

**Mission Valley ROP**  
**Anatomy and Physiology for Medical Careers**  
**2024-2025 Syllabus**

Course Title: Anatomy and Physiology for Medical Careers

Section Number: 524121

Instructor: Mrs. Cimino

Class Hours: Monday – Friday (2<sup>nd</sup> block schedule/JFKHS schedule)

10:40 am - 12:00 pm unless otherwise stated from home campus. Office hours: by appointment only via email

Room Number: MVROP Main Campus Rm. 215  
510/657-1865 ext. 15215

E-Mail: [mcimino@mvrop.org](mailto:mcimino@mvrop.org)

Textbook: Anatomy, Physiology, and Disease: An Interactive Journey for Health Professionals Textbook (hardback) 6th Ed. ISBN 10:0-13-804528-3

Units: 10 credit units

Prerequisites: Freshman Biology (recommended)

Course Objective: To provide fundamental concepts of Anatomy & Physiology with application in the Healthcare Industry.

**Course Description**

This is a college preparatory course offered to 9<sup>th</sup>-12<sup>th</sup> graders interested in health professions. This rigorous course allows students to gain a strong foundation in anatomy and physiology that is needed for any health care profession and complete their pre-requisite in U.C. credit elective requirement and 2+2 at Ohlone College if they wish to further their education in college for health sciences and medical technology. The student must have an (84%=B) grade in order to receive the U.C. and Ohlone units. Classroom instruction includes study of body systems in detail incorporating the health care point of view as well as basic medical terminology. The student obtains depth of concepts of anatomy and physiology that allows them to handle college level courses with reasonable comfort.

### **Course Purpose**

The students taking this course will be able to:

Demonstrate the mechanics of homeostasis through learning the structure and the functions of body systems in depth and applying the concepts in a clinical setting.

Demonstrate an understanding of energy, matter and organization through experimentation, critical thinking, problem solving and group projects.

Demonstrate an understanding of human development and growth through various projects by applying the learned concepts. The course is composed of three main concepts: *homeostasis, energy and growth & development*. These concepts are covered under the respective body systems.

Lectures and lab activities are based on the objectives mentioned to achieve the ability of the students to demonstrate the skills gained. Each objective is linked to the state and national adopted standards. Integrated throughout the course are career preparation standards, which include workplace basic skills and behaviors, career technical skills, and job employment skills.

## **MVROP "SLO" SCHOOL LEARNING OUTCOMES**

### **WORKPLACE BASIC SKILLS AND BEHAVIORS**

- Apply skills learned in class

- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

## CAREER TECHNICAL SKILLS

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions

## JOB EMPLOYMENT SKILLS

- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

An ROP course is the transition from the traditional classroom to the world of work. The policies and regulations reflect the demands of both.

### **Required Class Materials**

***\* TEXTBOOK - Bring to class everyday.***

***\*Pencils(#2)/erasers***

***\*Blue/black pen***

***\*Colored pencils***

***\*Binder AND binder paper/chapter dividers for organization***

***\*(two) packets of 3/4 index cards***

***\*unannounced/announced binder checks***

***\*One inch binder OR pocketed folder/8-10 sheet protectors for Portfolio project. The Portfolio project begins throughout the class and will be completed at the end of the class/2<sup>nd</sup> term. The Portfolio binder will have the following materials: cover letter, resume, reference list, 3 references, completed***

job application, thank you letter, (one work sample/project),  
MVROP certificate of completion and additional material  
available in portfolio handout.

**Daily attendance = 10pts. Per day, 50 per week (These points can not be made up)**

If you are **tardy**, it will cost you **5pts.** for each occurrence. Tardiness to class will jeopardize your grade and a recommendation from your instructor for placement in an internship site.

Multiple absences and tardiness are reported to your home school and will result in you being dropped from the program.

### **Grading Policy**

**Formative = 30% of your grade (This includes all classroom assignments, homework, self or group projects, participation in classroom discussions, and labs).**

**Summative = 50% of your grade. (This includes all Tests, Quizzes, Final Projects and Presentations).**

**Professional Work Skills/Ethics = 20% of your grade. (This includes attendance, tardiness, wearing professional attire, professional behaviors, organizational skills, time management, neatness, attitude, respect, and responsibility.**

### **Grade System**

All of the above mentioned categories related to the grade policy are according to the following grade system:

A+ = 97-100%, A = 93-96%, A- = 90-92%

B+ = 87-89%, **B = 83-86%**, B- = 80-82%

C+ = 77-79%, C = 73-76%, C- = 70-72%

D+ = 67-69%, D = 63-66%, D- = 60-62%

The student must have an (84%) grade in order to receive the U.C. and Ohlone units and receive the certificate of completion.

Quarter grades carry over to the end of the semester and your final grade.

**\*\*Instructor does not average the two term grades.**

*One project assignment occurs during the 1<sup>st</sup>/2<sup>nd</sup> term and it must be a system research 5-10 minute oral presentation on the topic addressed in the presentation. The topic/system/diseases must be reviewed and accepted by the instructor.*

Chapter assignments/computer activities completed with review in class and students advised to keep in chapter order in class binder (binder check) to prepare for the midterm and final exam. Tests are returned to students in class for review and then handed back to the instructor at the end of review in class. Students may keep all other materials.

Most ASSIGNMENTS will be posted on GOOGLE CLASSROOM and must be reviewed by student DAILY.

### **Late Assignments**

If assignments are not turned in on due date, the student automatically receives a 'zero' grade. Sickness with a doctor's note would enable the student to make up the assignment. If going out of town for 3 or more days, to be discussed with parents and home school regarding extended absence and assignments.

### **Absences**

It is vital that you are in class everyday!! Participating and being in class, arriving on time, everyday are some of the MOST IMPORTANT WORK ETHIC components in the healthcare industry. Being reliable, dependable, accountable and a respectful person shows that you *ARE* a positive working professional in the healthcare industry.

**Your PARENT must call MVROP (instructor's classroom phone) if you are absent from the A&P class at MVROP. Your home school does NOT notify MVROP regarding attendance. A NOTE must accompany you back to class related to the absence.**

The teacher & student will schedule a make-up exam when the student returns to class. This class moves along very fast so make-up is recommended ASAP (within the week returned to class) for the student in order to stay current with the course work.

Make-up assignments will be given for excused absences only. Such absences include medical, legal or bereavement (note from parent of excused absence) and school required attendance activities/with signed permission from A&P instructor via MVROP approval. Failure to complete make-up assignments will definitely affect students' grade.

If the student is tardy (without parent call/note/or slip from your home school) OR you miss the A&P class (without parent call/note) more than "2" times in the semester then the student may lose units of credit and the student's grade will be affected. Credits are earned by attendance only and cannot be made up!

### **Honor Code**

Students are expected to do their OWN work in class unless a group assignment is scheduled. Students are also expected to do their OWN class work, homework and lab work independently AND not copy from someone else. Cheating and plagiarism will receive a zero grade, a student/parent conference will be scheduled and a MVROP contract will be administered if the instructor assesses the situation to be warranted of implementing one or dismissal from the class.

### **HEALTH REQUIREMENTS:**

- All students should conduct a daily self-assessment for any signs or symptoms of illness.
- Students should stay home from school and school activities if they have any symptoms of an illness such as a fever, a cough, a sore throat or headache.
- Students should not return to school after an illness until they have been symptom free without medication for 24 hours.

### **Work Ethics**

- Be on time to class...every day...you will feel accomplished and achieve self-pride!
- Respect one another and the instructor at all times by being courteous and responsible in class.
- NO FOOD or EATING IN CLASS/HALLWAY or LOBBY. There is a Student Lounge where students are permitted to eat BEFORE CLASS.

- Water bottles, or clear bottles only in the classroom.
- Be attentive and participate during class lectures/discussions.
- **ALL Health Science classes at MVROP have a strict  
NO CELL PHONE policy in CLASS (unless instructed to use in  
class)**
- **NO CELL PHONES USED IN CLASS ALL phones will be in off mode  
and housed in your name plate during class hours.**
- **HIPAA rulings are applied with CELL PHONES and any  
ELECTRONICS!!**
- Complete class assignments as assigned.
- Be prepared for class with necessary materials in order to be successful.
- Have necessary supplies ready for class in order to be prepared.
- Respect and observe the honor code (mentioned above).
- Enjoy this class...you made the choice to be in the A&P class so do your best  
by listening, learning and being a proud health care professional!

### **Safety Precautions**

- Students should not participate in any dangerous behavior. Follow the instructor's instructions for ANY and ALL labs or group activities.
- Students should always follow OSHA guidelines.
- Students will be charged for malicious broken equipment or borrowed (and not returned) or lost/damaged textbook.

**Exposure to Cleaning Supplies/Chemicals:** In this program, students are required to use cleaning supplies to maintain equipment, just as they would in a real job setting. Complete safety and proper use of cleaning supplies will be required of students.. Instructor will demonstrate how to clean areas in the classroom, put gloves on and off and wash hands correctly. All of this is in response to the Keenan Safe Schools program and infection control.

### **Textbook Return Policy**

You **MUST RETURN** the TEXTBOOK to the instructor on the assigned date at the end of the term. If a student loses a BOOK it will have to be REPLACED through the MVROP business office. If you do not return the book you will not receive your final grade or certificate of completion and the instructor will follow your home school policy as related to graduation/grades

**Anatomy and Physiology for Medical Careers Course  
Syllabus 2024-2025 \*15 pts.**

Mrs. Cimino Medical Assisting Instructor  
A&P for Medical Careers Instructor

Must be signed and returned to instructor by \_\_\_\_\_ in order to receive 15 points!!

**Student**

I have read and understand the material listed in the Anatomy and Physiology for Medical Careers course syllabus. I agree to come to class on time, be prepared, abide by the rules and policies of the course and be courteous and respectful in order to have a positive learning environment for myself and classmates.

Print name: \_\_\_\_\_

Email address: \_\_\_\_\_

(Student signature) (Date) \_\_\_\_\_

**Parent**

I have read and understood the material listed in the A&P syllabus and have discussed it with my son/daughter's as related to the Anatomy and Physiology for Medical Careers course. I will ensure that my son/daughter will abide by the rules and policies in order to have a positive learning environment and have every opportunity to succeed in the course.

Name \_\_\_\_\_

E-Mail address \_\_\_\_\_

Contact phone number: \_\_\_\_\_

\_\_\_\_\_  
(Parent signature) (Date)