

Syllabus Part II
Edison Community College
MED 291L-001US: Medical Assistant Internship
2 Credit Hours

Instructor: Yvonne Koors, MHA, B.S., RMA[AMT]

Faculty Class qualifications: Master's in Healthcare Administration (The Ohio University) 2019 & Associate of Science: Medical Assisting (South College, Knoxville, TN) 2001.

Office Location: Room 104-Troy Campus

Office Hours: Summer Schedule is Remote, and appointments are conducted through Teams

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In this course, you will work under the direct supervision of an assigned site supervisor. During the 8-week 160-hour internship, you will be required to observe and complete the required skills at the assigned clinical site. You should be working on the skills throughout your time at the site.

Materials:

Internship packet, scrubs, a stethoscope, and a watch with a second hand are preferred

Internship Assignments:

Due Date	Assignment
Week 1 6/14/2026	Discuss: • Week 1 Timesheet 40 points • Proposed Hours 10 points • Essay 20 points • Contractual Form A 10 points • Contractual Form B 10 points • Contractual Form B 10 points Minimum Total Internship hours should equal 20 hours
Week 2 6/21/2026	Discuss: • Week 2 Timesheet 40 points Minimum Total Internship hours should equal 40 hours
Week 3 6/28/2026	Discuss: • Week 3 Timesheet 40 points Minimum Total Internship hours should equal 60 hours
Week 4 7/5/2026	Discuss: • Week 4 Timesheet 40 points • Mid-Term Evaluation 30 points • Site Visit will be conducted this week. Minimum Total Internship hours should equal 80 hours
Week 5 7/12/2026	Discuss: • Week 5 Timesheet 40 points Minimum Total Internship hours should equal 100 hours
Week 6 7/19/2026	Discuss: • Week 6 Timesheet 40 points Minimum Total Internship hours should equal 120 hours

Week 7 7/26/2026	Discuss: • Week 7 Timesheet 40 points Minimum Total Internship hours should equal 140 hours
Week 8 7/31/2026	Discuss: • Week 8 Timesheet 40 points • Final Evaluation 50 points • Graduate Survey 20 points • Student Evaluation of Site 30 points • Minimum Total Internship hours should equal 160 hours

ALL assignments are due at 11:59 pm on Sunday's. NO assignments will be accepted after the scheduled due date and time

Grading Scale	Graded by Total Points
A 90-100% B 80-89% C 70-79% D 60-69% F <60%	Weekly Timesheet (8)= 320 points Contractual Forms (3)= 30 points Essay (1)= 20 points Midterm Evaluation (1)= 30 points Final Evaluation (1)= 50 points Student Evaluation(1)= 30 points Graduate Survey(1)= 20 points Total points possible= 500 points

CLASS POLICIES:

MISSED EXAMS OR COMPETENCIES*	Due to the quick pace and hands-on demonstrations and practice that occurs in class; good attendance is a requirement. Many of the learning experiences and competencies are not easy to set up and repeats may not happen. *Refer to the MA Handbook regarding attendance. If an exam is missed, it must be made up in the Library. There will be an automatic 10% deduction for missed exams, regardless of the circumstance. Make-up exams may be different than the original exam. An exam must be made-up within 1 week of the original exam. Instructor must be notified prior so that arrangements can be made. ALL make-up exams will be taken as proctored exams in the Testing Services Center in the Edison Library. *Photo I.D. is required to take the exam. The Library's proctored exam schedule is as follows: Monday 2:00PM-8:00PM Tuesday 8:00AM-2:00PM Thursday 2:00PM-8:00PM Saturday 10:00AM-2:00PM
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GENERAL:	Assignments not turned in on the due date, will not be accepted. If a student is absent, homework will be accepted on the day the student returns to class. It is the students' responsibility to obtain missed material due to his/her absence. If you need to speak with me about the course or personal issues, email me to set up a time or see me during break. If you need to see the Director, please make arrangements to do so during normal office hours. Please keep cell phones on vibrate or silent during class. There is to be NO texting during class. If I see you texting, I will ask you to turn your phone OFF. If you must take a call during class, then you must excuse yourself from class and you are responsible for obtaining the information that you missed from a fellow classmate.
DISABILITIES:	Edison Community College will make reasonable accommodations for students with documented disabilities. Any student who feels he or she may need an accommodation based

	on the impact of a disability should contact me privately with your Self-Identification Letter to discuss your specific needs. If you do not have a Self-Identification Letter, contact the Coordinator of Disability Services. For additional information, visit the Disability Services website. https://www.edisonohio.edu/Disability-Services/
ACADEMIC HONESTY:	The Academic Honesty Policy of Edison Community College will be upheld. Academic dishonesty will not be tolerated. Please refer to the Student Handbook. www.edisonohio.edu/handbook

You can locate Edison's college-wide policies through the following links:

Edison homepage:	www.edisonohio.edu	
Link to the Library:	www.edisonohio.edu/library	• Hours • Borrowing Policies • Library Catalog • OhioLINK • Books, databases, newspapers, other Library materials
Link to the Learning Center:	www.edisonohio.edu/learningcenter	• Place for "Study Groups" to meet • Individual Study • Computer Lab Work • Tutoring Assistance • Individual Academic Counseling

Link to Career Development	: www.edisonohio.edu/career	• Clarify Career Goals • Explore Educational Options • Acquire Job Search Skills
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SUPPORT SERVICES PROVIDED by the COLLEGE

COMPUTERS	If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.
ADVISING SERVICES	Edison State's career pathways advisors are your partners in success. A career pathways advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathways advisor will • Identify the right academic major to set you on your desired career path. • Identify the courses you'll need to accomplish your academic goals. • Help you develop a student educational plan (SEP) tailored to your lifestyle and work schedule. • Prepare you to navigate your first semester at Edison State. If you have questions, contact your career pathways advisor. You can find their email at https://www.edisonohio.edu/Advising/ or contact your faculty advisor.
BOOKSTORE SERVICES	The eCampus bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at (859) 209-6958, hours are Monday-Friday from 8:30 am to 6:00 pm EST or check us out online at https://edisonohio.ecampus.com/help/help-desk
CAREER AND JOB SERVICES	Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.
DISABILITY SERVICES	Disability Services prevents discrimination on the basis of disability and ensures students with disabilities are accommodated in accordance with the ADA while at Edison State, Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Disability Services by emailing disabilities@edisonohio.edu or by calling 937.778.8600. Disability Services is located on the Piqua Campus in Room 160.
HEALTH AND WELLNESS SERVICES	Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff.

	Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu
TESTING YOUR FAITH ACT POLICY	Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/services-support/registrationrecords , located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at https://www.edisonohio.edu/services-support/student-resources .
TITLE IX STATEMENT - ANTI-DISCRIMINATION, HARASSMENT AND BULLYING	It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/ .
LIBRARY SERVICES	The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/ Libguides and short instructional videos are available to help you use these resources can be found Here: https://libguides.edisonohio.edu/ Please contact the library staff with any library questions you may have at library@edisonohio.edu , 937-778-7950, or stop in!
MENTAL HEALTH SERVICES	College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have a website, a chatbot named Tess, and live phone calls to a licensed mental health counselor available. If you would like to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu .
STUDENT RESOURCE CENTER AND PANTRY	Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our centers in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.
TECHNICAL SUPPORT SERVICES	<i>For Log-in Issues or other Issues:</i> There are several steps you can do if you can't log in, but all require you to be signed up for the SSRPM and several require your student

	ID. Be sure to double check you are signed up for the SSRPM or it can come back to hurt you later. During regular business hours (9-5 Monday-Thursday, 9-4 Friday) either emailing support@edisonohio.edu or by call 937-778-8600 and asking for IT. After hours either: 1. Log onto the SSRPM and go to “forgot password” enter your security answers and then click to either change your password 2. Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat" to get the password changed. 3. Call 937.778.7957 and talk to the off-campus blackboard company to get help
TUTORING SERVICES	All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/