



South Portland, Maine 04106  
Emergency Medical Services Department

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**Title:** Emergency Medical Technician

**Catalog Number:** EMST-100- BK

**Credit Hours:** 5

**Total Contact Hours:** 120

**Lecture (or Lab):** Lecture, Laboratory, and Clinical

**Lead Instructor:** Tim Beals, MBA, Paramedic I/C

**Office Hours – Location:** By Appointment

**Contact information:** Office: 207-861-4225, Cell: 207-314-6680, Email: [tbeals@smccme.edu](mailto:tbeals@smccme.edu)

**Clinical Coordinator:** Alechia Maguire, BA, NRP

**Office Hours – Location:** by appointment

**Contact information:** [amaguire@smccme.edu](mailto:amaguire@smccme.edu)

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## 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, discussions, presentation, physical demonstrations, laboratory and breakout sessions, computer based on-line materials, and clinical field experience.

**Class Topics, Scheduled Readings, and Assignments: Revised 8/30/16**

Date	Due for class Work	Classroom Topics	Post-Class Work
8/30	N/A	Course Introduction Syllabus Review MyBrady Usage Blackboard Overview Classroom expectations Introductory Activities	Vaccination Form Review Program Manual Review Clinical Manual
9/1	Ch. 1,2,3 Program Manual Forms Clinical Manual Forms Criminal Attestation Forms	EMS Systems (1) Safety (2) Medical Legal (3)	<b>Review:</b> Ch. 1-3
9/6	Ch. 4-5 Quiz 1	Documentation (4) Communications (5)	<b>Homework:</b> Ch. 4 <b>Review:</b> Ch. 5
9/8	Ch. 6, 42 & 43	Gain Access/Patient Extrication (43) Lifting & Moving (6) Ambulance Operations & Air Medical Response (42)  Skills Labs	<b>Homework:</b> Ch. 42 <b>Review:</b> Ch. 6 & 43
9/13	Ch. 10 Quiz 2 Maine EMS Licensure Registration	Airway Management (10)  Skills Labs	<b>Homework:</b> Ch. 10
9/15	Ch. 7-9	<b>AHA: BLS Provider Course</b>  Anatomy, Physiology, and Medical Terminology (7) Pathophysiology (8) Life Span Development (9)	<b>Homework:</b> Ch.7 <b>Review:</b> Ch. 8-9 & CPR
9/20	Ch. 11 & 12 CPR Test	Baseline Vital Signs, Monitoring Devices, and History Taking (11) Scene Size-Up (12)	<b>Homework:</b> Ch. 11 <b>Review:</b> Ch. 12
9/22	Ch. 13	Patient Assessment (13)	<b>Review:</b> Ch. 13

Date	Due for class Work	Classroom Topics	Post-Class Work
9/27	Vaccination Forms <b>MEMSEd:</b> Ergonomic Hazards <b>MEMSEd:</b> Bloodborne Pathogens IS-100	<b>EXAM #1 (Chapters 1-13, 42, 43 &amp; CPR)</b>  Skills Labs  <b>CPR Course Remediation Session</b>	
9/29	Ch. 14 & 15	Pharmacology (14) Shock & Resuscitation (15)  Skills Labs	<b>Homework:</b> Ch. 14 <b>Review:</b> Ch. 15
10/4	Ch. 17 Quiz 3	Cardiovascular Emergencies (17)  Skills Labs <b>SCENARIO:</b> Cardiac Arrest	<b>Homework:</b> Ch. 17
10/6	Ch. 16 & 21	Respiratory Emergencies (16) Anaphylactic Reactions (21)  Skills Labs	<b>Homework:</b> Ch. 21 <b>Review:</b> Ch. 16
10/11	Ch. 18 & 19 Quiz 4	Altered Mental Status, Stroke & Headache (18) Seizures & Syncope (19)  Skills Labs	<b>Homework:</b> Ch. 19 <b>Review:</b> Ch. 18
10/13	Ch. 20	Acute Diabetic Emergencies (20)  Skills Labs <b>SCENARIO:</b> Headache	<b>Review:</b> Ch. 20
10/18	Ch. 23 Quiz 5	Abdominal, Hematological, Gynecological, Genitourinary & Renal Emergencies (23)  Skills Labs	<b>Review:</b> Ch. 23
10/20	Ch. 22, 26 & 41	Toxicological Emergencies (22) Behavioral Emergencies (26) The Combat Veteran (41)  Skills Labs	<b>Homework:</b> Ch. 22 <b>Review:</b> Ch. 26 & 41

Date	Due for class Work	Classroom Topics	Post-Class Work
10/25		<p align="center"><b>EXAM #2 (Chapters 14-23, 26 &amp; 41)</b></p> <p align="center">Skills Labs</p>	
10/27	Ch. 27,28, 29,30	<p align="center">Trauma Overview: The Trauma Patient and the Trauma System (27)</p> <p align="center">Bleeding and Soft Tissue Trauma (28)</p> <p align="center">Burns (29)</p> <p align="center">Musculoskeletal Trauma &amp; Non-traumatic Fractures (30)</p>	<p align="center"><b>Homework:</b> Ch. 27</p> <p align="center"><b>Review:</b> Ch. 28, 29,30</p>
11/1	<p align="center">Ch. 31,32,33</p> <p align="center">Quiz 6</p> <p align="center"><b>MEMSEd:</b></p> <p align="center">Spinal Assessment &amp; Management Protocols</p>	<p align="center">Head Trauma (31)</p> <p align="center">Spinal Column and Spinal Cord Trauma (32)</p> <p align="center">Eye, Face, and Neck Trauma (33)</p>	<p align="center"><b>Homework:</b> Ch. 33</p> <p align="center"><b>Review:</b> Ch. 31,32</p>
11/3	Ch. 34-35	<p align="center">Chest Trauma (34)</p> <p align="center">Abdominal Trauma &amp; Genitourinary Trauma (35)</p> <p align="center">Skills Labs</p> <p align="center"><b>SCENARIO:</b> Fall</p>	<p align="center"><b>Review:</b> Ch. 34 &amp; 35</p>
11/8	<p align="center">Ch. 36</p> <p align="center">Quiz 7</p>	<p align="center">Multisystem Trauma and Trauma in Special Patient Populations (36)</p> <p align="center">Skills Labs</p> <p align="center"><b>SCENARIO:</b> Vehicle Accident</p>	<p align="center"><b>Review:</b> Ch. 36</p>
11/10	Ch. 24-25	<p align="center">Environmental Emergencies (24)</p> <p align="center">Submersion Incidents (25)</p> <p align="center">Skills Labs</p>	<p align="center"><b>Homework:</b> Ch. 25</p> <p align="center"><b>Review:</b> Ch. 24</p>
11/15		<p align="center"><b>Exam #3 (Chapters 24, 25, 27-36)</b></p> <p align="center">Skills Labs</p> <p align="center"><b>NREMT Registration Day</b></p>	
11/17	Ch. 37	<p align="center">Obstetric &amp; Care of the Newborn (37)</p> <p align="center">Skills Labs</p>	<p align="center"><b>Review:</b> Ch. 37</p>

Date	Due for class Work	Classroom Topics	Post-Class Work
11/22	Ch. 38 Quiz 8	Pediatrics (38)  Skills Labs	<b>Review:</b> Ch. 38
11/29	Ch. 39 & 40 Quiz 9	Geriatrics (39) Patients with Special Challenges (40)  Skills Labs	<b>Homework:</b> Ch. 40 <b>Review:</b> Ch. 39
12/1	Ch. 44,45,46 IS-700 <b>MEMSEd:</b> Hazmat Awareness	Hazardous Materials (44) Multiple Casualty Incidents and Incident Management (45) EMS Response to Terrorism Involving Weapons of Mass Destruction (46)  Skills Labs	<b>Homework:</b> Ch. 46 <b>Review:</b> Ch. 44 & 45
12/6	Quiz 10	ALS Assist (A1)  Skills Labs <b>SCENARIO:</b> Bee Sting	Study for Final
12/8		Skills Labs	
12/13		Skills Labs  <b>FINAL DAY TO COMPLETE PSYCHOMOTOR VERIFICATIONS &amp; SCENARIOS</b>	
12/15	<b>COMPREHENSIVE FINAL EXAM</b>		

*PEC-10 = Prehospital Emergency Care, 10<sup>th</sup> edition*

*The above schedule is subject to change.*

## **COURSE REQUIREMENTS**

### **MyBradyLab**

A required component of this course is the MyBradyLab. The instructor will assign topics that will be due by specific dates in the course. The dues dates for assignments will be available in the MyBradyLab available through the course Blackboard section.

### **Independent Study & On-line Assignments**

You will need to complete the following assignments and present the certificate by the established due dates during the course:

Assignment	Web address
Create an new account with Maine EMS e-licensure	<a href="http://www.maine.gov/ems/providers/licensing/eLicense.html">http://www.maine.gov/ems/providers/licensing/eLicense.html</a>
<b>IS-100:</b> Introduction to Incident Command System	<a href="https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b">https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b</a>
<b>IS-700:</b> National Incident Management System (NIMS) An Introduction	<a href="https://training.fema.gov/is/courseoverview.aspx?code=is-700.a">https://training.fema.gov/is/courseoverview.aspx?code=is-700.a</a>
<b>MEMSEd:</b> Bloodborne Pathogen Annual Education	<a href="http://memsed.maineems.org/LMS/course/view.php?id=87">http://memsed.maineems.org/LMS/course/view.php?id=87</a>
<b>MEMSEd:</b> Ergonomic Hazards and Back Injury Prevention	<a href="http://memsed.maineems.org/LMS/course/view.php?id=80">http://memsed.maineems.org/LMS/course/view.php?id=80</a>
<b>MEMSEd:</b> Global Harmonization	<a href="http://memsed.maineems.org/LMS/course/view.php?id=91">http://memsed.maineems.org/LMS/course/view.php?id=91</a>
<b>MEMSEd:</b> Hazardous Materials Awareness	<a href="http://memsed.maineems.org/LMS/course/view.php?id=111">http://memsed.maineems.org/LMS/course/view.php?id=111</a>
<b>MEMSEd:</b> Maine EMS Spinal Assessment & Treatment Protocol	<a href="http://memsed.maineems.org/LMS/course/view.php?id=110">http://memsed.maineems.org/LMS/course/view.php?id=110</a>
<b>MEMSEd:</b> Respiratory Hazards Annual Education	<a href="http://memsed.maineems.org/LMS/course/view.php?id=95">http://memsed.maineems.org/LMS/course/view.php?id=95</a>

### Quizzes & Exams

Quizzes will be administered at least weekly in the course with or without prior notice. The quiz 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 entered for that quiz.

### Sectional Exams

If a student is not going to be present for an exam, 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.

### Final Examination

A final cumulative written exam will be administered at the end of the semester during the final examination week.

### Psychomotor Skills Verifications

Students will be required to demonstrate proficiency in several skills sets. Time will be made available during classroom sessions to practice, work in groups, and complete the skill verifications. Students will likely need to practice skills outside of classroom times and an open laboratory schedule will be provided to students.

**The psychomotor skills verification form must be complete by the date specified in the course schedule.** All verifications must achieve 100% of skill point totals to receive credit. To gain verification status in Patient Assessment (*Medical and Trauma*) one verification must be obtained from a lead instructor or a lab assistant. The psychomotor grade for this course is pass/fail. **If a student does not complete all psychomotor verifications they will receive a failing grade for the psychomotor/clinical component of the course.**

## Clinical Rotations

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 student that does not complete their clinical component will receive a failing psychomotor/clinical grade for the course.**

### Simulated Patient Scenarios

All students are required to complete five (5) simulated patient assessments during the course. These assessments will include documentation in the MEMSRR system. In the event that the student has limited patient contacts during their field observation the five (5) simulated assessments may be substituted for a field assessment.

### Field Observation

A minimum of eight (8) hours of ambulance observation (*no partial shifts at assigned sites*) 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 may not receive credit toward the required five (5) assessments.

## Cardiopulmonary Resuscitation (CPR)

All students will be required to complete the American Heart Association Basic Life Support Provider (BLS) certification during this course. Successful completion of the BLS 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. The remediation date & time for the CPR retest is **9/27/2016**, attendance is mandatory if remediation is required. **A student that does not complete their CPR component will receive a failing psychomotor/clinical grade for the course.**

## 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 internet 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 should use their SMCC provided e-mail account for course communications. Students are required to check their SMCC e-mail account at least once daily (Monday-Friday) 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 fifteen (15) 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

10%	MyBradyLab & Assignments
15%	Quizzes
25%	Psychomotor/Clinical
30%	Sectional Examinations (3)
20%	Final Examinations

### Grading Scale:

A = 93-100	C = 75-76
A- = 90-92	C- = 70-74
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66
B- = 80-82	F = Below 63
C+ = 77-79	

Please be aware that the EMT course uses a different grading scale than the traditional SMCC grading scale. 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:**

- **Prehospital Emergency Care (PEC), 10<sup>th</sup> edition** ISBN: 9780133369137
  - MyBradyLab access is required
- **American Heart Association BLS Provider, 2015 Standard** ISBN: 9781616694074

#### **Tools:**

- Computer with internet access
- Time keeping device to assist with taking vital signs
- Note taking materials (*pen & paper*)
- Clothing worn to class needs to allow you to perform physical activities such as sitting, kneeling, and laying on the floor

### **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/attempt** (*On-line payment to NREMT*) for licensure candidates only. Fee is set by the Registry and subject to change without notice. **After 01/01/2017 the exam fee will be \$85.00/attempt**

**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](http://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 unexcused 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 3 classes**, but should make every effort to attend all classes. **The 4<sup>th</sup> 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 \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.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](mailto: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.

### **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](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:** EMST 100: Emergency Medical Technician

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 that if I do not successfully complete the objectives of the CPR course, I will need to attend a mandatory remediation session on the date specified and then pass the necessary retest to receive credit.
- \_\_\_\_\_ 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](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