

Updated 08/03/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**INTRODUCTION TO ADVANCED PRACTICES**

**EMSP 1438\_075**

**JONIE RABY**

**NOTE: This is a 16-week course.**

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### **Course Description:**

Studies the knowledge and skills necessary to reach competency in the assessment and management of patients with airway disease or injury and artificial ventilation.

### **Prerequisites and/or Corequisites:**

Prerequisites: Current Texas EMT Certification and acceptable TSIA assessment scores or equivalent. Must contact EMS/Paramedicine program director for advising. Corequisites: EMSP 1161, 1455, 1456, and 2237. Semester Hours 4 (3 lec/2 lab).

### **Course Notes and Instructor Recommendations:**

Students should have three to six months of EMT experience prior to enrolling in this course. All students are required to purchase the textbook for this course. Additionally, it is recommended that the student adjust personal schedules, to include work, due to the time commitment of this program.

Active participation in all lectures, practical sessions, and clinical placements is required for this course. Regular attendance is crucial to ensuring mastery of both theoretical and practical components of this course (see McLennan Community College Paramedic Student handbook for attendance requirements). Students should complete all assigned readings and review case studies/Brightspace module content, before each class to actively engage in discussions. Timely completion of assignments, quizzes, and assessments is expected to demonstrate knowledge retention and application.

Students are required to have internet access and computer access to complete the requirements of the MCC Paramedic Program. While the MCC program can provide laptops for clinical documentation completion, it is recommended that students have devices of their own to access Brightspace, FISDAP, EMS Testing, etc. Students may use the labs and McLennan Community College WIFI access to complete assignments if needed.

### **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 & Thursdays 0900-1600 hours, or by appointment.

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### **Required Text & Materials:**

Title: *Advanced EMT A Clinical-Reasoning Approach, Updated 2<sup>nd</sup> Edition*

Author: Melissa Alexander / Richard Belle

Edition: Second Edition Update

Publisher: Pearson

ISBN: 13: 978-0-13-816527-7

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

### **Methods of Teaching and Learning:**

In the Introduction to Advanced Practices course, there will be a variety of teaching methods employed to cater to different learning styles, enhance practical skills, and ensure comprehensive understanding. These methods may include: In person lectures, Video lectures, presentations, hands-on practical training, case-based learning, group discussions, collaborative learning, simulation scenarios, online learning modules, written reports/papers, formative & summative assessments, clinical/field experience, guest speakers & expert seminars. By using these diversing teaching methods, this course aims to equip students with theoretical knowledge, practical skills, and critical thinking abilities necessary to respond to complex emergency situations.

### **Course Objectives and/or Competencies:**

Upon completion of this course the student will have the skills and knowledge necessary to:

1. Understand the roles and responsibilities of the Advanced EMT and Paramedic within the EMS system.
2. Apply the basic concepts of development, pathophysiology, and pharmacology to assess and manage the emergency patient.
3. Develop a prehospital plan of care for the patient with acute illness or injury.
4. Understand the medical/legal and ethical issues relating to EMS practice as well as the issues impacting the well-being of the paramedic.
5. Communicate effectively with the patient, their family, and members of the health care team.

### **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

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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.

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 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 via email if they are going to be late or absent from class.**

**Students must contact the Clinical Coordinator, [zcleere@mclennan.edu](mailto:zcleere@mclennan.edu), if they are going to be late or absent from a field shift. Students must contact their lead instructor should they be absent from a clinical shift.**

**AEMT / Paramedic Program Hybrid Schedule Overview:**

To accommodate students who work full-time shift schedules (like 24- or 48-hour EMS/fire schedules), we have designed a flexible hybrid schedule:

1. Mandatory Attendance:
  - Students must attend either Monday or Wednesday each week. This ensures everyone gets the core instruction and hands-on training.
  - These will be designated skills, lab, Scenario based, and or Exam days.
2. Optional Attendance Days:
  - Thursday and Friday are optional, but students are required to attend at least 50% of these optional days over the semester. Thursday sessions will be offered from 1:00 pm – 5:00 pm and Friday sessions will be from 9:00am-12:00 pm.
  - These days are intended for extra practice, labs, scenarios, review sessions, and supplemental instruction.
3. Flexibility:
  - This schedule is designed to allow students with shift work to balance their professional responsibilities while staying on track with the program.
4. Key Requirement:
  - Missing your mandatory Monday or Wednesday session is not permitted.
  - Attendance tracking will ensure that students meet the 50% attendance requirement for optional days.

NOTE: Attendance will be taken each day class is in session. It is the student's responsibility to sign the attendance log; failure to do so will result in an absence for that day.

**Course Outline or Schedule:**

This schedule serves as an essential roadmap for your course. It provides you with clarity on key dates, weekly topics, assignments, Exams and information that aligns with Brightspace. This schedule is subject to adjustment based on class progress and unforeseen circumstances. Any changes to the schedule will be communicated in person/via student email/via class announcements.

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<b>WEEK</b>	<b>TOPICS</b>	<b>ASSIGNMENTS</b>	<b>IMPORTANT DATES</b>
Week 1	Chapter 1 - Introduction to AEMT	Read the assigned chapters, Review Lecture Powerpoints, Homework, Discussion Board 1, & Quiz.	First day of class 01/12/2026.
Week 2	Chapter 2 - EMS/Public Health Systems	Read the assigned chapters, Review Lecture Powerpoints, Homework, & Quiz.	NO CLASS 01/19/2026 - MLK
Week 3	Chapter 3 - Workforce Wellness/Safety	Read the assigned chapters, Review Lecture Powerpoints, Homework, Discussion Board 2, & Quiz. Review Module 1 Study Guide.	
Week 4	Chapter 4 - Ethical, Medical, & Legal	Read the assigned chapter sections, Review Lecture Powerpoints, Homework, & Quiz.	Module 1 Exam 02/02/2026 & 02/04/2026.
Week 5	Chapter 5 - Ambulance Operations	Read the assigned chapters, Review Lecture Powerpoints, Homework, & Quiz.	
Week 6	Chapter 6 - Communication	Read the assigned chapter, Review Lecture Powerpoints, Homework, Discussion Board 3 & Quiz.	
Week 7	Chapters 7 - Medical Terminology	Read the assigned chapter, Review Lecture Powerpoints, Homework, & Quiz. Review Midterm Study Guide.	
Week 8	Midterm Exam Review.	In Class Midterm Exam Review.	Midterm Exam 03/02/2026 & 03/04/2026.
Week 9	Spring Break	Spring Break	NO CLASS SPRING BREAK 03/08/2026-03/15/2026.

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Week 10	Chapter 10 - Lifespan Development	Read the assigned chapter, Review Lecture Powerpoints, Homework, & Quiz.	
Week 11	Chapter 47 - Rescue Operations / Vehicle Extrication	Read assigned chapter, Review Lecture Powerpoints, Homework, Watch videos, & Quiz.	
Week 12	Chapter 48 - Hazardous Materials	Read assigned chapters, Review Lecture Powerpoints, Homework, & Quiz. Review Module 2 Study Guide.	No class 04/03/2026- Easter
Week13	Chapter 49 - Terrorism / Disaster Response	Read assigned chapters, Review Lecture Powerpoints, Homework, Discussion Board 4, & Quiz.	Module 2 Exam on 04/06/2026 & 04/08/2026.
Week 14	Jurisprudence	Jurisprudence Exam	
Week 15	Review for Final Exam	In Class Final Review	
Week 16	Final Exam	Final Exam	Final EXAM 4/27/2026 & 4/29/2026.

**Course Grading Information:**

Throughout the course students will be evaluated using examinations, quizzes, “pop” style quizzes, assigned quizzes, homework, discussion board posts, class participation, professionalism, skills testing, and clinical/field performance.

Students must maintain a minimum grade of “B” (80) in each EMSP course in order to continue in the program or be eligible for readmission into the program. Students must also remain in good affective standing as noted in the Affective section of the EMS Paramedic Handbook.

**DAV Policy:** Refer to the AEMT/Paramedic Student Handbook for specific details on DAVs affecting final semester grades.

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The course grade breakdown will be averaged based on the following criteria:

Affective	10%
Homework Assignments/Discussion Boards	15%
Quizzes	15%
Module Exams	20%
Midterm Exam	20%
Final Exam	20%

Theory course grade values are as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

### **Late Work and Make Up Work Policies:**

Students can find a comprehensive list of the MCC's Paramedic Policies in the Paramedic Student Handbook. Students who receive an Incomplete grade will not be allowed to enroll in the next scheduled course. The student must wait until the next time the subsequent course is offered.

Late work will not be accepted. Make up work may be assigned on a case-by-case basis in accordance with the class attendance policy of McLennan Community College. All homework, discussion board posts, quizzes, and assignments must be submitted on Brightspace by the

specified due dates. No late submissions will be accepted. It is the student's responsibility to ensure that all work is submitted on time.

Quizzes and pop tests may be given at any time throughout the semester. Unlike examinations, the instructor will not lead a group quiz review. Students may schedule time with the instructor independently to review quiz grades. Students may not make-up quizzes or "pop" style quizzes.

### **Student Behavioral Expectations or Conduct Policy:**

#### Classroom Rules and Instructor Expectations

- **Respect and Professionalism**  
Mutual respect is a cornerstone of our learning environment. All students are expected to treat their peers, instructors, clinical staff, field staff, and those at the Emergency Services Building with dignity and professionalism at all times. Disrespectful behavior, including disruptive actions or language, will not be tolerated.
- **Focus and Engagement**  
During lectures, lab time, and all class activities, students are expected to remain fully engaged and focused on the subject matter. This includes participating actively in class discussions and activities. No use of cell phones or electronic devices during lectures or class room/lab activities.
- **Positive Attitude and Commitment to Learning**  
Approach each class session with a positive and proactive attitude. Take full advantage of this educational opportunity by coming prepared, staying engaged, and showing enthusiasm for the subject matter. A willingness to learn and contribute to discussions fosters a productive and supportive learning environment.
- **Respect for the Educational Environment**  
The learning environment extends beyond the classroom to clinical and field settings. Students must act professionally and respectfully when interacting with clinical and field staff, and when present at the Emergency Services Building. Remember that these are real-world environments where lives are at stake, and maintaining a respectful, focused, and responsible demeanor is crucial.

EMS Education students are required to comply with the McLennan Community College general conduct policy and policies outlined in the AEMT/Paramedic Student Handbook. In accordance with that policy, "includes, but is not limited to: cheating, plagiarism, collusion, falsifying

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academic records, misrepresenting facts, and any act designed to give an unfair academic advantage to the person.”

- **Cheating:** copying from another student’s test; using unauthorized materials or devices during a test or assignment; failing to comply with instructions given by the person administering the test; possessing materials during a test that are not authorized by the person administering the test, such as class notes, textbooks, electronic devices or unauthorized aids; possessing/using contents of an administered test, test key, or other materials without the instructor’s permission; seeking or receiving aid during a test or assignment without the instructor’s permission; discussing test contents with another student who has taken or will take the examination without the instructor’s permission; substituting or permitting another student to take an examination or complete an assignment in the place of another student without the instructor’s permission; paying or otherwise offering valuables to obtain items such as tests or test keys, computer program/software materials, homework solutions or other items without the permission of the instructor; falsifying research data or other academic work offered for credit; or taking, keeping, misplacing or damaging property of the College or of another that the student knows to gain an unfair academic advantage.
- **Plagiarism:** obtaining material attributable to another and presenting it as one’s own academic work being offered for credit or personal gain on or off campus.
- **Collusion:** collaborating with another person to prepare academic assignments offered for credit; or collaborating with another person to commit a previously described behavior related to academic dishonesty.
- **Falsifying academic records** includes but is not limited to: altering or assisting in the alteration of any official college record and/or submitting false information; omitting requested information that is related to submission of any academic record (such as application for admission, awarding a degree, grade reports, test papers, or information requested by the Office of Student Records) and may result in revocation of the student’s college admission status.
- **Misrepresenting facts** includes but is not limited to: providing false grades or academic information; giving false or misleading information to receive a postponement or extension on a test or assignment to obtain an academic or financial benefit for oneself or another individual; or providing misleading information intended to injure another individual student academically or financially.

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- **Instructor Preference**: The use of AI tools, including but not limited to ChatGPT, Gemini, Claude, or any other generative AI software, is **strictly prohibited** for all graded assignments, quizzes, exams, discussion posts, or any work submitted for evaluation in this course. Using AI to generate, edit, or complete coursework will be considered **academic dishonesty**.

Note: information for this “Academic Dishonesty” section comes directly from the College’s General Conduct Policy effective December 7, 2023. More information regarding academic integrity can be found at:

<https://www.mclennan.edu/employees/policy-manual/docs/E-VIII.pdf>

**[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](http://www.mclennan.edu/disability)

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

[disabilities@mclennan.edu](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto: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](mailto: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](mailto: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](http://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](mailto: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](mailto: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.