Title: Paramedic Procedures II  
Catalog Number: EMSP-160-01  
Credit Hours: 3 Credit Hours  
Contact Hours: 45 Hours  
Days/Times: Tuesday, January 19th, 2015 0930 – 1215 Hours – May 14th, 2016  
Emergency Training Center, Room 101, 124 McKernan Drive, South Portland  
Lead Instructor: Asst. Prof. Eric A. Wellman, MS, NREMT-P, CCEMTP  
Contact info: E-mail: ewellman@smccme.edu Phone: 207-741-5720 Office: ETC Room 201  

Course Description:  
This course will continue the skills needed to perform a patient assessment and the recognition and treatment of life threatening conditions. Intravenous therapy, advanced airway management, needle and surgical cricothyrotomy, chest decompressions, intraosseous infusions and medication administration are some of the procedures that will be presented. Prerequisites Course: Paramedic Procedures I. Co-requisite Course: Paramedic Procedures II lab.  

Course Objectives:  
At the completion of this course, the paramedic student will be able to integrate pathophysiology principles and assessment findings to formulate a field impression and implement the treatment plan for the patient with medical or trauma related injuries.  

Objectives:  
1. **Airway Management**  
a) Describe & differentiate the anatomy & physiology of the adult respiratory system.  
b) Describe & differentiate the anatomy & physiology of the pediatric respiratory system.  
c) Discuss the indications, contraindications, and possible complications of  
   i) Supplemental oxygen  
   ii) Airway adjuncts  
   iii) Suction  
      (1) Oral  
      (2) Tracheal-bronchial  
   iv) Positive pressure ventilation  
   v) Endotracheal intubation  
      (1) Orotracheal  
      (2) Nasotracheal  
      (3) Digital  
      (4) Blind insertion  
      (5) Medication Facilitated  
   vi) Blind Insertion Airway Devices (BIAD)  
      (1) Peri-glottic airway devices  
      (2) Transglottic & multi-lumen devices  
   vii) Surgical cricothyrotomy  
   viii) Needle cricothyrotomy  
   ix) Needle thoracentesis  
   x) Gastric decompression
2. Medication Administration
   a) Explain the content of medication labels.
   b) Explain the components of a medication order.
   c) Use appropriate drug abbreviations.
   d) Calculate medication dosages with the formula, ratio and proportions, or dimensional analysis system.
   e) Calculate oral dosages from tablets, capsules, and liquids.
   f) Explain & demonstrate the procedure for reconstitution of powdered medications.
   g) Calculate the dose for administration of reconstituted medications.
   h) Calculate dosage of drugs for subcutaneous and intramuscular routes.
   i) Discuss the correct selection of syringes for medication administration.
   j) Determine correct dosages for heparin administration.
   k) Demonstrate the correct dose of insulin according to a medical order.
   l) Calculate the drug dosage needed according to body weight.
   m) Describe & demonstrate the use of universal precautions and body substance isolation (BSI) procedures when administering a medication.
   n) Describe the indications, equipment needed, technique used, precautions, and general principles of:
      i) peripheral venous cannulation
      ii) external jugular cannulation
      iii) intraosseous needle placement and infusion.
   o) Calculate the flow rate for IV/IO drugs or IV/IO solutions.
   p) Determine the drop factor for IV/IO flow rates.
   q) Describe the purpose, equipment needed, techniques used, complications, and general principles for obtaining a blood sample.

Student Expectations:
The following is expected from each student that is enrolled in this course:
1. Attendance & promptness. Students are expected to be at class and on time, this is a critical component to being a professional.
2. Personal responsibility & accountability. A professional completes their assignments on time and is accountable for their actions and behaviors; they do not blame others for their lack of preparation or mistakes, they learn from it! They communicate their needs and concerns in a time appropriate manner.
3. Dedicated time. The student MUST dedicate outside classroom time to master their skills through use of the practical lab open hours and other means to gain skill mastery.
4. Integrity. Professionals have integrity, they own up to mistakes, and worry more about being ethical than being the best.
5. Respect. Respect is gained by being competent in practice and working well with others, it is also easier to lose than gain. Students are expected to be respectful of their instructors, guests, each other and themselves. When respect is given, it is also earned.
6. Teamwork. Paramedics do not work alone. They are a part of a healthcare team that is only as strong as its weakest link. Your classmates are your team, work together, and learn together! You will have a partner in class you are responsible for each other.
7. Humility. A professional paramedic knows when they need more resources and help. If you are in over your head or things aren’t making sense seek out the help of your classmates and your instructors.
Methods of Instruction:
This course will present materials through lectures, PowerPoint presentations, assigned readings, internet blackboard system and practical exercises.

Class Schedule, Topics and Readings:

<table>
<thead>
<tr>
<th>Week of</th>
<th>Class Topic</th>
<th>Lab Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/19</td>
<td>Introduction &amp; Overview of the Paramedic Procedures Course</td>
<td>Learning Lab: Peer-Review Process &amp; FISDAP Data Entry</td>
<td>Blackboard videos, readings &amp; assignments</td>
</tr>
<tr>
<td>1/26</td>
<td>Airway Anatomy &amp; Physiology</td>
<td>Learning Lab: Airway Assessment &amp; BLS Management</td>
<td>Blackboard videos, readings &amp; assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AAOS: Chapter 7 (182-210; 232-255; 264-271; 286-292; 302-310) &amp; Chapter 15 (710-725; 729-774)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>CwC: Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>2/2</td>
<td>Airway Pathophysiology</td>
<td>Learning Lab: Non-invasive Airway Management</td>
<td>Blackboard videos, readings &amp; assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AAOS: Chapter 7 (189-199), Chapter 8 &amp; Chapter 15 (725-774)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>CwC: Chapters 3 &amp; 4</td>
</tr>
<tr>
<td>2/9</td>
<td>Intubation &amp; Supraglottic Airways</td>
<td>Learning Lab: Advanced Airway Management</td>
<td>Blackboard videos, readings &amp; assignments</td>
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<tr>
<td></td>
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<td>AAOS: Chapter 15 (774-804; 814-823)</td>
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<td></td>
<td></td>
<td></td>
<td>CwC: Chapters 5 &amp; 6</td>
</tr>
<tr>
<td>2/16</td>
<td>Surgical Airway &amp; Breathing Management</td>
<td>Learning Lab: Surgical Airway &amp; Breathing Management</td>
<td>Blackboard videos, readings &amp; assignments</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>AAOS: Chapter 15 (824-831), Chapter 35 (1694-1699; 1706-1716)</td>
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<tr>
<td></td>
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<td>CwC: Chapters 7 &amp; 8</td>
</tr>
<tr>
<td>Week of</td>
<td>Class Topic</td>
<td>Lab Topic</td>
<td>Readings &amp; Assignments</td>
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</tbody>
</table>
| 2/23    | Pediatric Airway & Breathing Management | Learning Lab: Surgical Airway & Breathing Management
Skills Lab: Peer-Review Surgical Airway & Breathing Management
  - *Direct Oropharyngeal Intubation Pediatric*
  - Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments
AAOS: Chapter 15 (805-810), Chapter 43 (2002-2010; 2019-2035)
CwC: Chapters 14, 15 & 16 |
| 3/1     | Airway Management of Difficult Airways
Medication Facilitated Airway Management | Learning Lab: Difficult Airway Management
Skills Lab: Peer-Review Advanced Airway Management
  - Nasotracheal Intubation Adult
  - Trauma Endotracheal Intubation Adult
  - Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments
AAOS: Chapter 15 (810-813)
CwC: Chapter 22 |
| 3/8     | Review Session                      | Skills Lab: Peer-Review
  - Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments
AAOS: Chapter 7, Chapter 8, Chapter 15, Chapter 35 (1694-1699; 1706-1716), Chapter 43 (2002-2010; 2019-2035)
CwC: Chapter 23 |
| 3/15    | VACATION – NO CLASS                 |                                              |                                                             |
| 3/22    | Mid Term Exam                       | Skills Lab: Peer-Review
  - Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments
AAOS: Chapter 7, Chapter 8, Chapter 15, Chapter 35 (1694-1699; 1706-1716), Chapter 43 (2002-2010; 2019-2035)
CwC: Chapter 24 |
| 3/29    | Shock & Hypoperfusion                | Learning Lab: Medication Math                | Blackboard videos, readings & assignments
AAOS: Chapter 8, Chapter 40, Chapter 11 (501-508)
CwC: Chapter 10, 11, 12 & 13 |
| 4/5     | Emergency Medications                | Skills Lab: Peer-Review
  - Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments
AAOS: Chapter 12
CwC: Chapter 17 & 18 |
<table>
<thead>
<tr>
<th>Week of</th>
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<th>Lab Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
</table>
| 4/12    | Intravenous Therapy | **Learning Lab:** Intravenous Therapy  
**Skills Lab:** Peer-Review  
- *Intravenous Therapy*  
- Peer Review Lab Time | Blackboard videos, readings & assignments  
AAOS: Chapter 11 (468-496)  
CwC: Chapter 19, 20 & 21 |
| 4/19    | Intraosseous Infusion Point-of-care (POC) lab sampling | **Learning Lab:** Intraosseous Infusion & POC testing  
**Skills Lab:** Peer-Review  
- *Intraosseous Infusion*  
- Glucometer  
- Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments  
AAOS: Chapter 11 (496-501; )  
CwC: N/A |
| 4/26    | Medication Administration | **Learning Lab:** Medication Administration  
**Skills Lab:** Peer-Review Medication Administration  
- *Intravenous Bolus Medication Administration*  
- *Intravenous Piggyback Infusion*  
- *Intramuscular & Subcutaneous Medication Administration*  
- Intranasal Medication Administration  
- Inhaled Medication Administration  
- Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments  
AAOS: Chapter 11 (508-536)  
CwC: N/A |
| 5/3     | Review Session | **Skills Lab:** Peer-Review  
- Peer Review Lab Time & Instructor Sign Offs | Blackboard videos, readings & assignments  
AAOS: Chapter 7, Chapter 8, Chapter 11, Chapter 12, Chapter 15, Chapter 35 (1694-1699; 1706-1716), Chapter 40, Chapter 43 (2002-2010; 2019-2035)  
CwC: Chapters 1-24 |
### Southern Maine Community College
### EMSP-160 Paramedic Procedures II

#### Spring 2016 Syllabus

<table>
<thead>
<tr>
<th>Week of</th>
<th>Class Topic</th>
<th>Lab Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/10</td>
<td>Final Examination</td>
<td>Skills Lab: • Instructor Sign Offs</td>
<td>Blackboard videos, readings &amp; assignments</td>
</tr>
</tbody>
</table>

**AAOS** = Nancy Caroline’s: Emergency Care in the Streets, 7th edition

**CwC** = Calculate with Confidence, 6th edition

The above schedule is subject to change. All assignments are due at the beginning of class on the day listed.

#### Student Evaluation and Grading:

- 15% Quizzes
- 15% Assignments
- 30% Midterm Exam
- 40% Final Exam

#### Grading Scale:

- A = 93-100
- A- = 90-92
- B+ = 88-89
- B = 83-87
- B- = 80-82
- C+ = 78-79
- C = 73-77
- C- = 70-72
- D+ = 68-69
- D = 60-67
- F = Below 60

To receive credit towards a degree in Paramedicine and meet pre-requisites for other EMSP courses, a student must receive a minimum grade of B- in this course.

Students that are not achieving at least a B- average or have missed a class before the early alert and academic alert periods will receive an early/academic alert notice from the college.

**No late work will be accepted in this course.** As computer access is a requirement for this course and provided by the college, students are expected to deliver the work by the assigned time regardless of attendance at the course.

**No individual extra credit will be provided in this course.**

#### Quizzes

There will be **timed** quizzes throughout the semester. **Quizzes will be comprehensive in nature.** They will cover material from on-line modules, lecture, and readings. If a class session is missed you will not have an opportunity to retake the quiz and will receive a grade of zero (0) for the quiz. On-line quizzes will be completed by the date/time specified in the learning management system. The lowest classroom quiz score will be dropped from grading.
Blackboard & Other Assignments
Prior to class you will complete an on-line learning assignment for each new topic. The student is required to complete this work prior to the classroom session. In addition the student will have the following assignments:

- **Leadership:** You will be required to provide five (5) hours of educational time in one of the SMCC sponsored EMT courses. Shifts will be signed up through and posted in FISDAP. Failure to complete 5 hours of time will result in a grade of 0% for assignments.

- **Community Service:** You will be required to attend the NREMT EMT (May 14th, 2016) or Paramedic (May 15th, 2016) examination and serve as an evaluator, assistant, or patient. Failure to complete this assignment will result in a grade of 0% for assignments.

- **Medical Calculations Self Study:** The student will complete an off-line dosage calculations course as a component of this course. The material will be split between off-line self-study assignments and some in class instructions. The medical calculations textbook has several integrated learning components which need to be completed for the assigned dates in the schedule. Items marked CwC will not be lecture topics, but will be subject to evaluation on quizzes & exams.

Squad Assignment:
Each student will be assigned to a 3-4-person squad. The squad will have an appointed squad leader. Squad members are responsible for notifying their squad leader of absences. Squad leaders will maintain attendance reports for their squad and ensure that all members have complied with the dress code and equipment standards for the day. The squad leader will assign squad members a specific job task for the semester. One squad member will be responsible for ensuring that all equipment is ready to go and packed away at the end of the day. The other squad member will be responsible for maintaining moral within the group and ensuring compliance with administrative tasks and timelines. If the squad is larger than three (3) people, the squad leader may assign assistants to any job task.

Mid-Term Examination
A multiple choice computer based examination encompassing all materials covered in the course to this date will be administered. The following examination policies are in effect to simulate the test-taking environment for national testing and ensure examination security:

- All personal devices capable of electronic communication through any medium (*e.g.* wi-fi, radio waves, cellular technology, Bluetooth, etc.) must be outside of the examination room for the duration of the examination
- You may not communicate with any person or entity in or outside the classroom through any communication method once the examination has begun
- During the examination only the browser with the examination may be open. No other programs, applications, websites, browser windows, or other features are utilized during the examination
- No logging or copying of questions on the exam through any medium
- No discussing, sharing or posting any information from the examination with anyone other than the Instructor or Program Director in any form
- No deletion, destruction, and/or modification of any electronic records (*e.g.* cookies, browser history, etc.) from the computer or your account after completion of the examination
**SOUTHERN MAINE COMMUNITY COLLEGE**  
**EMSP-160 PARAMEDIC PROCEDURES II**  

**SPRING 2016 SYLLABUS**

If you violate any of the following rules above during the exam will receive a zero (0) for the examination. If you believe that someone is violating these rules during the examination please notify the examination proctor immediately. If you chose to leave your personal items unattended in a public place, SMCC bears no responsibility for the loss, theft and/or damage to those items.

**Final Examination:**

A multiple choice computer based examination encompassing all materials in the SMCC Paramedic Program will be given at the completion of the course. **All students must pass the examination with the minimum passing score.** Students that fail to achieve the minimum passing score on the first examination will be required to complete a second examination with a satisfactory grade.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Grade Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass on the first attempt</td>
<td>A grade reflecting your score is entered in the grade book (80% or more)</td>
</tr>
<tr>
<td>Pass on the second attempt</td>
<td>A grade of 80% is entered in the grade book (80% or more)</td>
</tr>
<tr>
<td>Do not pass exams</td>
<td>A grade of 0% is entered in the grade book regardless of exam grades.</td>
</tr>
</tbody>
</table>

The retest examination is scheduled for **Monday, May 16th, 2016 at 0900 hours**, attendance is mandatory for all students that need to retake the examination.

The following examination policies are in effect to simulate the test-taking environment for national testing and ensure examination security:

- All personal devices capable of electronic communication through any medium (e.g. wi-fi, radio waves, cellular technology, Bluetooth, etc.) must be outside of the examination room for the duration of the examination.
- You may not communicate with any person or entity in the classroom or outside the classroom through any communication method once the examination has begun.
- During the examination only the browser with the examination may be open. No other programs, applications, websites, browser windows, or other features are utilized during the examination.
- No logging or copying of questions on the exam through any medium. All note taking materials must be submitted to the examination proctor at the completion of the exam.
- No discussing, sharing or posting any information from the examination with anyone other than the Instructor or Program Director in any form.
- No deletion, destruction, and/or modification of any electronic records (e.g. cookies, browser history, etc.) from the computer or your account after completion of the examination.

If you violate any of the following rules above during the exam you will receive a zero (0) for the examination. If you believe that someone is violating these rules during the examination please notify the examination proctor immediately. If you chose to leave your personal items unattended in a public place, SMCC bears no responsibility for the loss, theft and/or damage to those items.

**Attendance:**

Snow days & school closings are announced on local radio and television stations and the school website [www.smccme.edu](http://www.smccme.edu). SMCC announces it own closures and it should not be assumed that if local schools are closed that SMCC is closed.

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A student that arrives after the scheduled start time of the class is late. Any student that is more than ten (10) minutes late for class will be allowed to participate only at the discretion of the instructor. A student that leaves class early will also be marked tardy. **An absence will be assigned for accumulation of two late attendances and/or leaving class early and apply towards the attendance policy.**

If the instructor is more than ten (10) minutes late for class, without giving prior notice, the students have a right to leave.

**A student may be absent for 2 classes, but should make every effort to attend all classes. The 3rd class missed will result in the reduction of the student's grade by one full letter grade (Example: An A- becomes a B-).** It is the responsibility of the student to manage their absences accordingly.

The instructors are under no obligation to provide any make up assistance for students that miss a class. The student will be required to learn and perform any skills that they have missed due to tardiness or absence.

Students **MUST** attend the lab and lecture sections that they are scheduled for. Students will not be able to miss sessions and attend another section.

**SMCC E-Mail & Communications**

Students are **REQUIRED** to use their SMCC provided e-mail account for this course. **ALL communications with the instructor will be through the SMCC address. Students are required to check their SMCC e-mail account at least once daily (Monday-Saturday) and respond to all e-mails from the class instructor upon receipt. The student will contact the help desk for assistance with e-mail access.**

**Learning Management System Access & Log-In:**

Computer usage and internet access is a required component of this course. If the student does not have internet access at home, the campus has multiple computer labs available for access. Lack of home access is not an acceptable reason to not complete assignments.

Students will be required to complete assignments through the SMCC learning management systems. Assignments will be posted weekly with expected completion dates on the learning management system.

The SMCC learning management system is accessed by going to https://my.smccme.edu.

**To log in**

1. **Username** = your first name + middle initial + lastname - WITH NO SPACES AND NO CAPITAL LETTERS (i.e. johnqsmith) - maximum of 20 characters
2. **Password** = your first initial + the first four letters of your last name + the last four digits of your social security # - NO SPACES (i.e. jsmi1234)

If you cannot log on, please e-mail the instructor that you are having problems logging in and then contact technical support through the webpage. **The instructor cannot fix access problems; the student must remedy them with the assistance of technical support.**

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Text, Tools, and/or Supplies:

Required Texts:
- **Nancy Caroline’s Emergency Care in the Streets, 7th Edition.** American Academy of Orthopedic Surgeons (AAOS), Nancy L. Caroline
- **Calculate with Confidence, 6th Edition.** Mosby, Deborah C. Gray Morris, RN, BSN, MA, LNC - ISBN: 978-0323056298

Recommended Texts:

Additional Required Equipment
- Pen or pencil, with materials to take notes on.
- FISDAP Scheduler and Skills Tracking System

Special Equipment Note
- A student may not use a calculator for dosage calculations during testing.
- Mobile phones and other electronic notification devices will not be used during classroom time. They will be set to vibrate or silent. Answering or making calls, checking e-mail or sending text messages during class time is not permissible.
- Computers may be utilized during class time for note taking and researching materials related to the class lecture or topic. Computers used for any other function during class time are prohibited, without consent of the instructor. The instructor reserves the right to refuse a student the ability to use a computer in class if the student cannot abide by the rules.

How to succeed

1. You are expected to be prepared for the class session by completing all assigned reading and work assignments for the day. **Keep up with the weekly assigned readings.** This course proceeds at a fast pace. If you get behind, it can be a lot of work to keep up.
2. You are expected to attend all class sessions and be on time. You will manage your absences, to facilitate your needs. You can’t learn if you are not here.
3. You will make up all missed work on your own time.
4. Ask questions in class. If you don’t understand something, chances are that others don’t understand it either. If you need extra help, ask us
5. You are expected to dedicate an average of **three (3) to nine (9) hours of time per week outside of class** to study, review and complete assignments
6. You are entering the healthcare profession and professional behavior is expected at all times. If you exhibit inappropriate behavior you will be asked to leave class for the day. Repeated incidents may result in dismissal from class. You are expected to be respectful of fellow class members, the instructors and the college.
7. In the realm of Emergency Medicine our patients rarely get a second chance. You want to view your first opportunity as your only opportunity to affect your outcome, study for assessments, exams and quizzes as if there isn't a second chance.
Paramedic Program Handbook
In addition to this syllabus, the course will be governed by all academic policies of SMCC and the SMCC Paramedic Program Class Handbook as received in Introduction to Paramedicine.

End-of-Course Evaluation
Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

ADA Syllabus Statement
Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call 207-741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual’s accommodations.

SMCC Pay-for-Print Policy
Per Page Costs
Each semester students receive a $20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.
   a. There is a $0.10 per page fee for standard 8.5" by 11" black and white documents.
   b. The reverse sides of duplex (double-sided) documents are free.
   c. There is a $0.50 per page fee for standard 8.5" by 11" color documents.
   d. There is a $0.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
   e. There is a $1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.
Duplex charges (printing on both sides of a page) work in the following fashion: One page is $0.10, two pages are $0.10, three pages are $0.20, and four pages are $0.20, etc. The flipsides are free, but another sheet of paper is $0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?
The College’s pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up.

Refunds
Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student’s account.
Why is SMCC charging for printing?
The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an email to helpdesk@smccme.edu.
Be sure to log OUT of the system when you’ve finished your printing, to prevent unauthorized access to your account.

Add-Drop Policy
Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy
A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the fall and spring semesters and the second through ninth week of twelve-week summer courses. This period is pro-rated for shorter-length courses. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement
If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College’s chief academic officer prior to making such decisions. If a student seeks to challenge an instructor’s determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College’s disciplinary officer for review under the procedures of the MCCS Student Code of Conduct.
I have been given a copy of the syllabus for the above listed class, and I have reviewed the syllabus and asked the instructor questions clarifying the expectations for this course. **Please read and initial each statement below:**

____________ I have reviewed and understand the course schedule. I understand that the course schedule may change at the discretion of the instructor and a new syllabus will be made available to me upon the change.

____________ I have reviewed and understand the student grading and evaluation process. I also understand what is required of me for cognitive, psychomotor, affective and clinical objectives and/or evaluation.

____________ I understand how to log into the MySMCC portal and/or Blackboard system as needed for the course. I understand this is where my current estimated grade will be maintained for my review.

____________ I have reviewed and understand the attendance policies for the course.

____________ I understand what textbook and materials are required for this course.

____________ I understand that in addition to this syllabus I am also governed by the SMCC code of conduct, SMCC policies as indicated in the current course catalog and compass, and the program handbook all located at [www.smccme.edu](http://www.smccme.edu).

____________ I have reviewed and understand the ADA Statement.

____________ I have reviewed and understand the Add-Drop Policy.

____________ I have reviewed and understand the Withdrawal Policy.

____________ I have reviewed and understand the Plagiarism Statement.

____________ I have reviewed and understand the SMCC Pay for Print Policy.

____________ I have reviewed and understand the process for Course Evaluation.

I acknowledge that I have received the syllabus and that I was afforded an opportunity to ask questions for clarification.

__________________________________________________________  ______________________
Student Signature                                      Date

__________________________________________________________  ______________________
Instructor Signature                     Date