
HEALTH OCCUPATIONS/Medical Assisting II (V1610)

Instructor: Valin Mcleod, BSN-RN

2025-2026, Full Year Program

E-mail: Mcleodv@wwcsd.net

Classroom phone: 734-419-2136

Main Office phone: 734-419-2100

PM Shift: 11:25 am – 1:50 pm

Extra Help: After School until
3 pm or by appt.

CIP: 51.0000 Health/Therapeutic Services

COURSE DESCRIPTION: Health Occupations and Medical Assisting 2 expands on concepts learned in Health Occupations/Medical Assisting 1, including safety, infection control, health careers exploration, healthcare systems, leadership, employability, and communication skills. The program will develop the hands-on skills necessary to provide basic bedside care to patients, phlebotomy, electrocardiography, sterile technique and pharmacy technician. Students will also learn more in depth anatomy and physiology, medical terminology, and advanced medical math. Students will be provided opportunities for work-based learning and the EKG tech and pharmacy tech certification.

GENERAL REQUIREMENT: Strong science and math background. Successful completion of Health Occupation/Medical Assistant 1.

REQUIRED COURSE MATERIALS

- Black Scrubs
- Solid Color Tennis Shoes
- Watch with a second-hand

CERTIFICATES:

Students in this course are eligible to sit for the following exams, which provides industry credentials that will support students in gaining employment in the future.

- Precision Exam Certificate
- EKG and Pharmacy Technician
- BLS Certification
- First Aid Certification

William D. Ford Career Technical Center students with a grade of C or higher, 12 or less absences for the year, and successful completion of the credentialed study guides/Modules are eligible to take certifications. This opportunity is offered at no cost to families.

COURSE TEXTBOOKS:

- The Pharmacy Technician Foundations and Practices Textbook

5 RULES FOR THE CLASSROOM	5 RULES FOR THE LAB
• Listen with your full attention to the teacher and your classmates	• Be on task and ready to learn at all times
• Come to class on time and ready to learn	• No food or drink in the lab area.
• Always give your best effort on all your work	• Use equipment properly and safely
• Demonstrate professionalism in behavior, appearance, and language	• Be a productive, positive team member
• Respect yourself, others, and materials in the classroom	• Leave your workspace better than you found it

Post-Secondary Articulated Credit: Students may be eligible to receive free college credit for successful completion of the Health Occupations class. The qualifications and number of college credit hours vary by the post-secondary institution. This course has articulated credit agreements with Baker College, Davenport, Schoolcraft College, Ferris State University, Washtenaw Community College, and Wayne County Community College. Additional agreements may exist upon request with the advisor at the incoming institution.

Work-Based Learning:

Work-based learning is a valuable experience in which every student in Career and Technical Education is required to participate. All students will be given opportunities to attend a minimum of one field experience each school year. Those students who do not attend the scheduled experience(s) will be required to find a site where they will spend a minimum of one class period in a business related to their program of study. The student will be required to get the teacher's signed permission, and the parent/guardian's signed permission, fill out a training agreement to be signed by the site supervisor and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in a question and answer assignment provided by the teacher regarding the experience.

CAREER TECH DRESS CODE: The style and manner in which a student dresses while attending Career Tech must be professional at all times. Students must wear clothing that is not disruptive to the educational process. Shirts must cover the chest and midriff. Another shirt must cover tank tops. Shorts and skirts must be below fingertip length. The administration will be notified if the dress code is not followed.

GRADING: Course grades are based on mastering the standards instead of accumulating points. Students are graded on their level of achievement on individual, specific standards.

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4	Excels Standards	70% Summative Assessments that show what the students have learned (tests, quizzes, papers, projects, presentations, etc.)
3	Proficient in Standard	
2	Approaching Standard	
1	Beginning Standard	30% Formative Practice opportunities for learning (homework, exit tickets, classwork, discussion, etc.)
0	No Evidence	

***Syllabus and grading scale subject to change per district policies, protocols and requirements throughout the school year and the instructor will notify students as soon as changes are made and a new syllabus will be available to students online (print available as requested).**

EMPLOYABILITY SKILLS Weekly Score:

	Monday	Tuesday	Wednesday	Thursday	Friday	Weekly Grade
Student Name	10 pts	10 pts	10 pts	10 pts	10 pts	50 pts

Infraction	Points Deducted		Infraction	Points Deducted		
A = Absent with no communication to instructor (no call/no show)	-10		O= Office referral	-10		
T = Tardy / Leaving class early	-5		S= Sleeping	-5		
P= Personal Electronics Violation	-5		M= Misconduct	-5		

Grading Addendum

Key Features of the Updated Grading Policy

Common Categories & Weights

- **Summative (70%)** - Assessments that show what students have learned (tests, quizzes, papers, projects, presentations, etc.).
- **Formative (30%)** - Practice opportunities for learning (homework, exit tickets, classwork, discussions, etc.).

Semester Grades

- Students will no longer receive separate quarter or exam grades. Instead, grades will reflect learning across the entire semester.

- Progress reports will still be provided midway through the semester as a snapshot in time.
Final exams may still be given at the teacher's discretion, but will be factored into the semester grade rather than reported separately.

Assessment Redos

- For every major test or project, students will have a chance to try again.
- Reassessments must be completed no later than one week prior to the end of the semester.
- End-of-semester assessments are not eligible for reassessment.
- Students will earn full credit for demonstrating improved learning.

Formative Work Expectations

- Late or missing formative work will be accepted until the end of the unit (minimum of two weeks).
All formative work must be submitted no later than two weeks before the end of the semester.

Common Grading Scale

- Teachers will use a **4-point proficiency scale** rather than percentages.
- ParentConnect will display number grades that correspond to letter grades on transcripts.

We believe these updates will provide a clearer, more accurate picture of student learning and help support every student's academic success. Please understand that the grading updates may not always be applicable to Health Occupations courses as oftentimes a student must complete one learning unit to move on to the next.

HOSA: Students are strongly encouraged to join and be active members of HOSA--an international student organization for future healthcare professionals. HOSA provides a unique program of leadership development, motivation, and recognition exclusively for students interested in healthcare careers. Membership for HOSA is \$50 (\$20 dues and \$30 for the regional competition fee) For more information visit: www.hosa.org

CELL PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES: Personal electronic devices are **NOT** to be used in the classroom or lab, unless explicitly permitted by the teacher. Please note that cellphone usage will result in parent contact and disciplinary action. Photos/Videos without permission or cheating will



result in immediate disciplinary consequences. (See additional cellphone document, signature required)

FOOD AND DRINK: Outside food will NOT be allowed at any time during class or in the lab. Food and drink is only allowed during break time and will take place in the commons outside the classroom.

ILLNESSES & INJURIES: Students who become ill or injured in class **must** inform their instructor immediately. The instructor will then take appropriate action. You **MUST** sign-out at the career tech office when leaving our building.

HALL & RESTROOM PRIVILEGES: Students will not be allowed in the halls or the restroom without teacher permission and use of a pass. Only two students are allowed out of the room at a time.

MISTAR: All student grades and data are visible with the MISTAR online application. Parents outside of Wayne-Westland are encouraged to gain access through registering at the Career Tech main office. Parents/guardians must bring a photo ID when registering for MISTAR. Questions, please contact our office staff at 734-419-2100.

LATE WORK: This course is preparing you for a professional position in the workforce. Therefore, late work will not be accepted under normal circumstances. **If you speak with the teacher**, late work may be accepted one week after the due date with a loss of 50% of the score.

ABSENCES: Please do not come to school ill. All students who are ill will be sent home. All absences must be excused by texting or emailing the instructor prior to the end of class time. Employability grades will be affected if the instructor is not made aware of the absence. This is unprofessional and it is considered a no call/no show.

PLAGIARISM/ACADEMIC OFFENSES: Academic dishonesty is defined as a student's use of unauthorized assistance with the intent to deceive the instructor in meeting course requirements. **Plagiarism** is the use of another person's distinctive ideas or words without acknowledgment. **Cheating** involves the possession, communication or use of information, materials, and assignments not authorized by the instructor. **Misuse of academic materials** includes the theft or destruction of books, equipment, or student belongings. Any of these academic offenses will result in suspension or removal from the program. Any damage or loss of materials are to be paid for by the student.



By signing below, I agree that:

I have read the Health Occupation 1 Syllabus in its entirety and agree to abide by the terms and policies outlined in the syllabus. I will take responsibility for my learning and success in this course.

Student Name (Signature)

Parent/Guardian Name (Signature)

Student Name (Print)

Parent/Guardian Name (Print)

Date: _____

DISCLAIMER: Please note that all students in the Health Science Program are exposed to all aspects of the human body. This information may be in the form of videos, models, pictures, speakers, lectures, assignments, or field trips. If you have any concerns regarding this type of content or learning activities please email me at ritchiera@wwcsd.net. Failure to respond in writing will automatically submit your approval.