

SYLLABUS

Course Description

Students will develop advanced clinical skills necessary for the health science professions or continued post-secondary education. This course is designed to provide knowledge and skills and competencies for Pharmacy Technicians. This course will provide an overview of the pharmacokinetics and pharmacodynamics of prescription and nonprescription medications. Course content will emphasize drug classifications, drug action, drug administration, ethical and legal issues, and safety. Students will develop an understanding of pharmaceuticals and its impact on the health care industry while participating in a 160-hour internship at two different pharmacy settings. Career options in pharmacy will also be explored. The course will prepare the student to take the state certification test. Registration payment and testing is done post-graduation by the student. Students will also develop leadership skills through the HOSA organization.

Prerequisites

Biology, Chemistry, and have passed or be currently enrolled in Physics

Textbook

Johnston, Mike, The Pharmacy Technician: Foundations and Practices, Pearson, 2014.

Required Materials

- 2" ring binder dedicated to HST III: Pharm Tech
 - 10 Dividers
 - College Rule Notebook Paper (to be replaced as needed throughout the school year)
 - Heavy duty plastic folder with brads and pockets – *please turn in to Mrs. Henry*
 - Black or blue pens
 - #2 pencils
 - Red grading pens
 - Registration through the Texas State Board of Pharmacy
 - Scrubs (please **do not** purchase until your student has been assigned a pharmacy, we are adding CVS to our cooperating pharmacies and they may require a different uniform)
 - High Speed Internet access – if not available at home there are other options so please communicate this to me
- ***Please have all supplies no later than Friday, August 26th**

Course Description

In Anatomy and Physiology, students conduct laboratory and field investigations, use scientific methods during investigations, and make informed decisions using critical thinking and scientific problem solving. Students in Anatomy and Physiology study a variety of topics, including the structure and function of the human body and the interaction of body systems for maintaining homeostasis. Students are also given the opportunity to develop leadership skills through the HOSA organization.

Prerequisites

Biology, Chemistry, and have passed or be currently enrolled in Physics

Textbook:

Hall, Susan J., Provost-Craig, Michelle A., Rose, William C., Introduction to Anatomy and Physiology, Goodheart-Wilcox, 2014.

Required Materials

- 2" ring binder dedicated to Anatomy and Physiology
 - 15 Dividers
 - College Rule Notebook Paper (to be replaced as needed throughout the school year)
 - Black or blue pens
 - #2 pencils
 - Red grading pens
 - High Speed Internet access – if not available at home there are other options so please communicate this to me
 - Earbuds or headphones to use in class – please bring with you every day!!!
 - Clorox Disinfecting Wipes – *for classroom use*
- ***Please have all supplies no later than Friday, August 26th**

Grading Standards

- All assignments within a grading category will have a value appropriate to that individual assignment. This value will reflect the difficulty and importance placed upon that assignment.
- Overall grade book averages will be calculated on the basis of the following two weighted categories:

Summative grades will comprise 70% of the Term Grade. These are assessments designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, some quizzes, assignments, some projects, final performances, etc.

Formative grades will comprise 30% of the Term Grade. These are assessments that are designed to provide direction for both students and teachers while a student is still learning the curriculum, e.g. labs, daily performance assessments, some projects, homework, daily work, some quizzes, etc.

Make-up Work Due to Absences

- The student is responsible for: completing all assignments on time, for getting missed assignments due to absences, and for being prepared for quizzes and tests on the scheduled day(s).
- Absence on the day before a test **will not** exempt the student from taking the test on the regularly scheduled test date.
- Students must make up all assignments and tests missed while out because of excused absences. The student will have the same number of days to make up work as days that they were absent.
- A student who will miss class for a school sponsored event must turn in all due assignments **prior** to leaving for the event.
- Make-up tests may be different from the originally scheduled test format, and will be scheduled for a tutorial period. Students should not expect to make-up tests or activities during class time.

Late Work Guidelines for Projects and Daily/Homework Assignments

The student is expected to **complete every assignment!** No exceptions.

- All assignments for the week will be submitted via Google Classroom and are due on Sunday at 11:59pm (unless otherwise noted; *also see "flipped" assignments*). Students **WILL** have time in class to complete assignments and should have them turned in before they leave class, but if they are absent or need more time, they have until Sunday!
- Students who do not turn in work on the assigned due date **must** come to tutorials within **three school days** to complete their assignments. The student must obtain a signature from the teacher (validation) showing that the work was completed during tutorials. The student may earn partial credit not exceeding a grade of 70. If a student does not turn in missing assignments by the third school day following the due date, the grade will remain a zero.
- "Flipped" assignments are text or videos that students are expected to read/watch and take notes on **BEFORE** the next class meeting. All "flipped" assignments will be posted in Google Classroom with their corresponding due dates. Failure to complete "flipped" assignments results in students coming to class unprepared for the day's activities. If a student is unprepared due to not completing a "flipped" assignment, they will have to complete the "flipped" assignment before beginning the day's activities.

Extra Credit

There will be several extra credit opportunities given to all students throughout the year. These are not mandatory, but will be the **only** opportunities given for extra credit.

Final Exams

Final exams account for 20% of the student's semester average. Given the high stakes associated with these exams, preparation is of paramount importance to a successful exam. The final exam is a chance to show that the student has retained the knowledge that was previously tested. In addition, the final exam is a chance to show that the student has corrected any mistakes or misunderstandings from the original test and can now answer the questions correctly. It is therefore understood that the student shall: keep all tests from throughout the year in their ring binder, correct all mistakes on these tests, and seek timely tutorials for re-teaching when necessary. Collectively these old tests will constitute the student's only final exam review packet.

Tutorials

- Tutorials are available Monday – Friday from 8:20am to 8:55am and until 4:30 in the afternoon Monday – Thursday. If these times do not work with your student's schedule, please contact me to set up a tutorial date/time.

Contact Information

- Preferred contact is by email katie.henry@dsisdtx.us
- My school phone number is 512-858-3151
- This is a voicemail box. Please allow me 24 hours to return your messages (72 hours if over the weekend) due to time constraints before, during, and after school. I can schedule time directly before or after school as well as during my conference periods for parent meetings.
- My Website: www.mrshenryswebsite.weebly.com

Classroom Rules

I expect my students to abide by five very simple rules in my classroom:

- Be Polite
- Be Prepared
- Be Punctual
- Be Productive
- Be Positive

This involves arriving to class on time with all necessary materials, respecting other people (including the teacher) and their property, and giving their best effort. Any infractions will result in a warning for the first time, before school detention and a call home to the parents for the second time, and a referral to the Assistant Principal after that. Students will also be expected to follow all school rules and arrive on time to class.

Classroom Procedures

Entering the Classroom:

I will stand at the door and greet each student. Students will enter the classroom quietly, get their notebook and other supplies ready, sit in his/her assigned seat, and begin the warm-up.

What if you don't have your supplies:

1. If you don't have pen, pencil, or paper, borrow from a friend before the bell rings – please don't tell me you don't have your supplies.
2. If you don't have a project or homework, you will need to attend tutorials to complete the assignment, and turn it in as soon as you can (late work policy will apply to these assignments).

Tardy Procedure:

A student is tardy to class if they are not in the classroom when the tardy bell rings. If a student is tardy to class, he/she will enter the classroom quietly, fill out the "Tardy Log" by the door, including if the tardy is excused or unexcused. If the tardy is excused, the student will place their excuse/hall pass in the basket on my desk, sit down quietly, and begin working. If the student is unexcused, the student will fill out the Tardy Log, sit quietly, and begin working. Excessive tardies will result in disciplinary action according to the student code of conduct/student handbook:

1. First Tardy: teacher conference and/or warning
2. Second Tardy: teacher-assigned consequence
3. Third Tardy: teacher-assigned consequence and phone call to parents
4. Fourth Tardy: discipline referral to office and after school detention
5. Fifth Tardy: discipline referral to office and extended after school detention
6. Six or More Tardies: discipline referral to office, appropriate consequence, and possible referral to the Justice of the Peace for truancy

Leaving the Classroom:

Students are expected to take care of their needs during passing periods. If an emergency arises, the student will need to fill out the "Student in Transit" form by the door. This includes student name, where they are going, time out, and time in. Students should avoid leaving the class during direct instruction time (lecture) as it interrupts not only their learning, but others' learning as well. Only one student will be allowed out of the classroom at a time, and all students are expected to leave and enter the classroom quietly. If long, frequent trips to the restroom become a pattern, restroom privileges during class will be revoked.

If a student needs to go to the nurse/office/counselor during class, they will need to obtain a pass from the teacher and fill out the "Student in Transit" form as described above.

Make-Up Work from Absence:

It is the responsibility of the student to pick up any make-up work from an absence. In the event of an absence, students are expected to check Google Classroom and speak with the teacher to pick up any missed assignments before or after school only; I will **not** interrupt class to give out make-up work.

If a lab/test/quiz is missed, the student is required to make up the lab/test/quiz before or after school during tutorials. No make-up labs/tests/quizzes will be given during class.
If a student will be out due to an extra-curricular activity, they are expected to complete and turn in all assignments **prior to the absence.**

When Finished With Work:

When you are finished with an assignment in class:

1. Work on unfinished assignments or study.
2. Start working on tonight's homework.
3. Work on independent project.
4. Complete homework from another class. (MUST have teacher permission)

Dismissal:

I will try my best to give students a 2-minute warning each day to clean up, put away all supplies, turn in work, and wrap up anything being worked on. Students will be dismissed by the teacher and **NOT** the bell. All students are expected to remain seated until dismissed by the teacher; I do not allow students to line up at the door before the bell rings. I will end the class each day by stating, "Have a great day!" That will be the cue to be dismissed.

Cell Phones/Electronic Devices:

All students will have an assigned pocket in a hanging organizer where they will be expected to deposit their cell phones upon entering the classroom. Because I have a class set of technology we will be using, all cell phones will remain in the student's assigned spot until the end of the period. If personal electronic devices are being used in class (aka: texting, tweeting, instagraming, facebooking, etc.) they will be confiscated, turned in to the office, and a parent/guardian will be contacted. Use of electronic devices during test/quiz times will result in device confiscation, a zero on the test/quiz, a referral to the Assistant Principal, and an alternate test/quiz that must be taken during tutorial hours the following school day.

Consequences

- 1st Offense: A verbal reminder will take place and the offending behavior must stop immediately. Individual conferencing may then occur at the first opportunity when classroom instruction allows
- 2nd Offense: Classroom detention with remedial activity assigned; detentions will be served on the day following the offense unless the teacher schedules an alternate detention time
- 3rd Offense: Classroom detention with remedial activity assigned and parent/teacher conference.
- 4th Offense: Student will be referred to the Assistant Principal for disciplinary action

Cheating--Plagiarism--Academic Dishonesty (Student Handbook)

Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty will be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students. A student found to have engaged in academic dishonesty will be subject to disciplinary penalties per the SCC [two days], as well as, academic penalties. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will assign a zero for the work in question.

Plagiarism

is a form of academic dishonesty in which *you use other people's words or ideas* (pictures, art, charts, graphs, computations, scientific data, music, etc.) *as your own by failing to credit the others at all or by improperly crediting them*. If you use someone else's exact words, you must put quotation marks around them and give the person credit by revealing the source in a citation. Even if you revise, rearrange, or paraphrase the words of others or just use their ideas, you still must give them credit instead of pretending the words or ideas are your own. Your teachers will instruct you how to properly credit your sources.

While some plagiarism is obviously intentional and some might be considered unintentional (missing or improper citation due to carelessness, often because of hurrying to do an assignment at the last minute), both types are still subject to the same penalties.

If in doubt, ask your teacher before you turn in your assignment!

IMPORTANT!

Unless your teacher specifically tells you that you may work with other students on an assignment, ***you are expected to work on all assignments by yourself, using only your own thoughts, ideas, and reasoning.***

Dripping Springs Independent School District does not discriminate on the basis of race, color, national origin, age sex, or disability in its employment, practices, activities and programs.

El distrito independiente de la escuela de Dripping Springs no discrimina en base de la raza, del color, del origen nacional, de la edad, del sexo, o de la inhabilidad en su empleo, practicas, actividades y programas.

Parent/Student Syllabus Agreement

Students: Please read the course syllabus and share it with your parents. Then you and your parents should sign this sheet. Please return this sheet by Friday, August 26th.

I have read the policies and expectations for the **HST III: Pharmacy Technician** class and understand them. If I choose not to meet these expectations, I am willing to accept the consequences.

Student Printed Name:

Parent/Guardian Printed Name:

Student Signature: _____

Parent/Guardian Signature:

Date: _____

Date: _____