

# Auburn Career Center



Attitude – Respect – Responsibility

Allied Health Technology

2022-2023 Syllabus

Building Location: Main High School Building

Room Number: 3C

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## Welcome

Allied Health Technology (AHT) is a Tech Prep program that is designed for students who plan to enter the world of healthcare with skills that will prepare them for careers dealing with Therapeutic Services, Diagnostic Services, Health Informatics and Support Services pathways. These careers may include positions as physicians, nurses, physical therapists, dietitians and other members of the health care team. Students will gain necessary skills to work with a variety of medical equipment, scenarios and lab experiences to help them experience health care careers. Students will study the basic fundamentals and concepts that can be applied to all health care careers in the first year. The second year focuses on a course that prepares the student to pass the Certified Clinical Medical Assisting (CCMA) exam. This program will place an emphasis on the understanding of the technology as well as the clinical and administrative skills that are needed for success in this field.

Ohio College Tech Prep prepares students for high skill, high demand technical careers in a competitive global economy. Rigorous educational pathways emphasize math, science and technology and lead to postsecondary education.

## Auburn Career Center's Mission

Our mission is to guarantee that all students empower themselves, excel in the emerging workplace, and enrich their community.

## Auburn Career Center's Core Values

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

## Course Information/ Contact Information

Instructor Information:

Mrs. Stacey Yarnell  
440-357-7542, ext.8257  
Fax: 440-358-8012  
[syarnell@auburncc.org](mailto:syarnell@auburncc.org)

## Course Schedule

First Year Schedule: 8:15am to 10:53am

Second Year Schedule: 11:00am to 2:28pm

### Course Credits:

College Credit Plus, articulated credit, and ACE credit is available upon meeting established requirements.

College Credit Plus is available. It is available for *Introduction to Health Care* for two credits.

Medical Terminology College Credit is available through CT2.

### Course Materials

Books, fees, tools, uniforms, supplies, etc. Fees will be waived for students who qualify for free meals. Accounts will be adjusted after the approval of free/reduced meal applications.

#### Books Fees:

##### First Year

- Medical Terminology Book \$100.00
  - Anatomy & Physiology Book \$ 80.00
  - Stethoscope \$ 30.00
  - Classroom Fee: paid each year \$ 25.00
  - Scrubs \$72 (additional charge for 2XL - 4XL) \$ 72.00
- Total due first year: \$ 307.00

##### Second Year

- Medical Assisting Textbook \$140.00
  - Classroom Fee: paid each year \$ 25.00
- Total due to second year: \$165.00

**Costs are approximate and subject to change. All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.**

#### Optional clothing purchases

- Long sleeve crew neck t-shirt, pullover hoodie, ¼ zip sweatshirt, and fleece jacket in red, black, or gray.

#### Miscellaneous costs:

- Replacement Name Tag – if original is lost, \$5.00 replacement fee

#### Miscellaneous supplies:

- Watch with second hand (1<sup>st</sup> year, 1<sup>st</sup> semester)
- Pens (Blue/Black only) , pencils, highlighter, colored pencils or crayons, basic calculator
- Notebook paper – one package loose college rule
- One subject notebooks and multi-colored pocket folders used only for each of the following subjects:

### 1<sup>st</sup> Year Notebooks & Pocket Folders

- 1 for A & P
- 1 for Med Term
- 1 for Lab
- 1 for Intro to Health Care
- 1 for AHT
- 5 total – different color for each subject

### 2<sup>nd</sup> Year Notebooks & Pocket Folders

- 1 for A & P
- 1 for Medical Assisting
- 1 for Med Math
- 1 for Lab
- 1 for AHT
- 5 total - different color for each subject

## Program Scope:

### First Year Course(s) Description/Outcomes:

**Medical Terminology:** This course introduces basic medical terminology used by personnel in hospitals and other health-related fields. It places emphasis on terms related to normal anatomy and physiology, common disease conditions, operative techniques, diagnostic measures and various methods of treatment. The students will be able to decipher medical terms through word origin and structure with the emphasis on meaning, pronunciation and spelling.

**Introduction to Health Science (Health Science & Technology):** This first course in the career field provides students an overview of the opportunities available in the healthcare industry. As not only future workers in the health care system but also as consumers, the student will have a working knowledge of all aspects of health care. The topics are current and will provide the student with the means to make learned health care decisions for him/herself and also assist the patient and their family tools needed to be an advocate in health care decisions rather than passive participant.

**Principles of Allied Health:** In this course, students will apply knowledge and clinical skills necessary to observe, plan, provide, and evaluate care to patients in varied healthcare settings. Students will apply first aid principles and techniques needed for response to choking, cardiopulmonary resuscitation, and other life-threatening emergencies. Emphasis will be placed on regulatory compliance, patient safety, pathophysiology, and medical interventions. Additionally, this course introduces psychomotor skills needed to assist individuals in meeting activities of daily living.

### Second Year Course(s) Descriptions/Outcomes:

**Anatomy and Physiology:** Students will discuss the various forms, functions and pathophysiology associated with body systems and alterations related to the normal aging process. They will discuss the various human body systems, alterations as related to the normal aging process and possible dysfunctions.

**CCMA:** The students will apply knowledge and clinical skills necessary to provide patient care encompassing clinical and administrative skills in a variety of patient care settings. The students will gain a strong foundation in anatomy/physiology, disease, medical terminology, medical math, technology, soft skills, and pharmacology as they apply to administrative and clinical responsibilities.

## First Year Sequence

### 1<sup>st</sup> Semester and 2<sup>nd</sup> Semester:

**Medical Terminology:** Students will learn various forms of prefixes, suffixes and word roots based on the systems of the body. They will learn how the various systems of the body work. They will then apply their knowledge of medical terminology in the Principals of Allied Health and A & P in the first year and then in CCMA and medical math in the second year.

**Principles of Allied Health:** Students will begin the year with learning OSHA guidelines, and basic clinical skills. They will complete the year learning several advanced clinical skills, CPR, First Aid, and Stop the Bleed.

### 1<sup>st</sup> Semester Only:

**Introduction to Health Science:** The topics covered include but are not limited to the history of health care, the Affordable Care Act, the operations of health care systems, health care financing, the health care workforce, the impact of Information Technology on health care, legal and Ethical issues that impact health care and mental health issues.

### 2<sup>nd</sup> Semester Only:

**Anatomy & Physiology Part I begins 2<sup>nd</sup> semester of 1<sup>st</sup> year :** This course encompasses the body function and structure topics on the following topics: Basic Chemistry, Microbiology, Integumentary , Skeletal, Nervous, Sensory, Lymphatic, Immune, Respiratory, Digestive, Cardiovascular, Male & Female Reproductive Systems, Digestive, Endocrine, Musculoskeletal, Blood and Urinary Systems.

## Second Year Sequence:

**Anatomy & Physiology Part II:** This course encompasses the body function and structure topics on the following topics: Basic Chemistry, Microbiology, Integumentary, Skeletal, Nervous, Sensory, Lymphatic, Immune, Respiratory, Digestive, Cardiovascular, Male & Female Reproductive Systems, Digestive, Endocrine, Musculoskeletal, Blood and Urinary Systems.

**CCMA is a yearlong class:** Topics will include but not limited to 16 Knowledge Domain Areas: Healthcare Systems and Settings, Medical Terminology, Basic Pharmacology, Nutrition Psychology, Anatomy & Physiology, Disease Process, Microbiology Procedures, Phlebotomy, EKG & Cardiovascular Testing, Administrative Assisting, Communication and Customer Service, and Medical Law & Ethics

**Task domain areas (8):** General Patient Care, Infection Control, Testing & Lab Procedures, Phlebotomy, EKG & Cardiovascular Testing, Administrative Assisting, Communication and Customer Service, and Medical Law & Ethics.

## Auburn Certificates

Auburn Career Center provides an extended curriculum for our eleven participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center.

- Honors
- Distinction
- Merit
- Completion

These certificates are awarded at the Auburn Completion Ceremony and placed in the student's portfolio.

See APPENDIX for additional information on certificates

### **Instructional Philosophy**

I am a teacher of students and I am a practicing nurse. I am passionate about education and my goal is to provide my students with a safe, engaging, exciting learning environment. My role as the instructor is to guide the student to build on his/her knowledge base and to advance that knowledge by engaging in meaningful learning experiences; experiences the student will find relevant to them.

I believe in an educational process that utilizes real work experiences, as seen in Career and Technical Education. In this process, students experience hands-on skill sets and this builds for the student a data base of information upon which he/she can rely on to assist in making future life altering decisions. Their pursuit of a healthcare career may be a longstanding professional goal or they may want to experience health care to see if it is the profession for them. In my classroom, I must be sure that the resources available to the student meet their needs but also support the curriculum. I believe the information must be comprehensive, accurate and useful in representing how it is relevant to their learning experience.

A positive classroom environment must be built to have a successful educational experience. I recognize that engaging students does not only encourage personal and social growth but also enhances development of social and leadership values. I work with the students to establish a rapport or relationship that enhances the learning process while minimizing the potential of disruptive behavior. I feel that each class will have their own dynamics. Therefore, I believe that student behavior management and motivation must meet the class dynamics.

Providing an effective learning environment relies on excellent communication skills. Communication is important with the parents and unless otherwise requested this is accomplished using email messages and Infinite Campus. Communication is also enhanced using Schoology for student assignments throughout the school year.

I utilize many different strategies in my class to make it more relevant and interesting to the students. Examples of these strategies are team building and collaborative projects, skills labs for hands-on experience, lecture, guest speakers, printed materials, other types of media and educational games.

Assessment is the tool that helps me to know what the student has learned. I utilize some traditional paper/pen tests but I also see the value in assessing them with on-line learning based educational

programs. CareerSafe, Health Center 21, NHA online resources for CCMA, Elsevier Simulation Lab and SIM Chart , and the MA Skills Builder for clinical skills are the programs that I have chosen to utilize in Allied Health Technology. Other methods of assessment could be problem solving case studies, writing journal entries, research projects, lab scenario & skills test-out, and reading and summarizing professional journals in the area of their intended profession.

I believe that all methods of assessment must be fair, unbiased and impartial for all students. I utilize accommodations for students with individual educational plans as outlined by the support staff.

I have high expectations for my students. I expect my students to reach for success and I will be along the way with them to help them attain their goals. I encourage parental involvement in the educational process. I suggest that grades be monitored by the student and parents on the Infinite Campus program utilized for grading. The student current attendance is also found on Infinite Campus.

### Assessment Plan:

The grading for Allied Health Technology is on a total point system. The grades are made up of formative and summative evaluations completed either formally through tests, quizzes and final products of labs and projects or as a means of observation such as through professional points. It is the students' responsibility to make up work according to the attendance policy that gives the student one day for each **excused** absence. If upon return the absence is unexcused, the students' work for the missed day will become a "0" grade. This instructor makes every effort to grade on an ongoing basis so students and parents know the progress the student is making in the Allied Health Technology course.

### Grading

- All assignments are to be handed in at the **beginning of the class** unless otherwise instructed.
- Assignments will be done **before** coming into class and will not be worked on during class time.
- Interims are every 4 ½ weeks and semesters are every nine weeks.
- If the absence is **unexcused**, this will result in a grade of "0" on all assignments for the missed day and will be reflected in the on-line grade program Infinite Campus.
- Professional Points are done on a weekly basis. Points are a combination of being prepared for class, working diligently in class and having uniform on at the time of taking attendance.
- If a student is absent, it is **his/her responsibility** to look for the assigned work and complete it according to policy.
- 10% of credit will be taken off assignment if turned in late and a "0" will be given if the assignment is not completed by test date.
- Benchmarks for CCMA certification Exam as follows (2<sup>nd</sup> year): It is expected that the student must obtain a 90% or greater on each of the NHA module quizzes (student may re-take as many times to increase score by assigned date) AND at least an 80% on one of 6 practice CCMA exams through the NHA (by assigned date) in order to qualify for covered cost of CCMA certification exams, and students must maintain a "C" average for each core class, A & P, Medical assisting, and medical math in AHT 200.

### Grading Scale

Auburn Grading Scale will be used.

A = 100-90%

B = 89-80%

C = 79-70%



D = 69-60%

F = 59-0% and below

All graded materials such as, but not limited to, tests, quizzes, worksheets and any other material will be returned to student to view. **It is recommended** that all worksheets and other information be kept in a folder for the entire two years to review for midterms and finals. Paper exams are reviewed by students and maintained by the teacher throughout the year.

For College Credit Plus classes the Lakeland grading scale will be used as is published in the individual course syllabus.

### **Grading Policies:**

#### **Employability Skills:**

It is the expectation that the student will put on their uniform every day before attendance is done. If the student does not wear their career wear, a "0" score will be given for Professional Points. If this becomes a recurring issue, communication with the parent/guardian will take place in the hopes of encouraging the student of the necessity. Other ways the employability skills grade will be impacted might include demeanor in class, preparedness for class and also completing assigned work in a manner as to not interrupt the educational process for other students.

#### **Course Assignments, Labs and Projects:**

All assignments are due at the assigned times. Any lab assignments are due by the end of the session. Projects have rubrics and there will be a timeline as to when the projects are done. At the end of each chapter/unit, all paperwork including notes, worksheets and assignments must be turned in at the time of testing to be graded.

### **Course Policies**

#### **Attendance:**

To be successful at Auburn Career Center, it is important for the student to have **good attendance**. The policy on attendance is the same as in the student handbook.

#### **Safety:**

Safety is an important concept that is maintained in all aspects of the Allied Health Course. Safety rules are posted in the lab. For the safety of the student, **only those who are in full uniform will be allowed in the lab**. No open toed or open heeled shoes are allowed in the lab. At no time are flip flops, slippers or bare feet allowed in the classroom or lab. No equipment is to be touched without the express permission of the instructor and only after the student has been fully instructed on the use of the equipment.

#### **Emergency Response**

If there is an emergency in the lab or class room, inform the instructor. If the emergency involves the instructor, contact the Reception Office by using the telephone in the Instructors office. Pick up the phone and dial "0" for the Reception Office. Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

*If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.*

*There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.*

## Program Apparel

The career wear for AHT consists of red, gray, or black scrubs including a top and pants. It is the expectation that they be worn every day. The uniform is to be worn with the top out and over the top of the pants. The pants and shirt are not to be altered in any way. Shoes and socks must be worn. No flip flops, slippers, bare or stockinged feet are permitted at any time in the classroom or lab. Athletic shoes or professional shoes are the best to wear with the uniform. Professional Points are taken daily. To receive the most points the student must have scrubs, shoes, socks and I.D. badge on for full credit.

## Classroom Entry – Attendance

Attendance is done at the beginning of each period. If the student is not in the classroom at the time of attendance, the instructor may send the student down for a pass.

## Classroom Exit – Dismissal

The students are dismissed from the room five minutes before the dismissal bell rings to go to their locker and then come back to the room. There is no standing in the hall at the time of the bell. All tables and chairs are to be in their places, computers off and plugged in and the lab cleaned if it was used.

## Mobile Technology Policy

It is my expectation that the students **do not use their cell phones during class unless authorized by the instructor**. Also, if they are using a device give to them by their home school that too will not be used as the students are given a device to use while at Auburn. Any websites other than those approved will not be used by the student during their time in AHT. This includes but not limited to Netflix, Hulu or any other sites where programming can be found. **If the student is found to be using their cell phone or other device without the express permission of Mrs. Yarnell**, this may be cause for disciplinary action, a loss of professional points, or a “0” for assignments/labs/tests.

## Classroom Rules, Consequences and Rewards

Standards of behavior for the class will be determined by the class at the time of the first week of school and posted in the classroom and lab. Positive behavior may be rewarded in a variety of ways. This may include but not limited to class parties, student weekly acknowledgement or a phone call to parents.

Consequences for poor choices may include but not limited to a call to parents, verbal warning and if the behavior continues a recommendation to Workforce Readiness Room or the principal’s office may be

necessary. It is not expected that students in my class will be a behavior problem. I expect students to behave as they have chosen to take Allied Health.

## **CTSO**

### **Overview of SkillsUSA**

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

#### **Membership:**

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

#### **Mission:**

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

# APPENDIX

## AUBURN CERTIFICATES

### Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

### Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

### Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

### Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

## BUSINESS PARTNERSHIPS AND STUDENT INTERNSHIPS

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Students must meet specific criteria in order to participate. Additional information is available in the Auburn Student/Parent Handbook.

## CAREER SAFE PROGRAM/OSHA 10-HOUR GENERAL INDUSTRY TRAINING

### Description of Program

The OSHA Outreach Training Program for General Industry provides training for students, entry level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment.

### Purpose

The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

### Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI). As a result, they become more employable, gaining a competitive advantage in the job market.

### Student Support Services:

- Special Education Department: Intervention Specialist.
- Student Services: Counseling and Career Development Services.
  - You can make an appointment to see a counselor or recruitment specialist by visiting the Student Services office.

## Symplicity

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

## TECHNOLOGY LITERACY PROGRAM

### Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

### Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

### Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

## FINANCIAL LITERACY

Financial understanding is a competency requirement in the Allied Health Technology coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

**Auburn Career Center – Allied Health Technology**

Syllabus Agreement

*After reviewing the Allied Health Technology Syllabus, please sign and return this agreement page to the Allied Health Technology instructor.*

**I have read and understand all of the information included in the Auburn Career Center Allied Health Technology Syllabus.**

**Student Name:** \_\_\_\_\_  
*(Please print)*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_  
*(Please print)*

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_