## GRAYSON COLLEGE

# Course Syllabus

#### **Course Information**

<u>EMSP 1501 – EMT Basic – Spring 2017</u>; face-to-face course; lecture and lab 12+ hours/ week on campus; cognitive examinations conducted on campus in computer lab with test proctor; psychomotor [skill] examinations conducted on campus in a private setting with one or more skill examiners. This course is a portion of the EMT certification course and is delivered concurrently with EMSP 2305 and EMSP 1160.

#### **Professor Contact Information**

Debra K Thompson, EMT/P, AAS: EMS Professor

There are several ways you can contact me:

**Phone:** My direct office number is 903-463-8748. If you need immediate assistance, please call the EMS program administrative assistant, Ms. Christine Hix at 903-463-8782.

**Office hours:** I am available for on-campus office hours Monday – Thursday 13:00 - 15:00, Friday 08:00 - 15:00 in the Health Science building, Office A114. It's best to make an appointment, however, you are welcome to stop by anytime. These office hours are subject to change during multiple classes being taught throughout the semester. The changes will be posted in the course shell on Canvas.

**Email:** My preferred method of electronic communication is using the "Messaging" option within Canvas. For more urgent matters, contact me at <a href="mailto:thompsondk@grayson.edu">thompsondk@grayson.edu</a>.

#### Course Pre-requisites, Co-requisites, and/or Other Restrictions

Current and completed immunizations for Tetanus/Diphtheria, Measles, Mumps, Rubella, Hepatitis A, Hepatitis B, Varicella, annual influenza, Meningitis as required for the college and a TB skin test within 6 months prior to clinical entry; completed pre-entrance physical exam and health statement without limitations; satisfactory completion of drug screen and background check; liability insurance is required before the student may attend clinical; concurrent enrollment in EMSP 2305 and EMSP 1160 is required.

#### **Course Description**

This course is one of three classes designed as preparation for certification as an Emergency Medical Technician (EMT). It introduces the fundamental elements associated with emergency medical services to include preparatory practices, basic pathophysiology, basic pharmacology, and related topics.

# **Student Learning Outcomes**

Upon successful completion of this course, as well as EMSP 2305 and EMSP 1160, the student will be able to demonstrate proficiency in cognitive, psychomotor and affective domains in accordance with the current

guidelines of the Texas Department of State Health Services and the National Registry of Emergency Medical Technicians.

# **Course Learning Outcomes**

#### Cognitive

**Topic** *Objective* Life Span Applies fundamental knowledge of life span development to patient Development assessment and management. Applies knowledge (fundamental depth, foundational breadth) of general Airway Management, anatomy and physiology to patient assessment and management in order to Respiration and assure a patent airway, adequate mechanical ventilation, and respiration for Artificial patients of all ages. Ventilation Applies scene information and patient assessment findings (scene size up, Assessment primary and secondary assessment, patient history, and reassessment) to guide emergency management. Medicine Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely ill patient. Resuscitation Applies fundamental knowledge of the causes, pathophysiology, and management of respiratory failure or arrest, cardiac failure or arrest, and post resuscitation management. Trauma Applies fundamental knowledge to provide basic emergency care and transportation based on assessment findings for an acutely injured patient. Special Patient Applies a fundamental knowledge of growth, development, and aging and **Populations** assessment findings to provide basic emergency care and transportation for a patient with special needs.

**Psychomotor** 

Skills Safely and effectively perform within the National EMS Scope of Practice

and state Scope of Practice at the Emergency Medical Technician (EMT)

level.

#### **Affective**

Therapeutic Communications

Communicate in a culturally sensitive manner.

Professionalism

Demonstrates professional behavior including; but not limited to, integrity, self-motivation, self-confidence, communications, time-management, teamwork-diplomacy, and respect.

Decision Making

Initiates basic interventions based on assessment findings intended to

mitigate the emergency and provide limited symptom relief while providing

access to definitive care.

Record Keeping

Report and document assessment data and interventions.

Scene Leadership Serve as an EMS team member on an emergency call with more experienced personnel in the lead role.

Scene safety

Ensure the safety of the rescuer and others during an emergency.

# **Required Textbooks and Materials**

- Mistovich; <u>Prehospital Emergency Care, Tenth Edition</u>; Brady/Prentice Hall, Upper Saddle River, NJ, 07458; 2010. (ISBN: 978-0-13-336913-7)
- Computer with internet to access Blackboard through the college website, <u>www.grayson.edu</u>.
- Microsoft Office software (Word, PowerPoint, Excel).
- Stethoscope.
- Penlight.
- Wristwatch.
- Black ink pen.

- Student uniform.
- EMS Student ID.
- Trauma scissors (optional).
- Blood pressure cuff (optional).

# **Technology Requirements**

It is the <u>student's responsibility</u> to have access to a computer with a <u>reliable Internet connection</u> and a computer that is compliant with recommended browsers and settings in order to effectively utilize Canvas. In order for Canvas to function properly, your computer must have the latest updates and plugins.

Your home computer should meet the following minimum requirements:

- Windows Operating System: XP, Vista, or 7
- Internet Explorer 8, Firefox 3 or higher
- Mac Operating System OS 10.5.x, or 10.6.x, Firefox 3 or higher, Safari 4 or higher
- All browsers require JavaScript, Java, Popups, Cookies to be enabled and Flash to be enabled

In the event of technology failure, the student should contact the GC Help Desk via the <a href="www.grayson.edu">www.grayson.edu</a> website, under "Quick Links."

#### **Additional Resources**

- State of Texas Department of State Health Services website:
- www.dshs.state.tx.us/emstraumasystems/
  - o Texas Administrative Code, Rules/ Policies
  - o 157.33 Certifications
  - o 157.36 Disciplinary Actions
  - 157.37 Certification of Persons with Criminal Backgrounds
  - o 157.38 Continuing Education
- National Registry of EMTs website:
- www.nremt.org
- American Heart Association:
- www.americanheart.org
- Federal Emergency Management Agency:
- www.fema.gov

## Required Assignments & Academic Calendar

In case of inclement weather, emergency closings, or other unforeseen disruptions to scheduled classes, student must log onto their Canvas accounts for directions on where or how to continue their coursework. It is also recommended for students to register with the college's emergency notification system (GC Alert) so that these messages can be received by texts, voice or email. This can be done by going to the college's homepage and clicking on the GC Alert icon at the bottom of the page on the right.

The schedule listed below is subject to change with fair notice from the professor.

# **Course Schedule**

Week	Date	Topics	Readings	Assignments	Deadlines & Notes
1	1/17/17	EMT Orientation		Syllabi & Policy	
		Document signing		Release Forms	
		Medical Care Systems,	Chap 1	Background Check	
		Research, Public Health			
		Safety and Wellness of	Chap 2		
		EMT	Chan 2		
		Medical, Legal, Ethical Issues	Chap 3		
2	1/04/17	Term/Abbreviation Quiz	Chap 4	EMS Operations	
2	1/24/17	Communication	Chap 5	NHTSA Project	
		Documentation	Chap 6	J	
		Lifting and Moving			
		Patients	Chap 7		
		Anatomy & Physiology			
		Lesson			
		Medical Terminology			
		SKILLS LAB: Lifting and			
		Moving Patients			
3	1/31/17	EXAM 1 – (Chap 1-6)		EMS Operations	
		Term/Abbreviation Quiz		Chap 42-Ambulance Ops	
		Anatomy & Physiology	Chap 7		
		Lesson			
		Medical Terminology (cont)	Chap 8		
		Pathophysiology Lesson	Спар в		
4	2/6/17	EXAM 2 – (Chap 7)		EMS Operations	
'	2/0/17	Term/Abbreviation Quiz		Chap 43-Gaining	
		Airway Management,	Chap 10	Access/Patient Extrication	
		Respiration, and Artificial			
		Ventilation	CI 11		
		Vital Signs Scene Size-Up	Chap 11 Chap 12		
		Scelle Size-Op	Chap 12		
		SKILLS LAB: Airway			
		Management, V/S			
5	2/13/17	EXAM 3 – (Chap 8, 10)			
		Term/Abbreviation Quiz	CI 12		
		Patient Assessment	Chap 13		
	0/00/17	SKILLS LAB: Pt Ax  EXAM 4 – (Chap 11-13)		EMS Operations	
6	2/20/17	Term/Abbreviation Quiz		Chap 44-Hazardous	
		Pharmacology	Chap 14	Materials	
		Shock/Resuscitation	Chap 15	Types of Vehicles	
		Respiratory Emergencies	Chap 16	**	
		SKILLS LAB: Airway			
		Management, V/S			
	2/25/17	CPR			Mandatory Saturday
7	2/27/17	EXAM 5 – (Chap 14-15)		EMS Operations	
/	2/2//1/	Term/Abbreviation Quiz		IS 5a	
<u> </u>	<u> </u>	Termitaboreviation Quiz	ı	10 00	

	1	C. I. F.	Cl 17	1	
		Cardiac Emergencies	Chap 17		
		AMS, Stroke, HA	Chap 18		
	<u> </u>	Seizure and Syncope	Chap 19		
	3/6/17	SPRING	BREAK		
8	3/13/17	EXAM 6 – (Chap 16-19)		EMS Operations	
	3/13/17	Term/Abbreviation Quiz		IS 3	
		Acute Diabetic Emerg.	Chap 20		
		Anaphylactic Emergencies	Chap 21		
		Toxicologic Emergencies	Chap 22		
		Abd, Gyn and Renal	Chap 23		
		Emergencies			
		SPRING BREAK			
9	3/20/17	EXAM 7 – (Chap 20-23)			
	3/20/17	Term/Abbreviation Quiz			
		Environmental Emerg.	Chap 24		
		Submersion: Drowning and	Chap 25		
		Diving Emergencies			
		Behavioral Emergencies	Chap 26		
			1		
		SKILLS LAB: Airway			
		Mgmnt, Med Admin, CPR,			
		Pt Ax			
10	3/27/17	<b>EXAM 9 – (Chap 24-26)</b>		EMS Operations	
10	0,2,,1,	Term/Abbreviation Quiz		Chap 45-MCI, Incident	
		Trauma Overview	Chap 27	Management	
		Bleeding/Soft Tissue	Chap 28		
		Injuries			
		Burns	Chap 29		
		SKILLS LAB: - Bleeding			
		Control, Splinting			
11	4/3/17	Term/Abbreviation Quiz	CI 20	EMS Operations	All Immunizations
		Musculoskeletal Injuries	Chap 30	IS 100.b	Due:
		Head Trauma	Chap 31		<b>April 3, 2017</b>
		Spinal Column and Cord	Chap 32		
		Trauma			
		CVILLE LAD. Disadisa			
		SKILLS LAB: Bleeding			
		Control, Splinting, Spinal Immobilization			
		LZ Class			Mondotowy
	4/8/17	Extrication			Mandatory Saturday
		L'Attication			9am-2pm
10	4/10/17	EXAM 10 – (Chap 27-31)		EMS Operations	>am-apm
12	4/10/17	Term/Abbreviation Quiz		IS 200.b	
		Eye, Face, Neck Trauma	Chap 33	15 200.0	
		Chest Trauma	Chap 34		
		Abd/Genitourinary Trauma	Chap 35		
		Multisystem Trauma in	Chap 36		
		Special Populations	T		
		SKILLS LAB: Bleeding			
		Control, Splinting, Spinal			
		Immobilization			
		FIELD CLINICAL		Perform 96 hours EMS	Thursday-Sunday
				Agency clinical rotation:	
				Assess and manage a	
	<u> </u>			variety of patients	

13	4/17/17	EXAM 11 (Chap 32-36) Term/Abbreviation Quiz Obstetrics and Neonatal Pediatrics	Chap 37 Chap 38	EMS Operations IS 700.a	
		SKILLS LAB: All skills FIELD CLINICAL		Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients	Thursday-Sunday
14	4/24/17	Term/Abbreviation Quiz Geriatrics Pts with Special Challenges The Combat Veteran	Chap 39 Chap 40 Chap 41	EMS Operations Chap 46-EMS Response to Terrorism/Weapons of Mass Destruction	
		FIELD CLINICAL		Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients	Thursday-Sunday
15	5/1/17	Exam 12 – (Chap 37-41) Operations Exam – (Chap 42-46) Review SKILLS LAB: All skills			
		FIELD CLINICAL		Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients	Thursday-Sunday
16	5/8/17	CAPSTONE EXAM NREMT Skills Exam Retesting			

## **Methods of Evaluation**

#### Grading

When all EMT course completion requirements have been met in the same semester, the following calculation will be used to determine the EMSP 1501 course grade. **EMT course completion requirements are:** 

- An average score of 74 or better on major examinations in EMSP 1501.
- An average score of 74 or better in EMSP 1501 course.
- An average score of 74 or better on major examinations in EMSP 2305.
- An average score of 74 or better in EMSP 2305 course.
- Documentation of skills competencies listed in EMSP 1501 syllabus.
- A score of 75 or better on the classroom professional behavior evaluation.
- Completion of clinical requirements described in the EMSP 1160 course syllabus.
- A score of 68 or better on the EMT Capstone Exam.
- Completion of the NREMT Practical Examination.

Categories	Percentage
Major Exam Grades	70%
1. Lessons/Assignments	10%
2. Quiz Grades	10%
3. Professional Behavior	10%
Grades	
Skill Competencies	Pass/Fail

*Examinations (cognitive domain)* are multiple-choice exams administered electronically via Canvas in a proctored setting as scheduled by the professor. These exams will measure knowledge and application of the course objectives using content from reading assignments, independent study, PowerPoint presentations, lectures, internet discussions, and other course activities.

The score earned on an exam will be calculated as a percentage of correct responses; for example, 70 correct responses on an exam of 75 questions will earn a score of 93 ([70/75]\*100= .933\*100 = 93). Exam scores will be expressed in whole numbers. The length of time allowed for testing is based on the number of test items on the exam and will be determined by the professor. Examinations will begin on time and finish on time. Students who arrive late will be admitted at the discretion of the professor, and, if admitted, will have only the remaining time available. Students who are absent from an examination may be eligible for a make-up examination only when certain documented circumstances are met and approved by the professor. Only one (1) make-up examination will be allowed. Any other missed examinations will receive a score of zero.

Note Concerning Major Exam Grades: Major exam results will be processed through item analysis and peer review once the exam is submitted for grading. This process will insure accuracy of the results and validate the exam. While every effort will be made to complete this in a timely fashion, please understand that releasing of the student's grade for the exam may be delayed until the process is complete. At no time will 'raw' scores be released to the student.

#### EXTRA CREDIT ACTIVITIES ARE NOT AVAILABLE.

AN EXAMINATION AVERAGE SCORE OF 74 OR BETTER IN THE EMSP 1501 COURSE IS REQUIRED FOR COURSE COMPLETION

Assignments will be **required** and must be completed by the due date as set by the professor. These assignments will consist of a variety of questions, terminology, video clips, articles, and others that will prepare you for class discussions. These assignments will be posted prior to the beginning of each week to each Canvas Unit.

Assignments that are not completed by the due date will receive a score of zero (0). There are no make-up assignments.

*Quizzes* (*cognitive domain*) are composed of a variety of question types (multiple-choice, fill-in-the-blank, essay, and others) may be in class pop quizzes or posted to each Canvas Unit. The quizzes are available throughout the Unit availability. Any quiz that is posted in Canvas will only have one attempt available.

There will be terminology/abbreviation quizzes administered every Tuesday. Any term/abbreviation quiz that is missed will receive a zero. There are no make-up term/abbreviation quizzes.

Quizzes not taken by the end of the assignment deadline will receive a score of zero (0). Deadlines will not be extended.

Discussions (cognitive domain) are opportunities to apply the knowledge of the course to possible situations encountered by the EMT. Netiquette rules are to be followed when posting or commenting to the discussion forum. Situations arise in class discussions and in clinical practice that pose a moral dilemma, an internal conflict between one's personal beliefs and the expected behaviors of the EMS professional. Personal beliefs are neither "right" nor "wrong" and those of your classmates will be respected. Your responses should be thoughtful and supported by the principles of the EMS profession. Students are expected to post a response to every discussion question and post comments to two (2) of the classmates postings. Kudos, such as, "Great job!" and "Nice work!" are not acceptable comments. If you agree with a statement, you must explain why you agree. If you disagree with a statement, you must explain why you disagree. It is important to follow the netiquette rules when responding to discussion questions. Discussions will be graded using the following rubric.

# Discussions not completed by the discussion deadline will receive a score of zero (0). Deadlines will not be extended.

#### **Discussion Rubric**

Category	Description	Met	Not Met
Timely	Made in time for others to read and respond	20	0
Thoughtful	Deliver information that is thoughtful and insightful	20	0
Pertinent	Make clear connections to content	20	0
Responsive	Responds to classmates' postings with depth	20	0
Active	Posts initially and responds to at least two other classmates	20	0
Total Score		100	0
Participative	Makes a post, but is not timely, thoughtful, pertinent, responsive, or active.	50	0
Total Score		50	0

*Professional Behavior (affective domain)* is evaluated by the professor throughout the course using the rubric shown below. Feedback to the student will be posted to the Canvas grade book.

# A PROFESSIONAL BEHAVIOR SCORE OF 75 OR BETTER IS REQUIRED FOR SUCCESSFUL COMPLETION OF THE EMT COURSE.

Should the overall affective score fall to 75, the student will be counseled by the professor and the program director and written record of the counseling session will be placed in the student record. Should the professional behavior score fall below 75, the student will have failed to demonstrate the behavior expected of the EMS student and the EMS profession and will result in failure of the course. *Please note; some offenses are so severe they may result in the student being referred to the EMS Program Director for counseling and/or dismissal from the program. These offenses are listed in the EMS Policy Manual pages 15, 21-22.* 

#### **Professional Behavior Rubric**

Behavior	Description	Met	Not Met
Integrity	Consistent honesty; trusted with confidential information;	15	0
	complete/accurate documentation of learning activities.		
Self-Motivation	Taking initiative to complete assignments; taking initiative to	15	0
	improve and/or correct behavior; taking on and following through on		
	tasks without constant supervision; showing enthusiasm for learning		
	and improvement; consistently striving for excellence; accepting		
	constructive feedback in a positive manner; taking advantage of		
	learning opportunities.		
Self-Confidence	Demonstrating the ability to trust personal judgment; demonstrating	10	0
	an awareness of strengths and limitations; exercises good personal		
	judgment.		
Communications	Speaking clearly and writing following accepted college level	10	0
	grammar, punctuation, vocabulary; listening actively; adjusting		
	communication strategies to various situations.		
Personal	Clothing and uniform is appropriate, neat, clean and well maintained;	10	
Appearance	good personal hygiene and grooming.		
Time	Arriving to class, lab, and clinical assignments on time; completing	10	0
Management	tasks and assignments on time.		
Teamwork/	Placing the success of the team above self interest; helping &	15	0
Diplomacy	supporting other team members; remaining flexible & open to		
	change; communicating with others to resolve problems.		
Respect	Being polite to others; not using derogatory or demeaning terms;	15	0
	behaving in a manner that brings credit to the profession.		
Total Score	Must score a minimum of 75	100	0

**Documentation of skills proficiency,** using Pre-Clinical Evaluation forms, is required for release to clinical assignments. The student will be responsible to learn skills by viewing all skills videos that are posted in the clinical course shell. The student will be required to attend all class scheduled skill days to practice these skills with skills preceptors and in addition will be required to attend **20 hours** in the open skills lab outside of class. These hours and skills practiced must be documented by the student and that documentation must be signed by the lab preceptor. Lab goals will be reviewed for completeness prior to clinical assignments and course completion.

# SKILLS COMPETENCY (PSYCHOMOTOR DOMAIN) IN ALL OF THE FOLLOWING SKILLS WITH THE NUMBER OF TIMES PRACTICED AS LISTED BY EACH SKILL BEFORE BEING RELEASED FOR ANY CLINICAL ROTATION:

- 1. Bag valve mask ventilation- 15
- 2. Bleeding control/ shock management- 10
- 3. Cardiac Arrest Management/ AED- 10
- 4. Joint Dislocation Immobilization- 10
- 5. Long Bone Fracture Immobilization- 10
- 6. Medication Administration (PO, SL, Auto-injector, MDI, SVN)- 10
- 7. Mouth-to-Mask ventilation-5
- 8. Nasopharyngeal airway device- 15
- 9. Oropharyngeal airway device- 15
- 10. Oxygen administration via non-rebreather- 15

#### via nasal cannula- 15

- 11. Patient assessment/management medical-10
- 12. Patient assessment/management trauma-10
- 13. Spinal Immobilization (Seated Patient)-10
- 14. Spinal Immobilization (Supine Patient)-10
- 15. Traction splinting-5
- 16. Vital signs assessment-20
- 17. Oropharyngeal suctioning-15

# SKILLS COMPETENCY (PSYCHOMOTOR DOMAIN) IN ALL OF THE FOLLOWING SKILLS WITH THE NUMBER OF TIMES PRACTICED AS LISTED BY EACH SKILL BEFORE COURSE COMPLETION CAN BE AWARDED:

- 1. Bag valve mask ventilation- 20
- 2. Bleeding control/ shock management- 20
- 3. Cardiac Arrest Management/ AED- 20
- 4. Joint Dislocation Immobilization- 20
- 5. Long Bone Fracture Immobilization- 20
- 6. Medication Administration (PO, SL, Auto-injector, MDI, SVN)- 20
- 7. Mouth-to-Mask ventilation-10
- 8. Nasopharyngeal airway device- 20
- 9. Oropharyngeal airway device- 20
- 10. Oxygen administration via non-rebreather- 20

via nasal cannula- 20

- 11. Patient assessment/management medical-20
- 12. Patient assessment/management trauma-20
- 13. Spinal Immobilization (Seated Patient)-20
- 14. Spinal Immobilization (Supine Patient)-20
- 15. Traction splinting-15
- 16. Vital signs assessment-30
- 17. Oropharyngeal suctioning-20

A National Registry of EMT's (NREMT) EMT Practical Examination will be administered at the end of the course. The student must successfully demonstrate competency of the required skills within the guidelines of the NREMT EMT Practical Examination. Information about the NREMT EMT Practical Examination can be found at www.nremt.org .

# DOCUMENTATION OF THE LISTED SKILL COMPETENCIES AND COMPLETION OF THE NREMT PRACTICAL EXAMINATION IS REQUIRED FOR EMT COURSE COMPLETION.

# ADDITIONAL EVALUATION TOOLS MAY BE UTILIZED BY THE PROFESSOR TO MEASURE STUDENT PROGRESS.

#### **Grading Scale**

Letter Grade	<u>Interpretation</u>	Numerical Grade	Grade Points/ Semester Hour
A	Excellent	91.50 - 100.00	4
В	Good	82.50 - 91.49	3

C	Satisfactory	73.50 - 82.49	2
D	Failing	64.50 - 73.49	1
F	Failing	64.49 and below	0

Students will be notified of grades via the Canvas "My Grades" link

A GRADE OF "C" OR BETTER IN THE EMSP 1501 COURSE IS REQUIRED FOR EMT COURSE COMPLETION.

# EXTRA CREDIT ACTIVITIES ARE NOT AVAILABLE.

#### **Methods of Instruction**

Methods of instruction include required reading, lecture, audio and visual aids, computer-aided instruction, discussion, and course activities. *The student should not expect that every objective will be presented in a "lecture" format.* Success in the course is dependent on mastery of the assigned reading material.

Because many assignments and study tools are performed via Canvas, access to computer hardware with internet connection and software to allow web navigation is required. Microsoft Office software, Word, PowerPoint, and Excel, is also required. However, a personal computer is not required. EMS students may access several computer lab resources on and off campus to facilitate completion of assignments. If the student is dependent upon computer resources outside the home, significant time management, organizational skill, and personal commitment is necessary to be successful.

In the event of technology failure, the student should contact the GC Help Desk for guidance.

#### **Course & Instructor Policies**

Refer to the GC EMS Education Policy Manual for specific information relating to General Policy, Admission Policy, Student Conduct Policy, Health and Safety Policy, Examination Policy, and Certification and Licensure Policy. Any conflict between this syllabus and the GC EMS Education Policy Manual will be interpreted by the program director.

#### **Class Attendance**

Academic success is closely associated with regular classroom attendance and course participation. All successful students, whether on campus or online, are expected to be highly self-motivated. All students are required to participate in courses regularly and are obliged to participate in class activities and complete and submit assignments following their professors' instructions. Students taking courses during compressed semester time frames such as mini-mester, summer, and mid-semester sessions should plan to spend significantly more time per week on the course. Responsibility for work missed because of illness or school business is placed upon the student. More than two (2) absences are considered to be excessive. In addition, students' eligibility to receive financial aid or live in a College dormitory can be affected by withdrawal from courses. When withdrawal occurs, any tuition refund will be made in accordance with state regulations.

## **Student Conduct & Discipline**

Students are expected to maintain classroom decorum that includes respect for other students and the professor.

Disruptive behaviors such as harassment of fellow students and/or professors; persistent talking in class while lecture is in progress; using electronic equipment without authorization (cell phone/ texting), listening to music or repeated tardy arrival to class will not be tolerated. Students will be counseled, but may be dismissed from the classroom for repeated offenses.

Dress for classroom includes the GC EMS student uniform described in the Uniform Policy section of the GC EMS Education Policy Manual.

Refer to the GC EMS Education Policy Manual for information regarding Conflict Resolution, Disciplinary Action, and Grievance procedures.

# **Academic Integrity**

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

Any instance of A) plagiarism, B) collusion, C) cheating, or D) falsifying records, will result in an F for the course.

Refer to the GC EMS Education Policy Manual for more information regarding Academic Integrity.

# **Student Responsibility**

You have already made the decision to go to college; now the follow-up decisions on whether to commit to doing the work could very well determine whether you end up working at a good paying job in a field you enjoy or working at minimum wage for the rest of your life. Education involves a partnership that requires both students and instructors to do their parts. By entering into this partnership, you have a responsibility to show up for class, do the assignments and reading, be engaged and pay attention in class, follow directions, and put your best effort into it. You will get out of your experience here exactly what you put into it – nothing more and nothing less.

# TITLE IX

GC policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status.

Furthermore, Title IX prohibits sex discrimination to include sexual misconduct: sexual violence (sexual assault, rape), sexual harassment and retaliation.

For more information on Title IX, please contact:

- § Dr. Regina Organ, Title IX Coordinator (903-463-8714)
- § Dr. Dava Washburn, Title IX Coordinator (903-463-8634)
- § Dr. Kim Williams, Title IX Deputy Coordinator- South Campus (903) 415-2506
- § Mr. Mike McBrayer, Title IX Deputy Coordinator (903) 463-8753
- § Website: http://www.grayson.edu/campus-life/campus-police/title-ix-policies.html
- § GC Police Department: (903) 463-8777- Main Campus) (903) 415-2501 South Campus)
- § GC Counseling Center: (903) 463-8730
- § For Any On-campus Emergencies: 911

Grayson College is not responsible for illness/injury that occurs during the normal course of Classroom / lab / clinical experiences.

These descriptions and timelines are subject to change at the discretion of the Professor.

Grayson College campus-wide student policies may be found in the Canvas course shell.