



South Portland, Maine 04106

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**Title:** Paramedic Clinical Practicum I

**Credit Hours:** 3 Clinical

**Instructor:** Don Sheets BS, NRP

**Contact Information:** [dsheets@smccme.edu](mailto:dsheets@smccme.edu), 207-741-5666 - Office, 207-217-5197 - Mobile

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**Catalog Number:** EMSP 200 - 01 and -02

**Total Contact Hours:** 30 laboratory /120 Clinical hours

**Office Hours – Location:** by appointment

### Course Syllabus

#### Course Description

Paramedic students will be scheduled for 120 hours of clinical experience and 30 hours of laboratory experience in their first clinical practicum. The student will be assigned to various clinical settings where the student will perform patient assessments, administer medications, manage airways, and assist in the care and treatment of patients. Students will gain clinical experience integrating cognitive and psychomotor skills under the supervision of a hospital preceptor. Students will complete clinical rotations in a variety of medical facilities to include emergency departments, intensive care units, labor and delivery, respiratory therapy, specialty units, and urgent cares. Students will be required to document all clinical time and complete a minimum number of assessments and skill sets. Prerequisite courses: EMSP 165, EMSP 170, and EMSP 175; co-requisite EMSP-201

#### Course Objectives

After successfully completing the course, the student will be able to:

1. Demonstrate integrity, empathy, self-motivation, professional appearance and personal hygiene, self-confidence, communication skills, time management skills, teamwork and diplomacy skills, respect, patient advocacy, and the careful delivery of services as paramount in the helping profession of healthcare.
2. Perform a comprehensive patient assessment on pediatric, adult and geriatric patients.
3. Incorporate ongoing competency in skills and procedures.
4. Demonstrate proper documentation methods.
5. Show increasing levels of confidence and competence as documented by the ongoing evaluations.
- 6.

#### Methods of Instruction:

In person lab, Clinical

#### Schedule:

Integrated with Lab and Scheduled by the student with sites.

### DEPARTMENT SPECIFIC OBJECTIVES

#### Cardiac Catheterization

- Recognize the placement of cardiac monitoring leads and the interpretation of electrocardiogram (ECG) monitoring via monitoring and 12-Lead devices

## SMCC EMS Department Syllabus

- Identify cardiopulmonary resuscitation (*CPR*), defibrillation, synchronized cardioversion, and transcutaneous pacing.
- Observe the placement, maintenance, monitoring, and care of central lines and invasive monitoring devices
- Appraise the assessment and treatment of adult and geriatric patient's experiencing:
  - Acute coronary syndromes, cardiac dysrhythmia, and cardiac arrest
  - Altered mental status, neurological complaints, seizure, and stroke

## SMCC EMS Department Syllabus

### Educational Leadership

- Incorporate mentoring and leadership skills
- Summarize the performance of other healthcare providers and provide meaningful and constructive feedback
- Incorporate constructive feedback

### Emergency Department, Clinic, and Urgent Care

- Practice patient assessment to include history of present illness/injury and medical history, physical exam, vital signs, blood samples, and point-of-care testing (glucose monitoring)
- Use airway management to include assessing, clearing, suctioning, opening, the airway, supplemental oxygen delivery, bag-valve mask ventilation, airway adjunct placement, non-invasive positive airway pressure (*CPAP and VPAP*), and endotracheal intubation
- Show the placement of cardiac monitoring leads and the interpretation of electrocardiogram (*ECG*) monitoring via monitoring and 12-Lead devices
- Demonstrate cardiopulmonary resuscitation (*CPR*), defibrillation, synchronized cardioversion, and transcutaneous pacing.
- Show the placement and maintenance of peripheral intravenous catheters and intraosseous catheters
- Perform the delivery of medications and vaccinations after thorough research of the medication via the following routes:
  - Aerosol and nebulizer
  - Buccal, oral, and sublingual
  - Ear, eye, and nasal drops
  - Intradermal, intramuscular, and subcutaneous injection routes
  - Intranasal
  - Intravenous and intraosseous
  - Rectal
  - Topical and transdermal
- Arrange and plan the assessment and treatment of pediatric, adult and geriatric patient's experiencing:
  - Abdominal, gastrointestinal (GI), and genitourinary (GU) pain
  - Acute coronary syndromes, cardiac dysrhythmia, and cardiac arrest
  - Altered mental status, neurological complaints, seizure, and stroke
  - Apnea and dyspnea
  - Behavioral and psychiatric emergencies
  - Blurred vision, dizziness, headache, and/or weakness
  - Gynecological bleeding and pain, obstetrical emergencies, and active labor
  - Hypoperfusion and shock
  - Overdoses and poisonings
  - Traumatic injuries

### Intensive Care

- Practice patient assessment to include history of present illness/injury and medical history, physical exam, vital signs, blood samples, and point-of-care testing (glucose monitoring)
- Use airway management to include assessing, clearing, suctioning, opening, the airway, supplemental oxygen delivery, bag-valve mask ventilation, airway adjunct placement, non-invasive positive airway pressure (*CPAP and VPAP*), and endotracheal tube management
- Show the placement of cardiac monitoring leads and the interpretation of electrocardiogram (*ECG*) monitoring via monitoring and 12-Lead devices
- Demonstrate cardiopulmonary resuscitation (*CPR*), defibrillation, synchronized cardioversion, and transcutaneous pacing.
- Show the placement and maintenance of peripheral intravenous catheters and intraosseous catheters
- Analyze placement, maintenance, monitoring, and care of central lines and invasive monitoring devices
- Perform the delivery of medications and vaccinations after thorough research of the medication via the following routes:

## SMCC EMS Department Syllabus

- Aerosol and nebulizer
- Buccal, oral, and sublingual
- Ear, eye, and nasal drops
- Intradermal, intramuscular, and subcutaneous injection routes
- Intranasal
- Intravenous and intraosseous
- Rectal
- Topical and transdermal
- Arrange and plan the assessment and treatment of pediatric, adult and geriatric patient's experiencing:
  - Abdominal, gastrointestinal (GI), and genitourinary (GU) pain
  - Acute coronary syndromes, cardiac dysrhythmia, and cardiac arrest
  - Altered mental status, neurological complaints, seizure, and stroke
  - Apnea and dyspnea
  - Blurred vision, dizziness, headache, and/or weakness
  - Hypoperfusion and shock
  - Overdoses and poisonings
  - Traumatic injuries

### Labor and Delivery

- Practice patient assessment to include history of present illness/injury and medical history, physical exam, APGAR scoring and vital signs
- Observe vaginal delivery of a neonate
- Observe caesarian delivery of a neonate
- Apply neonatal resuscitation per the specific direction of hospital staff
- Perform care of a neonate/newborn
- Arrange and plan the assessment and treatment of pediatric and adult patient's experiencing:
  - Abdominal, gastrointestinal (GI), and genitourinary (GU) pain
  - Blurred vision, dizziness, headache, and/or weakness
  - Gynecological bleeding and pain, obstetrical emergencies, and active labor
  - Hypoperfusion and shock

### Laboratory Sessions

- Manage a healthcare team in a pre-hospital care environment
- Practice simulated patient assessment to include history of present illness/injury and medical history, physical exam, vital signs, blood samples, and point-of-care testing (glucose monitoring)
- Use simulated airway management to include assessing, clearing, suctioning, opening, the airway, supplemental oxygen delivery, bag-valve mask ventilation, airway adjunct placement, non-invasive positive airway pressure (CPAP and VPAP), endotracheal intubation, supraglottic airway, and surgical airway
- Perform simulated placement of cardiac monitoring leads and the interpretation of electrocardiogram (ECG) monitoring via monitoring and 12-Lead devices
- Show simulated cardiopulmonary resuscitation (CPR), defibrillation, synchronized cardioversion, and transcutaneous pacing.
- Show simulated placement and maintenance of peripheral intravenous catheters and intraosseous catheters
- Perform simulated delivery of medications and vaccinations after thorough research of the medication via the following routes:
  - Aerosol and nebulizer
  - Buccal, oral, and sublingual
  - Ear, eye, and nasal drops
  - Intradermal, intramuscular, and subcutaneous injection routes
  - Intranasal
  - Intravenous and intraosseous
  - Rectal

## SMCC EMS Department Syllabus

- Topical and transdermal
- Arrange and plan simulated assessment and treatment of pediatric, adult and geriatric patient's experiencing:
  - Abdominal, gastrointestinal (GI), and genitourinary (GU) pain
  - Acute coronary syndromes, cardiac dysrhythmia, and cardiac arrest
  - Altered mental status, neurological complaints, seizure, and stroke
  - Apnea and dyspnea
  - Behavioral and psychiatric emergencies
  - Blurred vision, dizziness, headache, and/or weakness
  - Gynecological bleeding and pain, obstetrical emergencies, and active labor
  - Hypoperfusion and shock
  - Overdoses and poisonings
  - Traumatic injuries

### Respiratory Therapy

- Practice patient assessment to include history of present illness/injury and medical history, physical exam, and vital signs
- Use airway management to include assessing, clearing, suctioning, opening, the airway, supplemental oxygen delivery, bag-valve mask ventilation, airway adjunct placement, non-invasive positive airway pressure (*CPAP and VPAP*), and endotracheal tube management
- Perform the placement of cardiac monitoring leads and the interpretation of electrocardiogram (*ECG*) monitoring via monitoring and 12-Lead devices
- Demonstrate cardiopulmonary resuscitation (*CPR*)
- Observe cardiopulmonary function testing
- Perform the delivery of medications after thorough research of the medication via the following routes:
  - Aerosol and nebulizer
  - Intranasal
- Arrange and plan the assessment of pediatric, adult and geriatric patient's experiencing:
  - Acute coronary syndromes, cardiac dysrhythmia, and cardiac arrest
  - Altered mental status, neurological complaints, seizure, and stroke
  - Apnea and dyspnea
  - Hypoperfusion and shock
  - Overdoses and poisonings
  - Traumatic injuries

## Course Requirements

### Clinical Documentation

1. All required hours scheduled and completed in the Fisdap system
2. All required assessments, skills and procedures completed and in the Fisdap system
3. Completed verification forms for all complete shifts in the Fisdap system
4. Complete and accurate patient documentation narratives in the Fisdap system
5. Maintenance of clinical notebook documentation by the student through spot evaluations by the clinical coordinator
6. Attendance at all scheduled meetings, laboratory, clinical and field internship rotations
7. Complete all self-evaluations as directed by the Clinical Coordinator
8. All required preceptor evaluations completed and submitted to the Clinical Coordinator.
9. Interaction with preceptors, other field/hospital personnel, patients and bystanders reflecting a positive understanding of the affective concepts of the paramedic profession
10. Timely and accurate submission of required documentation to the Clinical Coordinator.

## SMCC EMS Department Syllabus

Data entry must be completed within the 24-hour window allotted by FISDAP. Shifts must be marked complete before submitting paperwork. **Any shift that receives two (2) late notices will be removed from FISDAP, and all hours, assessments and skills will need to be completed again.**

On **Friday August 6th, 2021** all clinical paperwork must be entered into FISDAP (this will include all quality assurance paperwork also). **Shifts, assessments, and skills with paperwork or data-entry that is not completed by the date and time will not receive credit.**

### Assignments

Prior to class the student will complete an on-line learning assignment for each new topic. The student is required to complete this work prior to the classroom session.

### Dosage Calculation and Electrocardiogram (ECG) Examination

The student will be required to complete two (2) dosage calculation and ECG examinations during the course. The student must achieve a minimum score of 80% to pass the examination. The student will be provided two (2) attempts for each examination. **Failure of an examination after the second attempt will result in failure of the clinical course.**

### Course Requirements

All students must be aware that EMSP courses require they achieve a score of 80 points or higher to receive credit for the course towards the Paramedic Degree completion. If the student's final grade for the course is not a B- or higher they will not be permitted to continue to the next semester.

### Clinical & Field Internship Objectives

**60 Points**

To complete the clinical and field internship objectives for the course, all of the following objectives must be completed.

#### Objective 1: Clinical & Field Internship

Your final grade will be based on the following criteria. If you receive an "F" performance in any category you will fail, the entire clinical. Your grade will be an average of the 100% and 80% columns if you do not receive an "FAIL" in any category.

**SMCC EMS Department Syllabus**

<b>Requirement</b>	<b>100%</b>	<b>80%</b>	<b>FAIL</b>
<b>Assessments, Skills, and Procedures</b>	<p>All required assessments, skills and procedures completed and in the FISDAP system.</p> <p>Achieves all standard goals for skills</p> <p>Achieves 90% in a; Eureka goals or 10% better than posted normal (<i>whichever is higher</i>)</p>	<p>All required assessments, skills and procedures completed and in the FISDAP system.</p> <p>Achieves all standard goals for skills</p>	<p>Did not complete all required assessments, skills and procedures completed and in the FISDAP system.</p> <p>Does not progress in assessment, skills, and/or procedures after review sessions and guidance</p> <p>Does not achieve Eureka Goals</p>
<b>Attendance</b>	<p>Attendance at all laboratory, clinical and field internship rotations.</p> <p>Is not tardy, absent, or does not leave early from a shift</p>	<p>Attendance at all laboratory, clinical and field internship rotations.</p> <p>Attends all make up sessions and/or makes up missed hours</p> <p>Does not exceed guidelines for excused tardy, absence, or leaving early</p> <p>Has one unexcused absence</p>	<p>Does not attend all laboratory, clinical and field internship rotations.</p> <p>Does not attend all make up sessions and/or makes up missed hours</p> <p>Exceeds guidelines for excused tardy, absence, or leaving early</p> <p>Has two unexcused absences</p>
<b>Behavior &amp; Professional Standards</b>	<p>Adheres to EMS Department &amp; SMCC codes of conduct for professional behaviors and standards</p>	<p>Receives clinical warning for unprofessional behavior or violation of standards</p>	<p>Removed from clinical rotation or site for professional conduct violation</p> <p>Receives a second clinical warning</p>
<b>Clinical Notebook and Records</b>	<p>Clinical notebook contains all required literature and paperwork and is with the student</p> <p>ADB Statement is current within 8 weeks with no expired vaccinations or requirements</p>	<p>Clinical notebook contains all required literature and paperwork and is with the student</p> <p>ADB Statement has no expired vaccinations or requirements</p>	<p>Clinical notebook does not contain all required literature and paperwork or is not with the student</p> <p>ADB Statement is missing or has expired vaccinations or requirements</p>

**SMCC EMS Department Syllabus**

<b>Requirement</b>	<b>100%</b>	<b>80%</b>	<b>FAIL</b>
<b>Laboratory, Clinical and Field Internship Hours</b>	All required clinical site, field internship and educational/leadership hours scheduled and completed in the FISDAP system.  No Late shifts or late paperwork	All required clinical site, field internship and educational/leadership hours scheduled and completed in the FISDAP system.	Did not complete all required clinical site, field internship and educational/leadership hours scheduled and completed in the FISDAP system.
<b>Patient Care Narratives &amp; Quality Assurance</b>	Complete and accurate patient documentation narratives in FISDAP.  Action taken when QA/QI notes submitted  Does not receive repeat QA/QI notes for the same recurrent issue	Complete and accurate patient documentation narratives in FISDAP.  Action taken when QA/QI notes submitted	Does not complete and/or provide accurate patient documentation narratives in FISDAP.  Does not take action on QA/QI notes
<b>Preceptor &amp; Site Evaluations</b>	Completes all required preceptor and/or site evaluations.  Turned in on time with clinical paperwork.	Completes all required preceptor and/or site evaluations.  Turned in with QA/QI guidance.	Does not complete all required preceptor and/or site evaluations.
<b>Self-Evaluations</b>	Complete all self-evaluations as directed by the Clinical Coordinator  Self-evaluations are turned in on time	Complete all self-evaluations as directed by the Clinical Coordinator  Self-evaluations are turned in late ( <i>not more than 1 business day</i> )	Does not complete all self-evaluations as directed by the Clinical Coordinator
<b>Verification Forms and Evaluations</b>	Completed verification forms for all complete shifts in the FISDAP system  No Late shifts or late paperwork	Completed verification forms for all complete shifts in the FISDAP system	Does not complete verification forms for all complete shifts in the FISDAP system
<b>Clinical Exams (if assigned)</b>	Pass all exams on the first attempt	Pass all exams ( <i>may take two attempts for some or all</i> )	Fail any exam after two attempts

*See the course syllabus for additional requirements.*

**Psychomotor Domain Objectives**

**20 Points**

To complete the psychomotor domain objectives for the course, all of the following objectives must be completed.



**SMCC EMS Department Syllabus**

**Objective 2: Psychomotor Portfolio**

**Pass/Fail**

The student will complete and/or maintain all skills identified in the psychomotor portfolio at the competency rates identified for the semester. The psychomotor motor portfolio must be completed by **Friday, May 7, 2021 at 12 pm EST**. In the event that the student fails to complete the specified skills, assessments, and/or competency rates for the semester, they will forfeit all twenty (20) points for the psychomotor objectives category.

**Affective Domain Objectives**

**20 Points**

To complete the affective domain objectives for the course, all of the following objectives must be completed.

**Objective 3: Formative Affective Domain Assessment**

**20 points**

The student will be assessed on a weekly basis by faculty in all EMSP courses for a comprehensive weekly assessment. The assessment will start on Friday at 3 pm EST and end on Friday the next week at 3 pm EST. During finals week the assessment will start on Friday at 3 om EST on the previous week and end at the close of grades as established by SMCC. In the event that a student receives an incomplete, incomplete plan will include a plan for the assessment of their affective domain score during the period.

The student will be notified by email from the Program Director if they have received an affective domain evaluation that is less than a two (2) in all categories. Students are reminded that grading is comprehensive, behavior in one class or outside of class effects grades in all EMSP classes for the semester. The table below will be the grading rubric. Please see the “Advanced Life Support Program Affective Domain Assessment Policy” for further information.

**Grading Rubric:**

<u>Score</u>	<u>Attendance</u>	<u>Dress Code</u>	<u>Behavior</u>	<u>Preparation</u>	<u>Participation</u>
<b>2</b>	Attended all classes, not late, and did not leave early ( <i>includes breaks</i> )	Adhered to assigned dress code	Adheres to EMS Department & SMCC code of conduct	Student has all assigned equipment and is prepared to utilize it	Student actively and positively participates in all aspects of the day
<b>1</b>	Left early or tardy, without proper notification ( <i>includes breaks</i> )	Minor dress code violation	Warned for minor code of conduct violation and behavior is immediately ceased	Student is missing a piece of equipment or a single necessary piece of class equipment is missing	Student is reminded to stay on task
<b>0</b>	Did not attend & failed to follow notification process ( <i>counseling session</i> )	Major dress code violation ( <i>student sent home and counseling session</i> )	More than one warning for minor violation or major violation ( <i>student sent home and counseling session</i> )	Student missing more than one piece of equipment or multiple pieces of class equipment ( <i>counseling session</i> )	Student is reminded more than once to stay on task ( <i>student sent home and counseling session</i> )

The student will lose five (5) points from their total Affective Domain points for each point lost for the overall weekly domain assessment. The overall assessment provides a final score of two (2), one (1), or zero (0). A student that receive a one (1) for attendance and preparation, will only lose five (5) points from the affective domain grade as the overall score for the week would be a one (1).

## SMCC EMS Department Syllabus

### Objective 4: Summative Affective Domain Evaluation

20 points

This course will include a comprehensive program summative affective domain final exam that will evaluate your affective performance. You will be evaluated by the Program Director, Medical Director, Clinical Coordinator, and a Field Preceptor. This exam is a cut score examination. The student will be provided two (2) attempts to pass the examination. A remediation report will be provided to the student after their first attempt. If the student passes on the first attempt they will have no points deducted. If the student passes on the second attempt they will have 10 points deducted for the overall affective domain objective. In the event that the student fails to achieve the cut score on both attempts they will have twenty (20) points deducted from the overall affective domain objective.

### Learning Management System Access and 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** = the student's first name + middle initial + last name - WITH NO SPACES AND NO CAPITAL LETTERS (i.e. johnqsmith) - maximum of 20 characters
2. **Password** = the student's first initial + the first four letters of the student's last name + the last four digits of the student's social security # - NO SPACES (i.e. jsmit1234)

If the student cannot log on, please e-mail the instructor that the student 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.**

#### Required Electronic Formatting:

All materials that are submitted electronically to the instructor must be in the following formats:

- X.doc; X.docx; X.pdf; X.rtf

Any materials submitted in a different format will receive a zero (0).

#### SMCC E-Mail and 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

Enter documentation as soon as possible upon completion of a call or scenario.

#### SMCC Paramedic Program Handbook

In addition to this syllabus, the course will be governed by all academic policies of SMCC and the SMCC Paramedic Program Handbook.

### Student Evaluation and Grading

20% Affective Domain Objectives

## SMCC EMS Department Syllabus

- 60% Cognitive Domain Objectives
- 20% Psychomotor Domain Objectives

### 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- (80%)** in this course as specified by Maine EMS.

Students that are not achieving at least a **B- (80%)** 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:

- <<<REQUIRED TEXTS>>>

#### 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.

### Attendance Policy

Please review the Paramedic Program manual for the attendance standards.

**A student may be absent for 2 class (Lecture/Laboratory) sessions** but should make every effort to attend all classes. **The 3<sup>rd</sup> class (Lecture/Laboratory) session missed will result in the receipt of an unexcused absence (per occurrence) in**

## SMCC EMS Department Syllabus

**accordance with the affective domain policy** It is the responsibility of the student to manage their absences accordingly. Please notify your instructor of any known scheduling conflicts.

### 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 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

### For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

### ADA 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.

### The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the "tutoring needed" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

### SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. 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. 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 e-mail to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu).

## SMCC EMS Department Syllabus

### **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.

### **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, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

### **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

**SMCC EMS Department Syllabus**  
**Southern Maine Community College**  
**Emergency Medical Services Department**

**Syllabus Acknowledgement**

**Student Name:** \_\_\_\_\_ **Course:** EMSP 200

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 Brightspace 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](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

\_\_\_\_\_  
Student Printed Name