

Health Science Practicum Syllabus

Fall and Spring Semester
2023 - 2024

Instructor Information

Instructor	Email	Instructor Conference Time
Monique Taylor MSN, RN	Monique.taylor@houstonisd.org	Office Hours 1432 - 1525

General Information

Description

The Practicum in Health Science course is designed to give students practical application of previously studied knowledge and skills. The course will be taught by different methodologies, such as preclinical lab, clinical rotation, and cooperative education. During clinical rotation, students will observe in numerous specialty areas including ER, Sports Medicine, Nursery, ICU, Cancer Center, etc. This course allows students to observe and learn from professionals in the medical field. At the conclusion of this course, students will take the Certified Clinical Medical Assistant exam.

Course Goals

- o Students will demonstrate critical thinking; effective decision making and communicate efficiently.
- o Students will utilize teamwork while providing care.
- o Students are expected to demonstrate the knowledge and skills necessary to pursue healthcare careers.
- o Students will access their ethical and legal responsibilities, limitations, and the implications of their actions.
- o Students will interpret integrative knowledge and understanding of health care professions through observational clinical rotations, speakers, internet research, and group projects.

- o Train to assist HCP in clinical and administrative duties.

- o Students will explain and maintain HIPAA.
- o Students will demonstrate morals, code of ethics, and professionalism.

Course Information

Required Materials

- Textbook
 - o Medical Assisting: Administrative & Clinical Competencies
- Supplementary
 - o ICEV
 - o NHA
- Clothing
 - o Scrubs, and
 - o Wristwatch with 3rd hand
 - o Close-toed shoes athletic shoes
- Supplies
 - o Pocket notebook
 - o Black/ dark blue ink pens
 - o Laptop
 - o Headphones or Earbuds
 - o Calculator – basic function – Cell phones are not allowed

Attendance

- Students are expected to attend class regularly. Students are responsible for making up all assignments missed during an absence. It is also the student's responsibility to communicate with the teacher arrangements for make-up work.

Evaluation

Students are responsible for earning their own grades. Students will have every opportunity to earn an "A", but it depends entirely on the student's effort. Students will be given 24 hours to turn in late assignments. However, 20 points will be deducted from the late assignment. Late work greater than 24 hours past due will not be accepted and a zero will be assigned to the student's assignment grade. Assignments due on the date of a student's absence must be turned in on the day the student returns.

Retake Policy

- Only **major grades** are eligible for a retake.
- Assignment must have been attempted to be eligible for a retake.
- Students are required to complete ALL the following:
 - Attend the entire duration of tutorial X2.
 - Complete an alternative assignment.
- Retake must be completed within two weeks of the original test grade being posted.
- Retakes are for failing major grades (below 70) only.
- Retakes are not allowed for final exams.
- Only 1 retake per major grade is permitted
- Upon grading of the retake, the new grade will be substituted for the original grade, but the new grade will not exceed 70%

Grades are based on the following:

Major Grades: 70%	
Exams, Projects, Performance Evaluations, Clinical Requirements, Essays	70%
Minor Grades: 30%	
Clinical Assignments, Modules, Quizzes, Discussion Board, Homework, Class Assignments	30%

Course Policies

- Assignments are only accepted in dark blue or black ink.
- White out is never acceptable for use.
- Correction of errors within student work must include a single line through the error and student initials.
- Students must be on their best behavior at clinical rotations. If there is any nonprofessional instance that requires reprimanding, that student can be excused from the Health Science program.
- Tardies will be handled according to school policy. Please refer to WESTSIDE WAY for policy information.
- Academic dishonesty “cheating” will not be tolerated. The item will not be eligible for retake and the student will receive a zero. Please refer to WESTSIDE WAY for policy information.

- Be on time, in uniform (scrubs, athletic shoes, ID) on day of clinical rotation.
- Be on time, in uniform (WHS school uniform with ID) on non-clinical days.
- No artificial nails, nail polish, or wrinkled scrubs on clinical days.
- Students who are late to class on the day of clinical should report to their Dean. That student will receive a zero for that clinical day.
- Students are NOT allowed to drive their personal vehicle to the clinical site or be dropped off at the clinical site.
- Students that are not in appropriate clinical attire will be sent to their Dean. That student will receive a zero for that clinical day.
- Quizzes may or may not be announced.
- Student must attend hospital orientation – This event is mandatory.
- A student is NEVER allowed to use their cell phone while at clinical. A student is NEVER allowed to have their cellphone visible by the instructor. The only exception is if the student needs to contact the instructor for emergent assistance. The student must leave the patient care unit to contact the instructor via cellphone. Any violation will result in the student being suspended from clinicals. The student will receive a grade of zero.
- If a student refuses to comply with the guidelines outlined in the instructor's rubric or syllabus, that student will be removed from the practicum program.

Tutorials

- Tuesday 11:40am – 12:00pm – By appointment
- Thursday 11:10am – 11:30am – By appointment

Electronic Devices

- Refer to Westside Way

Classroom Policies and Procedures

- Westside student policies and code of conduct will be enforced.
- No cell phone use is allowed. Keep them in backpacks and turned off.
- Be in your seat and ready to work when the bell rings.
- Respect classroom norms

Academic Dishonesty

“Cheating, plagiarism, or copying the work of other students” is a minimum of Level II offense according to HISD Student Code of Conduct. The offense can escalate to higher levels depending on additional factors.

The Student Code of Conduct indicates the following:

“The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior... A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline/referral form for the student’s dean.”

Board Policy EIA (Local) states the following:

“A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.”

All issues of Academic Dishonesty must be reported to a Dean of Students for minor assignments and the Dean of Instruction/Principal for major assignments.”

Health Science Practicum Syllabus

I have read and understood all contents of the Health Science Practicum Syllabus. I agree to follow the rules as outlined.

Student Printed Name

Student Signature/ Date

Parent Printed Name

Parent Signature/ Date