&12  Final Exam Review
Dec 12  Quiz on Lymphatics
Dec 12-22  Pulmonary Unit
Dec 13  Quiz on readings
Dec 14  FINAL EXAM
Dec 19  Med Term Quiz
Dec 20  Test on Pulmonary System
Dec 25-Jan5  Holiday Break

Jan 8-19  Hematology Unit
Jan 9  Quiz on readings
Jan 15  Phlebotomy skills assessment
Jan 16  Med Term Quiz
Jan 18  Test on Hematology
Jan 22-2/16  Support Services
Jan 22-2/1  Digestion & Health and Wellness Unit
Jan 29  Children’s book due
Jan 30  Field trip
Jan 31  Med Term Quiz

Feb 1  Test on Digestion & Health and Wellness
Feb 5-7  Urinary Unit
Feb 7  Med Term Quiz
        Test on Urinary System
Feb 8-16  Reproduction & Genetics Unit
Feb 14  Quiz on readings
Feb 15  Med Term Quiz
Feb 16  Genetics project Due
        Test on Reproduction and Genetics
Feb 19 & 20  Mid-Winter Break
Feb 22 & 23  Debates
Feb 26-3/16  Biotechnology
Feb 26-3/6  Nervous System Unit
Feb 27  Quiz on readings
Mar 1      Parts of Brain Presentation
Mar 5      Med Term Quiz
Mar 6      Test on Nervous System
Mar 7-8    Special Senses Unit
Mar 8      KCTC/Health Careers Open House 5-7PM
Mar 12-16  Work on Health Promotions Projects
Mar 21     Health Fair @ KCTC
Mar 22-29  Endocrine Unit
Mar 27     Endocrine Presentations
Mar 30-4/6 Spring Break

Apr 9-13   Career Health Display research & Testing at local schools
April 16-5/4 Career Rotation 1

May 7-25   Career Rotation 2
May 14-18  Student Evaluations
May 18     Last day for seniors
May 28     Memorial Day

June 1     Last day of school at KCTC

*Dates may change at the discretion of the teacher*