

**\*\*This syllabus is not considered a legal document and is subject to change.**

## **COURSE SYLLABUS – PAR 225**

### **Rescue Operations**

**Course Number, Title, CRN, Section:**

PAR 225, Rescue Operations, CRN 3068, Section 401

**Semester, Year, Day, Time, Location:**

Summer 2017, ONLINE CLASS, No Face to Face Meetings

**Instructor Name: Mr. James Mitchell, M.A., NREMT-P**

**Office: Main Campus Room 437**

**Telephone: (304) 710-3518**

**E-mail: [mitchell86@mctc.edu](mailto:mitchell86@mctc.edu)**

**Office Hours:**

Monday	Tuesday	Wednesday	Thursday
8:00am-9:00am	9:00am-10:00am	10:00am-2:30pm	9:00am-9:30am

**Course Description, Credits, Prerequisites:**

**3.0 credits --** A lecture course designed to develop awareness of rescue operations, hazardous materials, incidents, ambulance operations, crime scenes and others.

**Required Textbook(s):**

Nancy Caroline's Emergency Care in the Streets (7<sup>th</sup> Edition)( ISBN: 978-1-4496-3780-4)

**Required Materials:**

Jones and Bartlett Premier Navigate 2 access (comes with ISBN listed above).

**Recommended Materials:** (optional).

Nancy Caroline's Emergency Care in the Streets Student Workbook.

**Computer Requirement:**

PC with web access is required for all students; campus computers may be used for class assignments.

All students must have an MCTC account and communicate with their instructor(s) via MCTC e-mail.

All students are required to complete their Starfish profile and use Starfish to schedule appointments with their advisor(s) and other services. Students can login to Starfish from the link in Blackboard. Students should check their MCTC email daily for incoming messages and Starfish alerts.

All students are required to complete online assignments and assignments posted on Blackboard or other online learning platforms as required by the course.

**Make-up Policy:**

Students must complete all course work as assigned and as scheduled. Missed exams must be made up within one week of the missed exam or the student will be given the grade of "0."

**Late Work / Assignments Policy:**

Assignments are due the date indicated by the instructor. Assignments turned in late for any reason will be subject to the following: 10% reduction of points for assignments turned in up to one week late. 20% reduction of points for assignments turned in up to two weeks late. ASSIGNMENTS THAT ARE TURNED IN MORE THAN TWO WEEKS LATE WILL NOT BE GRADED. Extenuating circumstances will be evaluated by the instructor on a case by case basis; make sure to communicate with the instructor to let him or her know if you will be turning in assignments after they are due.

**Attendance/Tardiness Policy:**

Students who are absent in excess of 15% of the total class meetings may be dropped from the class. Some departments/programs may have additional attendance guidelines and related grading policies. The instructor shall detail the specific attendance policy for his/her class. Students are responsible for all missed coursework. It is the student's responsibility to contact the instructor for any absences or missed assignments (Refer to the Make-up Policy section for guidelines pertaining to missed assignment). Attendance for this online course will be taken based on the completion of the assignments for each week. Completion of assignments will be determined on Sunday at 11:59pm of each week.

Failure to officially withdraw may result in a failing grade for the course.

Students in online courses are required to successfully complete the online course orientation and actively participate in the course as described in the Instructor's Course Requirements. Students not meeting these requirements may be administratively dropped at the discretion of the instructor.

If there is an attendance component for the final grade, students who have not met the required attendance percentage at mid-term, cannot pass the class. Students who exceed the allotted absences or whose GPA falls below the required GPA at mid-term, may not be eligible for financial aid disbursement.

Financial Aid Information ([ofa@mctc.edu](mailto:ofa@mctc.edu)) (Check MyMCTC for status)

**Academic Support:**

The Academic Skills Center in room 103 provides the following resources:

**Peer Tutoring** is a free service available to current students who are interested in receiving one-on-one assistance from a peer who has successfully completed the course. **Study mentoring** is a free service in which faculty provide organization and study skills assistance. To make an appointment with a peer tutor or study mentor, please contact Ms. Rebecca White at [moses@mctc.edu](mailto:moses@mctc.edu) or (304)710-3435 or stop by the Academic Skills Center in room 103.

Located on the 1<sup>st</sup> floor of the Main Building in Room 103D, the Mountwest Writing Center offers you a 30 minute, one-on-one tutoring session for any written assignment. Bring a printed draft of your paper and a copy of your professor's assignment sheet, and your Writing Center instructor will guide you in learning how to revise grammar usage, sentence structure, organization, thesis and paragraph development, and much more. Walk-ins are welcome. No appointments are necessary but are accepted. Please contact Mr. Jesse Riggs, Coordinator at [riggsj@mctc.edu](mailto:riggsj@mctc.edu) or (304)710-3437.

**Rescue Operations  
PAR 225**

<b>Date</b>	<b>Schedule</b>	<b>Homework / Assignments / Test /</b>	<b>Assignment(s) Due By 11:59pm</b>
<b>May 15</b>	Ch. 47 & Ch. 49	Assignment # 1, #2, #3, Test Ch. 47, Test Ch. 49, Interactive Lecture 47, Interactive Lecture 49, Case Study 47, Case Study 49	May 21
<b>May 22</b>	Ch. 46 & Ch. 48	Test Ch. 46, Test Ch. 48, Interactive Lecture 46, Interactive Lecture 48, Discussion Board # 2, Case Study 46, Case Study 48	May 28
<b>May 29</b>	Ch. 50	Test Ch. 50, Interactive Lecture 50, Case Study 50	June 4
<b>June 5</b>	Ch. 51	Test Ch. 51, Interactive Lecture 51, Discussion Board # 3, Case Study 51	June 11
<b>June 12</b>	Ch. 52	Test Ch. 52, Test Ch. 52, Interactive Lecture 52, Case Study 52	June 18

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