

## ACADEMY OF ARTS, CAREERS, AND TECHNOLOGY



**PRINCIPAL TIFFANY MCMASTER**  
**ASSISTANT PRINCIPAL KARA LEE**  
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Academy of Arts, Careers and Technology (AACT)  
Medical Careers Academy  
2021/2022

### Medical Terminology

#### Instructors Name and Contact Information:

Michelle Urrutia, B.S. M.Ed.

Email: [murrutia@washoeschools.net](mailto:murrutia@washoeschools.net)

Office 775-327-3920 ext 35542

Office location 380 Edison Way Room 102 Reno NV 89502

Office hours 7:45am-8:00 and 2:30-3:15pm or M, T, Th, F or by appointment

#### Total Units of Course Credit

1 Credit

TMCC, CHS articulation credit may be earned upon successful passing of EOC exam, and GPA requirements met.

#### Course pre-requisite(s), Co-requisite(s)

Health Science

**Mode of Instruction and class meeting time(s)** A day Schedule, Period 1: 8am-9:25am (Wednesday- 8am- 9:15am). All assignments will be posted on TEAMS to access in the event of an absence.

#### Course Purpose

Medical Terminology is a college level course intended for those wishing to enter the medical field. As it is essential the appropriate and accurate terminology/spelling is used in a medical setting, students will obtain a working medical vocabulary for entry into the medical profession. Students will relate terms of the body systems, students will identify proper use of words in a medical environment.

## **Course Objectives**

1. Students will learn prefixes, suffixes, and root words
2. Students will learn medical abbreviations
3. Students will learn to interpret medical documents
4. Students will learn accurate spelling of medical vocabulary
5. Students will acquire word building skills
6. Students will learn diagnostic and treatment procedure terminology

## **Assignments/Assessments of student learning outcomes**

Assignments and assessments are crucial in developing an understanding of each of the course objectives. Lecture, reinforcement assignments, and hands on activities are the primary means to monitor student growth.

## **Participation**

Participation in class is a significant part of the education process. Peer teaching is a component utilized; therefore participation is crucial.

## **Quizzes and tests**

There will be a series of quizzes and tests throughout the year in order to assess learning.

## **Grading System**

The grading system is designed on a point system for individual items in a weighted category by Washoe County School District and Nevada state mandates. Final grades are calculated by category grades.

## **Assignments/Projects/Classwork**

45%

## **Quizzes/Tests**

45%

## **Midterm/Final**

10%

## **Grading Scale**

<b>90-100%</b>	<b>A</b>
<b>80-89%</b>	<b>B</b>
<b>70-79%</b>	<b>C</b>
<b>60-69%</b>	<b>D</b>
<b>0-59%</b>	<b>F</b>

**Citizenship grades are based on Nevada State Standards on Employability Skills. These include punctuality, motivation, collaboration, and appropriate use of technology. Weekly citizenship grades will be issued.**

## **Class Policies**

### **Classroom Rules**

1. Be in the classroom on time and ready to learn!
2. Be prepared: In the classroom- Notebook, pen, pencil, and paper
3. Pay attention: Cell phones are for class assignments only. No personal use unless given permission.
5. All students will conform and follow the sanitation, health, and safety standards by wearing their mask covering nose and mouth. Eating should be limited to outside of the classroom. However, when eating or drinking, mask should be removed to sip or take a bite, then returned to the proper location. Please ensure proper hand washing and regular sanitizing.
- d. Not leaving the classroom without permission. Students must sign out and carry a pass when outside the classroom.

### **Academic Honesty/ Plagiarism Policy:**

AACT's Honest/ Plagiarism Policy may be adhered to in this class. Students in this course, as well as all courses, should be aware of strong sanctions against plagiarism as stated in the current Student Handbook. Plagiarism may result in an automatic "F" in the course work and possible expulsion from AACT. In this context, forms of academic dishonesty include but are not limited to:

1. Cheating on tests, examinations, case studies, and other class work.
2. Involvement in plagiarism (the appropriation of another work and the unacknowledged of that work in one's own written work offered for credit.)
3. Collusion (the unauthorized collaboration with another person in preparing course work.)

A written statement of the official policies, procedures, and processes related to Academic Honesty/Plagiarism can be found in the Student / Parent Handbook.

## **Special Accommodations:**

In accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. Services for students with disabilities are offered through the WCSD. Possible accommodations for disabilities include extended testing time, test- taking in isolation, computer use for test taking, tape recorders in class, study skills counseling and shared note-taking in classes. If a student wishes to request an accommodation in one of his or her classes, the student may call WCSD.

## **Late Work:**

All students are expected to adhere to the assignment due dates as outlined in class syllabi and/or given in class. It is highly recommended that students maintain a calendar or day planner to help them manage and balance the workload associated with eight classes, along with extracurricular activities and responsibilities.

- 1) If absent on the due date for the assignment, students may receive (1) extra day per days they were absent. If absent during the instructional time for the assignment, student needs to establish the due date with teacher.
- 2) Late work may be accepted for reduced credit for three weeks from due date **but no more than (1) week prior to the end of the grading period**. At the conclusion of the three-week cycle, all assignments due during that period may sunset and, though students are encouraged to complete work to master the subject, no points may be awarded.
- 3) Work received after the due date may be accepted. Work may be accepted after the due date with the following penalties: 10% for first day late, 20% for second day late, 30% for third day late. 50% for any day thereafter for up to 3 weeks late.
- 4) Work received after the three weeks has ended may earn no credit. A "0" will be entered in Infinite Campus.
- 5) If missing work has caused student to fall to either a "D" or an "F", parent notification is made right away so student may complete assignments prior to the 3 week deadline.

## **TEAMS**

- 1) All assignments will be located on TEAMS. Students will be instructed whether the assignment is to be turned in on TEAMS, or a hard copy is necessary.
- 2) If a hard copy is needed, students need to mark it "turned in" on TEAMS for date/time stamp purposes.
- 3) If student is absent, assignments will be located on TEAMS, along with instructional materials for the day.

**Student Responsibilities**

Students are expected to be aware of assignment due dates for each class and plan their time accordingly in order to complete it by that date. Students who do not understand or need extra help to complete assignments are expected to seek help before the assignment is due.

**Parent Responsibilities**

Parents are expected to be aware of due dates and support their student in managing his/her time in order to meet them. Parents are expected to regularly monitor progress on Infinite Campus. Parents are expected to encourage and support their student to seek help, when necessary. Any student who falls to a “D” or and “F” will receive immediate parent notification. Please update instructor with any changes in email.

**Institutional Policies**

For more details of the policies at the Academy of Arts, Careers and Technology, or the Washoe County School District view the Student / Parent handbook

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Student Signature/ Date

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Parent/Guardian Signature/ Date

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Student Email

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Parent/Guardian Email

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Parent/Guardian Email