

Updated 08/03/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

FIELD INTERNSHIP

EMSP_2164_P075

JONIE RABY

NOTE: This is a 16-week course.

NOTE: This is a Face-to-Face course.

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Course Description:

This course is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisites and/or Corequisites:

Student must have current Texas EMT certification and passing TSIA scores. Successful completion of EMSP 1161, EMSP 1438, EMSP 1455, EMSP 1456, EMSP 2137, EMSP 2306, and EMSP 2434. Co-requisites: EMSP 2444, EMSP 2430, EMSP 2237, EMSP 2305, and EMSP 2162. Must contact EMS/Paramedicine program director to be advised on immunization details, application process and deadlines. Semester Hours 1.

Course Notes and Instructor Recommendations:

Must have all immunizations and a current background check/drug screen completed prior to beginning EMS ride-outs. Clinical rotations are scheduled throughout the semester, and may be on a weekday, weekend, day or night. EMS ride-outs are 12 hour shifts with an area ambulance service. Students will contact Clinical Coordinator, Zachary Cleere (254-299-6535) and use the FISDAP to schedule EMS ride-outs and hospital clinicals. Must be advised by Program Director, Justin Lawson: jlawson@mclennan.edu 254-299-6504.

Instructor Information:

Instructor Name: Jonie Raby

MCC Email: jraby@mclennan.edu

Office Phone Number: 254-299-6509

Office Location: ESEC 116

Office/Teacher Conference Hours: Tuesdays and Thursdays from 0900-1600 hours, or by appointment.

Required Text & Materials:

Title: Emergency Care in the Streets

Author: Nancy Caroline

Edition: 9th Edition

Publisher: Jones & Bartlett

ISBN: 9780132109031

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

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Methods of Teaching and Learning:

This course is designed to immerse students in a crucial component of EMS education by combining classroom instruction with practical, real-world experiences. Students will participate in hospital clinical rotations and field internships to bridge the gap between theory and practice.

Hospital clinical rotations will allow students to work alongside healthcare professionals in emergency departments, cardiac cath labs, obstetrics/pediatrics, and other relevant clinical areas to gain exposure to patient assessments, treatment procedures, and interprofessional teamwork.

Field rotations will pair students with experienced paramedics in the prehospital environment, offering firsthand experience with scene management, patient transport, and the dynamic challenges of EMS operations. These experiences are designed to foster critical thinking, adaptability, and professional communication skills while emphasizing patient safety and adherence to protocols.

Students will be evaluated on skill competency, professionalism, clinical documentation, and active participation throughout the course.

Course Objectives and/or Competencies:

Semester #3 (Fall), students will be required to complete a minimum 108 hours of Clinicals and 96 hours of field Ride-outs, for a total of 204 hours in the Fall Semester.

Patient assessment focusing on the following patient populations: Pediatric, Geriatric, Obstetrics & Psych Assessment.

Clinical Requirements:

108 hours = 8 hours: One on one with Physician, 16 hours: Cath Lab, 18 hours: Pediatrics, 16 hours: L&D, 40 hours: ER, 10 hours: ICU. This information can be found in the EMS Student Handbook.

Field Internship/Field Experience:

96 hours

Clinical Requirements	Field Internship/Field Experience
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108 hours: Pediatric, Geriatric, Obstetrics & Psych assessments. 16hrs – Cath Lab 18hrs- Pediatrics 16hrs- L&D 8hrs – One-on-one with approved physician 40hrs-ER 10 hrs. - ICU	96 hours
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Course Outline or Schedule:

This course begins 08/25/2025 and ends 12/13/2025. Clinical and ride-out shifts will be noted in FISDAP. Students will be graded on Affective, Clinical and Field Ride-out Requirements, and documentation in FisDap.

If students meet the academic requirements they will be eligible to begin clinical and field requirements by week 4 of the semester (See *Clinical Policies* in the student handbook for more information and grade requirements).

Please note the date to begin clinical/field rotations is a projected begin timeframe and is at the instructors discretion, based on scheduling availability of participating clinical/field sites.

Clinical Requirements	Field Internship/Field Experience
108 hours: Pediatric, Geriatric, Obstetrics & Psych assessments. 16hrs – Cath Lab 18hrs- Pediatrics 16hrs- L&D 8hrs – One-on-one with approved physician 40hrs-ER 10 hrs. - ICU	96 hours

Course Grading Information:

Students will be graded on participation of required clinical/ride-out hours, proper documentation in FisDap, punctuality to clinical/ride-out shifts, professionalism and overall participation in program internship. FisDap documentation is graded based on the Rubric provided in your course shell.

The grading theory scale is as follows:

A = 90-100

B = 80-89

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C = 70-79

D = 60-69

F = 59 and below

NOTE: Grades will not be rounded up. Example: a 79.5 is a 79, not an 80.

Grading Scale for this course is as follows:

Grade Scale	Grade Percentages
Clinical Hours	25 %
Ride-out Hours	25 %
Affective	25 %
Documentation (FisDap)	25 %

Students who receive a failing grade in any EMS course will not be allowed to enroll in the next scheduled semester. Students who receive an incomplete will not be eligible for enrollment in the next semester unless all requirements are completed by the due date as set by the lead instructor and program director. Students who fail must wait until the next time the subsequent course is offered.

Students may receive counseling for any violations in policy or poor academic performance. Excessive violations or counseling may result in removal from the program.

Students will be given an affective evaluation at the conclusion of each semester based on the student's affective behavior for that semester. DAV's, counselings, commendations, and other documented performance will be used to determine semester grade(s).

All students are required to document each patient encounter in both the clinical and field shifts.

1. Students will document all patient contacts up to a maximum number of 8 summative patients. If a student has documented less than 3 patients in a shift, an additional note must be added in the "description of rotation" and the site preceptor must add an additional signature to confirm the lack of documentation.
2. Documentation that must be complete prior to leaving the shift:

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- a. The assigned preceptor must complete a student evaluation form and sign all required documentation before the student leaves the site.
 - b. Each student must complete a preceptor evaluation form for each rotation.
 - c. Unsigned paperwork will not be accepted and the student will be required to complete additional shifts. The repeated shift must still be completed before the original due date.
3. Within 24 hours After the Shift:
- a. Paramedic Students are required to submit their completed clinical and field internship documentation in FISDAP within 24 hours of the end of the shift. If patient care documentation is not completed in FISDAP, patient contacts and hours will not be accepted and an additional shift must be scheduled.
4. Technical errors (documents would not upload, narratives being deleted, etc.) may result in an additional 24 hour extension. This will be at the discretion of the lead instructor.

The following documentation is required from each clinical/field internship experience:

- Signed preceptor student evaluation and signed student evaluation of preceptor.
- Documentation of patient contacts, including a narrative, vital signs and skills performed
- Documentation must be complete per standards in the subsequent syllabus
- If a clinical or field shift does not have three patients during that shift, additional documentation must be submitted explaining the situation and must be signed off by the clinical preceptor for validation.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Students are required to be at clinical and field shifts 15 minutes early. According to the MCC EMS Academy attendance policy, arriving "on time" for any shift is considered 15 minutes late, and arriving at any point after the start time is late and the student may be sent home from the clinical and must re-schedule their hours.

In accordance with the class attendance policy of McLennan Community College, regular and punctual attendance is expected of all EMS students. Each absence (in a course) will count toward attendance requirements in each course.

1. Before the 60% point of the semester, a student who is absent for 20% or more of a face-to-face will be withdrawn from the course with a grade of W. A student may also request

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to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn (decided on a case-by-case basis), or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

2. Students who miss 25% or more clinical/field hours will be taken as evidence that the student does not intend to complete the course, and the student may be withdrawn from the course with a grade of **W**. A student who arrives to a clinical after the start time is considered absent and may be removed from the clinical, at the discretion of the preceptor.
3. Class times are listed on the course syllabus. Students are expected to be in class at the start of the day and remain in class through the end of the day. Students who arrive within 15 minutes after class has started will be counted late.
4. Students more than 15 minutes late, or those who leave 15 minutes early are counted absent. These students may be allowed to stay in class for the remainder of the day but will still be counted absent. Exceptions may be granted with prior communication to the instructor.
5. Students are responsible for all material presented or assigned whether present or absent from class.
6. Prolonged Absence Plan of Action: If a student knows of an absence, that student must submit a detailed action plan to the lead paramedic instructor outlining actions the student will take to keep up with homework, lectures, quizzes, exams, lab hours etc. All work will be due 1 week after return to normal class schedule.

Students must contact their lead instructor if they are going to be late or absent from class.

Students must contact the Clinical Coordinator, Zachary Cleere, if they are going to be late or absent from a field shift.

Students must email their lead instructor should they be absent from a clinical shift.

Special Circumstances:

If appropriate documentation is made for the following circumstances which require extended absences, the Program Director will attempt to make acceptable accommodations. The following list is not comprehensive and these circumstances will be reviewed on a case by case basis.

- Event of death of an immediate family member

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- Military Duty
- Extended leave due to medical restrictions

Late Work and Make Up Work Policies:

Late or Make up work will not be permitted unless there are special circumstances. Special circumstances must fall into the appropriate categories and be communicated with EMS personnel. All clinical and ride-out hour requirements must be met and documented in FISDAP within the required time frame.

Student Behavioral Expectations or Conduct Policy:

McLennan Community College (MCC) EMS students will conduct themselves with integrity, honesty, and reliability. All students will comply with the following standards:

1. Students will complete all classwork and clinical documentation independently (unless the assignment is designated as “group work” by the instructor). See “Academic Dishonesty” statement above.
2. Students will be alert and participate in classroom, skills, ride-outs and clinical activities.
 - a. Students will refrain from sleeping or doing homework for other courses while in class. Any student observed doing so will be excused from the class and marked as absent.
3. Students will demonstrate appropriate affective conduct as designated in the Demonstrative Affective Violation policy
4. Students will be open and accepting of instructor corrections or recommendations to their performance in classroom, skills lab, or clinical activities.
5. Students will observe the requirements outlined in the Health Insurance Portability and Accountability Act (HIPAA) and respect the right of the patient to confidentiality.
 - a. Patient names will not be used on student clinical documentation forms and information will be limited to anonymous, general medical information.
 - b. Egregious violations of HIPAA guidelines may result in dismissal from the program.
6. Students will refrain from disruptive behavior or inappropriate language at all times.
7. Students will refrain from fraternization with instructors, adjunct staff, and preceptors
8. Students will not access another student’s grades or confidential information.
9. Chewing gum or eating while performing patient care will not be allowed. This includes during simulated patient care and lab hours.
10. **In accordance to MCC’s tobacco policy, (<https://www.mclennan.edu/about/smoking.html>), MCC EMS education program is a tobacco-free academy.** The program also mandates that students refrain from the use

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of any tobacco product in classroom, clinical, or prehospital settings. The term “tobacco products” includes all ignition based forms of tobacco, smokeless tobacco, electronic vapor devices, or any other practices that mimics the usage of tobacco products.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

06/24/2025



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by Accommodations (Disability Services). For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services

Title IX:

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. We care about your safety and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report a Title IX incident are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email titleix@mclennan.edu for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email titleix@mclennan.edu to submit a report.

Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

Success Coaching Services is here for you.

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit www.mclennan.edu/successcoaching, call 254-299-8226, or email success@mclennan.edu.

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing crew@mclennan.edu.

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing counseling@mclennan.edu.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

MCC Academic Integrity Statement:

Please view our [Academic Integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.