

2016 – 2017

COURSE: MA 240 – Administrative and Clinical Externship

COURSE DESCRIPTION: Students are placed in medical facilities of Watertown and the surrounding area for continued education and work experience. The student is required to be in attendance during the normal working hours of the medical facility on Monday through Friday. Student are to be working under the direct supervision of the training facility, do not receive compensation, and are periodically evaluated by the training facility and the supervisor.

COURSE GOAL: Upon completion of the externship, the student will have gained hands on experience through rotation of the administrative, clinical, and laboratory settings of the facility.

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DURATION: 240 Clock Hours

4 Semester Credits

SEMESTER: Fall 2016 (8/18/16 – 12/16/16)

STUDENT LEARNING OUTCOMES:

1. The student, while in training, shall be deemed a trainee and shall progress from job to job in order to gain experience as defined in the clinical evaluation form. The clinical evaluation form shall be followed as close as possible.
2. The student will familiarize and adhere to all rules and regulations of the training agency. In the event the student is unable to report as scheduled, the student must notify the agency supervisor immediately.
3. The student will demonstrate honesty, punctuality, courtesy, and a cooperative attitude, proper health and grooming habits, proper dress, and a willingness to learn.
4. The student will furnish the supervisor-instructor and training agency with all necessary information in order to complete all necessary reports at the end of his/her externship.
5. The student will conform to the rules and regulations of the training agency and the school district and will consult the supervisor-instructor about any difficulties arising at the training station.
6. The student will be informed of the required **240 hours of supervised, unpaid, and documented** completion of externship hours required for graduation.
7. Respect the confidentiality of the workplace, its clients, and its employees.
8. Review the responsibilities of the work site with the supervisor and never take on responsibilities out of the Medical Assistant Scope of Practice.
9. Complete assigned tasks in a timely and efficient manner.
10. Remain positive and enthusiastic about your externship; show initiative and interest and be willing to be of assistance wherever the facility may need additional assistance.

11. Give permission for LATI to disclose information regarding academic progress and attendance during the academic school years at LATI.
12. The student will carry his/her own Professional Liability Insurance.
13. The student will be given a copy of the evaluation tool that will be used by the practicum site will use to document the competencies and skills performed by the student while on site.
14. Student will be given a copy of the tool used to calculate the externship grade.

ATTENDANCE: Students are required to be on externship daily. Externship is completed by accumulating the total required supervised, unpaid, 240 hours. Days/hours that a student misses will be made up and may require the student to extend the contract dates.

STUDENT HANDBOOK: As a student, you are responsible for the information in the LATI handbook located at www.lakeareatech.edu under Current Student/Academics.

ACADEMIC INTEGRITY: Students' Responsibilities: Students are responsible for their own behaviors and are expected to maintain stated standards of academic honesty. Externship is part of the academic portion of the program and therefore, students are held accountable as if they were on campus.

FACULTY AND ADMINISTRATOR RESPONSIBILITIES: Students are still part of the LATI campus and will maintain contact with instructors and administration.

PERSONAL COUNSELING: Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times, referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

CAREER SEARCH: The Practicum Coordinator and faculty will offer the student assistance in the job search and available employment opportunities. In addition, LATI houses a part-time employee from the SD Department of Labor and Regulation that posts job opportunities directly to the programs as well as the LATI website (www.lakeareatech.edu) posts job listings.

AMERICANS WITH DISABILITIES ACT:

Students are entitled to 'reasonable accommodations' under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify the instructor and make appropriate arrangements with the Counseling Office.

STUDENT TUTORING:

The Educational Services Center staff and peer tutors provide tutoring for all courses. If you are a student in need of help in any of your classes, please contact the Educational Services Coordinator located in the LATI library.

PERSONAL OBJECTIVES:

- Attend Externship daily
- Be early and not late
- Be flexible
- Demonstrate a high level of responsibility
- Display respect for other members of the facility

- Display professionalism
- Maintain confidentiality
- Be in full uniform and name badge

COMPLETION STANDARDS: Students must have completed and passed with the required passing grade all academic and general education courses in order to begin externship. The student will pass the externship with a minimum of 80% overall grade in the course.

EVALUATION AND GRADING: Evaluation is directly related to the performance objectives. Performance will be evaluated by practicum site supervisors.

EVALUATION: The assessment and grading of student performance on externship is evaluated on the following activities:

Performance: 100%

The letter grade is based on the percentage of total points earned throughout the externship. Students will need to complete practicum with an 80% or above in order to graduate from the Medical Assisting program.

Students will be provided with a copy of the Practicum Evaluation form in order to have access to what they are being evaluated on. In addition, students will be provided a copy of the grading scale for the practicum grading scale.

Without my permission, you do not have the authority to record any of my class, its class members or any content expressed here. Instructors retain the right to adjust the course schedule and revise the course syllabus as needed.



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