

**Elmira Business Institute**  
**Student Syllabus: Medical Laboratory II (MED230)**

**Prerequisites: Medical Terminology, MED110**

**Anatomy and Physiology, MED120**

**Medical Laboratory I MED220**

**Business Mathematics BUS105**

**Course Credits/Clock Hours: 3/60**

**Course Delivery Mode: Residential**

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**Course Description**

This course introduces the student to basic laboratory assisting skills. Consideration is given to the fundamentals of microbiology, hematology, and urinalysis. The student is introduced to techniques in the collection of bacterial specimens, the collection and analysis of venous and peripheral blood specimens, and the collection and analysis of urine samples. Instruction includes performing hemoglobin and chemical urinalysis. A review of OSHA regulations for a laboratory facility is also included. Students are required to perform all procedures to 100 percent satisfaction of the instructor. Students will participate in an American Heart Association First Aid and professional level CPR course. The courses will include the treatment of medical complaints associated with: breathing, bleeding, poisoning, fractures, and shock, along with a practical application of dressings and bandages. (Lec/Lab/Ext/Total) (30/30/0/60).

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**Student Learning Outcomes**

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

- Demonstrate and communicate in either verbal or written form the proper procedures for phlebotomy as they pertain to venous and peripheral specimens including butterfly, vacuum and syringe method.
- Demonstrate and communicate the appropriate steps for collecting a clean catch and perform physical, chemical and microscopic analysis of urine.
- Identify and name the respective cell types, morphology and respective hematology. Students will be able to list the blood groups.
- Utilize specialized online databases available at the institution to retrieve information needed and assess the quantity, quality, and relevance of the search results to determine whether alternative information retrieval systems should be utilized
- Define laws, regulations, institutional policies, and etiquette related to the access and use of information resources.
- Perform phlebotomy and capillary punctures in accordance with policies. Student will be able to determine normal and abnormal lab values.

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**Required Course Texts & Course Materials**

Bonewit-West, K., Hunt, S., & Applegate, E. 2015. *Today's Medical Assistant, Clinical and Administrative Procedures*, 3<sup>rd</sup> Ed. St. Louis: Elsevier. (ISBN 9780323312073)

Textbook and Study Guide Packaged together)

Medical Assisting Exam Review Online, 2<sup>nd</sup> ed. (ISBN 9781305944329)

**Supplemental educational learning materials may include and are not limited to**

American Association of Medical Assistants, Inc., ed. *CMA Today* (2013). Print.

*Grolier Encyclopedia*. Scholastic. <[http://auth.grolier.com/login/go\\_login\\_page.html?bffs=N](http://auth.grolier.com/login/go_login_page.html?bffs=N)>.

**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.

In as much as the laboratory experience should mimic a real medical office or laboratory, students should understand that once a concept has been presented in one of the instructional methods, they are responsible for that knowledge.

***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**

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

**Grading Scheme**

<b>Numerical Average</b>	<b>Letter Grade</b>	<b>Quality Points</b>
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**

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***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.

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**Course Schedule**

<b>Lesson #</b>	<b>Topic(s)</b>
<i>1</i>	<p>Introduction to the course syllabus, course content, materials, and methods and course requirements.</p> <p><b>Emergency Medical Procedures and First Aid</b></p> <ul style="list-style-type: none"> <li>• Office crash cart</li> <li>• EMS system</li> <li>• First Aid Kit</li> <li>• OSHA safety precautions</li> <li>• Guidelines for emergency care, for many different incidents such as B, Breathing difficulties, Heart attack, Stroke, Musculoskeletal Injuries, Open Wounds, Burns, Poisoning etc.</li> </ul>
<i>2 and 3</i>	<p><b>Phlebotomy</b></p> <ul style="list-style-type: none"> <li>• Introduction to Phlebotomy</li> <li>• Venipuncture- including guidelines, patient preparation, collection and handling of specimens, assembly of equipment and supplies, application of tourniquet, site selection for Venipuncture, types of blood specimens, and OSHA safety precautions.</li> <li>• Practice using tourniquets</li> <li>• Vacuum Tube Method of Venipuncture including –Needle, safety devices, plastic holder, and evacuated tubes</li> <li>• Order of Draw for Multiple Tubes</li> <li>• Butterfly Method of Venipuncture- Including Guidelines for Butterfly Method, set up of equipment, and patient positioning</li> <li>• Syringe Method of Venipuncture</li> <li>• Problems Encountered with Venipuncture –failure of obtain blood, rolling or collapsing veins, hematomas, premature needle withdraw, hemolysis, and patient fainting.</li> <li>• Obtaining serum Specimens- tube selection, preparation of specimen, serum separator tubes</li> </ul>
<i>4 - 7</i>	<p><b>Phlebotomy</b></p> <ul style="list-style-type: none"> <li>• Skin Punctures- puncture sites, puncture devices</li> <li>• Microcollection Devices- Capillary Tubes, Guidelines for performing a finger puncture</li> <li>• Phlebotomy Practice</li> </ul> <p><b>Hematology</b></p> <ul style="list-style-type: none"> <li>• Introduction to Hematology- tests included in a CBC</li> <li>• Hemoglobin Determination (normal ranges)</li> <li>• Hematocrit (normal ranges)</li> <li>• White Blood Cell Count (normal ranges)</li> <li>• Red blood cell count (normal ranges)</li> <li>• Red Blood Cell Indices- MCV, MCH, RDW</li> <li>• White Blood Cell Differential Count – Automatic and Manual- Reference Ranges</li> <li>• PT/INR- what is it, purpose, collection of the specimen, performing the test, home testing</li> </ul>

8	<b>Comprehensive Midterm Examination</b>
9	<b>Blood Chemistry and Immunology</b> <ul style="list-style-type: none"> <li>• What is Blood Chemistry- Introduction</li> <li>• Collection of a specimen</li> <li>• Automated Analyzers- Quality Control; Calibration; Controls</li> <li>• Blood Glucose- Testing; 2 hour, fasting, oral tolerance test</li> <li>• Tests for Diabetes Management- Self Monitoring; frequency of testing/results/ advantages- Hemoglobin A1c Testing- Interpretation of Results</li> <li>• Glucose Meters; Reagent test strips, calibration, control procedures, care and maintenance</li> </ul>
10	<b>Blood Chemistry and Immunology</b> <ul style="list-style-type: none"> <li>• Cholesterol- HDL/LDL, cholesterol testing, interpretation of results, patient preparation, CLIA Waived Analyzers</li> <li>• Triglycerides (normal ranges)</li> <li>• BUN</li> <li>• Immunology- Introduction</li> <li>• Immunology Tests; Hepatitis, HIV, Syphilis, Mono, RF, ASO, CRP, ABO, Rh Antibody Titer</li> <li>• Rapid Mononucleosis Testing</li> </ul>
11	<b>Phlebotomy Competency Evaluations</b>
12	<b>Urinalysis</b> <ul style="list-style-type: none"> <li>• Composition of Urine- Terms related to Urinary System</li> <li>• Collection of Urine- Guidelines for Collection; Methods of Collection- Random Specimen, First voided Morning, Clean Catch Midstream, 24 hour</li> <li>• Analysis of Urine- Physical Examination- Color, Appearance, Odor, Specific Gravity; Chemical Examination- urine test kit, pH, Glucose, Protein, Ketones, Bilirubin, Urobilinogen, Blood, Nitrites, Leukocytes</li> <li>• Reagent Test Strips- Guidelines for Reagent Strip Testing, Quality Control, Urine Analyzer</li> </ul>
13	<b>Urinalysis</b> <ul style="list-style-type: none"> <li>• Microscopic Examination of Urine- Red Blood Cells, White Blood Cells, Epithelial Cells, Casts, Crystals, Misc structures</li> <li>• Urine Pregnancy Testing- HcG, Immunoassays, Guidelines for pregnancy testing</li> <li>• Serum Pregnancy Testing</li> </ul>
14	<b>Competency Evaluations. CPT Exam (NHA)</b>
15	<b>Comprehensive Final exam.</b>

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

*Revised February 2016 mzt, Revised July 2017 klp, August 2018 js, Revised August 2019 em  
Revised December 2019 drg*



Student Name: \_\_\_\_\_

Semester: \_\_\_\_\_ Instructor: \_\_\_\_\_

**Medical Lab II Competency Procedures (2015 Standards)**

Comp #	CAAHEP ID	Description Of Competency	Date Achieved	Grade	Instructor Signature
30-A	I.P.11c	Assessing Color and Appearance of a Urine Specimen			
30-2	I.P.11c	Chemical Testing of Urine with a Multistix 10SG Reagent Strip			
30-3	I.P.11c	Prepare a Urine Specimen for Microscopic Examination- Kova Method			
30-4	I.P.11c	Perform A Urine Pregnancy Test			
31-1	I.P.2b	Venipuncture- Vacuum Tube Method			
31-2	I.P.2b	Venipuncture- Butterfly Method			
Sup.	I.P.2	Venipuncture- Syringe Method			
31-3	I.P.2c	Skin Puncture- Disposable Semiautomatic Lancet Device			
32-A	I.P.11a	Hemoglobin Determination			
32-2	I.P.11a	Preparation of a Blood Smear for Differential Cell Count			
33-A	I.P.11b	Perform Blood Chemistry Test- Cholestech			
33-B	I.P.11d	Rapid Mononucleosis Testing			
33-1	I.P.11b	Blood Glucose Monitoring with Meter			
Sup.	II.P.3.	Maintain lab results using Flow Sheets			

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: \_\_\_\_\_

Name: \_\_\_\_\_ Course **MED 230** Semester \_\_\_\_\_  
**Bonewit: Today's Medical Assistant, 3rd Edition** Instructor \_\_\_\_\_  
**ABHES 2018 Skills Correlations**

Competencies	Text Chapter	EVALUATION INSTRUMENT: (Textbook/Study Guide Procedure Numbers)	Course	Date	Grade	Faculty Initials	PD Approval
<b>7. Administrative Procedures</b>							
g. Display professionalism through written and verbal communication	<b>Chapter 30</b>	<b>30-1:</b> Clean-Catch Midstream Specimen Collection Instructions	<b>MED 230</b>				
<b>8. Clinical Procedures</b>							
a. Practice Standard Precautions and perform disinfection / sterilization techniques	<b>Chapter 31</b>	<b>31-1:</b> Venipuncture – Vacuum Tube Method	<b>MED 230</b>				
		<b>31-2:</b> Venipuncture—Butterfly Method					
		<b>31-3:</b> Skin Puncture— Disposable Semiautomatic Lancet Device					
c. Assist provider with general/physical examination	<b>Chapter 30</b>	<b>30-3:</b> Prepare a Urine Specimen for Microscopic Examination	<b>MED 230</b>				
<b>9. Medical Laboratory Procedures</b>							
a. Practice quality control	<b>Chapter 30</b>	<b>30-2:</b> Chemical Testing of Urine	<b>MED 230</b>				
		<b>30-3:</b> Prepare a Urine Specimen for Microscopic Examination					
		<b>30-4:</b> Performing a Urine Pregnancy Test					
	<b>Chapter 32</b>	<b>32-2:</b> Preparation of a Blood Smear for a Differential Cell Count	<b>MED 230</b>				
		<b>Study Guide:</b> Laboratory assignment <b>32-A:</b> Performing a Hemoglobin Determination					
	<b>Chapter 33</b>	<b>33-1:</b> Blood Glucose Measurement					
		<b>33-A:</b> Performing a Blood Chemistry Test					
		<b>33-B:</b> Rapid Mononucleosis Testing					

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	<b>Chapter 30</b>	<b>30-2:</b> Chemical Testing of Urine	<b>MED 230</b>				
		<b>30-3:</b> Prepare a Urine Specimen for Microscopic Examination					
		<b>30-4:</b> Performing a Urine Pregnancy Test					
		<b>Study Guide:</b> Laboratory assignment <b>30-A:</b> Assessing Color and Appearance of a Urine Specimen					
	<b>Chapter 32</b>	<b>Study Guide:</b> Laboratory assignment <b>32-A:</b> Hemoglobin Determination	<b>MED 230</b>				
	<b>Chapter 33</b>	<b>33-1:</b> Blood Glucose Measurement	<b>MED 230</b>				
		<b>Study Guide:</b> Laboratory assignment <b>33-A:</b> Performing a Blood Chemistry Test					
		<b>33-B:</b> Rapid Mononucleosis Testing					
c. Dispose of biohazardous materials	<b>Chapter 34</b>	<b>Study Guide:</b> Laboratory assignment <b>34-A:</b> Rapid Strep Testing	<b>MED 230</b>				
	<b>Chapter 31</b>	<b>31-1:</b> Venipuncture – Vacuum Tube Method	<b>MED 230</b>				
		<b>31-2:</b> Venipuncture – Butterfly Method					
		<b>31-3:</b> Skin Puncture— Disposable Semiautomatic Lancet Device					
d. Collect, label, and process specimens 1) Perform venipuncture 2) Perform capillary puncture 3) Perform wound collection procedures 4) Obtain throat specimens for microbiologic testing	<b>Chapter 31</b>	<b>31-1:</b> Venipuncture—Vacuum Tube Method	<b>MED 230</b>				
		<b>31-2:</b> Venipuncture—Butterfly Method					
		<b>31-3:</b> Skin Puncture— Disposable Semiautomatic Lancet Device					
	<b>Chapter 32</b>	<b>32-2:</b> Preparation of a Blood Smear for a Differential Cell Count	<b>MED 230</b>				

e. Instruct patients in the collection of 1) Clean-catch mid-stream urine specimens 2) Collection of fecal specimen 3) Collection of sputum specimens	<b>Chapter 30</b>	<b>30-1:</b> Clean-Catch Midstream Specimen Collection Instructions	<b>MED 230</b>				
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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)
<b>Attendance</b>		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.
<b>Class Engagement (Initiative)</b>		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.
<b>Listening Skills</b>		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.
<b>Behavior</b>		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.
<b>Professionalism</b>		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%**