

Suggestions: Initially, the outline itself seems to lack a sense of order. My recommendation would be to begin the syllabus with the course title FIRST, not the name of the instructor (as this can change over time), followed by the Course Name and Number SECOND. THIRD, should be the course section. This allows the student to easily recognize what course they are looking at, rather than the instructor. Often, an instructor may teach more than one class, and this would easily allow the student to recognize the course. Moving down the syllabus, the instructor should complete the blank for the phone number, and perhaps offer an alternative number, if available. This information is invaluable to students in knowing how best to contact their instructor. For office hours, I would recommend that this be detailed. Rather than listing days alone, I would recommend listing the days, and the exact times, including the instructor's office number. The information says "30 minutes before and after class", but no class times are listed. This would be important to put in here. If the instructor lists out the class schedule, students will easily know what "30 minutes before and after" really means.

Under the Disability statement, there is a typo with the word disability, where the 'A' is capitalized. (I was made aware that this is an intentional typo to emphasize Ability). This statement should be of a more formal or legal standard, unless this is the standard for Amarillo College. Perhaps something more like: Accommodating Students with Disabilities:

Amarillo College is committed to making reasonable accommodations to assist individuals with disabilities in reaching their academic potential. If you have a disability which may impact your performance, attendance, or grades in this course and require accommodations, you must first register with Disability Services (dss@actx.edu). Disability Counseling Services is responsible for coordinating classroom accommodations and other services for students with disabilities. Please note that classroom accommodations cannot be provided prior to your instructor's receipt of an Accommodations Form, signed by you and your Disability Counselor. Or

Accessibility and Accommodations:

It is the goal of Amarillo College that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Services at (806) 371-5436, to establish reasonable accommodations.

Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

Contact

Location: *Disability Services (Student Service Center, room 119)*

Phone: 806-371-5436

Email: dss@actx.edu

For the 'Semester' area, I would recommend that the year be added.

Under prerequisites, I recommend that this should be listed out, or the word NONE should be added here. In reality, with the focus on industry and prep for practice, I would suggest that you add that students must have a high school diploma or GED, and be at least 18 years of age. I would also suggest that you add that the student should have had some math and English classes.

For the course description, I would recommend that you add to the current description to more fully capture the concepts that will be taught throughout the class. Also, this would be a place to list out the learner objectives, as they are not listed on the syllabus. My suggestions follows:

Course Description

The Clinical Medical Assistant Course will train students through lectures, hands-on activities, skills assessments, and mock scenarios. Students will learn to:

- Help the physician with patient examinations
- Take patient history and measure vital signs
- Give patient injections as directed by the physician
- Schedule patient appointments

- Practice within the standard of care for a Medical Assistant
- Perform first aid procedures
- Prepare a patient for procedures and/or treatments
- Maintain medication and vaccine/immunization records
- Perform Electrocardiography: obtain a 12-lead ECG
- Assist with minor surgery and suturing
- Comply with Local, State and Federal privacy standard

Under Department Expectations, something should be added to this box, not left blank. If there are no expectations, this should be left off of the syllabus.

Under the area of 'hours', it needs to have further descriptors explaining what a '3 sem hrs; 2 lec, 2 lab' means. I would recommend that you explain when and where the class meets for lecture, and when and where the lab meetings take place. This is confusing.

For the textbook area, I recommend that you offer that the book is available in the bookstore or online, and you should add "required" or "optional". If other course materials are used, they should be listed here.

I would recommend that you consider adding this under supplies, if required in the lab settings: Medical Assistant students are required to wear black scrubs and closed-toe shoes to every class session, or while in the laboratory setting, if required. If any interaction takes place in a real patient setting, I would recommend that this is where you list out the required immunizations, such as the flu vaccine and TB skin test.

Moving down on the syllabus to Grading Criteria, I recommend that you describe exactly what will be graded on this grading scale. How many exams, quizzes, labs, participation and attendance grades will there be, and what will the percentage of each of these based on the total grade. Under this box, the attendance grading criteria is given, but is vague. How many classes will there be? Is there no make-up? What do you do if you are sick?

In the Calendar section, I recommend that each week be given a title that is specific to the topic and content being discussed during that class as well as the Lab activities. Rather than just putting 'chapter 6', I recommend that you give the title of the book chapter and the key concepts to be discussed that day. In most classes, the expectation is that the book material is covered prior to coming to class. This will help the learner to understand what the focus of the class will be each time class meets.

Further, I recommend that the calendar be put in an appropriate format that is logical to the student, such as major topics to be covered, the length of the classes and lab time, the activities and assignments tied to that class day, and finally, where the lab piece will actually take place.