Title: Emergency Medical Technician
Catalog Number: EMST-100- T1

Credit Hours: 5
Total Contact Hours: 120

Lecture, Laboratory, and Clinical
Meets: Tuesday & Thursday 5:00pm-8:45pm

Lead Instructor: Scott Cook, MS, CCEMTP
Office Hours: by appointment
Location: ETC Rm # 202

Contact information: Office 207.741.5649
Email: scook@smccme.edu (Preferred contact method)

Clinical Coordinator: Sarah Beliveau, BA, NREMT-P
Office Hours – Location: By appointment

Contact information: sbeliveau@smccme.edu

Asst. Instructor: TBA
Office Hours – Location: By appointment

Contact information: Email:

COURSE SYLLABUS

COURSE DESCRIPTION
This course is designed to give students, through lecture, practical lab, and clinical experience, the entry-level knowledge and skills necessary to provide basic emergency medical care and transportation for patients who access the emergency medical system. Upon successful course completion, students are eligible to take the National Registry of Emergency Medical Technicians (NREMT) certification examinations. Students will perform interventions necessary to provide patient care and transportation including basic level patient assessment, airway management and oxygen administration, CPR, spinal immobilization, shock management, bandaging and splinting, and medication administration. Knowledge and skills obtained at the EMT level provide the foundation for further advancement to Advanced EMT and Paramedic.

PREREQUISITE COURSES
None

COURSE OBJECTIVES
At the successful completion of this course, the EMT student will be able to:
1. Perform a basic patient assessment.
2. Render emergency medical care as defined in the DOT National Standard Curriculum.
3. Demonstrate proper documentation for EMS run reporting
4. Have a general understanding of the rules and regulations that pertain to the EMS system.
5. Prepare the student to take the National Registry of Emergency Medical Technicians EMT written and State of Maine practical skill exam.
### TOPICAL OUTLINE OF INSTRUCTION

#### Methods of Instruction:
This course will rely on the usage of lectures, presentation, physical demonstrations, laboratory and breakout sessions, computer based on-line materials, and clinical field experience.

#### Class Topics and Schedule Readings:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/19/2016 &amp; 1/21/2016</td>
<td>Syllabus, Grade Book, Class Expectations, Sign Offs, Blackboard, PSE, Handbooks</td>
<td>Read All Paperwork MEMS Registration Chapter 2 - Blackboard</td>
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<tr>
<td></td>
<td></td>
<td>Chapter 1: EMS Systems</td>
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<td>Chapter 4: Communications and Documentation</td>
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<td>Appendix A: Medical Terminology</td>
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<tr>
<td>2</td>
<td>1/26/2016 &amp; 1/28/2016</td>
<td>Chapter 35: Lifting and Moving Patients</td>
<td>Reading Quiz #1 (1/26/2016) Chapter 3-Blackboard</td>
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<td></td>
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<td>Chapter 36: Transport Operations</td>
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<td>Chapter 9: Airway Management</td>
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<tr>
<td>3</td>
<td>2/2/2016 &amp; 2/4/2016</td>
<td>BLS For Healthcare Providers (CPR)</td>
<td>Reading Quiz #2 (2/2/2016) Chapter 5-Blackboard</td>
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<tr>
<td>4</td>
<td>2/9/2016 &amp; 2/11/2016</td>
<td>Chapter 8: Patient Assessment Skills Practice</td>
<td>Reading Quiz #3 (2/9/2016) Chapter 7-Blackboard</td>
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<tr>
<td>5</td>
<td>2/16/2016 &amp; 2/18/2016</td>
<td>Examination #1</td>
<td>Workbooks DUE ICS-100 Due Chapter 12-Blackboard</td>
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<td></td>
<td></td>
<td>Practical: Airway, AED, CPR</td>
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<td></td>
<td>Chapter 14: Cardiovascular Emergencies</td>
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<td>Chapter 17: Endocrine and Hematologic Emergencies</td>
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<td>Chapter 19: Toxicology</td>
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<td>Chapter 20: Psychiatric Emergencies</td>
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<tr>
<td></td>
<td>3/15/2016 &amp; 3/17/2016</td>
<td>SPRING BREAK</td>
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<tr>
<td>9</td>
<td>3/22/2016 &amp; 3/24/2016</td>
<td>Chapter 23: Bleeding</td>
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<td></td>
<td>Chapter 24: Soft Tissue</td>
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<tr>
<td>10</td>
<td>3/29/2016 &amp; 3/31/2016</td>
<td>Examination #2</td>
<td>Workbooks DUE Maine EMS Handout</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 26: Head and Spine Injuries</td>
<td></td>
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<td></td>
<td></td>
<td>Maine EMS Spinal Assessment Protocol</td>
<td></td>
</tr>
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</table>

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<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Assignments/Quizzes</th>
</tr>
</thead>
</table>
| 12   | 4/12/2016 & 4/14/2016 | Chapter 27: Chest Injuries  
Chapter 30: Environmental Emergencies  
Reading Quiz #8 (4/12/2016)  
**Classroom Quiz #3**  
Chapter 28 – Blackboard  
ICS-700 Due                |
| 13   | 4/19/2016 & 4/21/2016 | Exam #3  
Chapter 21: Gynecologic Emergencies  
Chapter 31: OB & Neonatal Care  
Workbooks Due  
Chapter 6 – Blackboard     |
Chapter 33: Geriatric Emergencies  
Reading Quiz #9 (4/26/2016)  
**Classroom Quiz #4**  
Chapter 34 – Blackboard  
All Patient Assessments Due in MEMSRR |
Chapter 38: Incident Management  
Chapter 40: ALS Assist – Practical Day  
Reading Quiz #10 (5/3/2016)  
Chapter 37 & 39 - Blackboard |
| 16   | 5/10/2016 & 5/12/2016 | Final Written Exam & Skills                             |

The above schedule is subject to change.

COURSE REQUIREMENTS

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.** EMTs 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!
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.
Quizzes:

Classroom Quizzes: Quizzes will be administered with or without prior notice and will address assigned readings for the day and previous lecture material. A student that misses a quiz must make up the quiz BEFORE the next regularly scheduled class at the instructor’s convenience. If the student does not make up the quiz a grade of zero will be given for that quiz.

If a student is not going to be present for an exam or quiz, the student must notify the instructor (email and/or phone message) PRIOR to the exam, or a grade of zero will be given. The exam must be made up before the next regularly scheduled class at the convenience of the instructor. If the exam is not made up a grade of zero will be given for that exam.

Reading Quizzes: With the exception of Sectional Exam weeks, Blackboard will contain a weekly reading quiz worth 10 points. Students will have two (2) attempts to take the weekly Reading Quiz and the higher grade will be recorded. Reading quizzes will be open one (1) week prior to the due date. All reading quizzes are due Tuesday at noontime (12pm). Questions will be based on the upcoming weeks reading. For instance, Week #2 covers chapters 9, 35, & 36. Quizzes will NOT contain the same questions

Sectional Examinations:
There will be three (3) computer based cognitive sectional examination over the assigned materials.

A student that arrives late to class will not be granted extra time to take the exam once testing has begun. Failure to notify the instructor of needed absence before class in which an exam occurs will result in a zero (0) grade for the exam, with no option for retake. The exam retake time (if available) will be at instructor convenience.

Final Examination:
A final cumulative written exam will be administered at the end of the semester. Students must successfully pass the final written examination in order to take the final practical skills examination.

Practical Skills:
It is expected that students will dedicate time outside of the classroom (think of it as homework) to work on physical assessment skills and practical skills.

Practical Examinations
Students will be required to complete practical examinations throughout the course as indicated in the schedule. The practical examinations will be based on the most current NREMT BLS examination forms.

Students will receive a grade based on a percentage of the points received on the NREMT BLS examination form. EXAMPLE: The cardiac management station has 20 total points. If the student completes 19 of the 20 objectives they will receive a grade of 95%.

In the event that the student misses a critical skill they will receive a 3 point grade reduction in points for each occurrence. EXAMPLE: If the student above did not utilize BSI precautions, they will receive a 3 point reduction from their score per occurrence. So if the student received 19 out of 20 points and a critical failure their score would be reduced to 16 out of 20 with a final grade of 80%.
Psychomotor Skill Verifications
Each student is required to complete and have signed off by an instructor or designee two (2) successful completions of the following NREMT skill stations:

- Cardiac Management
- BVM-Apneic Patient
- Oxygen-NRB
- Bleeding Control
- Immobilization – Long Bone
- Immobilization – Joint Injury
- Spinal Immobilization – Seated
- Spinal Immobilization – Supine
- Patient Assessment – Medical
- Patient Assessment – Trauma

A student that does not complete two of each skill station with a minimum 100% total points and no critical failures, as determined by the most current NREMT BLS practical testing forms, will have their final class grade reduced by 10 points (e.g. a 95% becomes an 85%). **One of the signatures for both Patient Assessment stations (Medical and Trauma) must be obtained from a lead or assistant instructor.**

Workbook & Homework Assignments
Workbooks will be collected at the beginning of each examination. All chapters covered in the reading assignment must be completed in the workbook up to and including the date that they are to be collected. The student will receive credit only if all chapters are complete and on time.

**NOTE:** Although I strongly encourage students to do all sections of the workbook, there are only certain required sections. The following explains what parts of the workbook will be graded. With the exception of Chapter 5, required sections for each workbook chapter are: **Matching in the General Knowledge section** and the complete **Critical Thinking section** for each chapter. **All** of Chapter 5 is required.

Independent Study
As part of this course homework will be assigned to complete the online portion of the IS – 100 on line course ([http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100_b](http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-100_b)), the IS – 700 on-line course ([http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700_a](http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-700_a)), and assignments in the Maine EMS education system ([http://www.maine.gov/ems/providers/MEMSEd.html](http://www.maine.gov/ems/providers/MEMSEd.html)). The certificates from these courses shall be passed in as designated in the course schedule. Completion on time will result in a score of 100% as a homework assignment into the workbook/homework section of the course.

Cardiopulmonary Resuscitation (CPR)
All students will be required to complete the American Heart Association Basic Life Support Healthcare Provider (HCP) certification during this course. Successful completion of the Healthcare Provider certification is required for completion of the class. The written examination for the Healthcare Provider Course must be passed with a minimum score of 84% correct. Prior certifications will not be accepted or exempted.

Field Service & Patient Assessments:
Please see the SMCC EMT Clinical Manual for guidelines and requirements of the course. Registration with Maine EMS e-licensure is required in this course by the date specified in the course schedule. A minimum of eight (8) hours of ambulance observation time and five (5) patient assessments must be completed and documented in the online MEMSRR system. Shift verification must be printed and turned in to the instructor at the next class period following the field service shift. **Any patient reports turned in late will not receive credit toward the required five assessments.** A student that does not complete eight (8) hours of ambulance observation and all five (5) patient assessments with documentation will have their final class grade reduced by 10 points (e.g. a 95% becomes an 85%).
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/ics/.

To log in
1. **Username** = your first name + middle initial + last name - 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. jsmit1234)

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.**

SMCC E-Mail & Communications
Students are **REQUIRED** to use their SMCC provided e-mail account for this course. ALL communications with the instructors 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 instructors upon receipt. The student will contact the help desk for assistance with e-mail access.

How to succeed
1. The student is 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. The student is expected to attend all class sessions and be on time. The student will manage their absences, to facilitate their needs. You can’t learn if you are not here.
3. The student will make up all missed work on his or her 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. The student is expected to dedicate an average of five (5) to ten (10) hours 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. Students with inappropriate behavior will be asked to leave class for the day. Repeated incidents may result in dismissal from class. The student is 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.

SMCC EMT Program Handbook
In addition to this syllabus, the course will be governed by all academic policies of SMCC and the SMCC EMT Program Handbook as received at the beginning of the course.
STUDENT EVALUATION AND GRADING

25% Quizzes
30% Sectional Exams
25% Final Exam
10% Practical Exams
10% Workbook & Homework Assignments

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>75-76</td>
</tr>
<tr>
<td>C-</td>
<td>70-74</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>F</td>
<td>Below 63</td>
</tr>
</tbody>
</table>

A minimum grade of C (75%) is required to be eligible to take the National Registry/Maine EMS practical examination and written examination.

Students that are not achieving at least a C 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.

TEXT, TOOLS AND / OR SUPPLIES

Required Texts:

Recommended Texts:
Tools:
- Computer with Internet access (You do not have to have a computer at home, the campus has computer labs that are available to all students.)
- Time keeping device to assist with taking vital signs.
- Note taking materials (pen & paper)
- It is strongly recommended that you dress for physical activities that may require you to lift, kneel and/or lay on the floor.

Special Equipment Note
- 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.

NREMT CERTIFICATION & MAINE EMS LICENSURE
A student that wishes to become a licensed Emergency Medical Technician in the State of Maine or other States must complete a final licensure practical & written examination. For the purpose of college credit, the student does not have to complete the State Practical Exam or National Written Exam. If the student chooses not to complete the State & National exams during the SMCC provided time it will be the student’s responsibility to locate alternative testing arrangements if they wish to become licensed.

Related Examination Fees:
- National Registry On-Line Examination fee $75.00 (On-line payment to NREMT) for licensure candidates only. Fee is set by the Registry and subject to change without notice.
- Practical Skills Evaluation fee $125.00 (Payment to SMCC billing office) for licensure candidates only.

ATTENDANCE POLICY
Snow days & school closings are announced on local radio and television stations and the school website www.smccme.edu. SMCC announces its own closures and it should not be assumed that if local schools are closed that SMCC is closed.

All students are expected to arrive to class on time and be prepared to learn and perform. During days that practical sessions are taking place, the class is not over until all materials have been put away in their proper locations and the instructor has dismissed the class. A student that arrives after the scheduled start time of the class is late. 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.
A student may be absent for 3 classes, but should make every effort to attend all classes. The 4th 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.

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**
Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College’s Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

**SMOKE- AND TOBACCO- FREE POLICY**
Starting on August 1, 2015, the below policy regarding smoke and tobacco use will be in effect. Please take time to review the Smoke- and Tobacco-Free Policy FAQ's to help answer any questions that you may have about this policy.

**Smoke- and Tobacco- Free Policy**
The use, sale, distribution or advertisement of tobacco is strictly prohibited on Southern Maine Community College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds, unless specifically authorized by the College, beginning August 1, 2015.

“Tobacco” includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew or snuff in any form.
Students who fail to comply may be fined or referred for disciplinary action under the Student Code of Conduct. Employees who fail to comply may be subject to disciplinary action as outlined in the Collective Bargaining Agreements (CBA). Others who fail to comply may be removed from College property.

https://my.smccme.edu/ICS/My_Maine_Guide/Smoke--_and_Tobacco--_Free_Initiative.jnz
Southern Maine Community College
Emergency Medical Services Department

Syllabus Acknowledgement

Student Name: ______________________________________  Course: 2016 Spring EMST-100 EMT Course

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 if necessary.

__________ 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, clinical handbook and the program handbook all located at 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