

Updated 08/03/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

EMERGENCY PROCEDURES

EMSP 2237_075

JONIE RABY

NOTE: This is a 16-week course.

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Course Description:

A health-related work-based experience that enables the student to apply specialized occupational theory, skills and concepts. This course allows, requires both hospital and pre-hospital experiences under the supervision of a qualified preceptor. Students complete 116 hours (semester 1) of clinical experience within approved specialized clinical areas.

Prerequisites and/or Corequisites:

Prerequisites: Current Texas EMT Certification and acceptable TSIA scores or equivalent. Must contact EMS/Paramedicine program director for advising. Must have completed EMSP 1161, 1438, 1455, 1456.

Course Notes and Instructor Recommendations:

This course will provide case presentations and computer-assisted simulations to aid and assist students in developing critical thinking skills through assessing and providing life-saving medical interventions in the prehospital environment. The student/instructor ratio in skills lab and simulation settings cannot exceed 10 students to 1 preceptor.

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: Tuesday's and Thursday's from 0900-1600 hours and/or by appointment.

Required Text & Materials:

Title: *Advanced EMT A Clinical-Reasoning Approach, Updated 2nd edition*

Author: Melissa Alexander / Richard Belle

Edition: Second Edition Update

Publisher: Pearson

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

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

NOTE: Students will need one pack of either 4x6 or 5x8 index cards (100 pack)

Methods of Teaching and Learning:

During this course, students will engage in effective paramedic emergency procedures which requires a variety of teaching methods to cover the depth and breadth of material. Traditional lectures, enhanced by guest speakers and interactive Q&A sessions, provide foundational knowledge on emergency procedures, including anatomy, physiology, and pharmacology. Student will practice procedures/skills like intubation, and IV administration in a controlled environment, followed by scenario debriefing sessions to reinforce key learning points. Practical hands-on training is essential, with skills stations for specific practices and real-life practice opportunities through ride-outs with paramedics and time spent in clinical areas.

Course Objectives and/or Competencies:

At the completion of this course, students will have the knowledge and skills needed to:

1. Take a patient history, perform a patient physical examination, identify signs/symptoms and/or presenting problems.
2. Develop a prehospital or hospital plan of care which will meet the needs of the patient and her/his presenting symptoms.
3. Correctly document the patient's presenting symptoms, her/his response to treatment & interventions.
4. Communicate effectively with patients and their family, and members of the healthcare team.
5. Understand the core concepts by demonstrating an understanding of the foundational knowledge necessary for paramedic practices.
6. Develop critical thinking skills and clinical decision-making skills to assess and manage a wide range of emergency situations.
7. Perform patient assessments, including history taking, physical examination, and the use of diagnostic equipment to formulate a differential diagnosis and treatment plan.
8. Participate in real-life scenarios through lab scenarios, field ride-outs and clinical rotations.
9. Practice paramedic skills during lab skills sessions, field ride-outs, and clinical rotations.

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.

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Regular and punctual attendance is expected of all EMS students. Each absence (in a course) will count towards 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 returning to normal class schedule.

Students must contact the Clinical Coordinator, zcleere@mclellan.edu, if they are going to be late or absent from a field shift. Additionally, Students must contact the lead instructor if they are going to be late or 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.

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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:

The course schedule is outlined below. Be advised that this is a tentative weekly schedule and is subject to change. If changes are made to the course schedule, students will be notified via Brightspace announcements and/or email notification.

Week	Topics	Due Dates
Week 1	Lab orientation, complete EMT skills (refresher).	
Week 2	Adult Physical Assessment, Medical & Trauma Assessment, Patient History Skills.	
Week 3	Table 4 Skills – IV Access, IM Injections, IO Access, & IV Infusions.	Test out on EMT refresher skills (Week 1 & 2 Skills)
Week 4	Formative Skills & Table 4 Skills.	
Week 5	Finish Formative Skills.	Test out on Week 3 Skills.

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Week 6	Supraglottic Airway, Trauma Intubation, CPAP/PEEP, Pleural Decompression, Nasotracheal Intubation, Summative Scenarios.	
Week 7	Trauma Intubation, CPAP/PEEP, Pleural Decompression, Patient History, Nasotracheal Intubation, Summative Scenarios.	
Week 8	Trauma Intubation, CPAP/PEEP, Pleural Decompression, Patient History, Nasotracheal Intubation, Summative Scenarios.	MIDTERM SCENARIO 2/26/2026 & 2/27/2026
Spring Break	No Class	No Class 3/9/2026- 3/15/2026
Week 10	Group Summative Scenarios.	Test out on Weeks 6-8 skills.
Week 11	Formative Skills & Summative Scenarios.	
Week 12	Formative Skills & Summative Scenarios.	
Week 13	Formative Skills & Summative Scenarios.	
Week 14	Formative Skills & Summative Scenarios.	All skills must be completed. FisDap Audit of skills.
Week 15	Formative Skills & Summative Scenarios.	
Week 16	Finals Prep. Final Exams Week	Final Scenario 4/23/2026 & 4/24/2026

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Course Grading Information:

For this course, students must maintain an average of 80% and score a minimum of 80% on the course Final Examination. This course grading will be averaged based on the following criteria:

Summative Team Leads	30%
Weekly Lab Receipts	20%
Affective	20%
Midterm Scenario	10%
Final Scenario	20%

Theory course grade values are as follows:

A	90-100
B	80-89
C	71-79
D	63-70
F	62 and below

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

In this course, your performance will be assessed through active participation in lab scenarios and skills practice sessions. Your skills practices and tests will be meticulously documented in Fisdap, ensuring that your progress is tracked accurately and comprehensively. To provide you with detailed record of your efforts, all students will receive lab receipts for their daily participation. These receipts will serve as tangible acknowledgement of your commitment and involvement in the course, helping you to monitor your development and areas for improvement. Engaging fully in these hand-on sessions is crucial for mastering the emergency procedures you'll need as a paramedic.

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, 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 tests.

Student Behavioral Expectations or Conduct Policy:

The following is an excerpt from the MCC's professional Conduct Requirements:

“McLennan Community College (MCC) 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).
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 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. Violation of HIPAA guidelines may result in dismissal from the program.

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6. Students will always refrain from disruptive behavior or inappropriate language.
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.

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. In accordance with that policy, "includes, but is not limited to: cheating, plagiarism, collusion, falsifying 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

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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.
- **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:

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<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

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.