

Secondary Articulation Agreement

Part A (To be completed by Secondary CTE Instructor or Administrator.)

District / High School / Career Center	Dearborn Public Schools		
Secondary Program Title:	Allied Health	CIP Code:	51.0000
Name and Title of Secondary Contact:	Adam Martin, Executive Director of Student Achievement		
Mailing Address:	18700 Audette	Dearborn	MI 48124
	Street & Office Number	City	State & Zip
Office Phone:	313	827-3024	Email: martina@dearbornschools.org
	Area Code	Number	

Part B (To be completed by HFC Instructor, Dean, Associate Dean or Administrator.)

HFC Program Title:	Allied Health	CIP Code:	51.0000
Date of Agreement:	March 1, 2022		
Agreement Period:	5 Years 3 Year Course Content Review		
*Expiration Date:	March 1, 2027		

*For the purposes of students enrolling and receiving articulated credit, this agreement remains effective for three (3) additional years after the expiration date. This will allow students who completed the secondary program during the agreement period to finalize the agreed upon requirements and receive articulated credit.

Purpose: The purpose of this agreement is to facilitate the transition of students from the above-named high school Career and Technical Education program to the aligned Associate Degree Program or Career and Technical Education Program at Henry Ford College (HFC). Academic credit is awarded for course requirements of the HFC certificate or degree program based on the completion of equivalent courses in the above named program at the recognized secondary institution.

General Terms and Conditions: An articulation agreement established with the College shall not exceed five (5) years in duration. Students requesting articulated credit shall satisfy the conditions and requirements as stated in this agreement within three (3) years after their termination of student status at the secondary institution. Any request received after that period shall be subject to approval by the appropriate HFC instructor and dean. Credit will be awarded as specified under the "Program Specific Terms, Conditions, and Requirements" of this agreement. Students shall be responsible for initiating the process to receive articulated credit as specified by this agreement by submitting a completed "Student Application for Articulated Credit" form. Credit granted beyond HFC is at the sole discretion of the transferring institution accepting credit.

Revisions and Renewals: This agreement shall be reviewed annually by both parties or at such time that substantive program changes occur within the HFC or the secondary program. Revisions and renewals must be in writing and agreed to by both parties before any modifications are made to this agreement. **Contact: Brandon Nowak, Articulation Agreement Manager** bnowak1@hfcc.edu

Secondary Articulation Agreement Program Specific Terms, Conditions, and Requirements

Part C (To be completed by HFC Instructor, Dean, Associate Dean or Administrator.)

HFC Program Title:	Allied Health	CIP Code:	51.0000
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(The space below is used by HFC instructors, Faculty Chair or Administrators to specify secondary articulation agreement terms, conditions, and requirements for the above program.)

1. Students must achieve a "C" or better average for each applicable class taken at Dearborn Public Schools/Dearborn High School that may apply to the specified program at Dearborn Public Schools/Dearborn High School.
2. Students must have demonstrated a good/satisfactory attendance record for the course/program at Dearborn Public Schools/Dearborn High School.
3. Students from Dearborn Public Schools/Dearborn High School must demonstrate competency in each course, for which HFC will grant articulated credit, as determined by HFC Faculty.
4. The secondary articulation agreement is predicated on relevant course/program curriculum submitted by Dearborn Public Schools/Dearborn High School and reviewed/evaluated by HFC Staff.
5. Secondary articulated credit will be held in escrow for:

HCS 103 Employment Skills for Health Careers	1 CR
<u>HCS 124 Basic Health Assessment</u>	<u>1 CR</u>
Total	2 CR
6. To receive secondary articulated credit, the student must enroll in any HFC Health Science certificate/degree program.

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Secondary Instructor or Administrator Name and Title:

Adam Martin

Executive Director of Student Achievement

Printed Name

Printed Title

Authorizing Signatures:

Adam Martin

2.18.2022

Secondary Instructor or Administrator

Date

Cynthia Scheuer, PT, EdD

2/16/2022

HFC Instructor, Faculty Chair or Administrator

Date

Dearborn Public Schools
Michael Berry Career Center
Allied Health Occupations - Syllabus and Course Expectations
2021-2022 School Year

Instructor:	Christine Cheetam; Denise Dobert; Danielle Hendley; Heidi Lang; Lynne Osborne; Jessica Zaleski	Phone	313-827-4802
Room:	C106;C105; C102; C107; C104; C101	Email	dobertd@dearbornschools.org langh@dearbornschools.org OsborneL@dearbornschools.org zaleskj@dearbornschools.org
Class:	Allied Health Occupations	School blog:	see schoology courses
Course #	PSN 18689, CIP Code: 51.0000	Office hours/Study Hall	–Wednesday 3-4

Course Description:

This course explores health careers and encompasses the basic skills and knowledge necessary to prepare you to work at an entry-level position in the healthcare industry or to pursue further education in the healthcare field. Skills will include taking vital signs and providing First Aid and CPR. Emphasis is placed on basic medical terminology, anatomy and physiology with special preparation given to taking the National Health Sciences Assessment. We will also help you prepare to enter a two-year college, four-year University or other post-secondary education.

Goals / Objectives: The student will be able to:

<ul style="list-style-type: none"> ● Understand the interdependence of the healthcare professions ● Acquire CPR certification (pending in-person class time) ● Acquire First Aid Certification (pending in-person class time) ● Acquire AED certification (pending in-person class time) ● Complete basic medical math problems including conversion problems ● Measure vital signs (Temperature & Blood Pressure) ● Demonstrate a thorough knowledge of OSHA and HIPAA standards ● Possess knowledge of safety standards ● Possess knowledge of medical terminology ● Demonstrate proper body mechanics and ergonomics 	<ul style="list-style-type: none"> ● Practice public speaking and teaching skills ● Calculate net and gross pay and develop a budget based on anticipated professional income. ● Demonstrate skills needed in a professional workplace, including proper attire and build a professional resume, cover letter and interview skills ● Identify concepts of effective communication Identify and practice creative problem solving skills Identify ethical and legal issues in the healthcare system ● Demonstrate a basic knowledge of anatomy and physiology ● Perform proper hand-washing ● Develop a team approach to health care Understand Information Technology and the impact on healthcare
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Prerequisites:

There are no prerequisites for this course, although students who have taken biology and/or anatomy and physiology will find those classes to be helpful.

In order to take a second year health science course, students are required to take Allied Health Occupations and pass with a C or better, complete work based learning, safety training, and participate in HOSA (or a similar leadership activity).

Required Course Materials:

Each student must have the following materials:

1. Two or three subject notebook per semester.
2. A folder to hold and retain all handouts and graded worksheets (if desired).
3. A pen (preferred) or pencil each day.
4. Internet-accessible Chromebook or technology equivalent

Resources:

90-92.9% A-
87-89.9% B+
83-86.9% B
80-82.9% B-
77-79.9% C+

70-72.9% C-
67-69.9% D+
63-66.9% D
60-62.9% D-
< 59.9% E

Course Certification Requirements:

In order to be eligible to receive course certification in Allied Health Occupations, students must meet ALL of the following criteria:

- A. Minimum final grade of 73% (C) or better
- B. Demonstrate mastery of all skill check-offs and competencies
- C. Attendance in compliance with district policy of no more than 10 absences per semester
- D. Active student leadership participation (HOSA membership or 40 preapproved volunteer hours)
- E. Behavior in all areas that consistently demonstrates professionalism and employability
- F. Work based learning must be completed.

Required Course Components -

1. Work Based Learning: Students will be expected to participate in a Job Shadow. This consists of at least 1 entire school day in an appropriate and pre-approved setting. The student will be required to find a site on their own, work with the site contact to complete the training agreement, obtain teacher's and parent/guardian's signed permission, and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in an assignment and present to the class on their experience and assignment research. All work based learning requirements must be completed by the end of the first semester. This assignment is worth 30 summative points, equal to three tests.

2. Student Leadership Activity: CTE students are strongly encourage to participate in HOSA and demonstrate leadership by competing, running a committee, organizing a fund-raising event, etc. Students who do not join HOSA may demonstrate leadership by volunteering in a preapproved health care setting for a total of 40 hours. Those who do not will not receive course certification.

3. Group and Individual Projects: Students will work in groups to plan and deliver a thorough lesson on a body system, including creating and effectively teaching from a PowerPoint presentation, conducting a learning activity, creating and teaching with a physical model and grading the topic worksheets. All group members will receive the same grade, which will be impacted by the class average on the test on that body system. This assignment is worth 30 summative points, equal to three tests. Students will also work individually and in groups on these types of projects on other chapters throughout the year.

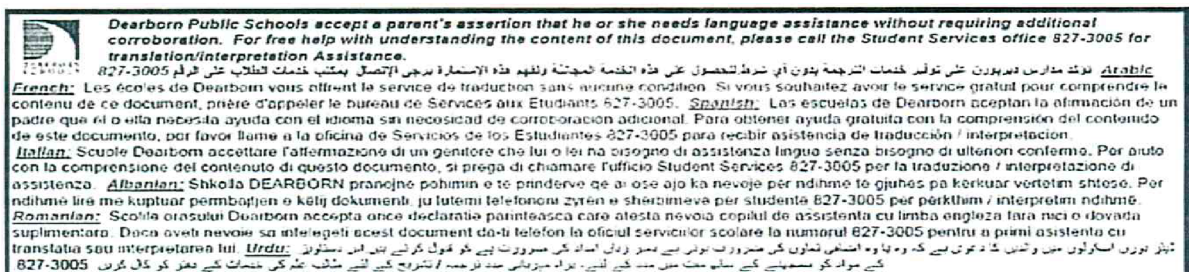
4. Resume, Cover letter and Interview: Students will create an error-free resume based on their current education and work/volunteer experience as well as a cover letter for a potentially desired position. They will participate in a mock interview for that desired position with their cover letter and resume geared to that position.

5. Safety Training - All CTE students must complete safety training, which includes CPR training, completion of HIPAA and OSHA bloodborne pathogens training and fire prevention training. They must also demonstrate knowledge of the proper use of PPE, handwashing procedures and proper body mechanics.

Examination information:

Summative exams are given after each textbook chapter and/or section. There will be a midterm and final summative exam (worth 15% of the semester grade) encompassing all content covered to that point.

Students absent for tests will be expected to take the test on the day they return to school. In addition, the test will only count for credit if the absence is marked as excused in MiStar. It is the student's and parents' responsibility to ensure that the absence is



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Urdu: تیار بورن اسکولوں میں والدین کا دعویٰ ہے کہ وہ اپنا وہ امتحان سمجھنے میں ضرورت ہوتی ہے۔ ہر والد اپنے بچے کو سمجھنے کے لیے اس دستاویز کے ساتھ اپنے والدین کی مدد کے لیے درخواست دے سکتے ہیں۔ یہ درخواستیں بغیر کسی اضافی ثبوت کے بغیر قبول کی جائیں گی۔

827-3005 کے ہوائے کو سمجھنے کے لیے والدین کو مدد سے مدد سے مدد سے۔ ہر والد اپنے بچے کو سمجھنے کے لیے اس دستاویز کے ساتھ اپنے والدین کی مدد کے لیے درخواست دے سکتے ہیں۔ یہ درخواستیں بغیر کسی اضافی ثبوت کے بغیر قبول کی جائیں گی۔

excused and marked as such by the home school attendance office.

Requests for re-taking a test will follow the district procedure and these tests must be taken before or after school, by appointment with the teacher. Test re-takes must be completed within **10** school days of the original test date.

Attendance Policy:

It is extremely important that you attend class on a daily basis. Your grade depends upon regular attendance and participation.

Students are responsible for completing all work missed due to absences.

Note - some class work such as labs or skill-practice sessions cannot be made up due to time and equipment constraints and, as a result, absence from these classes can negatively impact a student's grade due to lost points and course certification opportunity. Students with excused absences will receive the same number of days missed to make up assignments for full credit. See examples below -

Work assigned prior to an absence (including long-term/major projects/papers) – Work is due upon return from absence (For example- An assignment is given on Thursday and due on Monday. The student is absent on Monday. The student returns to school on Tuesday. The assignment must be turned in on Tuesday)

Work assigned on date of an absence - One day grace period for each day missed (For example - Student is absent on Monday when a new assignment is given, which is due Tuesday. Student returns to school on Tuesday and obtains the missed assignment, which is now due on Wednesday.

Cheating / Plagiarism:

Definition - Copying or taking someone else's work (including copying from sources on the internet, such as Quizlet or copies of course worksheets) as well as allowing others to copy your work is considered plagiarism or cheating. This includes class worksheets, homework and tests.

Consequences - This will result in **0 points** for that assignment for all students involved. This work cannot be made up or redone. In addition, parents, coaches, advisors, and school administration may be contacted and disciplinary action may be taken.

Cell phones and family communication:

Most high school students today have cell phones in order to communicate with parents regarding transportation and scheduling matters. We also know that cell phones can often be helpful educational tools, allowing students to review class PowerPoints or other online resources, conduct some research on various topics and create and use study aids such as flash cards. There will be times during class when students will be asked to use their phones for educational purposes. During these times, a sign in the classroom will indicate that phones are "ok." This means that students are allowed to use their phones for the assigned educational tasks only.

Students (and their family and friends) should only expect to use their phones for personal use before or after school. Please refer to the cell phone policy sent home with students for defining violations to the policy.

Classroom Expectations:

1. Follow the DPS Code of Conduct, and be mindful of the Core Values at all times.
2. Follow classroom procedures, which will be presented during the first days of school. These include coming to class on time prepared to learn and being in your seat and working on bell work by the time class begins. Being prepared includes using the restroom **before** class. Permission to leave class will be given only in emergency situations. The goal is to use class time effectively and with minimal interruptions.
3. Keep all outside items (food, drinks, electronics, etc.) from disturbing and disrupting your work and the work of others.
4. Raise your hand to make a comment or ask a question. Do not yell out or mock your classmates. This is unacceptable and will not be tolerated.

A student who is consistently disruptive or displays conduct unbecoming a professional environment will be dealt with following the progressive steps of discipline.

Career and Technical Student Organization:

Health Occupations Students of America (HOSA) is a Career and Technical Student Organization. Students are highly encouraged to join and participate in HOSA, attend meetings during school and compete in regional and state

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کے مواد کو سمجھنے کے ساتھ ساتھ والدین کی مدد فراہم کرنے کے لیے تیار ہیں۔

Syllabus Verification
Allied Health Occupations



Welcome to Allied Health Occupations! I am excited to have you in my class and I look forward to working with you this year.
Please read the attached Syllabus and Course Expectations then return this form, signed by you and a parent or guardian.
Should you have any questions regarding expectations, please contact me.

I, (print student name) _____, have read and understand the **Course Syllabus** and **Course Policies** and **Expectations** for my Allied Health Occupations course.

- I understand what it is expected and I will follow all class and school policies. If I do not follow these policies, I will be held accountable for my actions.
- I will come to school and class on time and ready to learn.
- I will complete my schoolwork as expected and participate in classroom activities.
- I agree to ask for help when I do not understand
- I know that I am the only person who can make me learn.

Student Signature

Date

I, (print parent name) _____ have reviewed this syllabus and I agree to subscribe to the teacher's blog and review ParentConnect regularly to monitor my student's progress.

Parent Name & Signature

Date

Best parent phone number(s) to call: _____

Best Parent email address(es): _____

NOTICE OF NONDISCRIMINATION: It is the policy of the Dearborn Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, height, weight or marital status in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Hassane Jaafar, Director Curriculum & OCR, 18700 Audette, Dearborn, MI 48126, (313) 827-3181. Upon request to the school district superintendent, the district shall make reasonable accommodations for a person with disabilities to be able to participate in this program.

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competitions. HOSA members participate in activities that encourage community service and health career exploration and build leadership skills.

Post Secondary Articulated Credit:

Students may be eligible to receive free college credit for MBCC health science classes that they successfully complete. The qualifications and number of college credit hours available varies by program and the college with which it is affiliated. This course has articulated credit agreements with the following colleges / universities:

- | | |
|------------------------------|-----------------------------|
| Henry Ford Community College | Davenport University |
| Ferris State University | Washtenaw Community College |
| Schoolcraft College | Baker College |

Course Topics and Timeline:

Allied Health Occupations follows the Michigan Department of Education’s Career and Technical Education (CTE) competencies for Health Sciences. The chart below shows the State competencies students will be able to demonstrate with successful completion of the course.

Explain and implement infection control practices and procedures.	Demonstrate personal safety practices	Use techniques to ensure environmental safety.
Identify and apply strategies to mitigate common safety hazards/ safety protocols	Describe and promote healthy behaviors.	Utilize emergency procedures and protocols.
Obtain CPR/First Aid/ AED certification.	Describe and follow legal and ethical boundaries in health care delivery.	Describe and follow ethical practice as it applies to health care delivery.
Explain cultural, social and ethnic diversity as it applies to health care delivery.	Employ communication strategies used in the delivery of quality health care.	Describe and actively practice team member participation
Describe legal implications affecting health care workers.	Demonstrate a knowledge of the math concepts important in health care professions and use those skills to solve medical math problems	
Utilize knowledge of diseases and disorders to conduct health care role.	Explain systems theory as it applies to the healthcare environment	
Understand the existing and potential hazards to clients, co-workers and self.	Identify and explain key systems of the health care delivery system.	
Communicate with patients and colleagues using appropriate medical terminology.	Apply information technology skills in healthcare settings.	

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Italian: Scuole Dearborn accettare l'affermazione di un genitore che lui o lei ha bisogno di assistenza lingua senza bisogno di ulteriori conferme. Per aiuto con la comprensione del contenuto di questo documento, si prega di chiamare l'ufficio Student Services 827-3005 per la traduzione / interpretazione di assistenza. **Albanian:** Shkolla DEARBORN pranohet pohimin e te panderve qe ai ose ajo ka nevoje per ndihme te gjuhes pa kerkuar vertetimi shtese. Per ndihme lire me kuptuar pambajtjen e ketyj dokumenti, ju lutemi telefononi zyren e shërbimeve per studente 827-3005 per përkthim / interpretim ndihmë.

Romanian: Școlile orașului Dearborn accepta orice declarația părintească care atestă nevoia copilul de asistență cu limba engleza fără nici o dovadă suplimentară. Dacă aveți nevoie să înțelegeți acest document dați telefon la oficiul serviciilor școlare la numărul 827-3005 pentru a primi asistență cu traducerea sau interpretarea lui. **Urdu:** تیار بورن اسکولوں میں والدین کا دعویٰ ہے کہ وہ یا وہ امتحان تعاون کی ضرورت ہے ہوسکتا ہے کسی ایسے ایسے زبان اعداد کی ضرورت ہے جو کوئی دیکھ کر نہیں آتا۔ دستاویز کے مواد کو سمجھنے کے لیے طالب علم کے ساتھ گفت میں مدد کرنے کے لیے، براہ مہربانی سٹڈنٹ سروس آفس کو کال کریں 827-3005