Syllabus Part II
Edison State Community College
Emergency Medical Technician

COURSE: **Emergency Medical Technician -110S-001FS**

CREDITS: **8.0**

CLASS HOURS PER WEEK: 10 **(Includes didactic and lab)**

INSTRUCTORS:

Afternoon Cohort: **Heidi Jones, ABA, Paramedic, FESI II**
Lead Instructor
hjones5@edisonohio.edu
(937) 478-4791

Evening Cohort: **Kris Alexander, BS, Paramedic, FESI II**
Assistant Professor, EMS Program Director
kalexander1150@edisonohio.edu
(937) 381-1549

Clinical Coordinator **Eric Henry, AAS, Paramedic, FESI II**
Clinical Coordinator
ehenry@edisonohio.edu
(937) 626-0886

Program Director **Kris Alexander, BS, Paramedic, FESI II**
Assistant Professor, EMS Program Director
kalexander1150@edisonohio.edu
(937) 381-1549

Office Hours for Program Director

Tuesday:	1:00 pm to 3:00 pm
Wednesday:	1:00 pm to 3:00 pm
Thursday:	12:00 pm to 2:00 pm

Class Times:

	Afternoon Cohort	Evening Cohort
Tuesday & Wednesday	13:00 – 16:00	17:00 – 20:00
Thursday	12:00 – 16:00	17:00 – 21:00

Please see the *EMT Course Calendar* for a detailed schedule of dates/topics of the course.

Classroom: Troy Campus
Lab: Troy Campus

PREREQUISITES:

Admission to Edison State Community College and eligibility requirements as indicated by the State of Ohio Division of EMS.

COURSE DESCRIPTION

The **Emergency Medical Technician Short-Term Technical Certificate** is listed as an in-demand job that is in critical shortage on the Ohio Means Jobs website. The curriculum covers all aspects of emergency and pre-hospital medical care. Successful completion of the certificate program will allow students to register for the National Registry of Emergency Medical Technicians Exam. ♦**NOTE** *Students must have a clear BCI/BFI background check*

Upon successful completion of the EMT-Basic Certificate of Achievement, students will be able to:

- Demonstrate knowledge of the organization and the legal aspects of Emergency Medical Services in the State of Ohio
- Understand the anatomy and physiology of the human body
- Demonstrate the knowledge and skill levels necessary to practice successful management of medical, psychological, and environmental emergencies and traumas
- Demonstrate competency in the skill levels necessary for patient assessment to obtain and record patient vital signs, medical history, and incident history
- Understand emergency communication procedures including written and oral reporting of patients and scene conditions, and field/hospital communication systems

Textbooks and Course Materials

Emergency Care and Transportation of the Sick and Injured 12th Edition (Jones & Bartlett) – Textbook, Learning Navigate.

Grading Criteria

Here is a breakdown of the grades and types of assessments used in the course:
(No, there is not a typo here! There is truly no "D" category given for this course!)

Letter	Percent
A	90-100
B	80-89
C	75-79
F	74-Below

GENERAL INSTRUCTIONAL METHODS Lecture, discussion, skills labs, patient scenario simulations, supervised clinical and field experiences.

ASSESSMENT Edison State Community College is committed to assessment (measurement) of student achievement of academic outcomes. This process addresses the issues of what you need to learn in your program of study and if you are learning what you need to learn. The assessment program at Edison State has four specific and interrelated purposes: (1) to improve student academic achievements; (2) to improve teaching strategies; (3) to document successes and identify opportunities for program improvement; (4) to provide evidence for institutional effectiveness. In class you are assessed and graded on your achievement of the outcomes for this course. You may also be required to participate in broader assessment activities.

STANDARDS AND METHODS FOR EVALUATION Completion of EMT 110S: To receive a successful grade of B or higher in this course students must:

- Have a 100% mandatory paperwork compliance by the stipulated due date(s),
- Maintain an 75% 'overall' GPA average at the midterm of the EMT course,
- Score at least an 80% on the final exam,
- Maintain an 80% overall' GPA at the end of the EMT course,
- Successfully pass all Ohio mandated skills,
- Meet 100% of the hour requirement set for the semester (located at the end of the syllabus),
- Complete all assigned coursework throughout the program, and
- Complete all clinical assignments and criteria to be eligible to sit for National Registry testing.

Students will have two (2) attempts to pass the 'final' exam and three (3) attempts at all Ohio skills if needed. All other quizzes and exams; students will have only one (1) attempt each.

As this is a short-term certification course with the assumption of achieving EMT certification in the end, any student who does not meet the above criteria will automatically be given an "F" for the course completion grade regardless of the actual grade shown in Blackboard and will not be eligible to sit for National Registry testing.

Labs – Are required and must be completed and passed successfully for course completion.

Lab Skills

Throughout the entire course students will be shown how to properly conduct many EMT skills that will be used and performed in their career as an EMS provider. Once the instructor has shown the individual skills to the students (either through lecturing or during scheduled lab sessions), students will be required to challenge the skill with an instructor. Students may obtain instructor check-off during regularly scheduled classroom/laboratory hours only (unless prior permission has been previously granted).

See explanations below re: the criteria for these five Methods of Evaluation.

A.Didactic Evaluation

There will be three (3) unit exams and one (1) comprehensive written final this semester. Written exams may consist of multiple choice, true/false, matching, fill-in and brief answer questions. Short quizzes will also be given throughout the semester, based on the instructor's perception of class progress. Quizzes may be announced or unannounced. All exams, homework, and exams will be of a comprehensive nature with respect to that section. Quizzes will be of a comprehensive nature of the whole EMT program. The final grade will be determined as follows:

Final Exam= 25%
Unit Exams = 20% each (Three unit exams)
Quizzes = 5%
Homework = 5%
BLS Exam = 5%

B.Skills Practical Exams

There will be 11 Practical Exams for this course that follows The American Heart Association guidelines for 2025. The practical will be proctored in group format with the lead student being evaluated. The practical exam will include:

* Trauma Assessment
* Medical Assessment
* BVM Adult/Pediatric patient
* Cardiac Arrest/AED
* Bleeding Control & Shock Management
* Long Bone Immobilization
* Joint Immobilization
* Administration of O2 via non-rebreather mask
* Medication Administration via Autoinjector
* Medication Administration via Intranasal
* Supraglottic Airway Management

If a student fails one or more of these skills on the first attempt, a retest of the unsuccessful skill(s) will be scheduled according to the course calendar. You are permitted only two (2) retests of any skill. A third failure of any skill will result in the failure of EMT 110S.

C. Clinical Experience Performance Evaluation

The student's clinical performance is evaluated weekly by the EMS Technology clinical preceptors assigned to each hospital or student rotation. The student will receive a final summative clinical evaluation from the Clinical Coordinator, based upon the weekly preceptor evaluations. The student MUST receive a determination of "Meets Expectation" in every evaluated category on the Final summative evaluation in order to receive a Satisfactory (S) rating in the clinical experience portion of EMT 110S. Students who do NOT meet the required summative evaluation criteria will receive a failing grade for EMT 110S. A required number of patient assessment reports must also be submitted by the student and are included in the determination of Satisfactory or Unsatisfactory final summative evaluation.

D. Field Experience Performance Evaluation

The student's clinical performance is evaluated weekly by field clinical preceptors who are employees of the specific contracted departments and are approved by the Field Clinical Coordinator, in collaboration with each department's EMS Coordinator or EMS officer. The student will receive a final summative clinical evaluation from the Field Clinical Coordinator, based upon the weekly field preceptor evaluations. The student MUST achieve a minimum score of "2" in every evaluated category on the Final field summative evaluation in order to receive a Satisfactory (S) rating in the field experience portion of EMT 110S. Students must also meet minimum required field hours. Students who do NOT meet the required summative evaluation criteria will receive a failing grade for EMT 110S. A required minimum number of field run reports must also be submitted by the student and are included in the determination of Satisfactory or Unsatisfactory final summative evaluation.

E. Affective Evaluation

Students are expected to show satisfactory progress in developing and displaying the necessary affective behaviors consistent with an EMS professional. Input for this evaluation comes from many sources: the student's paramedic instructor(s), clinical & field preceptors and coordinators, skills lab preceptors, adjunct faculty. Students who have repeated difficulties with appropriate affective behaviors, even after counseling and remediation criteria have been communicated to the student, will earn an Unsatisfactory (U) affective behavior evaluation, resulting in failure of EMT 110S.

Clinical Requirements

	Hospital ED Minimum	Field Minimum	Minimum Required
Hours	**12 Hours**	**12 Hours**	**24 Hours combined total**
Patient Assessments	A combined total of **24** patient assessments will be completed	A combined total of **24** patient assessments will be completed	**24 total between hospital and field clinical**
Pediatric Assessments	Anyone under the age of 18 y/o and may be obtained in either setting (hospital or ED)		**1** obtained in either setting

At no time will a student be substituted for staff during a clinical, field or internship experience. If you are in the capacity of a student, you can NOT be compensated by a department in any manner, nor can clinical rotations OR appointment scheduling be done during classroom hours in accordance with this syllabus.

Attendance Policy

100% attendance is required for the EMT Program. Edison State will permit EMT students to make up missed course objectives (content) according to the following policy:

1. Students are only permitted to make up **three (3)** missed class and/or lab sessions during an individual term. Missing more than **three (3)** sessions will result in failure (Grade of "F") of the course.
2. Students who are more than 15 minutes late will be counted as absent for the entire class session.
3. Students who leave more than 15 minutes early will be counted as absent for the entire class session.
4. Students who are less than 15 minutes late are documented as late. Three late occurrences are equivalent to missing one class and/or lab session. **ALL** late occurrences are considered missed time and are subject to make-up work.
5. Skills Make Up Training: Students must coordinate make-up training (initial instruction) with their Instructor immediately upon return to class.
6. Lecture (Didactic/Affective) Make-Up Requirements: Instructors will give students specific course makeup assignments. This will involve the student researching the specific objectives missed and writing definitions, related terms, flashcard development, scenario development applying the missed objectives into a paper that describes how a paramedic may encounter this situation, including signs and symptoms the patient may present with, your assessment, your treatment, and any special considerations a EMT may apply in that situation, or any additional method the Instructor develops in order to verify competency. Make up requirements are due one calendar week after the student receives it.
7. Clinical absence / no-call-no-show will also be documented as an absence and count toward the overall attendance policy.

The dates marked as mandatory on the class schedule are indeed mandatory. Failure to attend the entire time on any of these days will result in failure of the course.

Skills Make Up Sessions: This is for students who missed psychomotor skill practice due to being late or absent. You will attend this make-up session in uniform, on time, and fully participate. This is an hour for hour make-up; if you miss one hour of lab, you must attend one hour of make-up time. Makeup work does not erase the attendance occurrence. Edison State EMS Program is not required to offer make-up training. Make-up training is handled on a case-by-case basis.

Students should notify the instructor if they are going to be late or absent. In addition, students who are habitually late less than 15 minutes risk dismissal from the course. Students who fall asleep also risk being dismissed from the course. Students who fail to attend make up sessions or complete assigned make up work on time will be dismissed from the course. Please note that each term has a specific date when a student can no longer be dismissed and will receive a failing grade. This specific date can be found online. If a student has a prolonged illness or anticipates a prolonged absence, he/she must notify the instructor as soon as possible to make arrangements for continuing in the program.

Students will not be excused for vacation time. The student must notify the instructor in writing at the beginning of the semester of any military obligation occurring during lecture, lab or clinical time.

REQUIRED CERTIFICATIONS

There will be a total of six (6) certificates that students are responsible for obtaining and providing a copy of a certificate of completion for – issued from the training center where the course was taken. Should these certificates not be turned in by the specified due date, student will receive an "F" grade for the course as this will be considered non-compliant.

Healthcare AED/CPR Certification (Certification #1)

The HCP AED/CPR course will be offered as part of the 16-week curriculum. Should a student already possess an HCP AED/CPR certificate, they will still participate in the training course, however, will not be required to pay the card fee. Students who already possess a valid CPR certificate will be responsible for submitting a copy of that certification to administration. Students who will be taking the certification program within the course will also be responsible for submitting a copy of the certification to administration upon receipt of the email provided with the information.

Incident Command Training (Certification #2 & #3)

All students are required to complete **IS-100.c – Introduction to Incident Command System** *and* **IS-700.b – National Incident Management** to be eligible for an Ohio EMS Certification. Students who have previously completed this training can present an approved certificate of completion in lieu of repeating the training. All other students will be required to complete both training courses as co-requisites to this course; submission deadlines are listed below. Both courses are free and available online at http://training.fema.gov/IS/crslist.asp

ODPS Ohio Trauma Triage & Ohio Rescue Task Force Training (Certification #4, #5, & #6)

All students are required to complete the **Ohio Trauma Triage, Dementia Training,** *and* the **Ohio Rescue Task** Force training programs to be eligible for an Ohio EMS Certification. Students who have previously completed this training can present an approved certificate of completion in lieu of repeating the training. All other students will be required to complete both training courses as co-requisites to this course; submission deadlines are listed below. Both courses are free and available online at https://learning.dps.ohio.gov/PSTC/

Footnotes

1) *Should the background and drug screen come back with negative results that cannot be resolved through the Ohio Division of EMS or are not returned to the Project Specialist at all, students will be automatically withdrawn from the current course for non-compliance.*

2) *Should all mandatory paperwork not be turned in to the Project Specialist by the end of this specified class period, student will need to make a decision as to: a) Continue in the program and receive an "F" grade in order to be considered permission to retake this course; or b) Withdraw from the current course by the college's "Last Day to Withdraw" date.*

ACADEMIC DISHONESTY

Cheating is wrong. Intentional academic dishonesty will result in referral to the Dean for appropriate action and a grade of "F" given for the course. Please refer to the Edison Community College Student Handbook for a detailed explanation of academic dishonesty.

CLASSROOM MANAGEMENT

Please maintain a positive and respectful attitude. Distractions or disorderly conduct are not tolerated. Cell phones should be switched to vibrate or turned off. Points may be lost for disruptive behavior.

STUDENT HANDBOOK

The Edison Community College Student Handbook is your resource for policies, departments, and services available. It also functions as a guide to performing tasks such as transferring credit to or from Edison or starting a club. Go to www.edisonohio.edu, click on Student Life, click on Student Resources, and Click on Student Handbook.

ACCOMMODATIONS FOR DISABILITIES

Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need 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 the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability

LEARNING CENTER

All students enrolled at Edison are eligible to receive learning assistance services. Learning assistance services including tutoring, eTutoring, and the use of The Learning Center are free to Edison students. To meet with a tutor or to receive more information on services, visit room 560 in the Library, call 778-7959, or visit http://www.edisonohio.edu/Learning-Center/.

LIBRARY

For all your research and information needs, the library provides excellent references and research assistance. The Edison Library is part of the OhioLINK (Ohio Library and Information Network) consortium. We provide access to the following materials:

- 25,000 items in the Edison Library
- 49.5 million items from 90+ academic libraries (sent to the Edison Library for free)

- Millions of full text electronic articles via the databases and Electronic Journal Center
- 200+ electronic research databases (containing reliable, credible sources for research assignments)
- 80,000+ ebooks
- Thousands of digital images, videos and sounds
- Expert reference/research assistance from professional Librarians
- Many textbooks for different courses are on closed reserves in the library for student access
- Laptops and internet hotspots can be checked out of the library for 48 hour periods

For more information, contact the Library at 937-778-7950 or library@edisonohio.edu, or visit http://www.edisonohio.edu/Library/.

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/registration-records, 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.

IMPORTANT DATES

Please see the Academic Calendar located at http://www.edisonohio.edu/Calendar/ for important dates including the last day to withdraw.

Drop/Withdrawal

In order to withdraw from a class, a withdrawal form must be obtained from, completed and submitted to Enrollment Services or the Darke County Campus. Withdrawal may also be completed using WebAdvisor. However, withdrawing from all classes can only be completed using the official withdrawal form as outlined above.
Failure to withdraw formally can result in a failing grade for the course or financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates can be located in the College Policies >> Important Dates folder of your Blackboard Course Site.

CAREER AND JOB SERVICES

Our career advisors are dedicated to helping students and alumni in their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. In addition to advising opportunities, Career and Jobs Services also provides career assessments, career information, résumé and cover letter help, job postings and resources, help with interview skills, and more. Go to www.edisonohio.edu/career.

IT SUPPORT

Contact IT Support for troubles with the Edison Website, Edison computers, or Blackboard. IT Support is located beside the information desk. Their website contains a lot of useful information that may resolve your concerns: http://www.edisonohio.edu/IT-Help-Desk/. Their email is support@edisonohio.edu and their phone number is 937-778-7957.

EDISON ALERT SYSTEM

Students should sign up for the Edison Alert System (RAVE) and also check local TV for closings. Sign up through the Edison IT Help page or at https://www.getrave.com/login/edisonohio.

INCLEMENT WEATHER OR OTHER EMERGENCIES:
In the event of severe weather or other emergencies that could force the college to close or to cancel classes, such information will be broadcast on radio stations and television stations. Students who reside in areas that fall under a Level III emergency should not attempt to drive to the college even if the college remains open. Assignments due on the day the college is closed will be due the next scheduled class period. If an examination is scheduled for a day when the campus is closed, the examination will be given on the next class day. If a laboratory is scheduled on the day the campus is closed, it will be made up at the next scheduled laboratory class. If necessary, laboratory make-up may be held on a Saturday. If a clinical is missed because of weather conditions, the Clinical Coordinator will work with the student so that the experience can be rescheduled if possible. Students who miss a class because of weather-related problems with the class is held as scheduled are responsible for reading and other assignments as indicated in the syllabus. If a laboratory or examination is missed, contact me as soon as possible to determine how to make up the missed exam or lab. Remember! It is the student's responsibility to keep up with reading and other assignments when a scheduled class does not meet, whatever the reason.

FINANCIAL AID ATTENDANCE REPORTING
Edison State is required by federal law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through the Department of Veterans Affairs. It is the responsibility of the College to identify students who do not commence attendance or who stop attendance in any course for which they are registered and paid. Non-attendance is reported every semester by each instructor, and results in a student being administratively withdrawn from the class section. Please contact the Financial Aid Office for information regarding the impact of course withdrawals on financial aid eligibility.

ADA STATEMENT
It is Edison State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations because of physical, mental or learning disability, please contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling 937-778-8600. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodation does not start until your instructor receives the letter, and accommodation is not retroactive.

AUDIO AND VIDEO RECORDING STATEMENT
Audio-and video recording, transmission, or distribution of class content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

TITLE IX SYLLABUS STATEMENT
Edison State Community College is committed to creating a learning and working environment that is free of bias, discrimination, and harassment by providing open communication and mutual respect. This policy prohibits discrimination and harassment on the basis of age, color, disability, national origin, race, religion, sex (including sexual harassment), sexual orientation, gender identity, military status, or veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, or genetic information.

Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to any of the following

- Title IX Coordinator | Chief Human Resources Officer **937.778.7832**
- Campus Security **937.778.7820**
- Director of Athletics **937.381.1555**
- Any college employee

Confidential student and employee consultation is available via the individual listed below.

Julie Willenbrink DNP, RN, CNE.
Email: jwillenbrink@edisonohio.edu
PHONE 937.381.1520
For additional information about your options at Edison State Community College please visit our webpage at: https://www.edisonohio.edu/about/title-ix.

FOR MORE EDISON RESOURCES

Go to www.edisonohio.edu and click on "current student"

Edison State Community College
EMT Program
EMT 110S

Syllabus Signature Form

I have read and fully understand all the information contained in the Syllabus for PAR 250S pertaining to:
✓Course Requirements
✓Attendance
✓Grading
✓Requirements for successful completion
✓Practical Exams
✓Lab Time
✓Class Schedule
✓Student Code of Conduct
✓ADA Policy
✓Financial Aid Attendance Reporting
✓Weather Emergencies

I also understand the risks involved in this type of training program and the occupation for which it is preparing me. I agree to follow all the safety procedures and rules of Edison State Community College and the hospitals & field sites providing my clinical experience. I further understand that I am responsible for my actions, my safety and the safety of those around me.

There are educational experiences in this class/lab that necessitate physical contact. Examples of this contact include, but are not limited to, patient assessment, vital signs, and spinal immobilization. These and many other skills are necessary to provide good patient care. Should you feel uncomfortable with this aspect of the course, speak to your EMS Instructor, the EMS Program Director or the department Dean.

_____

Signature

_____

Print your name here

_____

Date