**Career Preparedness Syllabus**

**Course Title:** HSA Career Preparedness

**Career Pathway:** Therapeutic Services

**Instructor:** John Hardin, MA, ATC, CSCS

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**Prerequisite:** Acceptance into the Health Science Academy

**Required Supplies:** Binder, Notebook Paper, Pen, Chrome Book, Calculator

**Course Description:** This course focuses on four integrated areas of instruction—academic planning and career development, financial literacy, technology, and foundational knowledge of health science. Mastery of the content standards will provide a strong foundation for student acquisition of the skills, attitudes, and knowledge that enables them to achieve success in school, at work, and across the lifespan.

**This course provides the student with the opportunity to obtain their Health ½ credit requirement for the State of Alabama.**

**Program Goals:**

1. Develop a body of knowledge common to all healthcare careers.
2. Meet learning needs of all Health Science students.
3. Promote character growth and development including human relations, good work habits, positive attitudes toward fulfillment of responsibilities, and establishment of ethical values.
4. Develop the skills of logical thinking, communication, problem solving, and decision making.

**Course Goals:**

1. Provide a learning environment which replicates or simulates healthcare settings.
2. Identify career options related to healthcare.
3. Translate medical terms, symbols and abbreviations to laymen’s terms.
4. Utilize mathematical concepts related to basic financial skills and the healthcare industry.
5. Understand technology related to healthcare.
6. Understand digital citizenship and the responsibility as a healthcare professional.
7. Identify the ethical characteristics required in the work place.
8. Prepare students for entry and acceptance into a health career and/or post-secondary education program.

**Essential Question:** What skills and knowledge are essential to be college/career ready in the 21st century?

**Instructional Philosophy:** It is my belief that all students can and will learn when presented new information they find relevant to their lives in an inviting atmosphere through a variety of interesting methods and activities. Therefore, it is my goal and philosophy to create such a learning environment in the Health Science class. The instruction will be divided into a classroom component and a clinical component. In the classroom, students will work through modules of assignments with instructor assistance and evaluation of skill performances. Training videos, class demonstration, skill practice, field trips, and guest lectures will be utilized as instructional methods. Student assessment can include graded assignments, skill performance evaluation, journal entries, clinical supervisor evaluations, and tests of students’ knowledge of concepts covered. Professionalism will be emphasized at all times.

**In order to successfully complete this course, students will need to:**

1. Read on grade level and study.
2. Complete assignments independently and successfully pass skill performance evaluations.
3. Follow and apply basic safety requirements.
4. Collect and analyze data/use critical thinking skills and problem solving.
5. Use and care for medical equipment and supplies safely.
6. Perform patient care assignments and CPR.
7. Prepare and read graphs.
8. Perform mathematical calculations.
9. Prepare and type written reports and communicate effectively in writing and speaking.
10. Use a variety of technology equipment.

**Text:** A variety of resources will be utilized in the classroom.

**Additional Materials**: Videos, guest speakers, field trips, laboratory equipment, computer software programs.

Students in HSA will have classroom exposure to all aspects of the human body. This may be in the form of films, videos, speakers, assignments, or field trips. I feel **ALL** materials used in the classroom are important for the students. However, if you do not wish for your child to take part in these learning activities, please contact me. Failure to respond in writing will automatically submit your approval.

**Course Requirements**:

Successfully complete daily assignments

Successfully complete projects

Pass written tests

Write reports of field trips and guest speaker experiences

Successfully perform a variety of health care skills for instructor evaluation

**Student Expectations for this class**: Study and come to class prepared each day, listen and follow instructions. Show respect for each other and the teacher at all times. Misconduct will not be tolerated. School code of conduct policy will apply. The classroom disciplinary process is as follows:

1. Student asked to discontinue inappropriate behavior.
2. Verbal warning – may be assigned to stay after school or report before school for conference.
3. Call to parents is attempted.
4. Referral to administer is initiated.

**Academic Dishonesty:** The SPHS Code of Academic Honesty and Integrity will apply. Cheating of any kind will not be tolerated.

1. First offense:
	1. Zero on test/assignment
	2. Parent called by the teacher
	3. Discipline referral to administrator
	4. Student will be ineligible for academic awards in subsequent semester.
2. Second Offense:
	1. Zero on test/assignment
	2. ISS

**Attendance:** The school attendance policy will apply. Students with unexcused absences will not be allowed to make up assignments. **Students will be given a “0” for the assignment**. Students with excused absences are allowed three days to make up work. It is the responsibility of the ***student*** to request make-up work and schedule make-up times with the instructor at her convenience. In my room, I have a “missed work” bin. It will be the responsibility of the student to check this folder upon return from an absence and turn in any work accordingly.

**Assessment Procedures:** Each section of grading will be given a percentage value. Because of the nature of this course and the healthcare industry, test questions will be at a higher thinking level. Tests and quizzes will consist of application questions. The students must know the basic material in order to apply the knowledge.

Students will receive a variety of assignments with varying point values, including but not limited to: test, quizzes, projects, class work, participation, and work ethic. It is important that all assignments be turned in at the given due date. Ten points will be deducted per day for late assignments.

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| **Grading Scale:** | **Category Values:** |
| A 90-100 | Tests/Projects: 60% |
| B 80-89 | Classwork: 30% |
| C 70-79 | Work ethic: 10%  |
| D 60-69 |  |
| F Below 60 |  |

**Course Outline:**

1. Course Introduction/Safety
2. Personal Decision Making
3. Workforce Behaviors
4. Career Opportunities in Healthcare
5. Technology
6. Medical Terminology & Body Systems
7. Financial Literacy
8. Kuder (4 year planning)

**Time Allocation:**

1st nine weeks:

1. Personal decision making
2. Academic Planning/Career Development
* Personal skills and interests and abilities related to current career opportunities
* Personal preference, education, and training to demands of the workplace
* Postsecondary/higher education admissions process
* Electronic portfolio using digital tools
* Workforce behaviors
* The employment process

2nd nine weeks

1. Technology skill applications
* Diagnose problems
* Advance technology skills
* Functions of various operating systems
* Emerging technologies and forecast innovations
* Digital citizenship
* Utilize an online learning management system
* Minimizing exposure to identity theft and unethical sales practices
* Health exam

3rd nine weeks

1. Financial literacy
* Saving and investing
* Banking and financial institutions
* Credit and debt

4th nine weeks

1. Financial literacy (continued)
* Risk management and insurances
* Managing finances and budgeting
* Electronic portfolio

**Career Technical Student Organization**: Students will have the opportunity to join HOSA; Future Health Professionals organization. The dues are $20.00 and it covers state and national membership. Any student interested in joining HOSA should turn in dues by September 30, 2017.

**Accommodations:** The instructor will use fair and equitable instructional strategies and classroom organization techniques; attention to multiple modalities & multiple intelligences when planning lessons. The instructor will integrate accommodations in lesson/unit plans for Gr. 9-12 learners.

**Work Ethic Rules**: In order to reach maximum student performance, the classroom should be conducive to learning. Students in this course are exploring careers in healthcare which is a profession that requires ethical, professional, and responsible behavior at all times. The following work ethic rules are an extremely important component of this course not only to maintain an environment for learning, but also to teach valuable behaviors necessary for success in the healthcare business. Failure to comply with these rules will result in loss of work ethic points and possible disciplinary action. The attached rubric will be used each 9 week grading period.

1. **Be on time and prepared:** tardiness will inhibit good performance. When you come to “work,” arrange your materials so you are prepared for your “shift.”
2. **Be respectful to teachers and other students**: when I am talking you should be listening as class time is very important for productivity. Be cooperative, considerate, and polite with teachers and classmates.
3. **Strive for excellence**: high achievement is directly related to your efforts and the management of class time. You should complete every assignment; you don’t have the option of not attempting your work.
4. **Keep facilities and equipment clean and neat:** Food and drink are not allowed in class/lab. Any abuse of the equipment or furniture will result in disciplinary action.
5. **Follow school rules:** refer to the student handbook in regard to electronic devices, dress code, make-up work, etc.

**Requirements to Advance in Health Science:** students who successfully fulfill the following criteria while in HSA CP will be eligible to move to the next level. Students who fail, in any part, to meet the criteria will not be accepted into other Health Science classes. All students who meet the eligibility requirements and desire to move on in the program must have approval from the instructor. There will be a mid-term evaluation done prior to the winter holiday so the student knows where they stand.

Criteria:

1. Shows a genuine interest in the Health Science program and its objectives. Maintains an average of at least 80.
2. Have no disciplinary referrals (ISS).
3. Attendance – not more than 5 excused absences (circumstance dependent), no unexcused absences or excessive tardies.
4. Maintains a test average of at least 75.
5. Passes all required skill tests/evaluations.

**My Pledge to you:**

1) I will trust you until you give me reason to do otherwise.

2) I will respect you and work with you to solve problems.

3) I will promptly correct and offer feedback on your work.

4) I will work with you to meet learning goals.

5) I will offer extra help and alternative assignments should you need them.

**Culminating Product(s):** Each student will create and complete a Kuder account that will include an electronic portfolio and a four-year plan.

**Available Student Industry Credential(s):** CPR certification

**Agreement:** Please go to the following link and submit the electronic signature for parent ***and*** student.