

## MED115 – Fundamentals of Clinical Practice

INSTRUCTOR: Kristin M Spencer, PhD, MBA, BHSA, CMA(AAMA)

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Office Hours: Monday 10-3, Wednesday 10-2, Tuesday before or after class, other days by appt,

**Schools closings for inclement weather postings of where to listen :**

<https://www.jccmi.edu/about/weather-closings-cancellations/>

**This course will meet a total of 14 weeks. If for some reason the college is closed on a class day, we will make up the week(s) at the end of the semester.**

**Pre-requisites:** CIS095, ENG131, MAT030 or higher, MOA120, MOA141 or LPN141 or BIO132 or BIO254

**Course Description:** This course provides students with an introduction to the medical assistant profession along with instruction on basic clinical skills such as aseptic techniques and handwashing, OSHA & blood borne pathogen training, documentation, patient interviews and patient history, vitals, performing inventory and equipment maintenance, using the electronic health record, and an overview of pharmacology with a focus on the top 50 prescribed medications.

**Required Textbooks and Learning Tools:** These texts are available to rent or purchase in digital format through the JC Bookstore.

- 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.  
     *\*\*eBook access included with paper text or can purchase eBook as standalone\*\**
- **MA Notes.** FA Davis.
- Medical Dictionary.
- Nursing Drug Guide.
- Prep U Access Code
- Online class: JetNet MED 115

### Grading Scale

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

**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 program dress code.
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 chapter 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. There will be no make-ups for drug quizzes.
8. Clinical competency will be evaluated through performance skills checklists/practicals 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.

## 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.

### Course Topics (Didactic Outcomes)

- Overview of the profession
- Law and Ethics
- Aseptic Techniques/Handwashing
- OSHA & Blood Borne Pathogen Training
- Fireextinguisher & eye wash use
- Documentation
- Therapeutic Communication and Patient Interviews (GEO-7)
- Cultural Diversity (GEO-7)
- Taking a Patient History (GEO-7)
- Vitals
- Inventory and Equipment Maintenance
- EMR
- Nutrition and Wellness
- Pharmacology & Top 50 Prescribed Drugs

### Skill Based Competencies (Performance Outcomes)

- Perform Routine Maintenance on Clinical Equipment (to be completed toward end of course)
- Create and Maintain the EMR Using Software
- Conduct a Patient Interview and Complete a Patient History
- Perform Medically Aseptic Handwashing
- Perform an Alcohol-Based Hand Rub
- Remove Contaminated Gloves
- Obtain an Oral Body Temperature (will also learn aural, axillary, and temporal body temperature, but will only be tested on Oral)
- Obtain a Radial Pulse Rate and a Respiration Rate (will also learn apical pulse rate)
- Obtain a Blood Pressure Measurement
- Recognize class and brand name of the top 50 prescribed drugs when given generic name.

\*The above competencies will be done in lab. Quizzes will be in lecture or online.

\*\*If you do not achieve an 85% on the final practical, you must repeat the class, regardless of your total overall average/grade 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.

	<b>LECTURE</b>	<b>LAB</b>
<b>WEEK 1</b>	Discuss Syllabus, Dress Code, and Professionalism  Ch. 1 Medicine and MA Ch. 2 Law and Ethics  <b>*Discuss AAMA Chapter Meeting Assign.</b>	Discussion of AAMA Student Membership  <b>Discuss Lab Inventory &amp; Equip. and Maintenance Schedule</b>  Discuss Typing Test  Start working on abbreviation sheet
Homework	Ch. 1 & Ch. 2 Study Guide Each week complete all EXCEPT Case Studies for Critical Thinking	<b>Do Blood Borne Pathogen Training on JetNet and bring in results next week to lecture</b>
<b>WEEK 2</b>	Ch. 1 & Ch. 2 HW DUE Learning Assessment and Typing Test DUE Blood Borne Pathogen DUE	Ch. 17 – Medical Asepsis (posters)  Handwashing Video PPE Video  Practice Handwashing & donning gloves
Homework	<b>Complete Prep U (Ch. 1)</b> Fire Extinguisher Training – online Ch. 17 Study Guide	<b>Blood Spill Incident Report</b> <b>Read Lab Safety PPT on JetNet and do Lab Safety Quiz</b> (print out and bring to next class)
<b>WEEK 3</b>	Ch. 17 HW DUE Lab Safety Quiz DUE Blood Spill Incident Report DUE (will make changes before lab)  Ch. 19 – Anthropometric measurements & vital signs (Video -TPR)	Abbreviations DUE Mock blood spill clean up w/ PPE  Practice performing Ht./Wt./TPR/Doppler
Homework	<b>Complete Prep U (Ch. 17)</b> Ch. 19 Study Guide	

	<b>LECTURE</b>	<b>LAB</b>
<b>WEEK 4</b>	Ch. 19 HW DUE (Video- BP & Pain) Lab Packet Answers DUE	Continue practice of previous skills  Begin BP
Homework	<b>Complete Prep U (Ch. 19)</b> Ch. 16 Study Guide	
<b>WEEK 5</b>	Ch. 16 HW DUE  Ch. 16 – Nutrition and Wellness Ch. 23 – Pharmacology	Continue practice of previous skills
Homework	<b>Complete Prep U (Ch. 16)</b> Nutrition Project - Pg. 398 #3	
<b>WEEK 6</b>	Ch. 23 HW DUE Nutrition Project DUE  Ch. 3 – Communication Ch. 18 – Medical Hx/Patient Interviews	Practice of patient interviews  BP Check Off
Homework	<b>Complete Prep U (Ch. 23)</b> Ch. 3 & 18 Study Guide	
<b>WEEK 7</b>	Drug Cards DUE #1 Ch. 3 & 18 HW DUE <b>Med Term Sheet Due</b>	Continue practice of previous skills
Homework	<b>Complete Prep U (Ch. 3 &amp; 18)</b> Birth Control Methods Assignment Ch. 18 Case Studies	
<b>WEEK 8</b>	<b>Drug Quiz #1</b> Drug Cards DUE #2 <b>Ch. 18 Case Studies</b> <b>Fire Extinguisher Certificate DUE</b>  <b>Cultural Diversity Movie</b>	Continue practice of previous skills
Homework	Begin working on Cultural Diversity Assignment	

	<b>LECTURE</b>	<b>LAB</b>
<b>WEEK 9</b>	Drug Quiz #2 Drug Cards DUE #3 Retake Typing Timing DUE – Must have over 45 wpm Go over Med Term Sheet Begin EHR - Will do others in MED215	Continue practice of previous skills
Homework	You may need to work on the EHR on your own to ensure you complete all Case Studies.	
<b>WEEK 10</b>	Drug Quiz #3 Drug Cards DUE #4 <b>Birth Control Assignment DUE</b> Continue EHR	<b>Inventory &amp; Equipment Maintenance DUE</b>
Homework		
<b>WEEK 11</b>	Drug Quiz #4 Drug Cards DUE #5 Continue EHR	Revised Equipment Maintenance DUE
Homework		
<b>WEEK 12</b>	EHR DUE Drug Quiz #5 Cultural Diversity Presentations	Last chance to practice before practical!  Perform Equipment Maintenance
Homework		
<b>WEEK 13</b>	<b>Final Practical will be all day.</b> <b>The following must be handed in at your appt. time:</b> 25 BPs AAMA Meeting Report Office Observation Report	
Homework	Study for Final!	
<b>WEEK 14</b>	<b>Discussion of Office Observations</b> <b>Final Exam – In Class</b>	Practical Final Retakes  <b>2<sup>nd</sup> Attempts By Appt.</b>

The MA Program Handbook has the additional course information that you will be agreeing to in this syllabus contract which has been discussed thoroughly in MED115. Be sure to refer to the MA Program Handbook (for your specific start date) if you have any questions regarding policies of this program and the related courses. The following items/policies that you must adhere to for this class, which are found in the handbook, are listed below.

- **Dress Code Requirements**
- **MA/MOS Dress Code Check-Off**
- **MA/MOS Professional Standards**
- **JC General Policies**

The next section of this syllabus details the accreditation curriculum requirements covered in this class. You will need to meet all cognitive areas with an overall score of 80%, each psychomotor area with an 85% or higher with two attempts max, and pass all affective areas via the affective evaluation.

**MED115  
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 Cognitive (Knowledge) I.C Anatomy &amp; Physiology</b>
11. Identify the classifications of medications including: <ul style="list-style-type: none"> <li>a. Indications for use</li> <li>b. Desired effects</li> <li>c. Side effects</li> <li>d. Adverse reactions</li> </ul>
<b>CONTENT AREA III: Infection Control Cognitive (Knowledge) III.C Infection Control</b>

1. List major types of infectious agents
2. Describe the infection cycle including: <ol style="list-style-type: none"> <li>a. The infectious agents</li> <li>b. Reservoir</li> <li>c. Susceptible host</li> <li>d. Means of transmission</li> <li>e. Portals of entry</li> <li>f. Portals of exit</li> </ol>
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

**CONTENT AREA IV: Nutrition**  
**Cognitive (Knowledge)**  
**IV:C Nutrition**

1. Describe dietary nutrients including: <ol style="list-style-type: none"> <li>a. Carbohydrates</li> <li>b. Fat</li> <li>c. Protein</li> <li>d. Minerals</li> <li>e. Electrolytes</li> <li>f. Vitamins</li> <li>g. Fiber</li> <li>h. Water</li> </ol>
2. Define the function of dietary supplements
3. Identify the special dietary needs for: <ol style="list-style-type: none"> <li>a. Weight control</li> <li>b. Diabetes</li> <li>c. Cardiovascular disease</li> <li>d. Hypertension</li> <li>e. Cancer</li> <li>f. Lactose sensitivity</li> <li>g. Gluten-free</li> <li>h. Food allergies</li> </ol>



**APPLIED COMMUNICATIONS  
CONTENT AREA V**

<b>CONTENT AREA V: Concepts of Effective Communication Cognitive (Knowledge) V.C Concepts of Effective Communication</b>
1. Identify styles and types of verbal communication
2. Identify types of nonverbal communication
3. Recognize barriers to communication
4. Identify techniques for overcoming communication barriers
5. Recognize the elements of oral communication using a sender-receiver process
11. Define the principles of self-boundaries
12. Define the patient navigator
13. Describe the role of the medical assistant as the patient navigator
14. Relate the following behaviors to professional communication: a. Assertive b. Aggressive c. Passive
15. Differentiate between adaptive and non-adaptive coping mechanisms
16. Differentiate between subjective and objective information
17. Discuss the theories of: b. Erikson c. Kubler-Ross
18. Discuss examples of diversity: a. Cultural b. Social c. ethnic

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

<b>CONTENT AREA X: Legal Implications Cognitive (Knowledge) X.C Legal Implications</b>
1. Differentiate between scope of practice and standards of care for medical assistants
2. Compare and contrast provider and medical assistant roles in terms of standard of care
3. Describe components of the Health Information Portability & Accountability Act (HIPAA)
4. Summarize the Patient Bill of Rights
5. Discuss licensure and certification as they apply to healthcare providers
6. Compare criminal and civil law as they apply to the practicing medical assistant
7. Define:

<ul style="list-style-type: none"> <li>a. Negligence</li> <li>b. Malpractice</li> <li>c. Good Samaritan Act(s)</li> <li>d. Uniform Anatomical Gift Act</li> <li>e. Living will/advanced directives</li> <li>f. Medical durable power of attorney</li> <li>g. Patient Self Determination Act (PSDA)</li> <li>h. Risk management</li> </ul>
<p>10. Identify:</p> <ul style="list-style-type: none"> <li>b. Genetic Information Nondiscrimination Act of 2008 (GINA)</li> <li>c. Americans with Disabilities Act Amendments Act (ADAAA)</li> </ul>
<p>13. Define the following medical legal terms:</p> <ul style="list-style-type: none"> <li>a. Informed consent</li> <li>b. Implied consent</li> <li>c. Expressed consent</li> <li>d. Patient incompetence</li> <li>e. Emancipated minor</li> <li>f. Mature minor</li> <li>g. Subpoena duces tecum</li> <li>h. Respondent superior</li> <li>i. Res ipsa loquitor</li> <li>j. Locum tenens</li> <li>k. Defendant-plaintiff</li> <li>l. Deposition</li> <li>m. Arbitration-mediation</li> <li>n. Good Samaritan laws</li> </ul>
<p><b>CONTENT AREA XI: Ethical Considerations</b>  <b>Cognitive (Knowledge)</b>  <b>XI.C Ethical Consideration</b></p>
<p>1. Define:</p> <ul style="list-style-type: none"> <li>a. Ethics</li> <li>b. Morals</li> </ul>
<p>2. Differentiate between personal and professional ethics</p>
<p>3. Identify the effect of personal morals on professional performance</p>

## SAFETY AND EMERGENCY PRACTICES

### CONTENT AREA XII

<p><b>CONTENT AREA XII: Protective Practices</b>  <b>Cognitive (Knowledge)</b>  <b>XII.C Protective Practices</b></p>
<p>1. Identify:</p> <ul style="list-style-type: none"> <li>a. Safety signs</li> </ul>

<ul style="list-style-type: none"> <li>b. Symbols</li> <li>c. Labels</li> </ul>
<ul style="list-style-type: none"> <li>2. Identify safety techniques that can be used in responding to accidental exposure to: <ul style="list-style-type: none"> <li>a. Blood</li> <li>b. Other body fluids</li> <li>c. Needle sticks</li> <li>d. Chemicals</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>3. Discuss fire safety issues in an ambulatory healthcare environment</li> </ul>
<ul style="list-style-type: none"> <li>6. Discuss protocols for disposal of biological chemical materials</li> </ul>

*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>
<ul style="list-style-type: none"> <li>1. Measure and record: <ul style="list-style-type: none"> <li>a. Blood pressure</li> <li>b. Temperature</li> <li>c. Pulse</li> <li>d. Respirations</li> <li>e. Height</li> <li>f. Weight</li> </ul> </li> </ul>
<b>CONTENT AREA III: Infection Control</b> <b>Psychomotor (Skills)</b> <b>III.P Infection Control</b>
<ul style="list-style-type: none"> <li>1. Participate in bloodborne pathogen training</li> </ul>
<ul style="list-style-type: none"> <li>2. Select appropriate barrier/personal protective equipment (PPE)</li> </ul>
<ul style="list-style-type: none"> <li>3. Perform handwashing</li> </ul>

## APPLIED COMMUNICATIONS

### CONTENT AREA V

<b>CONTENT AREA V: Concepts of Effective Communication</b> <b>Psychomotor (Skills)</b> <b>V.P Concepts of Effective Communication</b>
<ul style="list-style-type: none"> <li>1. Use feedback techniques to obtain patient information including: <ul style="list-style-type: none"> <li>a. Reflection</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>b. Restatement</li> <li>c. Clarification</li> </ul>
2. Respond to nonverbal communication
3. Use medical terminology correction and pronounced accurately to communicate information to providers and patients
5. Coach patients appropriately considering: <ul style="list-style-type: none"> <li>a. Cultural diversity</li> <li>b. Developmental life stage</li> <li>c. Communication barriers</li> </ul>
11. Report relevant information concisely and accurately

**MEDICAL BUSINESS PRACTICES  
CONTENT AREAS VI-IX**

<b>CONTENT AREA VI: Administrative Functions</b> <b>Psychomotor (Skills)</b> <b>VI.P Administrative Functions</b>
1. Manage appointment schedule using established priorities
2. Schedule a patient procedure
3. Create a patient’s medical record
6. Utilize an EMR
7. Input patient data utilizing a practice management system
8. Perform routine maintenance of administrative or clinical equipment
9. Perform an inventory with documentation

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

<b>CONTENT AREA X: Legal Implications</b> <b>Psychomotor (Skills)</b> <b>X.P Legal Implications</b>
1. Locate a state’s legal scope of practice for medical assistants
3. Document patient care accurately in the medical record
6. Report an illegal activity in the healthcare setting following proper protocol

**SAFETY AND EMERGENCY PRACTICES  
CONTENT AREA XII**

<b>CONTENT AREA XII: Protective Practices</b> <b>Psychomotor (Skills)</b> <b>XII.P Protective Practices</b>
1. Comply with: <ul style="list-style-type: none"> <li>a. Safety signs</li> <li>b. Symbols</li> </ul>

c. Labels
2. Demonstrate proper use of: <ul style="list-style-type: none"> <li>a. Eyewash equipment</li> <li>b. Fire extinguishers</li> <li>c. Sharps disposal containers</li> </ul>
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**

<b>CONTENT AREA I: Anatomy and Physiology Affective (Behavior) I.A Anatomy &amp; Physiology</b>
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

## **APPLIED COMMUNICATIONS**

### **CONTENT AREA V**

<b>CONTENT AREA V: Concepts of Effective Communication Affective (Behavior) V.A Concepts of Effective Communication</b>
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>
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**Affective (Behavior)**  
**X.A Legal Implications**

1. Demonstrate sensitivity to patient rights
2. Protect the integrity of the medical record

**CONTENT AREA XI: Ethical Considerations**  
**Affective (Behavior)**  
**XI.A Ethical Considerations**

1. Recognize the impact personal ethics and morals have on the delivery of healthcare

# 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 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 assignments are to be completed on my own and that if it is found that I have worked with another student, I may receive a zero on that assignment and if it happens again, possibly a failing grade in the course.
- 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% 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.
- I have been told and understand that all drug cards must be completed in order to pass this class.

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Student

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Date

Student Copy

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# Course Agreement

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\_\_\_\_\_ (course name) \_\_\_\_\_ (semester/year)  
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- 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.
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- I have been told and understand that all drug cards must be completed in order to pass this class.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date