

## MED216 – Surgical Procedures and Laboratory Testing

INSTRUCTOR:

OFFICE:                      PHONE:                      Email:

Lab Instructor:

Schools closings for inclement weather postings of where to listen : <http://www.jccmi.edu/info/closings.htm>

**Pre-requisites:** MOA112, MED115 (2.5), MED116 (2.5)

**Course Description:** Through 2 hours of lecture and 3 hours of lab students will learn and become competent in minor office surgery and surgical asepsis, CLIA laws, lab specimen collection and medical lab testing, microscopy, phlebotomy, and professional and personal emergency preparedness.

### Required Textbooks and Learning Tools:

Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.

Kroenberger, J., Southard-Durham, L., & Woodson, D. (2016). Comprehensive medical assisting – Study Guide. (5<sup>th</sup> ed). Lippincott, Williams, & Wilkins.

**MA Notes.** FA Davis.

Medical Dictionary.

Nursing Drug Guide.

Other learning materials : [www.jccmi.edu](http://www.jccmi.edu)    Online class: JetNet MED 216

### Course Outcomes and Associate Degree Outcomes Assessment

Course outcomes will be assessed on the theory/lecture portion of the course requiring an 80% or higher and on the skill based competencies which will require an 85% or higher each. Associate Degree Outcomes for this course are shown below. Instructor will use corresponding rubric to report assessment. This is a course assessment and does not affect individual student grade assignment but, looks at the class as a whole.

**ADO 8 Personal and Ethical Responsibility – Proficient.**

**Tool:    Emergency Preparedness Assignment**

**Course Requirements/Evaluation:**

1. Students must attend each class session. You will fall behind quickly if you miss this class. This class includes a large “lab” component requiring use of equipment and practice skills. It is your responsibility to schedule a make up lab for missed work.
2. Students are expected to conduct themselves in a professional manner and utilize lab time efficiently for practicing skills or completing assigned work.
3. Students are expected to adhere to the department dress code (copy attached).
4. Students are required to read the textbook and answer questions in the workbook. It is to your advantage to use the workbook as a study guide to reinforce reading from the text. All workbook homework is due at the beginning of class or you will receive a zero.
5. All assignments are expected to be turned in on time. Even if an assignment is late, it is still required to be completed and handed in, but you will only receive a grade of “1” to demonstrate that it has been completed.
6. All quizzing will be completed through Prep-U. Each quiz will be worth 5 points which will be determined by your Mastery Level at the time that the quiz is due which will be the next week of class, PRIOR to the beginning of class. You must earn a Mastery Level of 5 to obtain a 100% for that quiz. No points will be given after the day it is due. It is suggested to continue to practice the quizzes throughout the semester to prepare for the final exam and strive for a Mastery Level of 8 to ensure you are well prepared for the final exam.
7. Clinical competency will be evaluated through performance skills checklists which must be achieved with 85% accuracy or better with two attempts maximum. If prior problems are not corrected, you will not receive a passing grade.

**NOTE: Repeat competencies may have to be scheduled outside of class time.**

**Grading:** Your grade will be calculated based on the following percentages:

15% - Quizzes

35% - Final Exam

30% - Assignments/Projects

10% - Other (Study Guide HW, Professionalism, Participation)

10% - Final Practical Exam/Competencies

\*\* You must achieve a minimum of 2.5 overall on the lecture portion (Quizzes/Final Exam/Assignments/Other) and 85% on the Final Practical Exam/Competencies (with a max of two attempts) in order to pass the class! If you do not achieve the required percentage on the theory (lecture) portion of the class, you must repeat the class, regardless of your total overall average for the course. You must also pass ALL items listed on the Affective Evaluation/Professional Behavior form to receive a passing grade in the course.

**Grading Scale:**

4.0	100-94%	2.0	79-75%
3.5	93-89%	1.5	74-70%
3.0	88-85%	1.0	69-65%
2.5	84-80% (REQUIRED PASSING GRADE FOR COURSE)	0.5	64-60%
		0.0	below 60%

## **Course Outcomes:**

The following outcomes will be met this course. This will include a combination of didactic material (lecture and testing) and competency based evaluations (competencies performed in lab). A detailed description of the accreditation standards being met in this course can be found at the back of the syllabus. Any ADOs met in this course are also detailed in the standards section.

### **Course Topics (Didactic Outcomes)**

- Minor office surgery
- Laboratory testing including:
  - Hematology, Microbiology, Microscopic examination, Urinalysis, Mono testing, Strep testing, Glucose testing
- Phlebotomy
- Emergency Preparedness
- Medical Office Emergencies

### **Skill Based Competencies (Performance Outcomes)**

- Perform a Surgical Handwash and Apply Surgical Gloves, Prepare the Patient's Skin for the Surgical Procedure Using a One-Step Scrub, Disinfect a Surgical Tray and Place a Sterile Barrier on the Tray, Open Sterile Items and Place Them on the Sterile Field, Set Up a Complete Sterile Tray and Pour a Sterile Solution, Provide Post-Surgical Instructions
- Complete an incident report
- Use the Microscope
- Perform Venipuncture
- Perform Venipuncture via Butterfly Method
- Perform a Capillary Puncture
- Instruct a Patient on Clean-Catch Midstream Urine Collection
- Perform a Physical and Chemical Urinalysis
- Perform a Microhematocrit
- Collect a Throat Specimen and Perform a Rapid Strep Test
- Instruct a Patient on FOBT Collection
- Measure Blood Glucose Using a Handheld Monitor
- Perform a Urine Pregnancy Test
- Perform a CLIA Waived Mono Test
- Review and Report Laboratory Results on a Flow Sheet
- Identify instruments
- Demonstrate understanding of tube additives, uses, and order of draw
- Complete Emergency Preparedness (FEMA Training)
- Perform First Aid

\*The above competencies will be done in lab or from home.

\*\*You must receive an 85% or higher on EVERY competency and complete EVERY skill based competency in order to pass this class. If you do not achieve this, you must repeat the class, regardless of your total overall average for the course.

## Course Schedule: Assignments

Additional assignments may be given that are not listed here. Weekly assignments listed under homework are taken from the workbook. Homework will be checked for completion at the beginning of class and if completed, you will receive full credit. If not completed or you are late, you will receive a zero. Complete all except Case Studies which will be done in class.

	<b>LECTURE</b>	<b>LAB</b>
<b>Week 1</b>	Students Read Syllabus, Dress Code, and Professionalism <b>Emergency Preparedness Assignment (XI-3, XI-4, XI-9)</b> <b>First Aid Assignment</b>  Ch. 41 HW DUE <b>Complete Ch. 41 Prep U before next class</b>	Go over Phlebotomy procedure, order of draw, lab tubes/tests  Begin Venipuncture & Capillary Puncture – will continue each week
Homework	Ch. 21: Study Guide Create Venipuncture & Capillary Procedures	
<b>Week 2</b>	Procedure pages DUE Ch. 21 HW DUE  Practice instrument recognition	Practice cleaning & wrapping instruments and using the autoclave
Homework	Create Assist w/ Sx procedure	
<b>Week 3</b>	Ch. 22 HW DUE Sx Procedure DUE  <b>Complete Ch. 21 &amp; 22 Prep U before next class</b>	Practice Surgical Scrub, sterile dressing, suture, staple, etc. Practice MOS.
Homework	Do CDC Lab Training Ch. 40: Study Guide	
<b>Week 4</b>	Ch. 40 HW DUE <b>CDC Lab Certificate of Completion DUE</b>  <b>Complete Ch. 40 Prep U before next class</b>	Learn proper care and handling. Label Microscope Perform Quality Control & use QC log
Homework	Ch. 42: Study Guide	
<b>Week 5</b>	Ch. 42 HW DUE <b>Complete Ch. 42 Prep U before next class</b>	Perform Hemocue Perform PT/INR Perform Microhematocrit & reading
Homework	Ch. 45: Study Guide	

<b>Week 6</b>	Ch. 45 HW DUE  <b>Complete Ch. 45 Prep U before next class</b>	Practice Physical and Chemical Urinalysis & Urine HCG Continue practice of MOS procedures
Homework	Create Clean Catch Patient Instructions Ch. 44 Study Guide	
<b>Week 7</b>	Clean Catch Instructions DUE Ch. 44 HW DUE  <b>Complete Ch. 44 Prep U before next class</b>	Continue practice of Urine Practice Collecting a Throat Specimen and Performing a Rapid Strep Test & Mono Testing Continue practice of MOS
Homework	Ch. 43: Study Guide Create FOBT Patient Instructions	
<b>Week 8</b>	FOBT Patient Instructions DUE Ch. 43 HW DUE  <b>Complete Ch. 43 Prep U before next class</b>	Perform Glucose testing.  Continue practice of MOS
Homework	Ch. 26: Study Guide	First Aid Assignment
<b>Week 9</b>	Ch. 26 HW Due – First Aid Assignment Due <b>Complete Ch. 26 Prep U before next class</b>	View slides on microscope
Homework		
<b>Week 10</b>	Lab Tour Instrument Quiz Perform Lab Flow Sheets	Continue practice of previous skills MOS Final Practical
<b>Week 11</b>	Emergency Preparedness Assignment DUE  Phlebotomy/Lab Quiz – Tests/Tube, Order of Draw, Normal Ranges	Phlebotomy Practical Lab Testing Practical
<b>Week 12</b>	Final Exam in class	Retake practicals

## **DRESS CODE FOR MEDICAL LAB STUDENTS**

Your career in the medical field is one of importance and prestige. People will seek you out for help with their problems and also look to you as a representative of the health care field. You are becoming part of a team, and along with this responsibility, there are rules you will be expected to follow in the lab in preparation for your career in health care.

1. A white or ceil blue warm up jacket or lab coat is the only item that can be worn over your scrubs. No Hoodies!
2. Under your lab coat, you must wear the required colored scrubs for your program. Please purchase these ASAP. Tennis shoes must be worn. No open toe shoes are allowed. Shoes must be clean and free from mud and dirt, white shoes are preferred. Socks must also be worn.
3. Good personal hygiene is imperative.
4. Hair should be neat and clean. If you have long hair, it should be fixed so that it does not fall forward around your face and it should be up and off the collar.
5. **NAILS MUST BE CLEAN AND NEATLY TRIMMED!** You will be applying gloves frequently and long nails will tear the gloves. You will not be allowed to keep long nails working in a medical setting due to harboring of microorganisms under the nails. Nail polish must be light or neutral shades!
6. Jewelry should be discreet: no dangling earrings, chains around the neck, or multiple rings on hands. A wedding/engagement ring is acceptable. Jewelry has to be removed when washing hands and there is a risk of losing it – so please just don't wear it!
7. Use good discretion and moderation with make-up: perfumes are not allowed – no smoke smell either.
8. Gum chewing is prohibited in medical classes as well as food and drinks.
9. A watch with a second hand, stethoscope, and BP cuff is required.
10. **A “Dress Code Check-Off” will be conducted twice in the term – please see attached.**

**Medical Assistant/MOS Dress Code Check-off**

Name \_\_\_\_\_

Date \_\_\_\_\_

<b>ITEM</b>	<b>REQUIREMENT</b>	<b>PASS</b>	<b>FAIL</b>
<b>Uniform</b>	Clean & pressed, Program Designated Scrubs - MOS- Any scrubs <b>No Hoodie – any jacket must be coordinating</b>		
<b>Socks</b>	Wearing coordinating socks, Clean		
<b>Shoes</b>	Coordinating shoes – white or black – no bright colors – <b>Clean Shoes &amp; Laces</b>		
<b>Hair</b>	Neutral color (blonde, brunette, red). Clean, Off collar; does not fall in face, using hair band, barrette. No large items in hair.		
<b>Male Facial Hair</b>	Beard neatly trimmed		
<b>Facial piercing</b>	Not allowed		
<b>Tattoos</b>	Should not be visible		
<b>Rings</b>	Only one ring on each hand		
<b>Earrings</b>	Only one set allowed on lower lobe		
<b>Necklaces</b>	Simple, subtle		
<b>Bracelets</b>	Not allowed		
<b>Nails</b>	Clean, Trimmed to appropriate length, Polish clear or neutral color; no chipping		
<b>Make Up</b>	Used appropriately; sparingly; should be natural looking		
<b>Perfume/ Cologne</b>	Not allowed		
<b>Gum chewing</b>	Not allowed		
<b>Name Tag</b>	Visible		
<b>Watch</b>	Must have second hand ( <i>clinical classes only</i> )		

**Dress code is Pass/Fail. This will be conducted twice per term at the instructor's discretion.**

Pass\_\_\_\_\_ Fail\_\_\_\_\_ Instructor Signature\_\_\_\_\_

**Comments:**

## MA PROFESSIONAL STANDARDS

### BEHAVIOR

- Any behavior that is distracting, disrespectful, or inconsiderate to others will not be tolerated and may result in dismissal from the course or expulsion from the College.
- Food is not allowed in the classroom. You are allowed to bring water or any closed drink container to classrooms, but drinks are NOT permitted in laboratories.
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### LATE ASSIGNMENTS

- Assignments are due at the beginning of class.
- Late assignments will NOT be accepted. If you know you will be absent, please hand in homework early.

### MAKE-UPS QUIZZES & EXAMS

- Only one exam or quiz may be taken outside of the scheduled time with a 10% deduction. Students will receive a zero for all other missed exams or quizzes.
- Students arriving late on exam/quiz days may begin the exam when they arrive, but must turn it in along with the remainder of the class. If, for example, the quiz is scheduled from 10:00-10:30, ALL quizzes will be collected at 10:30, even if you did not arrive until 10:15.

### CELL PHONES

- Cell phones must be turned OFF during class.
  - Students whose phone rings or vibrates during a quiz or exam will have 2% subtracted from their grade on the quiz/exam.
- Students making or accepting calls or text messages during class will be asked to leave.
- Exceptions to the phone policy will be considered by the instructor on an individual basis.

### HONOR CODE VIOLATIONS

- Students caught plagiarizing or cheating on an assignment, quiz, or exam will receive a zero for the assignment, quiz, or exam. Cheating a second time or on the final exam will result in failure of the class and could result in expulsion from the College.

### PARTICIPATION

- A large portion of your grade is based on your participation in the course. This includes adhering to the dress code, *actively* participating in the class, handing assignments in on time, and acting in a professional manner. If any of these course requirements are not met, participation points will be deducted at the discretion of the instructor.

### OTHER POLICIES

- The student is responsible for information and assignments given in class even if they were not present.
- The instructor will reconsider any question that was marked incorrect if the student can demonstrate that the answer is correct, based either on what was presented in class or in the textbook. Appeals of this nature must be made no later than the class period after the item has been returned to the student.

**MED216**  
**Core Curriculum for Medical Assistants**  
**Medical Assisting Education Review Board (MAERB)**  
**2015 Curriculum Requirements**

Individuals graduating from Medical Assisting programs accredited by CAAHEP must demonstrate knowledge of the subject matters required for competence in the profession. They must incorporate the cognitive (C) knowledge in performance of the psychomotor (P) and affective (A) competencies in this class or future courses in the program.

**The following Cognitive (Knowledge) requirements are covered in this course.**

**FOUNDATIONS FOR CLINICAL PRACTICE**  
**CONTENT AREAS I-IV**

<b>CONTENT AREA I: Anatomy and Physiology</b> <b>Cognitive (Knowledge)</b> <b>I.C Anatomy &amp; Physiology</b>
1. Describe the structural organization of the human body
2. Identify body systems
4. List the major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify common pathology related to each body system including: <ul style="list-style-type: none"> <li>a. Signs</li> <li>b. Symptoms</li> <li>c. etiology</li> </ul>
9. Analyze pathology for each body system including: <ul style="list-style-type: none"> <li>a. Diagnostic measures</li> <li>b. Treatment modalities</li> </ul>
10. Identify CLIA waived tests associated with common diseases
12. Identify quality assurance practices in healthcare
14. Describe basic principles of first aid as they pertain to the ambulatory healthcare setting
<b>CONTENT AREA II: Applied Mathematics</b> <b>Cognitive (Knowledge)</b> <b>II.C Applied Mathematics</b>
6. Analyze healthcare results as reported in: <ul style="list-style-type: none"> <li>a. Graphs</li> <li>b. Tables</li> </ul>
<b>CONTENT AREA III: Infection Control</b> <b>Cognitive (Knowledge)</b>

<b>III.C Infection Control</b>
1. List major types of infectious agents
3. Define the following as practiced within an ambulatory care setting: <ol style="list-style-type: none"> <li>a. Medical asepsis</li> <li>b. Surgical asepsis</li> </ol>
4. Identify methods of controlling the growth of microorganisms
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for: <ol style="list-style-type: none"> <li>a. All body fluids, secretions and excretions</li> <li>b. Blood</li> <li>c. Non-intact skin</li> <li>d. Mucous membranes</li> </ol>
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices

## **SAFETY AND EMERGENCY PRACTICES**

### **CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Cognitive (Knowledge)</b> <b>XII.C Protective Practices</b>
1. Identify: <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol>
2. Identify safety techniques that can be used in responding to accidental exposure to: <ol style="list-style-type: none"> <li>a. Blood</li> <li>b. Other body fluids</li> <li>c. Needle sticks</li> <li>d. Chemicals</li> </ol>
8. Identify critical elements of an emergency plan for response to a natural disaster or other emergency

*The following Psychomotor (Skills) requirements are covered in this course.*

*These skills will be evaluated through, and/or will be included in, various competencies performed throughout the class. All skill based competencies will require earning an 85% or higher with two attempts max.*

**FOUNDATIONS FOR CLINICAL PRACTICE**  
**CONTENT AREAS I-IV**

<b>CONTENT AREA I: Anatomy and Physiology</b> <b>Psychomotor (Skills)</b> <b>I.P Anatomy &amp; Physiology</b>
2. Perform: b. Venipuncture c. Capillary puncture
3. Perform patient screening using established protocols
10. Perform a quality control measure
11. Obtain specimens and perform: a. CLIA waived hematology test b. CLIA waived chemistry test c. CLIA waived urinalysis d. CLIA waived immunology test e. CLIA waived microbiology test
13. Perform first aid procedure for: a. Bleeding b. Diabetic coma or insulin shock c. Fractures d. Seizures e. Shock f. syncope
<b>CONTENT AREA II: Applied Mathematics</b> <b>Psychomotor (Skills)</b> <b>II.P Applied Mathematics</b>
2. Differentiate between normal and abnormal test results
3. Maintain lab test results using flow sheets
<b>CONTENT AREA III: Infection Control</b> <b>Psychomotor (Skills)</b> <b>III.P Infection Control</b>
2. Select appropriate barrier/personal protective equipment (PPE)
3. Perform handwashing
4. Prepare items for autoclave
5. Perform sterilization procedures
6. Prepare a sterile field
7. Perform within a sterile field
8. Perform wound care
9. Perform dressing change
10. Demonstrate proper disposal of biohazardous material a. Sharps b. Regulated waste

**APPLIED COMMUNICATIONS****CONTENT AREA V****CONTENT AREA V: Concepts of Effective Communication****Psychomotor (Skills)****V.P Concepts of Effective Communication**

1. Use feedback techniques to obtain patient information including: <ol style="list-style-type: none"> <li>a. Reflection</li> <li>b. Restatement</li> <li>c. Clarification</li> </ol>
2. Respond to nonverbal communication
3. Use medical terminology correction and pronounced accurately to communicate information to providers and patients
11. Report relevant information concisely and accurately

**MEDICAL LAW AND ETHICS****CONTENT AREA X-XI****CONTENT AREA X: Legal Implications****Psychomotor (Skills)****X.P Legal Implications**

7. Complete an incident report related to an error in patient care
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**SAFETY AND EMERGENCY PRACTICES****CONTENT AREA XII****CONTENT AREA XII: Protective Practices****Psychomotor (Skills)****XII.P Protective Practices**

1. Comply with: <ol style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> <li>c. Labels</li> </ol>
2. Demonstrate proper use of: <ol style="list-style-type: none"> <li>c. Sharps disposal containers</li> </ol>
3. Use proper body mechanics
4. Participate in a mock exposure even with documentation of specific steps
5. Evaluate the work environment to identify unsafe working conditions

**The following Affective (Behavior) requirements are covered in this course.  
All Affective items must be met (Pass/Fail) in order to pass this class.**

**FOUNDATIONS FOR CLINICAL PRACTICE  
CONTENT AREAS I-IV**

<p><b>CONTENT AREA I: Anatomy and Physiology</b> <b>Affective (Behavior)</b> <b>I.A Anatomy &amp; Physiology</b></p>
1. Incorporate critical thinking skills when performing patient assessment
2. Incorporate critical thinking skills when performing patient care
3. Show awareness of a patient’s concerns related to the procedure being performed
<p><b>CONTENT AREA II: Applied Mathematics</b> <b>Affective (Behavior)</b> <b>II.A Applied Mathematics</b></p>
1. Reassure a patient of the accuracy of the test results
<p><b>CONTENT AREA III: Infection Control</b> <b>Affective (Behavior)</b> <b>III.A Infection Control</b></p>
1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations in healthcare settings

**APPLIED COMMUNICATIONS  
CONTENT AREA V**

<p><b>CONTENT AREA V: Concepts of Effective Communication</b> <b>Affective (Behavior)</b> <b>V.A Concepts of Effective Communication</b></p>
1. Demonstrate: <ul style="list-style-type: none"> <li>a. Empathy</li> <li>b. Active listening</li> <li>c. Nonverbal communication</li> </ul>
2. Demonstrate the principles of self-boundaries
3. Demonstrate respect for individual diversity including: <ul style="list-style-type: none"> <li>a. Gender</li> <li>b. Race</li> <li>c. Religion</li> <li>d. Age</li> <li>e. Economic status</li> <li>f. Appearance</li> </ul>
4. Explain to a patient the rationale for performance of a procedure

**MEDICAL LAW AND ETHICS  
CONTENT AREA X-XI**

<b>CONTENT AREA X: Legal Implications</b> <b>Affective (Behavior)</b> <b>X.A Legal Implications</b>
1. Demonstrate sensitivity to patient rights
2. Protect the integrity of the medical record
<b>CONTENT AREA XI: Ethical Considerations</b> <b>Affective (Behavior)</b> <b>XI.A Ethical Considerations</b>
1. Recognize the impact personal ethics and morals have on the delivery of healthcare

**SAFETY AND EMERGENCY PRACTICES  
CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Affective (Behavior)</b> <b>XII.A Protective Practices</b>
1. Recognize the physical and emotional effects on persons involved in an emergency situation
2. Demonstrate self-awareness in responding to an emergency situation

## JC General Policies

**Grades:** A 2.0 or "C" is a passing grade. Only courses with passing grades count toward graduation. Other colleges transfer in only courses with passing grades. Many financial aid sources, including most employers, require passing grades. Additionally, earning less than a 2.0 in a class results in not being able to participate in the next level of courses in a discipline, which requires this course as a pre-requisite. If you attempt to register for the next course sequence and have not passed the pre-requisite course, you will be dropped from that class.

### Academic Honesty Policy

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so.

Plagiarism is the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Using data, quotations, or paraphrases from other sources without adequate documentation
- Submitting others' work as your own
- Exhibiting other behaviors generally considered unethical

Cheating means obtaining answers/material from an outside source without authorization.

Cheating includes, but not limited to:

- Plagiarizing in all forms
- Using notes/books without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical

### Collaboration

While JC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

### Consequences/Procedures

Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors must document all instances of academic dishonesty beyond those of a very minor nature, in writing to the academic dean.

The Office of the Academic Deans will record and track students who have been reported as having cheated. If the same student cheats in other courses, the dean will enact sanctions appropriate to level of infraction. The sanction will be selected in consultation with the involved faculty. The Dean can administer consequences up to and including suspension.

**Student Appeal Process – See JC Website – Student Ombudsman**

## Course Agreement

I, \_\_\_\_\_, have received the syllabus for  
\_\_\_\_\_ (course name) \_\_\_\_\_ (semester/year)  
and have read and understand the course requirements.

- I have also been told that no late work will be accepted and understand that it is my responsibility to get any homework, papers, assignments, etc. turned in at at the beginning of class or sooner. I also understand that if any work is handed in after the beginning of class or later, that I will receive a “0” grade on that assignment.
- I have been told and understand that if I am absent on a competency day, that will be considered my first attempt and that I will have only one attempt left.
- I have been told and understand that if I miss more than two (2) classes TOTAL during the semester (lab or lecture) I will be given a failing grade in the class.
- I have been told and understand that I must perform quizzes within Prep U and earn a Mastery level of 3 for each of the chapters that correspond with this course in order to be eligible to take the final exam.
- I have been told and understand that I must receive an 85% or better on all competencies and an 80% or better on a cumulative grade of the lecture portion of the course to be given a minimum passing grade of 2.5 in the course. I also understand that I must pass all items on the Affective Evaluation to receive a passing grade in this class. If I do not meet these requirements I will be given a grade of 2.0 or my current grade in the course if my overall grade is lower than a 2.0.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness – Program Director/Instructor

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness – Program Director/Instructor

\_\_\_\_\_  
Date