

**SYLLABUS: Medical Careers
2023-2024**



Teacher: Kathryn Menke

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When to contact me: Monday-Friday from 8:15-3:15 via email, in person, or phone call.

I. Course Information:

Throughout this semester course, students will acquire knowledge of basic medical concepts. In this class, you'll learn about the history of healthcare, infection control, safety, professional behavior, concerns in healthcare, legal issues in healthcare and ethics. You will also be exploring different types of medical careers. This course is meant to give you the foundational knowledge of healthcare which you can build on with the other medical courses offered here at Highland.

II. Attendance Policy:

If you are absent from class or know you will be absent from class, you must:

- Talk to me or contact me (via email, google meet, or in person) to find out what you've missed/will be missing.
- **YOU ARE RESPONSIBLE FOR MAKING UP THE WORK AND EXAMS THAT YOU MISSED**
 - Assignments and projects will be a **ZERO** until you take the initiative to turn in your missed work.

III. Learning Resources and Course Materials:

- Medical Careers Student Packet/daily worksheets
- Additional Handouts/Worksheets per Instructor
- Projects/Activities per Instructor



IV. Student Expectations:

Students are expected to:

- Be respectful to other students, instructors, and guests
- Complete exams, projects, and assignments **on time.**
- Participate in self-directed learning, presentations, group activities, note taking etc.
- Demonstrate dependability through attendance, participation, and ability to maintain packet throughout the course.
- Professional conduct/behavior is the expectation during each classroom as this is the behavior that is expected in the medical field. ***Behavior that is distracting, disruptive, or less than professional may be cause for disciplinary action or dismissal from class.***

V. Grading Policies:

- This course will follow the Highland Park Senior High School **‘Grading and Assessment’ Policy** (found on the Highland Park Senior High webpage). Please refer to this school-wide policy for information on the grading scale, make-up work, summative retakes, and late work.
- You need a 60% or higher grade to pass the course
- Course grades will include scores from: The Medical Careers packet/daily worksheets, quizzes, exams, class activities, and projects.
- **Assignment and Projects:** Constant failure to complete or turn in assignments will result in a phone call home followed by a conference with you, your parent(s)/guardian(s), and the instructor to determine a plan for your success.
- **Re-takes:** scores of less than 60% on assignments/quizzes/exams/projects/etc. merit re-takes. Prior to a re-take, you and I will have a conference to determine how to better prepare for success on the concepts.
- Students can access scores, grades, missing work and upcoming assignments and assessments on Schoology.

VI. Course Schedule of Topics

Quarter 1: Infection Control, Safety, Appropriate Behaviors and Communication Skills, the Opioid Epidemic, Legal Issues, and Medical Ethics

Quarter 2: Career Exploration: Medical Laboratory, Medical Imaging, Therapies, Nursing, Emergency Medical Services, Dietetics, Doctoral Programs

