

Elmira Business Institute
Student Syllabus: Clinical Skills II (MED250)

Prerequisites: Medical Terminology (MED110) **Course Credits/ Clock Hours:** 3/60
Anatomy & Physiology (MED120)
Business Mathematics (BUS105)
Clinical Skills I (MED240)
Course Delivery Mode: Residential

Course Description

This course provides the student with an intense study of the administration of medications. The emphasis is placed on parenteral medication, with an overview of topical, oral, rectal and sublingual medications. Students are introduced to pharmacology and the use of the PDR, nutrition, and the procedure for performing an EKG. Universal precautions as prescribed by OSHA will also be reviewed. (Lec/Lab/Ext/Total) (30/30/0/60).

Student Learning Outcomes

Upon completion of this course, students will be able to:

- Explain patient instructions for at home care and appropriately document in patient progress notes.
- Prepare patient for procedures and treatment through documentation in related progress notes.
- Perform an electrocardiogram test and chart appropriately.
- Identify, list and explain the side effects, contraindications and medication administration procedures for various classifications of medications.
- Define the steps in performing an intradermal, intramuscular and subcutaneous injection.
- Identify and list the role of the medical assistant in various office positions, patient education and advocacy and the medical legal aspects of documentation.
- Describe a variety of types and formats of potential sources for information.
- Perform spirometry test and document appropriately.
- Identify and research dietary plans for patients.
- Perform mathematical calculations for correct dosages of medication.
- Demonstrate the steps in preparing medications for administration.

Required Course Texts & Course Materials

Bonewit-West, K., Hunt, S., & Applegate, E. 2015. *Today's Medical Assistant, Clinical and Administrative Procedures*, 3rd Ed. St. Louis: Elsevier. (ISBN 9780323312073)
Textbook and Study Guide Packaged together)

Elsevier Adaptive Quizzing for Today's Medical Assistant, 3rd Edition

Supplemental educational learning materials may include and are not limited to

Articles on-line from library databases and other sites, educational videos, and/or guest speakers as assigned throughout the course.

Johnson, Julie, Haskell, Helen, Barach, Paul. *Case Studies in Patient Safety*. Jones & Bartlett Learning. 2016. (ISBN 978-1-4496-8154-8)

Assessment

Medical Assisting students are allowed two attempts to pass each competency. A minimum score of 85 percent is necessary to pass the individual competency. The student must pass every competency in order to pass the course. A minimum grade of a “C” is required to pass the course. Documentation will be housed in the student’s academic file.

Essay assignments and research projects will be evaluated on a standard grading rubric. Written examinations will be graded according to content (multiple choice, fill-in-the blank, short answer, and/or essay).

The instructor will endeavor to return student work product by the next official class period whenever possible. Essay and/or research projects will be returned as soon as all class projects have been graded.

Student Homework Policy Statement

Elmira Business Institute (EBI) syllabi contain assignments in alignment with the federal government’s definition of appropriate, assigned homework for each credit hour. For each one-credit hour of classroom or direct faculty instruction, two hours of out-of-class student work will be assigned. (For example: A three-credit course will include an average of six (6) hours of homework each week.). For classes with laboratory or clinical work, a three-credit, four-hour class will include an average of six (6) hours of homework each week. For externships, each credit hour will include an average of three (3) hours of homework per week. Assignments are directly relevant to course objectives and learning outcomes and are included at the end of the syllabi. Each assignment will be graded and recorded by the instructor.

Calculation of a Semester Credit Hour

All coursework at Elmira Business Institute is measured in semester credit hours.

- One Semester Credit Hour is equivalent to fifteen (15) clock (contact) hours of lecture.
- One Semester Credit Hour is equivalent to thirty (30) clock (contact) hours of laboratory training.
- One Semester Credit Hour is equivalent to forty-five (45) clock (contact) hours of externship.

Definition of a Contact Hour

One contact hour is defined as 50 minutes within a 60-minute period of instructional activities (lecture, lab, clinical, and externship). The student is required to devote appropriate time to preparation and study outside the classroom.

Evaluation

Assessment Type	% of Grade
Attendance/Professionalism	15%
Quizzes/Tests	20%
Midterm/Final Examination	20%
Homework	25%
Competencies	20%
Total	100%

Grading Scheme

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	----
Incomplete	I	----
Test Out	TO	----
Transfer of Credit	T	----

Course Policies***Behavioral Standards***

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. Respect for others in terms of language, demeanor, and attention to others while they are speaking is expected.

The College reserves the right to dismiss or suspend students for conduct which impedes, disrupts, or interferes with the orderly and continuous administration and operation of the College or any unit of the College. Attending EBI is not a right; it is a privilege.

As a part of its mission to prepare students for careers in the business and healthcare world, EBI requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend classes. Students in College externships are required to follow the participating organization's dress code.

No cell phone use or Internet access is allowed in the classroom unless permission is granted by the instructor and usage is course appropriate.

No eating or drinking in EBI's classroom laboratories (medical, business or technology) and Library.

Attendance Policy

Attendance is mandatory and will be used when calculating participation/attendance. Class will begin promptly. Students who are late or absent are responsible to obtain lecture notes, assignments, and announcements after class, so as not to interfere with class time, or the work of

fellow students. One of the first questions a potential employer will ask the Career Services representative about is student attendance. Your attendance in the classroom directly represents your quality of potential work.

Students who do not attend classes after missing 14 consecutive calendar days or who fail to attend classes on a regular basis will be administratively dropped by the College. Since attendance is also used to verify enrollment for financial aid purposes, it is important that students attend classes on a regular basis to avoid loss of financial aid eligibility (student loans) and federal and state grants.

Make-Up Policy

When a student is absent, that student is responsible for making up missed class work. Make-up tests or quizzes may be offered at the instructor's discretion via ONE-STOP at the Library, and it is the student's responsibility to arrange a time at the librarian's convenience. One-Stop tests and quizzes must be taken within one week of the date of absence; failure to make up work, quizzes, or exams in a timely manner may result in a 0 grade. There is no charge for make-up work.

Mid-term or Final Examinations may only be made up with approval from the Campus Director/Dean and appropriate documentation.

Academic Integrity/Plagiarism Rules

Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated. Academic Dishonesty “is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.” All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

Please keep in mind that plagiarism includes:

- Copying another person's work and claiming credit for it
- Failing to give credit—both a works cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Students will be given a complete policy the first day of class to review and sign.

For questions about plagiarism or assistance at any part of the writing process, please visit the Academic Achievement Center or Library.

Academic Support

Private Instruction

Elmira Business Institute promotes student and faculty private instruction. This student service is provided at no charge for students enrolled in a program. Private Instruction is accomplished in the following way:

- Students should contact faculty members for scheduling private instruction.
- Mandatory private instruction scheduled by an Administrator when necessary.

Faculty Office Hours

The Faculty Office Hours are posted outside the classroom door. This the first stop for help for assignments, study skills, or writing for any course.

Academic Advising/Mentoring

Academic Advising/Mentoring is provided to each student throughout the semester. Staff or Faculty Mentors can facilitate student access to learning resources and answer basic questions regarding EBI academic programs and policies.

The Library

The Library supports the academic programs of the College and offers technology to assist student research in databases and on the Internet. A Librarian is available to assist in research and navigating our resources. Use the Library catalog (<http://ebi.scoolaid.net/bin/home>) to search for a book in the library, access databases and e-books, and find reference tools. Information is also available about community resources, including scholarships, part-time employment, child care, and transportation. Elmira Business Institute maintains a library of hundreds of volumes of reference materials and manuals for the students' use. This facility is used both for independent reading and for study. The Institution also provides its students with access to an e-library containing over 80,000 volumes and reference materials. The e-library is available to the students 24-7 by remote access. Available for students' use is a wide range of resource materials that include encyclopedias, unabridged dictionaries, almanacs, atlases, and many volumes directly related to subjects studied at Elmira Business Institute. Books for general reading are also included. The library is available to students during normal school hours.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken at Elmira Business Institute only and requires a both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative and qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

A minimum of a “C” is required to pass the course. Documentation will be housed in the student’s academic file. Although, this is the minimum passing grade. Students will need to meet the **Satisfactory Academic Progress** requirements.

Course Schedule

Lesson #	Topic(s)
1	Introduction to the course content Physical Agents to Promote Tissue Healing <ul style="list-style-type: none"> • Application of Heat and Cold • Applying Heat Pad • Applying Ice bag • Applying Hot and Cold Compress
2	Physical Agents to Promote Tissue Healing <ul style="list-style-type: none"> • Crutch Guidelines and Gaits • Canes • Walkers Pharmacology Drug Project Vitals
3	Administering Medication Classification of Drugs <ul style="list-style-type: none"> • Drug References • Classification According to Actions Vitals

4	Administering Medication System of Measurement for Medication <ul style="list-style-type: none"> • Metric System • Household System • Conversions • Controlled Drugs Guidelines for Preparation and Administration of Medication <ul style="list-style-type: none"> • Prescription • Electronic Prescription • Medication Records • Oral Administration Vitals
5	Administering Medication Parenteral Administration <ul style="list-style-type: none"> • Parts of a Needle and Syringe • IM Injections • SQ Injections • Intradermal Injections Allergy Testing <ul style="list-style-type: none"> • Tuberculin Skin Testing • Types of Skin Testing • Allergy Blood Testing Vitals
6	Assisting in Ophthalmology and Otolaryngology <ul style="list-style-type: none"> • Examination of the Eye • Disorders of the Eye • Treatment of the Eye • Examination of the Ear • Disorders of the Ear Vitals
7	Assisting in Ophthalmology and Otolaryngology (Continue) <ul style="list-style-type: none"> • Examination of the Eye • Disorders of the Eye • Treatment of the Eye • Examination of the Ear • Disorders of the Ear Vitals
8	Mid-Term Examination.
9	Cardiopulmonary Procedures <ul style="list-style-type: none"> • Cardiac Cycle • Electrocardiograph • Leads • Electrodes • Patient Preparation • Artifacts • Holter Monitor Vitals.

10	Cardiopulmonary Procedures <ul style="list-style-type: none"> • Pulmonary Function Tests • Spirometry • Peak Flow Measurement Vitals
11	<i>Gynecologic and Prenatal Examinations</i> <ul style="list-style-type: none"> • Gynecology, breast, and pelvic examinations • Prenatal care • Obstetrics • Vaginal infections Vitals
12	Specialty Examinations <ul style="list-style-type: none"> • Fecal occult blood test • Other stool tests • Prostate screening and testicular self-examination • Fluoroscopy and ultrasound Vitals
13	Nutrition <ul style="list-style-type: none"> • Nutrients • Carbohydrates • Fat • Protein • Vitamins • Minerals • Water • Dietary Supplements Vitals
14	Nutrition <ul style="list-style-type: none"> • Nutrition Guides • Food Labels • Nutrition Therapy • Weight Management • Food Allergies Vitals.
15	Review for Comprehensive Final Examination
16	Comprehensive Final Examination.

Please note: Changes to the lessons may be made at the discretion of the instructor throughout the semester.

Revised February 2016, Revised July 2017 klp, Revised August 2019 em, Revised December 2019 drg

Student Name: _____

Semester: _____ Instructor: _____

Clinical Skills II Competency Procedures

Comp #	Description Of Competency	Date Achieved	Grade	Instructor Signature
20-10	Wheelchair Transfer			
20-A	Body Mechanics			
21-1	Assessing Distance Visual Acuity-Snellen Chart			
21-2	Assessing Color Vision-Ishihara Test			
21-5	Performing an Ear Irrigation			
22-1	Applying a Heating Pad			
22-3	Applying a Hot Compress			
22-4	Applying an Ice Bag			
22-5	Applying a Cold Compress			
22-6	Applying a Chemical Pack			
22-7	Measuring for Axillary Crutches			
22-8	Instructing a Patient in Crutch Gaits			
22-9 22-10	Instructing a Patient in Use of a Cane and Walker			
23-1	Breast Self -Examination Instructions			
23-2	Assisting with a Gynecological Examination			
26-1	Administering Oral Medications			
26-2	Preparing an Injection- Fill from Vial and Ampule			
26-4	Administering a Subcutaneous Injection			
26-A	Locating Intramuscular Injection Sites			
26-5	Administering an Intramuscular Injection			
26.6	Z-Track Intramuscular Injection Technique			
26-7	Administering an Intradermal Injection			
Sup	Calculate proper dosages of medication for administration			
27-1	Running a 12 Lead, Three Channel Electrocardiogram			
27-2	Measuring Peak Flow			
27-A	Spirometry Testing			
28-1	Fecal Occult Blood Testing			
28-A	Testicular Self Examination Instructions			
35-A	Instruct a Patient According to Patient's Special Dietary Needs; Special Diets			
	Medication Project			
	Nutrition Project			

All Competencies must be passed with a grade of 85 or better in order to pass the course. Any competency not meeting this grade requirement will result in a failure of the class.

Instructor Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Student Name _____ Course **MED 250** Semester _____
Bonewit: Today's Medical Assistant, 3rd Edition MED 250 Instructor _____
ABHES 2018 Skills Correlations

Competencies	Text Chapter	EVALUATION INSTRUMENT: (Textbook/Study Guide Procedure Numbers)	Course	Date	Grade	Faculty Initials	PD Approval
2. Anatomy and Physiology							
c. Identify diagnostic and treatment modalities as they relate to each body system	Chapter 21	21-2: Assessing Color Vision – Ishihara Test	MED 250				
	Chapter 22	22-1: Apply a Heating Pad	MED 250				
		22-3: Applying a Hot Compress					
		22-4: Applying and Ice Bag					
		22-5: Applying a Cold Compress					
		22-6: Applying a Chemical Pack					
	Chapter 27	27-1: Running a 12-Lead, Three-Channel Electrocardiogram	MED 250				
		27-A: Spirometry Testing					
d. Apply a system of diet and nutrition 1) Explain the importance of diet and nutrition 2) Educate patients regarding proper diet and nutrition guidelines 3) Identify categories of patients that require special diets or diet modifications	Chapter 35	Instruct a Patient According to Patient's Special Dietary Needs (1,2 and 3)	MED 250				
4. Medical Law and Ethics							
a. Follow documentation guidelines	Chapter 21	21-1: Assessing Distance Visual Acuity- Snellen Chart	MED 250				
		21-2: Assessing Color Vision – Ishihara Test					
		21-5: Perform Ear Irrigation					
	Chapter 23	23-1: Breast Self-Examination Instructions	MED 250				
	Chapter 23	23-2: Assisting with a Gynecologic Examination	MED 250				
	Chapter 26	26-1: Administering Oral Medication	MED 250				

		26-4: Administering a Subcutaneous Injection					
		26-5: Administering an Intramuscular Injection					
		26-6: Z-Track Intramuscular Injection Technique					
		26-7: Administering an Intradermal Injection					
e. Perform risk management procedures	Chapter 20	Study Guide: Laboratory assignment 20-A: Body Mechanics	MED 250				
6. Pharmacology							
a. Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications	Chapter 26	Study Guide: Critical Thinking Activity A: Using the PDR; Critical Thinking Activity Q: Researching Drugs	MED 250				
b. Demonstrate accurate occupational math and metric conversions for proper medication administration	Chapter 26	Supplemental Education for Chapter 26: Drug Dosage Calculation Assignment	MED 250				
c. Prescriptions 1) Identify parts of prescriptions 2) Identify appropriate abbreviations that are accepted in prescription writing 3) Comply with legal aspects of creating prescriptions, including federal and state laws	Chapter 26	Supplemental Education for Chapter 26: Drug Dosage Calculation Assignment Study Guide: Evaluation of Learning	MED 250				
d. Properly utilize the Physician's Desk Reference (PDR), drug handbooks, and other drug references to identify a drug's classification, usual dosage, usual side effects, and contraindications	Chapter 26	Study Guide: Critical Thinking Activity A: Using the PDR; Critical Thinking Activity Q: Researching Drugs	MED 250				
7. Administrative Procedures							
g. Display professionalism through written and verbal communications	Chapter 28	28-A: Testicular Self-Examination Instructions	MED 250				
	Chapter 23	23-1: Breast Self-Examination Instructions	MED 250				
		23-2: Assisting with a Gynecologic Examination	MED 250				
	Chapter 22	22-1: Apply a Heating Pad	MED 250				

		22-3: Applying a Hot Compress					
		22-4: Applying and Ice Bag					
		22-5: Applying a Cold Compress					
		22-6: Applying a Chemical Pack					
		22-7: Measuring for Axillary Crutches					
		22-8: Instructing a Patient in Crutch Gaits					
		22-9: Instructing a Patient in Use of a Cane					
		22-10: Instructing a Patient in Use of a Walker					
	Chapter 27	27-1: Running a 12-Lead, Three-Channel Electrocardiogram	MED 250				
8. Clinical Procedures							
d. Assist provider with specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures	Chapter 21	21-1: Assessing Distance Visual Acuity—Snellen Chart	MED 250				
		21-2: Assessing Color Vision—Ishihara Test					
	Chapter 23	23-2: Assisting with a Gynecologic Examination	MED 250				
	Chapter 27	27-1: Running a 12-Lead, Three-Channel Electrocardiogram 27-2: Measuring Peak Flow Rate Study Guide: Laboratory assignment 27-A: Spirometry Testing	MED 250				
	Chapter 28	28-1: Fecal Occult Blood Testing: Guaiac Slide Test	MED 250				
		Study Guide: Laboratory assignments 28-B: Preparation for Radiology Examinations; 28-C: Preparation for Diagnostic Imaging Procedures					
e. Perform specialty procedures, including but not limited to minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology	Chapter 21	21-1 Assessing Distance Visual Acuity- Snellen Chart	MED 250				
		21-2: Assessing Color Vision – Ishihara Test					
		21-5: Performing an Ear Irrigation					
		21-6: Performing an Ear Instillation					
	Chapter 22	22-1: Applying a Heating Pad	MED 250				
		22-2: Applying a Hot Soak					
		22-3: Applying a Hot Compress					
		22-4: Applying an Ice Bag					
		22-5: Applying a Cold Compress					

		22-6: Applying a Chemical Pack					
	Chapter 23	23-2: Assisting with a Gynecologic Examination	MED 250				
	Chapter 27	27-1: Running a 12-Lead, Three-Channel Electrocardiogram	MED 250				
		27-2: Measuring Peak Flow Rate					
		27-A: Spirometry Testing					
f. Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions	Chapter 26	26-1: Administering Oral Medication	MED 250				
		26-A Locating Intramuscular Injection Site(s)					
		26-2: Preparing an Injection					
		26-3: Reconstituting Powdered Drugs					
		26-4: Administering a Subcutaneous Injection					
		26-5: Administering an Intramuscular Injection					
		26-6: Z-Track Intramuscular Injection Technique					
		26-7: Administering an Intradermal Injection					
h. Teach self-examination, disease management and health promotion	Chapter 23	23-1: Breast Self-Examination Instructions	MED 250				
		23-2: Assisting with a Gynecologic Examination					
	Chapter 28	28-A: Testicular Self-Examination Instructions	MED 250				
	Chapter 35	35-A: Instruct a Patient According to Patient's Special Dietary Needs	MED 250				
j. Make adaptations for patients with special needs (psychological or physical limitations)	Chapter 20	20-10: Wheelchair Transfer	MED 250				
	Chapter 22	22-7 Measuring for Axillary Crutches	MED 250				
		22-8: Instructing a Patient in Crutch Gaits					
		22-9: Instructing a Patient in Use of a Cane					
		22-10: Instructing a Patient in Use of a Walker					

k. Make adaptations to care for patients across their lifespan	Chapter 26	Supplemental Education for Chapter 26: Drug Dosage Calculation	MED 250				
9. Medical Laboratory Procedures							
a. Practice quality control	Chapter 27	27-A: Spirometry Testing	MED 250				
b. Perform selected CLIA-waived tests that assist with diagnosis and treatment 1) Urinalysis 2) Hematology testing 3) Chemistry testing 4) Immunology testing 5) Microbiology testing 6) Kit testing	Chapter 28	28-1: Fecal Occult Blood Testing: Guaiac Slide Test	MED 250				
c. Dispose of biohazardous materials	Chapter 26	26-4: Administering a Subcutaneous Injection	MED 250				
		26-5: Administering an Intramuscular Injection					
		26-6: Z-Track Intramuscular Injection Technique					
		26-7: Administering an Intradermal Injection					
e. Instruct patients in the collection of 1) Clean-catch mid-stream urine specimens 2) Collection of fecal specimen 3) Collection of sputum specimens	Chapter 28	28-1: Fecal Occult Blood Testing: Guaiac Slide Test	MED 250				

All Competencies listed must have had a minimum of two attempts and have been completed with a grade of 85 or better.

Instructor Signature: _____ Date: _____

Medical Assisting Program Director Signature: _____ Date: _____

Career Readiness Assessment “CRA” ☐ Midterm ☐ Final

Student Name: _____ Course ID: _____ Instructor: _____

	Total Points	Excellent (16-20 points)	Good (11-15 points)	Fair (6-10 points)	Poor (0-5 points)
Attendance		The student arrives on time for the course, and stays for the duration of the class. Attends at least 90% of the class.	The student arrives on time for the course and stays for the duration of the course. Attends at least 85% of the class.	The student arrives late or does not stay for the duration of the class. Attends at least 75% of the class.	The student generally arrives late for the course, or stays for fewer than 65% of the class.
Class Engagement (Initiative)		Proactively contributes to class by regularly offering ideas and asking questions.	Proactively contributes to class periodically offering ideas and asking questions	Rarely contributes to class by offering ideas and asking questions.	Never contributes to class by offering ideas and asking questions.
Listening Skills		Actively listens when others speak during in-class activities. Incorporates the ideas of others in questions/comments.	Listens when others speak both in groups and lecture.	Does not listen in groups or lecture and is not engaged during class	Does not listen in groups and lecture. Interrupts or talks in class.
Behavior		Never displays disruptive behavior, respectful of others in actions and language, and cooperates in a classroom environment.	Rarely disruptive, partial participation in group activities	Occasionally disruptive, rarely participates in group activities.	Very disruptive with actions and language or never participates in group activities.
Professionalism		Always prepared for class, hands in work at beginning of class, and follows appropriate dress code. The student does not use electronic devices inappropriately.	Usually prepared for class, often hands in work at beginning of the class, and mostly follows appropriate dress code. The student rarely uses electronic devices inappropriately.	Rarely prepared for class, rarely hands in work at the beginning of the class, and rarely follows dress code. The student often uses electronic devices inappropriately.	Almost never prepared for class, excessively hands in work late, and does not follow dress code. The student excessively uses electronic devices inappropriately in the classroom.

Total Points: ____/100

Professionalism Grade
15%