

Faculty Information



Jennifer Stephens, LP

EMS Instructor

Office: Emergency Services Technology Room 112

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Office Hours

Campus Office Hours:

Monday - Friday 0800-1700 (Make Appointments Please)

Online Office Hours:

Monday - Friday 0800-1700 (Make Appointments Please)

Preferred Method of Communication:

Email is our primary source of communication and must be used to convey problems or issues with the course or information about possible days of absence.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- Notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- Communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- Post grades for discussion postings within one week of the discussion thread closing.
- Provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Textbook Information and Required Hardware Software

Textbook(s):

Emergency Care and Transportation of the Sick and Injured, Tenth Edition. AAOS
EMT Premier Package Digital Supplement. AAOS
EMSTESTING.com EMT Student Access Code

Software:

Websites:

www.fisdap.com, www.jblearning.com

Information about the Course

Course Description

EMSP 1501 Emergency Medical Technician – Basic (51.0904) (3-7) 5 hours

This course is in preparation for certification as an Emergency Medical Technician (EMT) - Basic. This course includes all the skills necessary to provide emergency medical care at a basic life support level with an emergency service or other specialized services. Lab fee required.

Course Prerequisites:

Corequisite: Consent from the department chair.

Grading

<i>Type of Assignment</i>	<i>Percentage/Points</i>
Homework	10%
Quizzes	10%
Professionalism - Affective Domain	10%
Lab Participation/preparation	15%
Unit Exams	30%
Final Exam	25%
	100%

Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-59

A minimum final course grade of 75 is required criteria for progression/graduation. Students must meet all course requirements or a grade of D or F will be assigned according to the above scale. Grades below 75 will not be rounded up.

Grading Policy:

Please understand that this is a required course for the EMSP program in order to prepare you working as a Paramedic. Quality work and active participation is expected and not to be negotiated. As a general policy,

grades will be taken in class. Any written assignments or tests will be graded outside of class. You can expect feedback on assignments within a week's time.

Student Course Participation

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting “kicked off” of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Course Alignment with Industry Standards

NHTSA Paramedic Curriculum

TDHS Paramedic Curriculum

NREMT Standards

Coeamps Standards

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate note-taking relative to instruction. Any written assignments will be submitted electronically on Blackboard. **The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time.** Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically need to be **WORD documents (doc or docx).**

Attendance Policy

Students are expected to attend class regularly. Students are expected to attend class regularly. Attendance will be recorded using an attendance roster. Excessive absences (greater than or equal to 20% of classroom time) will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. If a student incurs more than 2 unexcused absences or misses greater than 10% of the class during the semester, that student will not be allowed the opportunity to test the National Registry Exam.

AVID

A diverse variety of AVID strategies are implemented as required by the diverse settings and variables presented by the course material.

Grade Inquiry Policy

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

1. Attend class and participate.

2. Contribute and cooperate with civility.
3. Submit assignments on time. Late work will be accepted but at a reduced grade. Up to 24 hrs. late 25% reduced score. 24-48 hrs. late 50% reduced grade. After 48 hours it will not be accepted.
4. There are no second attempts on any chapter assignments during the week. The original score the student receives for the assignment will be what is recorded in the grade book.
5. There are no second attempts on weekly tests. The original score the student receives for the assignment will be what is recorded in the grade book.
6. The student must maintain an 75% or above average in the class
7. If the student's average is found to be below an 75%, then the student will have a counseling session with the instructor and an action plan will be reviewed for the student to improve their standing in the program.

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

Course Schedule

Odessa College HS EMT Spring 2015 Schedule

M-F 8:00 AM - 10:00 AM

Week 1	Jan 14 - Jan 16	Introduction	Vital Signs/Oxygen Administration
Week 2	Jan 17 - Jan 23	Chapter 1 EMS Systems, Chapter 2 Workforce Safety and Wellness	Vital Signs/Oxygen Administration
Week 3	Jan 24 - Jan 30	Chapter 3 Medical, Legal, and Ethical Issues, Chapter 4 Communications and Documentation, Chapter 5 The Human Body	BVM Ventilation/ Mechanical Aids to Breathing
Week 4	Jan 31 - Feb 6	Chapter 6 Life Span Development, Chapter 7 Principles of Pharmacology, Chapter 8 Patient Assessment	Bronchodilators
Week 5	Feb 7 - Feb 13	Chapter 9 Airway Management, Chapter 10 Shock	Bleeding Control/Shock Management/ Joint Bone Injury/ Long Bone Injury
Week 6	Feb 14 - Feb 20	Chapter 11 BLS Resuscitation, Chapter 12 Medical Overview, Chapter 13 Respiratory Emergencies	Spinal Immobilization-Supine
Week 7	Feb 21 - Feb 27	Chapter 14 Cardiovascular Emergencies, Chapter 15 Neurologic Emergencies, Chapter 16 Gastrointestinal and Urologic Emergencies	Spinal Immobilization-Seated
Week 8	Feb 28 - Mar 6	Chapter 17 Endocrine and Hematalogic Emergencies, Chapter 18 Immunologic Emergencies, Chapter 19 Toxicology	Traction Splinting
Spring Break	Mar 9 - 13	Spring Break	Spring Break
Week 9	Mar 14 - Mar 20	Chapter 20 Psychiatric Emergencies, Chapter 21 Gynecologic	Cardiac Arrest Management/AED
Week 10	Mar 21 - Mar 27	Chapter 22 Trauma Overview, Chapter 23 Bleeding, Chapter 24 Soft-Tissue Injuries	MAST
Week 11	Mar 28 - Apr 3	Chapter 25 Face and Neck Injuries, Chapter 26 Head and Spine Injuries, Chapter 27 Chest Injuries	Good Friday Holiday
Week 12	Apr 4 - Apr 10	Chapter 28 Abdominal and Genitourinary Injuries, Chapter 29 Orthopaedic Injuries	Epinephrine Auto-Injectors/ Intro to Patient Assessment
Week 13	Apr 13 - Apr 17	Chapter 30 Environment Emergencies, Chapter 31 Obstetrics and Neonatal Care	Patient Assessment-Trauma
Week 14	Apr 18 - Apr 24	Chapter 32 Pediatric Emergencies, Chapter 33 Geriatric Emergencies, Chapter 34 Patients with Special Challenges	Patient Assessment-Trauma
Week 15	Apr 25 - May 1	Chapter 35 Lifting and Moving Patients, Chapter 36 Transport Operations, Chapter 37 Vehicle Extrication and Special Rescue	Patient Assessment-Medical
Week 16	May 2 - May 7	Chapter 38 Incident Management, Chapter 39 Terrorism and	Patient Assessment-Medical

General Education – Core Objectives (COs)

(Note to course instructor: Delete this entire section if this course is not part of the Core Curriculum or General Education courses.)

Description of Core Objectives (CO's)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (COs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses*)

Odessa College's Core Objectives (COs):

1. *Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making
6. *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes (SLOs)

The following table details how this course's STUDENT LEARNING OUTCOMES (SLOs) align with COs.

Directions for Instructor:

1. *In the left-hand column, list specific SLOs that indicate what students will be able to do at the end of the course. You may reference the number from the Learning Outcomes listed in the Course Learning Outcomes list under the Course Description.*

2. Determine, as appropriate, how your SLOs align with the CO's that are listed in the right-hand column. NOTE: A course may not incorporate all 6 COs. Every course should include an SLO that aligns with "critical thinking" and "communication" skills. Every Core course has assigned CO's indicated in the chart above that should correlate to SLO's here.

Outcome	ICO
Patient assessment techniques to formulate a field impression and treatment plan.	<i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
The use of technology and affective communication techniques to facilitate continuity of patient care within/beyond the EMS system.	<i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication
Analysis of patient assessment/monitoring and dosage calculations.	<i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
Implementation of treatment plan using team dynamics.	<i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
The ability to apply ethical principles of paramedicine to work as a paramedic.	<i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making
The ability to apply principles of public education, research and the recognition of cultural diversity.	<i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Odessa College Policies

Tuition Discounts

The **"First Course is Free"** discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The **“Academic Progress Discount”** provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that “[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).”

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook; Student Rights & Responsibilities*
<http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at

https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online Click here.
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online Click here.
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online Click here.
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online Click here.

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account? Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number

432-335-6861

Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
FAQ Service	LibAnswers: http://libanswers.odessa.edu
Contact a Specific OC Librarian	Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu
LRC Services and Guidelines Website	https://www.odessa.edu/dept/library/services/index.htm

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

Equipment/Services Available	Used For	Available
Books, videos, CDs	Research	On Campus and Online
Specialized databases not available online for free	Research	On Campus and Online
Magazines, newspapers, & scholarly journals	Research	On Campus and Online
Computers	Research & word processing	On Campus
Selected textbooks for short-term use	Course work	On Campus
Trained staff	Answer "where do I find...?"	On Campus and Online
Tutorials	Tips for research strategies	On Campus and Online
Photocopiers, VHS/DVD players, FAX service	For course work	On Campus

Quiet study areas

For course work

On Campus

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

Main Number	432-335-6673
Campus Location	1st floor of the Library
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Assistance / Chat	Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i>

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

Equipment/Services Available	Used For	Available
Tutoring by CRLA & Avid trained tutors	Understanding course work and motivation	On Campus and Online Click here for more information.
Student Information Seminars (SIS)	Demo email, Blackboard and SSC resources	On Campus and Online Click here for more information.
Study Skills	Tools needed to succeed	On Campus and Online Click here for more information.
Basic Technology	To navigate classes, email, etc.	On Campus and Online
Plato Web	Practice for TEAS test and basic math, science, etc.	On Campus and Online Click here for more information.
Project T.I.E.	Practice for GED/COMPASS	On Campus and Online Click here for more information.

		information.
Student Orientation/Tour	Show individual students where their classes will be. SIS presentation	On Campus
M.O.R.E. Mentoring Program	Networking, tips to navigate college life successfully	On Campus Click here for more information.
Smart thinking	Online tutoring service. Connect with an e-structor and interact with a live tutor.	Online Click here for more information.

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm