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COURSE SYLLABUS – PAR 290
Paramedic Capstone

Course Number, Title, CRN, Section:

PAR 290, Paramedic Capstone, CRN 3075, Section 302

Semester, Year, Day, Time, Location:

Summer 2017, Tuesday 10:00am-6:30pm, Room 422

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

Office: Main Campus Room 437

Telephone: (304) 710-3518

E-mail: 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 -- This course is designed as a review of all PAR coursework to prepare students for the National Registry of EMT's National Certification Exam. This class is intended to be an interactive and hands-on learning experience.

Required Textbook(s):

Nancy Caroline's Emergency Care in the Streets (7th 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 outside of class time.

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

Cognitive domain is the student's knowledge as demonstrated by written exams and assignments.

Psychomotor domain is the student's ability to perform skills and tasks learned in the program. The student must pass each skill following the practical examination policy. Failure to pass all skills as described in the practical examination policy will constitute failure of the psychomotor domain.

Evaluations and Grading:

Course grades will be calculated based on the average for the following exams:

FISDAP Unit Exams (6)

ACLS Exam (1)

FISDAP Comprehensive Exit Exam (2)

FISDAP TEST:

In addition to the above standards for earning a letter grade, students must take and pass the Fisdap Paramedic exit exam to be eligible to sit for the National Registry of EMT-Paramedic level written exam.

GRADE SCALE

Score	Grade
93-100%	A
84-92%	B
75-83%	C
68-74%	D
Below 68	F

Make-up Policy:

Students must complete all course work as assigned and as scheduled. Students may only make up exams with the prior approval of the course instructor. Missed exams must be made up within one (1) week of the missed exam or the student will be given the grade of "0." Make-up tests MUST be made up during office hours NOT during regular class time.

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).

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.

Students must understand that they will not be considered eligible for the National Registry of Emergency Medical Technicians Paramedic Examination process unless they have completed ALL PAR courses with an overall grade of "C" or better. Students may be removed from the program at any time that their overall performance in a course falls below these standards.

Due to liability issues, students who are dropped for nonpayment may not remain in or attend class. A student will be asked to leave class and may not return until the Registrar's office receives approval for reinstatement from the Bursar's office. To receive approval for reinstatement a student must go to the Bursar's office Cashier's station, located in the lower level of the MCTC building and either pay their bill or sign a payment plan. Once an arrangement has been made with the Bursar's office, students will take verification to the Registrar's office. The Registrar will re-enroll the student into the dropped course, unless the class is already full. If the class is full, the instructor will receive a call or email notification from the Registrar requesting permission to overload the class. If the instructor denies an overload, a student will not be allowed to re-enroll and must work with the advising center to determine other course options.

As a student, you are responsible for all information that is communicated on-line by Mountwest Community and Technical College via "My MCTC." See the MCTC Homepage.

- See Mountwest Catalog at <http://www.mctc.edu/>
- Academic Honesty – refer to the Mountwest Catalog
- Disabled Student Services – Contact the Office of Student Services
- Financial Aid Information - ofa@mctc.edu (Check MyMCTC for status)
- Student Information at myMCTC (for which you are responsible as a student) <http://www.mctc.edu>
- Inclement Weather Procedures - <http://www.mctc.edu/safety/weather-related-closings/>

Classroom etiquette or rules of conduct

Students have paid for the privilege to learn in the College environment. Those who cause the learning process to be significantly disrupted may be asked to leave the classroom and meet the Program Coordinator or Dean of Allied Health & Life Sciences prior to re-admission to the classroom. College disciplinary measures may be invoked in extreme circumstances. Harassment by students or intentional abuse of College property shall not be tolerated at any level. Students will be expected to conduct themselves as adults in the classroom.

Cell phone policy

All Cell Phones and Pagers must be turned off or turned to VIBRATE prior to entering the classroom. No interruptions of class unless it is an EMERGENCY. If a student is caught using their phone during a quiz or a test, it will be assumed the student is cheating. Their score for that assignment will be 'zero' and they will be subject to the academic dishonesty policy noted in the handbook.

Academic Calendar:

<http://www.mctc.edu/student-services/registrar/academic-calendar/>

***** If you have any questions regarding this subject matter, don't hesitate to contact me**

Video & Audio recording of the class is prohibited.

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