

**Mission Valley Regional Occupational Program**  
**Course: Nursing Assistant**  
**2024-2025 Syllabus**  
**20 Credit Units**

**Class Hours**

“AM Shift” Monday - Friday 8:30am – 10:30am	“PM Shift” Monday - Friday 1:45pm – 3:45pm
AM Google Classroom Code: fsodxzv	PM Google Classroom Code: zyzqaoh
Remind: @amnurse25	Remind: @pmnurse25

**Classroom:** 221

**Instructor:** Angela Foster, afoster@mvrop.org

(510) 657-1865 ext. 15221

**Course Description:** This course is recommended for students considering a career in nursing or other allied health careers; with an emphasis on adults and the aging population. Students will learn the fundamentals of patient care; bathing, showering, oral care and assisting with elimination needs; disease organisms and infection control; basic anatomy and physiology, feeding, nutrition and diet therapy, transferring patients, medical equipment, observations, charting with medical terminology, and working with cognitively impaired residents/patients. Throughout the course, students will also learn expectations for professional conduct including communication, employment seeking and preparation, working within an interdisciplinary team, patient privacy, cultural diversity, medical ethics, sexual harassment, and abuse reporting. Upon completion of the first semester of theory, students will be placed in Community Classrooms (internship) for practical work experience and additional hands-on training.

**This course is not an approved training provider by the California Department of Public Health. Students will not be eligible for the Nurse Assistant Competency Exam for certification. Students will be well prepared for and provided with resources for attending an approved course, if they choose to pursue certification.**

**Prerequisites:** Junior or senior level high school students interested in a career in healthcare. A growth mindset, ability to communicate and compassion for others is also required.

**Community Classroom (Internship) Requirements:** Job shadowing and internship opportunities for hands-on experience is required 2nd semester to obtain a certificate in course completion. In order to advance to the 2nd semester, students must complete the 1st semester theory course with 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have instructor recommendation. Internship hours vary depending on the site; **students are expected to be available outside of traditional school hours, which may include weekends and holidays.** All students are responsible for providing their own transportation to and from internship sites. Students will be assigned to internship locations at the discretion of the instructor.

All internship sites require the following:

- ❖ Hepatitis B Vaccination (3 step series)
- ❖ Negative Tuberculosis (TB) test dated within six months or clear chest X-ray
- ❖ COVID vaccine (most recent per CDC guidelines)
- ❖ Students 18+ years old may be subject to a background check (MVROP covers this costs)

**Please note, there are NO exemptions for vaccines or testing.**

**Clinical clearance forms are due: Monday, December 2, 2024**

Any student that does not provide proof of clinical requirements by the posted date will be dropped from the course.

**APPROVED FOR UC/CSU:** This one-year course meets the UC/CSU Preparatory Elective “G” requirement. To meet UC/CSU admission requirements (“G” credit), students must earn a grade of 70% or better.

**Course Outline:** Students will explore the following topics and learn these relevant skills:

- ❖ Introduction to the healthcare model and the responsibilities of the Nursing Assistant
- ❖ Communication and Documentation
- ❖ Safety and Infection Control
- ❖ Review of body systems, common diseases and conditions
- ❖ Vital signs, CPR and First Aid
- ❖ Activities of Daily Living
- ❖ Care for Diverse Populations (Pediatric, Adults, Mental Health, etc.)
- ❖ Culture and Ethical Considerations
- ❖ Medical Terminology
- ❖ Employment Development and Career Path Exploration

**Textbook Provided:** Jarosinski, Carrie. CNA: Nursing Assistant Certification, California Edition. August Learning Solutions. 2025

**Supplies Needed:**

- ❖ 3-ring binder
- ❖ Notebook paper (filler style, not spiral)
- ❖ #250 3x5 Index cards blank or lined
- ❖ #2 pencils
- ❖ Highlighters
- ❖ Black or blue ink pens
- ❖ Red ink pens
- ❖ analog wristwatch with second hand
- ❖ presentation folder (2nd semester only)
- ❖ Scrubs (more detail below)

All course materials (notes, handouts, returned assignments/quizzes, etc.) must be kept in the 3-ring binder until the end of the course.

**Uniform and Dress Code Requirements:** Students must maintain a neat and well-groomed appearance that is congruent with a professional culture and contributes to the patient and family experience of a clean, safe and professional atmosphere for care. **MVROP uniform requirements are a plain color scrub top, pants or a skirt of the approved class color. Uniform is required every day in class and at internship, unless otherwise informed (ie. special events).** Students are permitted to wear t-shirts, long sleeves or turtlenecks under the scrub tops. Hoodies, jackets, etc. covering the scrub top are not allowed during lab or at internship. Students may purchase scrubs of any style (cuffed ankles, wide leg, etc.), as long as it is the class color. Scrubs may be purchased online (Amazon, Walmart, etc.) or in stores. MVROP preferred vendor: Fremont Uniform & Medical Supply - 644 Mowry Ave, Fremont. Mention you are a MVROP student for a discount! If a student is unable to purchase a uniform, please speak with me as soon as possible.

### **Uniforms will be required daily: Tuesday, September 2, 2024**

Shoes must be clean, closed-toe and with non-slip soles. Leather athletic shoes are preferred. Crocs with ventilation holes on the top are not appropriate in a healthcare setting and not permitted. Crocs Pro, Crocs at Work or Crocs Medical Clogs are permitted, as long as they do not have holes on the top and are worn with the heel strap up. Hair must be clean, dry, neat and off the collars during skills clinic or at internships; beards and mustaches neatly trimmed. Headwear worn for religious or cultural purposes must be securely fastened for safety and infection control purposes. For safety, dangling jewelry and loop earrings larger than a dime are not to be worn in direct patient contact areas. Tattoos that may be seen as offensive are to be covered. Long nails, either artificial or acrylic are not permitted. Body odor should not be evident, this includes use of colognes or body sprays. MVROP ID badge (worn above the waist with outward facing photo) must be worn at all times and is to be worn on the right side. Wristwatch with a second's indicator is required when in uniform.

In the event scrub uniforms are not required, students are expected to maintain a level of professionalism: "sagging" pants, excessively tight, revealing, including bare midriffs, and cleavage exposure are not acceptable. Excessively ripped jeans, short skirts, or sandals are not permitted. Consequences for not abiding by the dress code may include the student being sent home and a possible academic demotion. **Headphones, earbuds, cell phones or other electronic devices are not to be used without instructor permission.**

**Attendance Policy:** Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. Excused absences are valid for illness, medical/legal appointments or bereavement circumstances. Students will lose points for participation and In Class Assignments (ICA) for unexcused or excessive absences. It is the student's responsibility to retrieve missed assignments due to absence from the assignment drop

box, Google Classroom or other classmates. See “Late Assignments” for more details on make-up work.

**Reporting Absences:** An excused absence is to be reported prior to the start of class, just as an employer would expect. Home schools DO NOT relay attendance information.

**Parents or guardians only must report absences to MVROP (510-657-1865) and/or to the instructor via email (afoster@mvrop.org) with the reason for absence.**

**Classroom Culture & Inclusivity:** Work culture is the attitude and behavior of people within an organization. It is very important to create an environment in this class, where each of you can feel safe and empowered to learn. We are fortunate to have students from all different backgrounds with a wide variety of perspectives. This diversity is a great resource and can enrich us all as we collectively learn from each other. However, that requires that we are respectful of each other, open to listen to each other attentively and be aware of our own biases. I strive to present materials and activities that are respectful of different abilities, religions, socioeconomic statuses, ethnicities, races, languages, cultures, sexualities and genders. I expect the same conduct from you. We will discuss as a class what our classroom culture, in general the minimum expectations are:

- ❖ Respect yourself, the instructor & others!
- ❖ Do your best!
- ❖ Be prepared and ready to learn!
- ❖ Participate and ask questions!
- ❖ No food or drinks in class or clinical lab (water bottles are allowed)

**Bathroom Policy:** It is expected that students enter the classroom prepared to learn. If a student needs to use the bathroom, passes are only to be used during independent work time. There are no bathroom passes during the first or last 10 minutes of class, during instruction time or guest presentations. Students are to scan the QR code, enter their name and class. Take the radius bone pass with them. Students have 7 minutes to return to class.

**End of Class Procedures:** Each student is responsible for cleanup, just as expected when working in a healthcare environment. All work is to stop when instructed. Desks, chairs and high touch areas cleaned with sanitizing solution/wipes. Supplies are to be cleaned and returned to the appropriate location. Students will be dismissed once all cleanup procedures are complete and students are in their seats. Friday PM shift is responsible for putting chairs on top of desks (no wipe-down).

**Evaluation Method:** Students are evaluated using a combination of grades from quizzes, class projects, employability skills and clinical performance. Since it is important for healthcare professionals to work as a team, grades will be based on both individual and group work. There will be projects and presentations to the class, as well as written homework and chapter tests. Quizzes may be announced or unannounced. Work Ethic points are earned for being in full

uniform, attendance for the full class period, participation in learning activities, and professional attitude. The professional portfolio is a mandatory assignment and counts as work ethic points. Assignments will be posted on Google Classroom, provided in class and may include activities outside of the classroom (community projects or homework).

Usage of AI: Students are expected to complete assignments independently and with integrity. The use of artificial intelligence (AI) tools, such as chatbots or content generators, to complete or assist with assignments is strictly prohibited unless explicitly permitted by the instructor. Any use of AI to plagiarize, cheat, or misrepresent one's own work will result in disciplinary action, which may include a failing grade on the assignment, a failing grade for the course, and/or further action as outlined in the school's academic integrity policy.

60% - Assessments (Quizzes, Exams)

20% - In Class Assignments (ICA), Homework, etc.

20% - Professionalism (attendance, uniform, work ethic)

**Grading Scale:**

Grade	Range
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
F	0-59

**Make-Up Work or Late Assignments:** Assignments not turned in on time will be accepted up to five days late for 50% credit. Full credit will be granted for excused absences with proper notice (see Attendance Policy) and accepted up to five (5 days). Make-up tests or quizzes must be taken upon return. It is the student's responsibility to request any work or notes missed from the group leader or other classmates. The student is responsible to make arrangements with the instructor to make-up tests or quizzes.

**Professional Portfolio:** Students will create a professional portfolio during the second (2<sup>nd</sup>) semester. The portfolio must be submitted in a clear, plastic presentation folder and will include a cover letter, resume, thank you letter, completed job application, reference sheet, 3 reference letters, resignation letter, one outstanding work sample/project, and any certificates earned in class. The professional portfolio is MANDATORY to complete the course and receive a certificate of completion. An example will be provided.

**Student of the Year and Honor Cord:** The Student of the Year (SOTY) recognizes a junior or senior student from each class that exemplifies the qualities of a future healthcare professional. The criteria includes a demonstration of both strong leadership characteristics and excellent work ethic. SOTY maintains a positive attitude towards learning, takes initiative, supports classmates, consistently attends class and completes assignments. SOTY will be recognized at a special ceremony and is eligible to apply for the Mission Valley ROP Scholarship: Health and Medical Sector. Honor Cords are awarded to senior students who have excelled academically with a minimum grade and attendance of 95%. Honor Cords are approved to wear along with home school graduation regalia. SOTY and Honor Cords are nominated by the instructor at the end of 2nd semester.

**Syllabus Disclaimer:** Errors found within the syllabus, assignments, or the course, in general, do not negate my intent as the instructor. In addition, in order to facilitate more effectively the needs of students and their success, I reserve the right to make any necessary adjustments to the operation of the course, syllabus, and/or assignments that, in my professional judgment, warrant a change.



## MVROP SCHOOL LEARNING OUTCOMES “SLO”

### 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**

**Pages 1-8 are to be kept in the student binder.  
Return pages 9-10 to the instructor after signing.**



**\*\* PARENT/GUARDIAN CONSENT\*\***

I understand Nursing Assistant is an elective course that my child is choosing to take. Students will be graded on both coursework and work ethic. It is the parent/guardian responsibility to notify MVROP and/or Ms. Angela if my student will be absent. Transportation is only available by the district to and from the home school to the MVROP campus.

Initial Below:

\_\_\_\_\_ I understand my students must complete the 1st semester theory course at 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have instructor recommendation to continue into the 2nd semester. If my student fails to meet the expectations outlined in this syllabus academically or behaviorally, they will not be eligible to attend the required internship and will be dismissed from the program.

\_\_\_\_\_ I agree to ensure my student has transportation to and from the internship site, which may be outside of normal school hours.

\_\_\_\_\_ I understand the immunization and testing requirements to attend internship are not negotiable. There are no exceptions.

\_\_\_\_\_ Our school suggests parental permission for your student to view movies and video clips that are used in our curriculum, or that are selected by me. This content, along with our hands-on activities such as labs, in-class discussions, and projects, give students a well-rounded opportunity to discover ethics. I am notifying you that we may watch a film/video in class with a rating above the PG-13 rating to illustrate a particular curricular-related concept.

\_\_\_\_\_ I will encourage my student to do their best and take advantage of this wonderful learning opportunity.

Student Name (Print): \_\_\_\_\_ Class: A.M. / P.M.

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide both contact information and circle the best method of contact:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

***Important information to know about your student that may impact their learning (504, IEP, significant trauma, mental health concerns, etc.):***

**\*\* STUDENT COMMITMENT\*\***

I understand Nursing Assistant is an elective course that I am choosing to take. Students will be graded on both coursework and work ethic.

Initial Below:

\_\_\_\_\_ I understand being on time to class every day is important for my academic and career goals.

\_\_\_\_\_ I understand I must complete the 1st semester theory course at 84% or better, maintain a minimum of 80% attendance (excused and unexcused) and have instructor recommendation to continue into the 2nd semester. Failing to meet the expectations outlined in this syllabus academically or behaviorally will disqualify me from attending the internship and result in being dismissed from the program.

\_\_\_\_\_ I understand the immunization and testing requirements to attend internship are not negotiable. There are no exceptions.

\_\_\_\_\_ I understand my preferred internship placement is not guaranteed and that I may have to complete my required internship outside of normal school hours.

\_\_\_\_\_ I understand the importance of a Nursing Assistant to demonstrate Compassion, Communication, Courage and a Commitment to increasing knowledge and learning new skills.

Student Name (Print): \_\_\_\_\_ Class: A.M. / P.M.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Is there anything you want to share with me that may help me understand you as an individual and help you succeed?***