



# RISD Dual Credit EMT Course Syllabus

Prepared by Faculty  
Health Sciences Division  
Emergency Medical Technology Program  
Texarkana, TX

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# EMT COURSE INFORMATION

## ***COURSE LOCATION***

Media Center; 2<sup>nd</sup> Floor; Room 235

## ***DATES AND TIMES***

August 14, 2024 - October 9, 2024; all lectures are online; lab sessions are Monday & Wednesday 08:00 am - 10:00 am or 06:00 pm - 08:00 pm (*you must attend both Monday & Wednesday, but can choose AM or PM*)

## ***INSTRUCTOR'S NAME***

Danielle Forgy, MS, NRP, LP

## ***INSTRUCTOR'S E-MAIL***

danielle.forgy@texarkanacollege.edu

## ***INSTRUCTOR'S PHONE #***

(903) 823-3412

## ***OFFICE LOCATION***

Media Center; 2<sup>nd</sup> Floor; Room 220

## ***OFFICE HOURS***

Tuesday & Thursday 08:00 am - 03:00 pm; Friday 09:00 am - 11:00 am (*except for school closures, holidays, or personal days*)

## ***AVAILABLE VIA E-MAIL***

Monday - Thursday 08:00 am - 05:00 pm; Friday 08:00 am - 12:00 pm (*except for school closures, holidays, or personal days*)

## **PROGRAM STUDENT LEARNING OUTCOMES (PSLOS)**

1. Apply foundational knowledge of anatomy, physiology, and pathophysiology to assess and manage patients effectively in emergency situations, demonstrating comprehension and application of EMT, AEMT, and Paramedic principles.
2. Evaluate and prioritize patient care interventions based on evidence-based practices and current guidelines, utilizing analysis and synthesis skills to adapt to dynamic emergency scenarios as outlined in the National EMS Education Standards.
3. Demonstrate proficient technical skills in basic and advanced life support techniques, including airway management, medication administration, and cardiac monitoring, integrating knowledge and procedural understanding in accordance with the competencies outlined for EMT, AEMT, and Paramedic levels.
4. Design comprehensive patient care plans utilizing critical thinking and problem-solving abilities, incorporating assessment findings, patient history, and environmental factors to deliver efficient and compassionate prehospital care consistent with the National EMS Education Standards.
5. Collaborate effectively within interdisciplinary healthcare teams, communicating clearly and assertively while demonstrating respect for diverse perspectives and roles, aligning with the interpersonal and communication skills emphasized in the National EMS Education Standards.
6. Demonstrate commitment to professional growth and lifelong learning by engaging in continuing education, self-assessment, and reflective practice, adhering to ethical standards and legal requirements as outlined in the National EMS Education Standards while striving for excellence in emergency medical services.

## **INSTITUTIONAL EFFECTIVENESS**

The purpose of the Emergency Medical Technician (EMT) program at Texarkana College is to provide a curriculum that produces an EMT who functions in the role of a member of the profession, provider of patient-centered care, patient-safety advocate, and member of the healthcare team. Attainment of the program objectives by the EMT demonstrates effectiveness

## APPROVAL FOR NREMT EXAM

A student must complete the following to receive approval for NREMT Exam:

- Have a passing exam average of 81% or greater in each course of the program
- Course grade of minimum 81% in each course of the program
- Complete a Cumulative Timed Adaptive Exam
- Complete Comprehensive Final Exam with minimum passing grade of 81%
- Complete all psychomotor assessments by peers and instructors
- Complete 100% of the online lectures
- Create an account and application for the Arkansas Department of Health and submit payment for a license.
- Complete the Arkansas Department of Health background check and fingerprint card (if applicable).
- Create a Texas DSHS account. Note that the application cannot be created and submitted until the student receives the NREMT license number.
- Create an NREMT account and application and submit payment for testing and license.
- Complete Jurisprudence assignment with minimum passing score of 81%
- Must have minimum 1 preceptor evaluation of student for each attended clinical day
- Meet minimum state requirements of 150 hours.
- Upload course completion certificates for American Heart Association Basic Life Support Provider, FEMA IS-100.C, FEMA IS-200.C, FEMA IS-700.B, and National Traffic Incident Management Responder Training course.
- Have a cumulative course grade of a minimum of 81%.
- Complete EMSP 1501 Emergency Medical Technology with a cumulative course grade of a minimum of 81%.
- Complete EMSP 1208 Emergency Vehicle Operations with a cumulative course grade of a minimum of 81%.
- Mid-term Affective Evaluation during the course and 1 Final Affective Evaluation completed at the end of the course.
- Must be in Good Standing at the end of the course and all counseling sessions completed.
- Submit Clinical folder with all signature forms after completion of opportunities.
- Completed end-of-course evaluation.
- Completion of EMSP 1501, EMSP 1208, Clinicals EMSP 1260

## INSTRUCTOR BIOGRAPHY

Hello, everyone! My name is Danielle Forgy. I began my career in Emergency Medical Services (EMS) in May of 2013, working for LifeNet EMS in Texarkana as an Emergency Medical Technician (EMT). Due to the city's border location, I was required to hold National, Texas, and Arkansas certifications. In June of 2014, I transitioned to the role of paramedic for LifeNet. By June 2016, I had earned my Emergency Medical Dispatch (EMD) certification, allowing me to serve as both a paramedic and dispatcher.

After completing my Bachelor of Science in Criminal Justice in December 2020, I left EMS to join the City of Texarkana, Arkansas, as a Police Officer. During my tenure, I acquired my First Aid/CPR/AED Instructor certification and began training fellow police officers in CPR and tactical first aid. In July of 2021, I took on dual roles at SignatureCare Emergency Center as a paramedic and laboratory technician. In March of 2022, I further expanded my professional experience by joining Christus St. Michael Emergency Department as a paramedic.

I continued my work at these emergency departments until September of 2022 when I decided to pursue my passion for education. I joined Texarkana College in January of 2023 and was promoted to my current role as clinical coordinator and assistant professor of EMS in September 2023.

I hold several degrees, including a Master of Science in Forensic Psychology from Walden University, a Bachelor of Science in Criminal Justice from Texas A&M University, an Associate of Science in Emergency Medical Technology from UACCH, and an Associate of Science in Biology from Texarkana College.

## MESSAGE FROM YOUR INSTRUCTOR

Welcome to our esteemed EMT program! We are excited to embark on this educational journey together, where we will equip you with the necessary skills and knowledge to excel in your future career. Before we begin, we wanted to emphasize the importance of recognizing that this is higher education.

In this program, we hold ourselves to a higher standard of learning. Your success relies on your dedication, commitment, and willingness to invest the necessary effort. We firmly believe that all learning is your responsibility. Embrace this mindset, and you will undoubtedly thrive in our courses.

As we embark on this 8-week adventure, please remember that challenges lie ahead. However, it is important to understand that every obstacle presents an opportunity to grow stronger and push your limits. Yes, it may be hard, but it is unquestionably achievable. Together, we will overcome any hurdles that come our way.

Remember, success is not measured by perfection, but by progress and the relentless pursuit of knowledge. As your instructors, we are here to guide and support you every step of the way. We are committed to your growth, both academically and personally.

So, let's embrace the challenges, seize the opportunities, and make the most of this incredible educational journey. Together, we will redefine what it means to be an EMT student, elevating our standards of excellence and creating a positive impact in the world.

Wishing you all the best in your studies!

Danielle Forgy, MS, NRP, LP  
Clinical Coordinator & Assistant Professor of EMS



## **INSTRUCTOR EXPECTATIONS**

As an EMT student, it's important to understand what to expect from your instructor. Here are some key points to keep in mind:

### ***RESPONSE TIME***

Your instructor will make an effort to respond to all your questions sent via email, phone, or the Course Q & A Forum. To ensure that your inquiries are not missed, it is recommended that you use your Texarkana College student email as your primary mode of communication with instructors. However, note that instructors will not reply to emails outside of office hours unless it is an emergency. They have up to two business days to respond to student emails, excluding campus closures and holidays.

### ***COMMUNICATION METHODS***

While email, phone, and the Course Q & A Forum are acceptable channels of communication, social media should not be used to contact instructors. Use the provided email and phone number to reach out to your instructor.

# EMSP 1501 EMERGENCY MEDICAL TECHNICIAN

<b>COURSE NAME</b>
Emergency Medical Technician
<b>COURSE NUMBER</b>
EMSP 1501
<b>CREDIT HOURS</b>
5
<b>LECTURE HOURS</b>
76
<b>LAB HOURS</b>
76

## COURSE DESCRIPTION

Introduction to the role of Emergency Medical Technician (EMT). Includes all the skills necessary to provide emergency medical care at a basic life support level in Emergency Medical Services (EMS) or other specialized services such as the emergency room, fire department, military, or law enforcement. This course must be taken concurrently with EMSP 1208 and EMSP 1260 and is the preliminary course to the Associate Degree of Applied Science in Emergency Medical Technology. Successful completion of this course leads to the eligibility to take the National Registry of Emergency Medical Technicians (NREMT) exam for national licensure.

## CO-REQUISITES

EMSP 1208 and EMSP 1260

## END-OF-COURSE OUTCOMES

The student will demonstrate proficiency in cognitive, psychomotor, and affective domains for the EMT in accordance with the current guidelines of the credentialing agency.

## **COURSE FORMAT DESCRIPTION & SCHEDULE**

### **COURSE FORMAT DESCRIPTION**

EMSP 1501 is a comprehensive course offered to students in the Emergency Medical Services program. This course provides fundamental knowledge and skills necessary for responding to medical emergencies as an emergency medical technician. The course format consists of both online lectures and in-person lab sessions to provide a balanced learning experience.

#### ***LECTURES***

All lectures for EMSP 1501 will be delivered online. Students are required to access the lecture materials through the learning management system (LMS) regularly. These online lectures will cover essential theoretical concepts and practical skills related to emergency medical services. Students should allot sufficient time each week to watch the lectures, take notes, and actively engage in the learning process.

#### ***ASSIGNMENTS***

To reinforce the knowledge gained through online lectures, students will be assigned various assignments on a regular basis. These assignments will be accessible through the LMS and must be completed by the designated due dates. Assignments may include written assessments, case studies, quizzes, or interactive exercises. Completion and submission of assignments are vital for the overall assessment and evaluation of students' performance.

#### ***LABS***

Lab sessions for EMSP 1501 will include both online work and in-person activities. Students are required to attend lab sessions, which will be held on Mondays and Wednesdays. During lab sessions, students will have the opportunity to practice and apply their theoretical knowledge through hands-on exercises and simulations. Online components of the lab sessions may include virtual scenarios, simulations, or collaborative activities.

#### ***EXAMS***

Exams in EMSP 1501 will be proctored in the classroom. These exams will evaluate students' knowledge, understanding, and critical thinking abilities acquired throughout the course. It is essential for students to familiarize themselves with the exam process and adhere to all testing guidelines to ensure a smooth examination experience.

## CLASS SCHEDULE

				Online Lecture	Hours	Online- Lab	Hours	In-Person Lab	Hours
<b>Week 1</b>	8/26/2024	Monday						Orientation	1
	8/27/2024	Tuesday		Orientation	2	Orientation	1		
	8/28/2024	Wednesday						Orientation	1
	8/29/2024	Thursday		Orientation	2	Orientation	1		
	8/30/2024	Friday							
	8/31/2024	Saturday							
	9/1/2024	Sunday		Module #1 Due					
<b>Week 2</b>	9/2/2024	Monday	Holiday						
	9/3/2024	Tuesday		AHA Lessons 1 & 2	2	Lab	1		
	9/4/2024	Wednesday						AHA Lessons 1 & 2	1
	9/5/2024	Thursday		AHA Lessons 3 & 4	2	Lab	1		
	9/6/2024	Friday							
	9/7/2024	Saturday							
	9/8/2024	Sunday							
<b>Week 3</b>	9/9/2024	Monday						AHA Lessons 3 & 4	1
	9/10/2024	Tuesday		AHA Lessons 5 & 6	2	Lab	1		
	9/11/2024	Wednesday						AHA Lessons 5 & 6	1
	9/12/2024	Thursday		AHA Lessons 7 & 8	2	Lab	1		
	9/13/2024	Friday							
	9/14/2024	Saturday							
	9/15/2024	Sunday							
<b>Week 4</b>	9/16/2024	Monday						AHA Lessons 7 & 8	1
	9/17/2024	Tuesday		AHA Lessons 9 & 10	2	Lab	1		
	9/18/2024	Wednesday						AHA Lessons 9 & 10	1
	9/19/2024	Thursday		AHA Review	2	Lab	1		
	9/20/2024	Friday							
	9/21/2024	Saturday							
	9/22/2024	Sunday		Module #2 Due					
<b>Week 5</b>	9/23/2024	Monday						Lab Safety	1
	9/24/2024	Tuesday		Unit 1: Ch 1 & 2	2	Lab	1		
	9/25/2024	Wednesday						Equipment Familiarization	1
	9/26/2024	Thursday		Unit 1: Ch 3	2	Lab	1		
	9/27/2024	Friday							
	9/28/2024	Saturday							
	9/29/2024	Sunday							
<b>Week 6</b>	9/30/2024	Monday						Vital Signs	1

	10/1/2024	Tuesday		Unit 1: Ch 4	2	Lab	1		
	10/2/2024	Wednesday						Vital Signs	1
	10/3/2024	Thursday		Unit 1: Ch 5	2	Lab	1		
	10/4/2024	Friday							
	10/5/2024	Saturday							
	10/6/2024	Sunday							
<b>Week 7</b>	10/7/2024	Monday						NPA & OPA	1
	10/8/2024	Tuesday		Unit 1: Ch 6 & 7	2	Lab	1		
	10/9/2024	Wednesday						Oxygen Tank Assembly	1
	10/10/2024	Thursday	No Class						
	10/11/2024	Friday	No Class						
	10/12/2024	Saturday							
	10/13/2024	Sunday							
<b>Week 8</b>	10/14/2024	Monday						Nasal Canula	1
	10/15/2024	Tuesday		Unit 1: Ch 8 & 9	2	Lab	1		
	10/16/2024	Wednesday						Non-Rebreather	1
	10/17/2024	Thursday		Unit 1 Exam	2				
	10/18/2024	Friday							
	10/19/2024	Saturday							
	10/20/2024	Sunday		Module #3 Due					
<b>Week 9</b>	10/21/2024	Monday						BVM	1
	10/22/2024	Tuesday		Unit 2: Ch 10	2	Lab	1		
	10/23/2024	Wednesday						MDI	1
	10/24/2024	Thursday		Unit 2: Ch 11					
	10/25/2024	Friday							
	10/26/2024	Saturday							
	10/27/2024	Sunday							
<b>Week 10</b>	10/28/2024	Monday						NEB Updraft	1
	10/29/2024	Tuesday		Unit 2: Ch 12	2	Lab	1		
	10/30/2024	Wednesday						BGL Check	1
	10/31/2024	Thursday		Unit 2: Ch 13 & 14	2	Lab	1		
	11/1/2024	Friday							
	11/2/2024	Saturday							
	11/3/2024	Sunday							
<b>Week 11</b>	11/4/2024	Monday						Medical Assessment	1
	11/5/2024	Tuesday		Unit 2: Ch 16 & 17	2	Lab 2			
	11/6/2024	Wednesday						Medical Assessment	1
	11/7/2024	Thursday		Unit 2 Exam	2				
	11/8/2024	Friday							
	11/9/2024	Saturday							
	11/10/2024	Sunday		Module #4 Due					
<b>Week 12</b>	11/11/2024	Monday						Pressure Dressing & Tourniquet	1
	11/12/2024	Tuesday		Unit 3: Ch 18	2	Lab	1		

	11/13/2024	Wednesday						C-Collar Application	1
	11/14/2024	Thursday		Unit 3: Ch 19 & 20	2	Lab	1		
	11/15/2024	Friday							
	11/16/2024	Saturday							
	11/17/2024	Sunday							
<b>Week 13</b>	11/18/2024	Monday						Seated Immobilization	1
	11/19/2024	Tuesday		Unit 3: Ch 21 & 22	2	Lab	1		
	11/20/2024	Wednesday						Long Spine Board Immobilization	1
	11/21/2024	Thursday		Unit 3: Ch 23 & 24	2	Lab	1		
	11/22/2024	Friday							
	11/23/2024	Saturday							
	11/24/2024	Sunday							
	11/25/2024	Monday	School Holiday						
	11/26/2024	Tuesday	School Holiday						
	11/27/2024	Wednesday	School Holiday						
	11/28/2024	Thursday	School Holiday						
	11/29/2024	Friday	School Holiday						
	11/30/2024	Saturday							
	12/1/2024	Sunday							
<b>Week 14</b>	12/2/2024	Monday						Traction Splint	1
	12/3/2024	Tuesday		Unit 3 Review	2	Lab	1		
	12/4/2024	Wednesday						Long Bone Immobilization	1
	12/5/2024	Thursday		Unit 3 Exam	2				
	12/6/2024	Friday							
	12/7/2024	Saturday							
	12/8/2024	Sunday		Module #5 Due					
<b>Week 15</b>	12/9/2024	Monday						Joint Immobilization	1
	12/10/2024	Tuesday		Unit 4: Ch 25	2	Lab	1		
	12/11/2024	Wednesday						Trauma Assessment	1
	12/12/2024	Thursday		Unit 4: Ch 26 & 27	2	Lab	2		
	12/13/2024	Friday							
	12/14/2024	Saturday							
	12/15/2024	Sunday							
<b>Week 16</b>	12/16/2024	Monday							
	12/17/2024	Tuesday							
	12/18/2024	Wednesday							
	12/19/2024	Thursday							
	12/20/2024	Friday							
	12/21/2024	Saturday							
	12/22/2024	Sunday							
	12/23/2024	Monday	School Holiday						
	12/24/2024	Tuesday	School Holiday						
	12/25/2024	Wednesday	School Holiday						

	12/26/2024	Thursday	School Holiday						
	12/27/2024	Friday	School Holiday						
	12/28/2024	Saturday							
	12/29/2024	Sunday							
	12/30/2024	Monday	School Holiday						
	12/31/2024	Tuesday	School Holiday						
	1/1/2025	Wednesday	School Holiday						
	1/2/2025	Thursday	School Holiday						
	1/3/2025	Friday	School Holiday						
	1/4/2025	Saturday							
	1/5/2025	Sunday							
	1/6/2025	Monday	Dual Credit Registration						
	1/7/2025	Tuesday							
	1/8/2025	Wednesday							
	1/9/2025	Thursday							
	1/10/2025	Friday							
	1/11/2025	Saturday							
	1/12/2025	Sunday							
	1/13/2025	Monday	Dual Credit Registration						
	1/14/2025	Tuesday							
	1/15/2025	Wednesday							
	1/16/2025	Thursday							
	1/17/2025	Friday							
	1/18/2025	Saturday							
	1/19/2025	Sunday							
<b>Week 17</b>	1/20/2025	Monday	School Holiday						
	1/21/2025	Tuesday		Unit 4: Ch 28 & 29	2	Lab	1		
	1/22/2025	Wednesday						Scenario Day	1
	1/23/2025	Thursday		Unit 4: Ch 30 & 31	2	Lab	1		
	1/24/2025	Friday							
	1/25/2025	Saturday							
	1/26/2025	Sunday							
<b>Week 18</b>	1/27/2025	Monday						Scenario Day	1
	1/28/2025	Tuesday		Unit 4: Ch 32	2	Lab	1		
	1/29/2025	Wednesday						Scenario Day	1
	1/30/2025	Thursday		Unit 4: Ch 33		Lab	1		
	1/31/2025	Friday							
	2/1/2025	Saturday							
	2/2/2025	Sunday							
<b>Week 19</b>	2/3/2025	Monday						Scenario Day	1
	2/4/2025	Tuesday		Review Day	2	Lab	1		
	2/5/2025	Wednesday						Scenario Day	1
	2/6/2025	Thursday		Unit 4 Exam					
	2/7/2025	Friday							
	2/8/2025	Saturday							
	2/9/2025	Sunday		Module #6 Due					
<b>Week 20</b>	2/10/2025	Monday						Scenario Day	1
	2/11/2025	Tuesday		Unit 5: Ch 34 & 35	2	Lab	1		

	2/12/2025	Wednesday						Scenario Day	1
	2/13/2025	Thursday		Unit 5: Ch 36 & 37	2	Lab	1		
	2/14/2025	Friday							
	2/15/2025	Saturday							
	2/16/2025	Sunday							
<b>Week 21</b>	2/17/2025	Monday						Scenario Day	1
	2/18/2025	Tuesday		Unit 5: Ch 38 & 39	2	Lab	1		
	2/19/2025	Wednesday						Scenario Day	1
	2/20/2025	Thursday		Unit 5: Ch 40 & 41	2	Lab	1		
	2/21/2025	Friday							
	2/22/2025	Saturday							
	2/23/2025	Sunday							
<b>Week 22</b>	2/24/2025	Monday						Scenario Day	1
	2/25/2025	Tuesday		Review Day	2	Lab	1		
	2/26/2025	Wednesday						Scenario Day	
	2/27/2025	Thursday		Unit 5 Exam	2				
	2/28/2025	Friday							
	3/1/2025	Saturday							
	3/2/2025	Sunday		Module #7 Due					
<b>Week 23</b>	3/3/2025	Monday						Scenario Day	1
	3/4/2025	Tuesday		Review Day	2	Lab	1		
	3/5/2025	Wednesday						Scenario Day	1
	3/6/2025	Thursday		Final Exam	2				
	3/7/2025	Friday							
	3/8/2025	Saturday							
	3/9/2025	Sunday		Module #8 Due					



## STUDENT LEARNING OUTCOMES – COURSE OBJECTIVES

Upon completion of EMSP 1501, the student will be able to:

1. Implement knowledge of the emergency medical system, workforce safety, and wellness of the EMT.
2. Articulate medical/legal/ethical issues related to the provision of basic emergency care.
3. Demonstrate knowledge of anatomical and medical terminology and abbreviations in written and oral communications.
4. Illustrate indications for medications and demonstrate the ability to safely administer them to a patient during an emergency.
5. Assemble scene information and patient assessment findings to guide emergency management.
6. Demonstrate competency and clinical reasoning in basic emergency care and transportation of an acutely ill or injured patient based on medical or trauma assessment findings.
7. Illustrate the operational roles and responsibilities of an EMT to ensure patient, public, and personnel safety.

## COURSE GRADE COMPUTATION

The exam average is calculated as:

- 75% = Unit Exam Average
- 25% = Comprehensive Exam Final

Once the exam average has been attained, the overall grade computation is:

- 60% = Overall Exam Average
- 15% = Assignments
- 15% = Online Lectures and Quizzes
- 10% = Skills Lab and Instructor Testing

## GRADING SCALE

Exam Scores are recorded as the score earned and will not be rounded. Example: 74.99 will be recorded as 74.99 and will be a "D". **There will be NO rounding of exam averages, course averages, or other course work in the Health Sciences EMS Program.**

- A = 90-100
- B = 81-89.99
- C = 75-80.99
- D = 65-74.99
- F = 0-64.99

## CLASSROOM ASSIGNMENT POLICY

Since a core focus of this course is to prepare you for experiences in higher education and/or your future in the workplace, completing work on time, in accordance with the good time- management skills you will learn in this course, is considered highly desirable and an important habit to develop. All classroom assignments are expected to be completed by the due date provided on the course schedule located on Moodle. **Late assignments will not be accepted, and a grade of zero will be given.** All assignments are expected to be turned in on Moodle, no paper assignments will be accepted unless specified by the instructor. Students are given adequate time to ensure assignments are completed before the due date. **No extensions will be given in the event of technical complications**, do not wait until the last day to turn in an assignment.

## PSYCHOMOTOR SKILLS TESTING

To qualify for EMS certification or licensure, the student must successfully demonstrate competency in each of the psychomotor skills required. Successful completion of psychomotor skill testing requires satisfying all critical criteria. The student must complete the required peer reviews before instructor testing. The student will be allowed 2 opportunities to demonstrate skill competency. If the student is unsuccessful on the 2nd attempt, the student will be required to repeat the required peer reviews for the failed skill before instructor testing. If the student fails the 3rd attempt of the psychomotor exam, the student will then meet with the Program Coordinator to determine the student's course continuation.

## EXAM POLICIES

### UNIT EXAM POLICY

All unit exams will be administered electronically in the testing center with deadlines as indicated on the current class schedule. The student is given adequate time to ensure exams are completed before the due date. Unit Exams are 120 questions each and the student has 120 minutes to complete. No extensions or retakes are allowed for exams.

For online exams, exam grades will be made available after a test analysis is completed by the instructors. If the exam isn't available online, a scantron version will be made available for the student. The student should not expect grades until the Friday following the exam due date.

Discussion or disclosing the exams to others constitutes a **BREACH OF ETHICS** and will be evaluated by the Dean and Professional Conduct Committee. Refrain from discussing the contents of the exams with anyone other than the faculty.

If an exam is administered in class, the student will not be allowed to bring any personal items into the classroom (purses, hats, bags, books, backpacks, cell phones, smart watches, digital devices, etc.) and only a computer (if needed for testing), pencils, and car keys will be allowed.

## COMPREHENSIVE FINAL EXAM

The comprehensive final exam is designed to assess students' mastery of the material covered throughout the Emergency Medical Technician (EMT) course. This culminating assessment consists of 120 questions and will be administered within a time frame of 120 minutes. The exam aims to evaluate students' understanding of key concepts, protocols, procedures, and skills necessary for effective emergency medical care.

## REQUIRED RESOURCES

- Emergency Care and Transportation of the Sick and Injured; 12th edition; Paperback + Essentials; American Academy of Orthopedic Surgeons; Jones and Barlett 12<sup>th</sup> Edition; ISBN: 9781284227222
- A desktop, laptop, or compatible tablet for assignments.
- Online access to Microsoft TEAMS and Moodle.

# EMSP 1260 EMT CLINICAL

<b>COURSE NAME</b>	EMT – Clinical
<b>COURSE NUMBER</b>	EMSP 1260
<b>CREDIT HOURS</b>	2
<b>HOSPITAL CONTACT HOURS</b>	24
<b>AMBULANCE CONTACT HOURS</b>	48
<b>VIRTUAL CONTACT HOURS</b>	12

## COURSE DESCRIPTION

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

## CO-REQUISITES

EMSP 1501 & EMSP 1208

## END-OF-COURSE OUTCOMES

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, environmental, social, and legal systems associated with the occupation and the business/industry; demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

## STUDENT LEARNING OUTCOMES – COURSE OBJECTIVES

Upon completion of EMSP 1160, the student will be able to:

1. Demonstrate a basic history and physical examination to identify acute complaints and monitor changes.
2. Assemble scene information with the patient assessment findings to guide emergency management and formulate a field diagnosis based on the illness or injury.
3. Demonstrate effective communication in a non-discriminatory manner that addresses inherent or unconscious bias, is culturally aware and sensitive, and is intended to improve patient outcomes.
4. Safely and effectively perform all psychomotor skills within the National EMS Scope of Practice Model and State Scope of Practice at the EMT level.
5. Implement interventions within the National EMS Scope of Practice Model, based on assessment findings and evaluate the effectiveness of the interventions and be able to modify the treatment plan accordingly.
6. Illustrate an EMT's operational roles and responsibilities to ensure patient, public, and personnel safety.

# COURSE GRADE COMPUTATION

## OVERALL GRADE COMPUTATION

- 75% = Clinical Shift Average
- 25% = Assignments

## CLINICAL SHIFT COMPUTATION

- Upload all required documents within 24 hours of the end of the shift: up to 2 points
- Complete all required documentation within 24 hours of the end of the shift: up to 2 points
- Complete all required evaluations within 24 hours of the end of the shift: up to 2 points
- Preceptor evaluation score:
  - 4 points = 75 – 100
  - 2 points = 50 – 74.99
  - 0 points = Below 49.99

The grading for clinical documentation will be based on a total of 10 points, which corresponds to a maximum score of 100%. The final grade will be calculated by adding up the points obtained for each clinical shift and dividing it by the total points possible. The resulting decimal will then be multiplied by 100 to determine the percentage grade.

## LATE CLINICAL DOCUMENTATION POLICY

For each day that clinical documentation is submitted late, students will incur a deduction of one point from their overall score. This means that if clinical documentation is submitted one day late, one point will be deducted from the maximum possible score. If the submission is two days late, two points will be deducted, and so on.

It is crucial for students to prioritize timely completion and submission of clinical documentation to ensure accurate and efficient record-keeping. Adhering to the specified deadlines is essential in maintaining professionalism and meeting the expectations of the clinical setting. This policy aims to emphasize the importance of timeliness in clinical documentation and encourages students to develop strong organizational skills.

## GRADING SCALE

Scores are recorded as the score earned and will not be rounded. Example: 74.99 will be recorded as 74.99 and will be a “D”. **There will be NO rounding of evaluations, course averages, or other course work in the Health Sciences EMS Program.**

- A = 90-100
- B = 81-89.99
- C = 75-80.99
- D = 65-74.99
- F = 0-64.99

## REQUIRED RESOURCES

- A desktop, laptop, or compatible tablet for clinical opportunities and assignments.
- Online access to Microsoft TEAMS and Moodle.
- A 3-ring binder or 3-prong folder

# CLINICAL FOLDER REQUIREMENTS AND USAGE

## PURPOSE OF THE CLINICAL PACKET

- The clinical packet contains necessary paperwork for documentation and patient contact records.
- It assists students in maintaining accurate records without reliance on internet or electronic devices during clinical opportunities.
- The clinical packet serves as evidence of completed clinical experience for course completion.

## FOLDER FORMAT

- Students must obtain a 3-ring binder or a 3-prong folder to organize and secure their clinical packet.
- Proper labeling and identification on the folder cover are required, including the student's name, course details, and instructor information.

## MANDATORY REQUIREMENT

- Students are required to print off the clinical packet and place it in the designated folder.
- The clinical packet must accompany the student to every clinical opportunity.
- Failure to bring the clinical packet may result in the inability to document patient contacts or engage in certain clinical activities.

## CONTENTS OF THE CLINICAL PACKET

- Preceptor Evaluation Form: Used for preceptors to assess student performance during clinical rotations.
- Patient Contact Forms: Used to document patient interactions, interventions, and case details.
- Additional Observation Sheets: Provided for any additional note-taking or documentation purposes.

## PRECEPTOR SIGNATURES

- Preceptors are responsible for reviewing, signing, and providing necessary feedback on the appropriate documents within the clinical packet.
- Students must ensure that their preceptor signs the required paperwork after each clinical opportunity.

## FOLDER SUBMISSION

- At the end of the course, students must submit their clinical folder to the instructor.
- The submitted folder will be retained in the student's file as evidence of completed clinical experience.
- Failure to submit the clinical folder may result in delayed course completion.

*Note: It is the student's responsibility to keep the clinical folder organized, up to date, and accessible during all clinical opportunities. Any missing paperwork or incomplete documentation may impact the successful completion of the course.*

## **COURSE FORMAT DESCRIPTION & SCHEDULE**

### **COURSE FORMAT**

EMSP 1260 is a comprehensive course designed to provide students with hands-on experience and theoretical knowledge in emergency medical services. The course incorporates a combination of hospital and ambulance opportunities, online training, and virtual rideout hours to ensure a well-rounded learning experience.

#### ***HOSPITAL OPPORTUNITY (4 SHIFTS - 8 HOURS EACH)***

Students are required to complete four eight-hour hospital opportunity where they will be exposed to various medical and emergency situations. This hands-on experience allows students to observe and assist healthcare professionals in a hospital setting, enabling them to gain insight and practical skills relevant to emergency medical services.

#### ***AMBULANCE OPPORTUNITIES (4 SHIFTS - 12 HOURS EACH)***

Students are expected to complete four twelve-hour ambulance opportunities throughout the duration of the course. These opportunities provide students with real-world experience in responding to emergency calls, patient assessment, and basic life support. Working alongside experienced EMS professionals, students will have the chance to apply their learning in a dynamic and fast-paced environment.

#### ***FEMA ONLINE TRAINING (9.5 HOURS)***

To enhance their knowledge in emergency management, students will complete 9.5 hours of FEMA online training. These interactive modules cover topics such as incident command system, disaster response, and emergency preparedness. The online training will provide students with fundamental knowledge and skills required in emergency medical services.

#### ***VIRTUAL RIDEOUT HOURS (6.5 HOURS)***

To augment the practical component of the course, students will engage in virtual rideout hours. Through simulated scenarios and role-playing exercises, students will gain hands-on experience in managing emergencies, responding to critical incidents, and making sound decisions under pressure. The virtual rideout hours are designed to bridge the gap between theory and practice, allowing students to apply their knowledge in a controlled and immersive environment.

Overall, EMSP 1260 provides a balanced mix of hospital and ambulance experiences, online training, and virtual rideout hours to maximize student learning and foster competence in emergency medical services.



## CLINICAL SCHEDULE

Monday	11/4/2024	EMSP 1260 Begins
Tuesday	11/5/2024	
Wednesday	11/6/2024	
Thursday	11/7/2024	
Friday	11/8/2024	
Saturday	11/9/2024	
Sunday	11/10/2024	
Monday	11/11/2024	
Tuesday	11/12/2024	
Wednesday	11/13/2024	
Thursday	11/14/2024	
Friday	11/15/2024	
Saturday	11/16/2024	
Sunday	11/17/2024	Clinical #1 Due
Monday	11/18/2024	
Tuesday	11/19/2024	
Wednesday	11/20/2024	
Thursday	11/21/2024	
Friday	11/22/2024	
Saturday	11/23/2024	
Sunday	11/24/2024	
Monday	11/25/2024	
Tuesday	11/26/2024	
Wednesday	11/27/2024	
Thursday	11/28/2024	
Friday	11/29/2024	
Saturday	11/30/2024	
Sunday	12/1/2024	
Monday	12/2/2024	
Tuesday	12/3/2024	
Wednesday	12/4/2024	
Thursday	12/5/2024	
Friday	12/6/2024	
Saturday	12/7/2024	
Sunday	12/8/2024	Clinical #2 Due
Monday	12/9/2024	
Tuesday	12/10/2024	
Wednesday	12/11/2024	
Thursday	12/12/2024	
Friday	12/13/2024	

Saturday	12/14/2024	
Sunday	12/15/2024	
Monday	12/16/2024	
Tuesday	12/17/2024	
Wednesday	12/18/2024	
Thursday	12/19/2024	
Friday	12/20/2024	
Saturday	12/21/2024	
Sunday	12/22/2024	
Monday	12/23/2024	
Tuesday	12/24/2024	
Wednesday	12/25/2024	
Thursday	12/26/2024	
Friday	12/27/2024	
Saturday	12/28/2024	
Sunday	12/29/2024	
Monday	12/30/2024	
Tuesday	12/31/2024	
Wednesday	1/1/2025	
Thursday	1/2/2025	
Friday	1/3/2025	
Saturday	1/4/2025	
Sunday	1/5/2025	
Monday	1/6/2025	
Tuesday	1/7/2025	
Wednesday	1/8/2025	
Thursday	1/9/2025	
Friday	1/10/2025	
Saturday	1/11/2025	
Sunday	1/12/2025	
Monday	1/13/2025	
Tuesday	1/14/2025	
Wednesday	1/15/2025	
Thursday	1/16/2025	
Friday	1/17/2025	
Saturday	1/18/2025	
Sunday	1/19/2025	
Monday	1/20/2025	
Tuesday	1/21/2025	
Wednesday	1/22/2025	
Thursday	1/23/2025	

Friday	1/24/2025	
Saturday	1/25/2025	
Sunday	1/26/2025	Clinical #3 Due
Monday	1/27/2025	
Tuesday	1/28/2025	
Wednesday	1/29/2025	
Thursday	1/30/2025	
Friday	1/31/2025	
Saturday	2/1/2025	
Sunday	2/2/2025	
Monday	2/3/2025	
Tuesday	2/4/2025	
Wednesday	2/5/2025	
Thursday	2/6/2025	
Friday	2/7/2025	
Saturday	2/8/2025	
Sunday	2/9/2025	Clinical #4 Due
Monday	2/10/2025	
Tuesday	2/11/2025	
Wednesday	2/12/2025	
Thursday	2/13/2025	
Friday	2/14/2025	
Saturday	2/15/2025	
Sunday	2/16/2025	
Monday	2/17/2025	
Tuesday	2/18/2025	
Wednesday	2/19/2025	
Thursday	2/20/2025	
Friday	2/21/2025	
Saturday	2/22/2025	
Sunday	2/23/2025	Clinical #5 Due
Monday	2/24/2025	
Tuesday	2/25/2025	
Wednesday	2/26/2025	
Thursday	2/27/2025	
Friday	2/28/2025	
Saturday	3/1/2025	
Sunday	3/2/2025	
Monday	3/3/2025	
Tuesday	3/4/2025	
Wednesday	3/5/2025	

Thursday	3/6/2025	
Friday	3/7/2025	
Saturday	3/8/2025	
Sunday	3/9/2025	Clinical #6 Due
Monday	3/10/2025	
Tuesday	3/11/2025	
Wednesday	3/12/2025	
Thursday	3/13/2025	
Friday	3/14/2025	
Saturday	3/15/2025	
Sunday	3/16/2025	
Monday	3/17/2025	
Tuesday	3/18/2025	
Wednesday	3/19/2025	
Thursday	3/20/2025	
Friday	3/21/2025	
Saturday	3/22/2025	
Sunday	3/23/2025	Clinical #7 Due
Monday	3/24/2025	
Tuesday	3/25/2025	
Wednesday	3/26/2025	
Thursday	3/27/2025	
Friday	3/28/2025	
Saturday	3/29/2025	
Sunday	3/30/2025	
Monday	3/31/2025	
Tuesday	4/1/2025	
Wednesday	4/2/2025	
Thursday	4/3/2025	
Friday	4/4/2025	
Saturday	4/5/2025	
Sunday	4/6/2025	Clinical #8 Due
Monday	4/7/2025	Virtual Rideout #1
Tuesday	4/8/2025	Virtual Rideout #2
Wednesday	4/9/2025	Virtual Rideout #3
Thursday	4/10/2025	Virtual Rideout #4
Friday	4/11/2025	
Saturday	4/12/2025	
Sunday	4/13/2025	
Monday	4/14/2025	Virtual Rideout #5
Tuesday	4/15/2025	Virtual Rideout #6

Wednesday	4/16/2025	
Thursday	4/17/2025	
Friday	4/18/2025	
Saturday	4/19/2025	
Sunday	4/20/2025	
Monday	4/21/2025	
Tuesday	4/22/2025	
Wednesday	4/23/2025	
Thursday	4/24/2025	
Friday	4/25/2025	
Saturday	4/26/2025	
Sunday	4/27/2025	
Monday	4/28/2025	
Tuesday	4/29/2025	
Wednesday	4/30/2025	
Thursday	5/1/2025	
Friday	5/2/2025	
Saturday	5/3/2025	
Sunday	5/4/2025	FEMA Due

## **CLINICAL SHIFTS**

### **SELECTION PROCESS**

In order to accommodate students' preferences, they will have the chance to choose their clinical shifts from a list of approved dates during the designated sign-up period. However, it is crucial that students adhere to this timeline. Failure to sign up during the allocated week will result in a zero for the sign-up verification assignment. Additionally, any delays beyond the sign-up period will be considered as absences, with each business day late corresponding to one absence. In such cases, the instructor will be responsible for assigning the clinical shifts on behalf of the student.

### **CHANGES TO SCHEDULE**

The student will have until the end of the sign-up period to make any corrections or changes to the schedule. After the sign-up period has closed, any changes to the schedule will result in an absence for that shift.

### **ADHERENCE TO CLINICAL SITE SCHEDULE AND ATTENDANCE PROTOCOL**

It is a key requirement for EMS students to be punctual and present at their assigned clinical sites on the correct date and at the designated time. Failure to comply with this expectation can significantly impact the learning process and disrupt the effectiveness of the clinical environment. Therefore, students should always uphold professionalism by ensuring strict adherence to their clinical site schedule and promptly informing appropriate bodies of any unavoidable delays or changes in their availability.

### **CHANGES AT CLINICAL SITE**

In the event that there are known changes at the clinical site due to circumstances such as a preceptor call-in or a unit change, EMS students are still expected to report to the site on time. Knowledge of such changes, especially due to their employment, should not be considered as an exemption from attendance requirements. Regardless of these alterations, maintaining a consistent and punctual presence at your clinical site is crucial to your learning experience and professional development. Any foreseen changes should be relayed to the faculty immediately, but it's essential that it does not hinder the regular clinical schedule.

## **CLINICAL EXPERIENCE FOR STUDENTS UNDER 18**

Students who are under the age of 18 or still in high school are required to submit signed guardian waivers from Christus St. Michael, LifeNet, and Pafford prior to attending clinical rotations. Please note that for LifeNet opportunities, students can only sign up for units beginning at the primary location in Nash with preselected preceptors.

## CLINICAL EXPECTATIONS OF STUDENT

The student will be expected to demonstrate attendance within the stated program policy, independently seek out appropriate learning experiences, participate in a multi-skilled approach to patient care, practice required skills, seek advice to improve skills, demonstrate the superior delivery of patient care required of a student as stated within the program policy.

The student's behavior must demonstrate integrity, empathy, self-motivation, self-confidence, teamwork, diplomacy, respect, patient advocacy, careful delivery of service, appropriate time management, appropriate appearance, and personal hygiene. The student must report to clinical assignments on time and in full uniform.

The student must perform and report patient assessments completely and proficiently. The student will interact with patients and other health care professionals in a "student role" at an appropriate level.

The student must demonstrate integrity by respecting patients, bystanders, the organization, and other allied professionals; the student must demonstrate compassion and empathy toward patients and others.

The student will be expected to perform the tasks to the standards outlined. The student must be willing to accept constructive criticism and take personal responsibility for self-improvement.

The student must be able to thoroughly describe all elements of applicable procedures and accomplish psychomotor skills independently and proficiently.

The student must obtain comprehensive patient/bystander interviews. The student must demonstrate active listening.

The student must complete an appropriate physical exam.

The student must formulate a field impression and work with the crew to implement a treatment plan. Interventions are to be performed in a complete, satisfactory, and timely manner.

## EMS STUDENT 3RD RIDER POLICY

The EMS student 3rd rider policy outlines the scope and limits of EMS students' participation during their hospital and field rotations. **The primary role of EMS students is to learn and not to function as essential personnel.** For example, if an EMS student is absent, the ambulance can continue to function without their presence, underscoring their non-essential role on the team. Even in situations where a student is employed at a clinical site, they are not to perform tasks outside their designated student responsibilities. Students are explicitly prohibited from operating an ambulance at any time or undertaking duties beyond those acknowledged in their student capacity. While onboard an ambulance, students are required to ride in the back of the vehicle and adhere to necessary safety precautions by wearing the appropriate safety belt. Finally, it is strictly forbidden for students to accrue clinical hours concurrently with their professional working hours. This ensures a clear distinction between their learning and work responsibilities.

# EXPECTATIONS AND COMMUNICATIONS

## EXPECTATIONS

### ATTENDANCE AND PARTICIPATION

- Students are expected to attend all online lectures and actively participate in group discussions and activities.
- It is expected that students come to each online class or in-person lab prepared by reading the assigned chapter and having all the necessary equipment and materials.
- Students should actively engage in discussions and contribute meaningfully to group activities.
- Only enrolled students are allowed to attend classes. Presence in the classroom is restricted to registered individuals who are officially enrolled in the course. The presence of family members, friends, and children is strictly prohibited during class time. This rule ensures an atmosphere conducive to learning, minimizes distractions, and allows for effective teacher-student interaction.

### PROFESSIONALISM

- Students are expected to act professionally and demonstrate respect towards all instructors and fellow students.
- Cell phones and pagers must be turned off or set to silent during online lectures and lab sessions.
- Any disruptions to the instructor or fellow students will not be tolerated, and the student may be asked to leave the virtual classroom or lab session.
- The use of computers in class should be solely for enhancing learning, and activities such as internet surfing or shopping will not be allowed.

### DRESS CODE FOR LAB SESSIONS

- Due to the nature of the in-person lab sessions, it is necessary for students to dress appropriately for physical activities such as moving around, lifting heavy objects, and lying on the floor.
- It is the student's responsibility to dress professionally and appropriately for all course activities, including lab sessions.

### PERFORMANCE AND PARTICIPATION

- Regular and active participation is required throughout the course.
- If a student experiences any obstacles in maintaining optimal performance, they must notify the instructor immediately.
- Performance will be monitored, and swift action will be taken to address any problems.
- Students must maintain respectful behavior towards the instructor and their peers at all times.
- Active participation includes actively engaging in discussion forums, completing assigned activities, and fulfilling other actions as requested by the instructor.
- The course is designed to be completed over a span of 7 days each week, rather than in one sitting.



## COMMUNICATIONS

To better ensure that information does not get missed, it is recommended that students utilize their Texarkana College student email as their primary source of communication with instructors. It is essential to understand that instructors will not reply to emails outside of office hours unless it is an emergency. Instructors have up to two business days to respond to student email(s), excluding campus closures and holidays.

**\*Students are not allowed to utilize social media to communicate with instructors.**

# DUAL CREDIT UNIFORM AND PERSONAL APPEARANCE

## UNIFORM

### SHIRTS

- Shirts must be solid grey or navy.
- No graphics, logos, or patterns are allowed.
- Shirts should be made of wrinkle-free material to ensure a neat appearance.

### PANTS

- Pants must be either khaki or navy blue professional pants.
- Sweatpants, workout pants, and jeans are not permitted.
- The chosen pants should be of a professional and durable material.

### SHOES

- Shoes must be closed-toe for safety reasons.
- Boots are preferred as they provide additional protection against injuries or exposures.
- Athletic shoes, sandals, or any footwear without closed toes are not allowed during training.

## GENERAL GUIDELINES

- The uniform should be worn at all times during clinical opportunities.
- All clothing items must be clean, in good condition, and well-fitted.
- Any necessary identification badges or nametags should be visible and worn above the waist.

## ENFORCEMENT

- Dual credit EMT students are expected to comply with the uniform policy during all training activities.
- Instructors will conduct regular checks to ensure adherence to the policy.
- Failure to follow the uniform policy will result in students being sent home from the respective session and receiving an absence for the day.
- Failure to comply with the policy may result in disciplinary actions, including verbal warnings, written reprimands, or removal from the program.

## AMENDMENT AND UPDATES

- The uniform policy may be amended or updated as necessary.
- Changes to the policy will be communicated to all dual credit EMT students in a timely manner.

*Note: Dual credit EMT students are representatives of the program, and it is essential to maintain a professional image at all times.*

## PERSONAL APPEARANCE

- All uniforms should be clean, neat, and pressed.
- Shirts must always be buttoned and tucked in.
- Boots must be polished and clean, and laces must be kept clean.
- Pants should not be tucked into the boots at any time.
- Hair must be clean and kept pulled away from the face in a ponytail or bun, ensuring that hair remains behind the shoulders throughout patient contact.
- Hair ornaments, including "scrunchies" made of fabric or decorative hair clips, are not allowed. Bobby pins and barrettes matching student hair color may be used.
- Hair colors and styles must be natural and conservative. Hair extensions or hairpieces must also be conservative in style and be behind the shoulders and away from the face.
- Beards and mustaches must be clean and well-groomed, adhering to the clinical site rules regarding facial hair.
- Fingernails should be short and clean, without nail polish or ornaments. Artificial nails or nail extensions are not allowed.
- Cosmetics or makeup should be conservative, and heavy perfumes and aftershave lotions should be avoided.
- Jewelry is restricted to a plain watch with a sweeping second hand, one plain band ring worn on one finger, and one stud or button-style earring no larger than a pencil eraser per earlobe. Religious or medic-alert medals should be on a chain long enough to be concealed under the uniform. Acceptable colors include gold, silver, pearl, and diamond. No gauges are allowed while the student is in uniform, except for flesh-colored ones. No jewelry is allowed in piercings on the face or tongue while in uniform, including on-campus.
- All attempts should be made to cover tattoos while in the clinical setting.
- No hats or head coverings are to be worn in the classroom or clinical setting, unless approved by faculty.
- Any dress code or personal appearance issues that arise will be handled on an individualized basis by the Clinical Coordinator and Program Director.

# ATTENDANCE POLICIES

## ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. Excessive absences exceed the maximum allowed absence. The maximum allowed absences for EMSP 1501 is (4) unexcused absence. In the event of a 5<sup>th</sup> absence, the student will not be allowed to continue the course. If a student leaves and returns during lab and is gone for more than 15 minutes may be considered absent. The maximum allowed absences for EMSP 1260 is (2) unexcused absence. In the event of a 3<sup>rd</sup> absence, the student will not be allowed to continue the course.

Students who return to class/clinical following delivery, surgery, infections, or major illness MUST bring a release verification form from their medical provider approving full functioning in the student role. Release for "light duty" is not acceptable. The college is not responsible for the exacerbation of illness, injury, or infectious contact while enrolled in a Health Science course. Failure to meet class requirements, protracted fatigue, and sleepiness can lead to omissions in learning and errors in the performance of care. Such circumstances may lead to disciplinary actions up to and including being dropped from the course.

## ABSENCES AND FAILURE TO COMPLETE ONLINE LECTURES

Attendance plays a crucial role in the success of the course, and in this particular course, completion of online lectures constitutes attendance. Therefore, it is essential for students to complete the online lectures 100% by the specified due date. Failure to do so will result in an absence.

Completing online lectures not only contributes to attendance but also provides students with their contact hours for lectures. To successfully complete the course, it is mandatory for students to complete all online lectures in their entirety. Failure to do so may result in non-completion of the course.

As responsible learners, it is the students' responsibility to access and fully engage in the required online lectures. Proactive time management is key to ensure that the lectures are completed within the given timeframe. Waiting until the last minute to complete the lectures is strongly discouraged.

It is important to note that any claim of not having access to the internet or having unreliable internet services will not be considered as a valid excuse for the failure to complete the online lectures. Students are expected to make the necessary arrangements to guarantee uninterrupted internet access throughout the duration of the course.

## EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. The student needs to submit a notice of absence via email to the instructor before the scheduled class day. Responsibility for clinical assignments or shifts missed for any absences is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to school business, school trips, military duty, or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up clinical(s) for absences due to other reasons. A student should not stop attending clinical without formally withdrawing from the course by the institution's published Last Day for Students to Drop. If the student stops attending clinical after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class. The instructor will submit the last date of attendance for the students receiving a

grade of “F” or W”. Withdrawal from a course may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both the short- and long-term consequences of a withdrawal.

## **INCLEMENT WEATHER AND CAMPUS CLOSURE POLICY**

Texarkana College has scheduled its instructional program to comply with the Common Calendar of the Texas Higher Education Coordinating Board, as well as to meet instructional requirements for awarding credit hours earned. College instructors are obligated to meet all scheduled classes. If severe weather makes it necessary to cancel classes or to meet virtually, Texarkana College will utilize the RAVE emergency notification system to send text messages and emails to students, faculty, and staff regarding the schedule change. Texarkana College will also post updates and information regarding closures and schedule changes on the institution’s website located at [www.texarkanacollege.edu](http://www.texarkanacollege.edu) and on social media.

In addition, College authorities will make every effort to provide information to local media stations and social media outlets as a supplemental source of communication. However, authorized information and determinations on closures and schedule changes will be officially announced via institutional resources (TC RAVE emergency notification system utilizing texts and emails, and the institution’s website and social media sites). If College authorities cancel classes, then all work is delayed until the next class meeting or until a date determined by the instructor. If a student is in an area that experiences severe weather and the College has not officially closed, then it is that student’s responsibility to decide whether or not to attend class. The student must then contact the instructor for information concerning make-up for the work missed.

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to an online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College’s website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

## **FINANCIAL AID**

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before deciding.

## DISABILITY ACT STATEMENT

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact the Director of Advisement at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability, which requires academic accommodations, please present it so we can discuss the accommodations that you might need for this class. **It is best to request these changes at the beginning if not before the start of class** so there is ample time to arrange the accommodations.

## ACADEMIC DISHONESTY STATEMENT

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature may result in the student being dropped from the class with an "F." This policy applies campus-wide, including the TC Testing Center, as well as off-campus classroom or lab sites.

You are required to complete all work independently unless otherwise instructed. **Plagiarism, cheating, or any related offenses will result in an AUTOMATIC ZERO - no excuses or exceptions.**

## SECURITY

Please keep your vehicle locked whenever you are away from it. Make sure you don't leave any valuables in plain sight (purse, phone, laptop). We want you to be safe. You must acquire a TC parking permit and display it in your vehicle. You must also have a TC student ID badge and keep it with you at all times.

**\*Campus police EMERGENCY line: (903) 823-3330  
Available 24 hours a day/7 day a week**

## **BASIC NEEDS SECURITY STATEMENT**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact *Tonja Blase, Director of Student Retention*, at (903)823-3349 for support. Furthermore, please notify the professor if you are comfortable doing so. This will enable them to provide any resources that they may possess.

**Texarkana College Student Counselor: (903) 823-3143**

**Suicide Hotline: 988**

**Actions or omissions of actions by the student which violate safety standards, place the client's life or welfare in danger, or failure to adhere to ethical and legal standards may result in referral to the professional conduct committee.**

TEXARKANA COLLEGE  
EMERGENCY MEDICAL TECHNICIAN

## EMT STUDENT COURSE REQUIREMENT AND PROGRAM COMPLIANCE AGREEMENT

If you have any questions about this syllabus or the course in general, ask the instructor before you sign this document.

I have read the EMSP 1501, EMSP 1208, and EMSP 1260 Course Syllabus and Clinical Packet and understand the course requirements and policies. I agree to comply with the clinical and classroom policies to meet the requirements for course completion.

I, \_\_\_\_\_, (print name) have read the course syllabus, the course outline and schedule, course grading requirements and methods of evaluation, as well as had each explained to me by the instructor either verbally, or by email on \_\_\_\_\_.

I, \_\_\_\_\_, (print name) have received a paper or electronic copy of the course syllabus, the course outline/schedule/calendar, course grading requirements and methods of evaluation by the instructor either in-person, by email, and Moodle on \_\_\_\_\_.

I, \_\_\_\_\_, (print name) understand that if I lose the above-mentioned documents, it is my responsibility to keep up with lecture, assignments, and exam dates. I understand that I will be responsible for utilizing the digital version to reprint a paper copy if needed. By signing this form, I agree to comply with the classroom/online policies, expectations, and rules listed and accept the outline for this class

Courses: EMSP 1501, EMSP 1208, and EMSP 1260

\_\_\_\_\_  
Student printed name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian printed name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature