

# GRAYSON COLLEGE

## Course Syllabus

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### Course Information

**EMSP 2305 – EMT Basic – Spring 2017;** face-to-face course; lecture and lab concurrently delivered with the EMSP 1501 course, on campus; cognitive examinations conducted on campus in computer lab with test proctor; psychomotor [skill] examinations conducted on campus during an extrication exercise.

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### 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 – Wednesday 1300 – 1500, Thursday - Friday 0800 - 1500 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 [thompsondk@grayson.edu](mailto:thompsondk@grayson.edu).

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### 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 1501 and EMSP 1160 is required.

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### Course Description

This course is one of three classes designed as preparation for certification as an Emergency Medical Technician (EMT). The course is a detailed study of the knowledge and skills to safely manage the scene of an emergency.

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### Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Apply safety and operational principles in out-of-hospital environment.
2. Safely manage multi-casualty incidents and rescue situations.
3. Utilize air medical resources.
4. Identify hazardous materials and major incidents.

## Course Learning Outcomes

### Cognitive

<u>Topic</u>	<u>Objective</u>
Life Span Development	Applies fundamental knowledge of life span development to patient assessment and management.
Airway Management, Respiration and Artificial Ventilation	Applies knowledge (fundamental depth, foundational breadth) of general anatomy and physiology to patient assessment and management in order to assure a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
Assessment	Applies scene information and patient assessment findings (scene size up, 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 Populations	Applies a fundamental knowledge of growth, development, and aging and 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.
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### **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.

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### **Required Textbooks and Materials**

- Mistovich; Prehospital Emergency Care, Tenth Edition; 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, [www.grayson.edu](http://www.grayson.edu) .
- Microsoft Office software (Word, PowerPoint, Excel).
- Stethoscope.
- Penlight.
- Wristwatch.
- Black ink pen.
- Student uniform.

- EMS Student ID.
  - Trauma scissors (optional).
  - Blood pressure cuff (optional).
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## Technology Requirements

It is the **student's responsibility** to have access to a computer with a **reliable Internet connection** 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 [www.grayson.edu](http://www.grayson.edu) website, under "Quick Links."

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## Additional Resources

- State of Texas Department of State Health Services website:
    - [www.dshs.state.tx.us/emstraumasystems/](http://www.dshs.state.tx.us/emstraumasystems/)
      - Texas Administrative Code, Rules/ Policies
      - 157.33 – Certifications
      - 157.36 – Disciplinary Actions
      - 157.37 – Certification of Persons with Criminal Backgrounds
      - 157.38 – Continuing Education
  - National Registry of EMTs website:
    - [www.nremt.org](http://www.nremt.org)
  - American Heart Association:
    - [www.americanheart.org](http://www.americanheart.org)
  - Federal Emergency Management Agency:
    - [www.fema.gov](http://www.fema.gov)
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## 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 Document signing Medical Care Systems, Research, Public Health Safety and Wellness of EMT Medical, Legal, Ethical Issues	Chap 1  Chap 2  Chap 3	Syllabi & Policy Release Forms Background Check	
2	1/24/17	<b>Term/Abbreviation Quiz</b> Communication Documentation Lifting and Moving Patients Anatomy & Physiology Lesson Medical Terminology  <i>SKILLS LAB: Lifting and Moving Patients</i>	Chap 4 Chap 5 Chap 6  Chap 7	EMS Operations NHTSA Project	
3	1/31/17	<b>EXAM 1 – (Chap 1-6)</b> <b>Term/Abbreviation Quiz</b> Anatomy & Physiology Lesson Medical Terminology (cont) Pathophysiology Lesson	Chap 7  Chap 8	EMS Operations Chap 42-Ambulance Ops	
4	2/6/17	<b>EXAM 2 – (Chap 7)</b> <b>Term/Abbreviation Quiz</b> Airway Management, Respiration, and Artificial Ventilation Vital Signs Scene Size-Up  <i>SKILLS LAB: Airway Management, V/S</i>	Chap 10  Chap 11 Chap 12	EMS Operations Chap 43-Gaining Access/Patient Extrication	
5	2/13/17	<b>EXAM 3 – (Chap 8, 10)</b> <b>Term/Abbreviation Quiz</b> Patient Assessment <i>SKILLS LAB: Pt Ax</i>	Chap 13		
6	2/20/17	<b>EXAM 4 – (Chap 11-13)</b> <b>Term/Abbreviation Quiz</b> Pharmacology Shock/Resuscitation Respiratory Emergencies <i>SKILLS LAB: Airway Management, V/S</i>	Chap 14 Chap 15 Chap 16	EMS Operations Chap 44-Hazardous Materials Types of Vehicles	
	2/25/17	<b>CPR</b>			<b>Mandatory Saturday</b>

7	2/27/17	<b>EXAM 5 – (Chap 14-15) Term/Abbreviation Quiz</b> Cardiac Emergencies AMS, Stroke, HA Seizure and Syncope	Chap 17 Chap 18 Chap 19	EMS Operations IS 5a	
	3/6/17	<b>SPRING</b>	<b>BREAK</b>		
8	3/13/17	<b>EXAM 6 – (Chap 16-19) Term/Abbreviation Quiz</b> Acute Diabetic Emerg. Anaphylactic Emergencies Toxicologic Emergencies Abd, Gyn and Renal Emergencies <b>SPRING BREAK</b>	Chap 20 Chap 21 Chap 22 Chap 23	EMS Operations IS 3	
9	3/20/17	<b>EXAM 7 – (Chap 20-23) Term/Abbreviation Quiz</b> Environmental Emerg. Submersion: Drowning and Diving Emergencies Behavioral Emergencies  <i>SKILLS LAB: Airway Mgmt, Med Admin, CPR, Pt Ax</i>	Chap 24 Chap 25  Chap 26		
10	3/27/17	<b>EXAM 9 – (Chap 24-26) Term/Abbreviation Quiz</b> Trauma Overview Bleeding/Soft Tissue Injuries Burns  <i>SKILLS LAB: – Bleeding Control, Splinting</i>	Chap 27 Chap 28  Chap 29	EMS Operations Chap 45-MCI, Incident Management	
11	4/3/17	<b>Term/Abbreviation Quiz</b> Musculoskeletal Injuries Head Trauma Spinal Column and Cord Trauma  <i>SKILLS LAB: Bleeding Control, Splinting, Spinal Immobilization</i>	Chap 30 Chap 31 Chap 32	EMS Operations IS 100.b	<b>All Immunizations Due: April 3, 2017</b>
	4/8/17	<b>LZ Class Extrication</b>			<b>Mandatory Saturday 9am-2pm</b>
12	4/10/17	<b>EXAM 10 – (Chap 27-31) Term/Abbreviation Quiz</b> Eye, Face, Neck Trauma Chest Trauma Abd/Genitourinary Trauma Multisystem Trauma in Special Populations <i>SKILLS LAB: Bleeding Control, Splinting, Spinal Immobilization</i>	Chap 33 Chap 34 Chap 35 Chap 36	EMS Operations IS 200.b	
		<b>FIELD CLINICAL</b>		<b>Perform 96 hours EMS Agency clinical rotation: Assess and manage a</b>	<b>Thursday-Sunday</b>

				<b>variety of patients</b>	
13	4/17/17	<b>EXAM 11 (Chap 32-36) Term/Abbreviation Quiz</b> Obstetrics and Neonatal Pediatrics <i>SKILLS LAB: All skills</i>	Chap 37 Chap 38	EMS Operations IS 700.a	
		<b>FIELD CLINICAL</b>		<b>Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients</b>	<b>Thursday-Sunday</b>
14	4/24/17	<b>Term/Abbreviation Quiz</b> 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	
		<b>FIELD CLINICAL</b>		<b>Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients</b>	<b>Thursday-Sunday</b>
15	5/1/17	Exam 12 – (Chap 37-41) Operations Exam – (Chap 42-46) Review <i>SKILLS LAB: All skills</i>			
		<b>FIELD CLINICAL</b>		<b>Perform 96 hours EMS Agency clinical rotation: Assess and manage a variety of patients</b>	<b>Thursday-Sunday</b>
16	5/8/17	<b>CAPSTONE EXAM NREMT Skills Exam Retesting</b>			

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## 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 2305 course grade. **EMT course completion requirements are:**

- An average score of 74 or better on major examinations in EMSP 2305.
- An average score of 74 or better in EMSP 2305 course.
- An average score of 74 or better on major examinations in EMSP 1501.
- An average score of 74 or better in EMSP 1501 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 Grades	10%
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 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.

**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 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.	15	0
Self-Confidence	Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.	10	0
Communications	Speaking clearly and writing following accepted college level grammar, punctuation, vocabulary; listening actively; adjusting communication strategies to various situations.	10	0
Personal Appearance	Clothing and uniform is appropriate, neat, clean and well maintained; good personal hygiene and grooming.	10	
Time Management	Arriving to class, lab, and clinical assignments on time; completing tasks and assignments on time.	10	0
Teamwork/ Diplomacy	Placing the success of the team above self interest; helping & supporting other team members; remaining flexible & open to change; communicating with others to resolve problems.	15	0
Respect	Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.	15	0
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 are 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](http://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**

<u>Letter Grade</u>	<u>Interpretation</u>	<u>Numerical Grade</u>	<u>Grade Points/ Semester Hour</u>
A	Excellent	91.50 – 100.00	4
B	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 2305 COURSE IS REQUIRED FOR EMT COURSE COMPLETION.**

**EXTRA CREDIT ACTIVITIES ARE NOT AVAILABLE.**

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## **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.

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## **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.

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## **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.

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### **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.

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### **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.

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## **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.

Revised: January 2017

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](tel:9034152501) - 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.*