



MILWAUKEE AREA TECHNICAL COLLEGE

M.A.T.C.

EMERGENCY MEDICAL TECHNICIAN

COURSE SYLLABUS



Instructors Name:

Instructors Email:

Instructors Phone:

Instructors Office Location:

Instructors Office Hours:

Course Number/Section: 192-

Credits 5

COURSE DESCRIPTION

The Emergency Medical Technician-Basic serves as a vital link in the chain of the health care team. The EMT can recognize the nature and seriousness of the patient condition or extent of injuries to assess requirements for emergency medical care. The EMT will administer appropriate care based on assessment findings. The EMT will lift, move, position, and otherwise handle and transport the patient to minimize discomfort and prevent further injury.

DATES: Provided on your student program or will be provided by your Lead Instructor.

PREREQUISITE: NONE

AGE: Student may enroll at 17 years of age but must be 18 years of age to take the National Registry of Emergency Medical Technicians Written Exam and be 18 years of age to apply for your State of Wisconsin EMT-Basic license.

AMERICANS WITH DISABILITIES ACT (ADA) – ESSENTIAL EMS PROVIDER JOB FUNCTIONS

Milwaukee Area Technical College complies with the Americans with Disabilities Act (ADA) and will make reasonable accommodations for students with documented disabilities. If you have a disability that impacts your academic performance and wish to request an accommodation, contact Student Accommodation Services at (<http://www.matc.edu/student/resources/needs.cfm>, for details). They may require documentation regarding your disability to enable them to comply with your request. Admission of a disability is voluntary and will be handled in a confidential manner. Students with documented disabilities should seek out the support from Student Accommodations Services before classes begin or immediately upon start of class. To ensure your academic success in your program, you are strongly encouraged to provide your instructor with a copy of the Instructor Notification Form from Student Accommodation Services.

AMERICANS WITH DISABILITIES ACT (ADA) – ESSENTIAL EMS PROVIDER JOB FUNCTIONS continued:

Given the nature of providing health care to sick people in what can be emergent or critical situations, however, reasonable accommodations are not available in many instances. To serve as a guide, the following are essential job functions for emergency medical health care providers (EMS providers) for which MATC typically cannot make accommodations by virtue of clinical and field site limitations. Students who cannot perform the following essential functions without accommodations may not be able to participate in EMS clinical or field experiences (depending on the nature of the accommodation required and whether or not such accommodation can be reasonably provided), which will result in exclusion from EMS programs.

Gross Motor Function:

- *Move within confined spaces
- *Maintain balance in multiple positions
- *Reach above shoulders
- *Reach below waist
- *Reach out front

Fine Motor Functions:

- *Pick up objects with the hands
- *Grasp small objects
- *Write with pen or pencil
- *Type
- *Pinch grasp objects
- *Twist objects
- *Squeeze with fingers

Physical Endurance:

- *Stand
- *Sustain repetitive movements
- *Maintain physical tolerance

Physical Strength:

- *Push, pull, lift and sustain 50 pounds
- *Carry equipment and supplies
- *Use upper body strength
- *Squeeze with hands

Mobility:

- *Twist
- *Bend
- *Stoop
- *Squat
- *Move Quickly
- *Climb Stairs
- *Walk

Hearing:

- *Hear normal speaking-level sounds
- *Hear faint voices (whisper at 10 feet)
- *Hear faint body sounds
- *Hear in situations when not able to see lips
- *Hear auditory alarms

Visual:

- *See objects up to 20 inches and 20 feet away
- *Use depth perception
- *Use peripheral vision
- *Distinguish color and color intensity (color vision test)

Tactile:

- *Feel vibrations
- *Detect temperature
- *Feel differences in surface characteristics
- *Feel differences in sizes and shapes
- *Detect environmental temperature

Smell:

- *Detect odors (i.e. foul smelling drainage, alcohol on breath, smoke, and gasses)

Environment:

- *Tolerate exposure to allergens (i.e. cats, dogs, pollen)
- *Tolerate strong soaps
- *Tolerate strong odors

Emotional Stability:

- *Able to establish professional relationships
- *Provide patient with emotional support
- *Adapt to changing environment/stress
- *Deal with the unexpected
- *Focus on task
- *Cope with own emotions
- *Perform multiple responsibilities concurrently
- *Cope with strong emotions in others (i.e. grief, anger)

Additional information on the MATC Student Accommodations Services can be found in the Student Accommodations Services Student Guide, Procedures, Responsibilities and Guidelines. Available from Support Services at the Milwaukee, Mequon, Oak Creek or West Allis Campuses.

COURSE OBJECTIVES:

NOTE: Specific Cognitive, Psychomotor, and Affective course objectives are in compliance with the 2010 Department of Transportation National Standard EMT Curriculum.

INSTRUCTIONAL METHODS:

Course is scheduled twice a week for seventeen weeks with five or six of the weeks having three classes scheduled. The total hours will be 180, including patient contacts. Note 12 hours are allotted for Patient Contacts, it may require more hours to obtain the contacts. Each session may be comprised of lecture, demonstration, and laboratory practice. PowerPoint presentations, transparencies, video and audio tapes, and anatomical models may be utilized to supplement lecture material. It is imperative that you complete all the required reading and assignments. Study groups are highly encouraged.

COURSE EVALUATION AND STUDENT RESPONSIBILITIES:

It is the responsibility of the Emergency Medical Services Program at Milwaukee Area Technical College to insure that each graduate has met the minimum standards established by the U.S. Department of Transportation and the Wisconsin Department of Health and Family Services, EMS section. To this end, all students must possess the knowledge and skills necessary to function as safe practitioners at the completion of this course. Successful students are capable of passing the state ambulance attendant licensure exam (National Registry).

GRADING:

The following is the grading policy for all Basic EMT courses

1. There are six (6) section examinations. A 78% is considered a passing grade on the total of all six written examinations combined. At such time a student reaches a point in the course where he/she is unable to attain the combined passing score of 78% from the combination of the six written section examinations, he/she will be considered as failing and shall be dropped from the course. There are no written section examination retests.
2. If a student misses a Section test lesson and is not able to make up the exact Section test lesson within another EMT-Basic section, you will forfeit 10% from that Section written test. It is important that you contact your Lead Instructor, if you realize that you may be absent for any Section test lesson(s). Your Lead Instructor will discuss with you your options to make up your missed written and practical testing.
3. All section practical examinations are based on the National Standard Criteria. Any student unable to achieve a passing performance of any of the practical stations will be considered as failing and be dropped from the course. Students not achieving a passing performance shall be remediated as per the National Standard Criteria and allowed a retest in order to achieve a passing performance.
4. The final written examination has a passing grade of 78%. Any student not achieving a 78% on their first attempt of the final written examination shall be allowed one retest to achieve a passing grade of 78%. There will be no review of the final examination with persons failing the final examination for the first time. Retest examinations and review will be arranged and scheduled by the lead instructor. A student who has failed the final written examination and has requested a retest will be given a grade of no more than 78%. No retest shall be used to increase a final grade average. No student passing the final examination will be allowed to take a retest. Any student not achieving a passing grade of 78% or above on their first attempt of the final examination or a 78% passing grade on their retest attempt shall be considered as failing this course and be dropped from the course and be given a grade of "U". The score of a failing final written examination shall not be added to the combined scores of the six section examinations to reach a course average of 78% or higher.
5. The average from the six written section examination scores and the score from a passing final written examination shall be added together and then divided by two for the final course grade. A score of 78% or above is passing. A score of 77% or below denotes failure. The student will be given a letter grade of "U" (Unsatisfactory/Failure).

A	=	95-100%
A-	=	93-94%
B+	=	90-92%
B	=	87-89%
B-	=	85-86%
C+	=	81-84%
C	=	78-80%
U = 77% or below (Unsatisfactory/Failure)		

6. Lesson quizzes may be given at any time during this course. They are not counted in your class grade. These quizzes are given to track the progress and needs of the students.
7. American Heart Association Standards require a passing grade of 84% on all CPR, therefore, a passing grade of 84% shall be considered as passing for the CPR portion of this course.
8. Your lead instructors may have extra credit programs in their section, which will be discussed in lesson 1.
9. **Grade Appeal Process** -Within fifteen (15) business days from the date grades are due (or submitted if done so after the due date), the student shall contact the instructor who issued the final grade and discuss the grade in question. The contact or the discussion should occur or be documented in writing via email. If the student is unable to contact the faculty member, he or she may seek assistance through the instructor's Associate Dean.

If the student and instructor are unable to resolve the dispute, and the student wishes to pursue the matter, he or she shall contact the Associate Dean in writing within five (5) business days of the faculty member's decision. The student must indicate the course number, the instructor's name, and the reasons for disputing the final grade on a Grade Appeal Request form.

The full policy can be located here:

https://www.matc.edu/student/resources/academic_grade_appeal.cfm

INCOMPLETE POLICY:

The incomplete policy in this course is in accordance with the statement in the MATC College Catalog. Incomplete grades are given only when the student is unable to complete the course due to unusual circumstances. It is not intended for the student who merely falls behind in the required work. To be eligible for an incomplete grade the student must be passing with a grade of C or better. An incomplete form must be signed one week prior to the end of class and arrangements must be made with the instructor for completion of the course during the following semester. If the remaining course work is not completed during the following semester, the grade becomes a U.

TRAINING CENTER PERMIT:

You must be able to successfully apply for and obtain a Training Center Training Permit (TCTP). This is required to perform your 10 patient contacts Clinical / Field Rotations. Your Lead Instructor will discuss your patient contact/clinical in lesson 1.

The TCTP is granted by the Department of Health Services of Wisconsin. The department authorizes the training **permit** holder to participate in field and clinical training and to perform the duties of an EMT at the practice level for which the permit is issued while enrolled as a student with the approved training center. No clinical experience or "ride along" may begin without the student holding a training permit approved at the appropriate level of training. TCTP expires on the last day of class.

Application for your license will be completed on the Wisconsin e-licensing site. <https://www.wi-emss.org/public/wisconsin/>

All applicants must answer the following questions:

1) Have you ever been convicted of any felony or misdemeanor offense(s) in Wisconsin or in any other state OR do you have any felony or misdemeanor offense(s) pending against you at this time? If yes, you will be required to list each offense and provide the following information for each offense: copies of the police report or criminal complaint / Information, judgement

of conviction and sentence, verification of your compliance with all terms of each sentence, including chemical dependency assessments, if ordered by the court, and verification of your compliance/completion of probation or parole.

2) Within the last 10 years, has your driver's license been suspended, revoked or withdrawn in Wisconsin or in any other state OR do you have current pending charges that may result in the suspension, revocations or withdrawal of your driver's license? If yes, you will be required to list each offense and provide a current driver abstract obtained from the Department of Transportation.

If you answer Yes to either of these questions, you may be prohibited from obtaining the TCTP. This is a decision made by the State of Wisconsin EMS office and not MATC.

If you are not successful in obtaining a TCTP, you will NOT meet the Clinical / Field rotation requirement of the class and will be withdrawn from class.

CLINICAL/FIELD ROTATIONS:

In addition to the required hours of instruction, this course requires the student have patient interactions in a clinical setting. The students will be required to have at least 10 patient contacts during the allotted 12 hours of clinical time. Each contact will be evaluated by a preceptor who is experienced in emergency care. Clinical documentation forms must be filled out for each of the ten patient contacts. These forms are to be turned in to the instructor in order for the student to receive credit. Forms will be provided by your course instructor. Note: In order to take the National Registry exam, the 10 run reports must be handed in to the EMS instructor no later than indicated by the Lead Instructor.

STUDENT ATTENDANCE POLICY:

1. 100% Attendance of all lessons is mandatory.
2. There are no "excused absences". All absences must be made up.
3. Your course coordinator will determine how and when missed lessons are made up.
4. Your course coordinator may choose, but is not limited to, any of the following options for your make-up of lesson(s):
 - a. Attendance of the missed lesson(s) in another EMT - Basic course.
 - b. Attendance of the missed lesson(s) in an equivalent EMT refresher course.
 - c. Attendance at a "practice lesson" in a basic or refresher course for missed practice time.
 - d. Other options, as your course coordinator may determine, to be in keeping with the instructional objectives of the course.

IT IS THE STUDENTS RESPONSIBILITY TO CONTACT THE COURSE COORDINATOR CONCERNING MAKE UP OF A MISSED LESSON(S)

Due to the "building block" nature of this course and the DHFS mandatory attendance requirement, students who accumulate three (3) absences that are not made up with the same lesson number, OR a student that misses three (3) consecutive classes, will be dismissed from the course as an "Instructor Recommended Withdrawal". Example: a student misses Lesson 2 at the Mequon Campus but attends Lesson 2 at the Oak Creek Campus. In this situation, the student has not missed a class because the same content was received. If the student is not able to make up Lesson 2 at another MATC EMT Section, they would still be required to make up the time but would be charged with a missed lesson as that content was missed, this is an hour for hour make-up. A complete list of class schedules is posted at <http://ecampus.matc.edu/emstraining>. The lead instructor reserves the right to adjust this requirement based on an individual's situation.

STUDENT RESPONSIBILITIES:

1. Students are expected to be familiar with MATC policies and procedures.
Student Handbook: <http://www.matc.edu/student/studentlife/codeofconduct.cfm>
2. Be punctual for class and at the end of breaks.
3. Maintain a neat and clean appearance and be physically fit enough to perform minimal entry-level job requirements.
4. Do suggested readings, assignments, and the workbook. Effort made in workbook assignments may have a bearing on possible re-evaluation of your final course grade.
5. Participate actively in class and practice all skills. Must demonstrate conscientiousness and interest in the program.
6. Take all quizzes and examinations as scheduled. Retests or missed tests must be made up in a timely manner at the discretion of your course coordinator.
7. Skills practice outside of scheduled class time is encouraged through your agency, if possible.
8. Satisfactory clinical or field experience is required.
9. Students are strongly encouraged to discuss any problem or concern about this course or an instructor with the EMS Campus Coordinator.
10. Demonstrate proficiency in all skills in each testing session of selected topic areas and mastery of skills in the final exam.
11. All classrooms are also equipped with an Emergency Response guide, which provides guidelines for dealing with emergencies. An electronic version of the guide is available at: [http://matc.edu/public_safety/pdf/Emergency Procedures Guide.pdf](http://matc.edu/public_safety/pdf/Emergency_Procedures_Guide.pdf)
12. Students are asked to review these guidelines so they are familiar with emergency procedures.
13. Please notify your instructor during the first week of the semester if you have a condition that may limit or affect your ability to evacuate the classroom/building in an emergency.

ACADEMIC DISHONESTY:

Academic dishonesty includes, but is not limited to, cheating, collaborating with another without the approval of the instructor, plagiarizing, stealing the work of another, falsifying records of work, and assisting another student in any of the above. Academic dishonesty is a violation of the Student Code of Conduct:

<http://www.matc.edu/student/studentlife/codeofconduct.cfm>. If an instructor believes that an act of academic dishonesty may have occurred, he or she should meet with the student to discuss the alleged conduct (if possible). If the instructor determines that an act of academic dishonesty did occur, the instructor may choose one of the following responses: warn the student of unacceptable behavior, reprimand the student, and issue an alternative assignment/test, reduce the grade for the project or examination, remove the student from the course and submit a Withdrawal ("W"), or assign a failing grade for the course.

- The Student Code of Conduct is the definitive document on student conduct (including academic dishonesty) and the judicial system at any campus. For more information, call 414-297-7859.

YOUR EMAIL RESPONSIBILITIES:

You must check your Email account daily in order to make sure you receive all class announcements. It is strongly recommended you create an EMS Folder in your email to save all received emails pertaining to this class. You will often need to refer to these emails for needed information.

PROHIBITED RECORDING DEVICE USE:

To ensure compliance with both Federal and State patient confidentiality laws, while also maintaining a professional working relationship with our clinical and field sites, Milwaukee Area Technical College (MATC) Emergency Medical Service program students are not allowed to utilize photographic, video, audio, or other recording devices (including cell phones) during the course of their instruction or participation in the program unless specifically permitted by instructional staff and affected parties. The use of such recording devices is strictly prohibited during all clinical and field experiences (instructor or affected party permission is not adequate to remove this restriction at clinical and field sites).

SOCIAL NETWORKING PARTICIPATION:

MATC Emergency Medical Service program students are strictly prohibited from including or posting information pertaining to classroom, lab, clinical or field experiences on social networking websites (including, but not limited to, Facebook, Myspace, Twitter, Instagram, Pinterest, etc.) or any other type of internet, computer, or technology-based social networking site, media sharing site, electronic bulletin board, blog, wiki, listserv, or equivalent media outlet. Many clinical and field sites have similar prohibitions for their employees and MATC Emergency Medical Service program students should consider all such disclosures to be prohibited, regardless of the clinical or field site at which the experience occurred. Violation of this rule subjects you the student to immediate expulsion and exposes you to personal potential criminal and civil liabilities.

PUBLIC DISCLOSURES OF CARE:

Public scrutiny, criticism, or disclosure of patient care delivered by clinical or field site staff / personnel is strictly prohibited (unless such disclosure is required or protected by law). Such disclosures include those made via social networking sites, as well as other traditional means of communication. If a student witnesses patient care issues at a specific clinical or field site, such concerns should be directed to the Course Lead Instructor for further follow-up with the clinical or field site.

CELL PHONES:

Cell phones are a distraction. Please make sure your cell phone is turned OFF. If you must have your cell phone on for family emergencies, you must inform your instructor. **NO TEXTING OR ACCESSING INTERNET DURING CLASSES OR LABS.**

MUSIC / VIDEO DEVICES:

No listening, watching during class or labs.

INAPPROPRIATE BEHAVIOR:

Inappropriate behavior such as cheating, sleeping, talking to fellow students during lectures will not be tolerated. Students that continue to disrupt the class by talking during times that the instructor is talking, will be dealt with by a reassignment of classroom seats and up to and including removal from class if the problem continues per school policy. The procedures explained in the Student Code of Conduct will be followed for violations of this rule.

DRESS CODE:

Clothing should be comfortable and allow for movement without revealing posterior or anterior areas. Many of the classes involve labs which will require working on the floor and with equipment that will be applied to students. Appropriate dress is required. No low cut tops or low pants are acceptable. This course is a career track course with expectations of professionalism. During your clinical and ride-a-long time, you will be required to adhere to the requirements of the organization you schedule with.

LATE POLICY / EARLY DEPARTURE:

Students are required to arrive to class on time; tardiness will not be tolerated. Three (3) late arrivals to class or an unexcused early departure from class will result in one (1) absence being recorded. All missed time will have to be made up. If you have an extenuating situation that will cause you to arrive late, text or email your instructor with a brief explanation.

STUDENT CODE OF CONDUCT:

Students are required to abide by the MATC Student Code of Conduct, which can be found at:
<http://www.matc.edu/student/studentlife/codeofconduct.cfm>

LICENSURE WITH THE STATE OF WISCONSIN:

Successful completion of this course DOES NOT License you to perform as an EMT in the State of Wisconsin. The following are the requirements to apply for license in the State of Wisconsin:

- 1) Successful completion of EMT Course
- 2) Successful completion of Healthcare Provider CPR Class
- 3) Successful completion of the National Registry of Emergency Medical Technician, practical and written evaluation.

Application for your license will be completed on the Wisconsin e-licensing site. <https://www.wi-emss.org/public/wisconsin/>.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):

Under the provisions of the Family Educational Rights and Privacy Act, the progress of a student in a course at Milwaukee Area Technical College can only be discussed with the student, unless the student agrees in writing to allow someone else to be apprised of their progress.

TITLE IX REPORTING AND REQUIREMENTS:

Title IX is a federal law that prohibits sex discrimination. Sex discrimination includes sexual harassment, sexual violence, and any other sex-based misconduct, relationship violence, discrimination based on pregnancy, and the failure to provide equal opportunity in all areas of schooling such as admissions, educational programs or activities, and athletics.

In accordance with Title IX, any type of sexual discrimination or other unlawful discrimination or harassment is taken seriously, and is promptly investigated by the college. Complaints or concerns about sexual discrimination or harassment, may be filed through the MATC report form at: https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=2.

In addition, MATC's Title IX Coordinator and Deputy Coordinators are available to provide information concerning the college's policies, resources and to discuss concerns related to Equal Opportunity issues, including sexual misconduct or sexual harassment.

Interim MATC Title IX Coordinator - Dr. Mark Felsheim.

Phone: 414-571-4616

Email: felsheim@matc.edu

Reports of sexual assault, stalking, domestic abuse and other criminal activity should be made to MATC Public Safety at 414-297-6200.

Title IX also prohibits discrimination on the basis of pregnancy or related conditions. If you need to be absent due to medical conditions relating to pregnancy and maternity leave, such absences will be excused as long as deemed medically necessary by a student's doctor. You will be given the opportunity to make up missed work. Students needing assistance as a result of a pregnancy or related condition must contact the Student Accommodation Services at 414-297-6750.

MATC is committed to making our campus a safe place for students. Because of this commitment, if you tell an instructor about an experience of sexual assault, sexual harassment, stalking, dating violence, domestic violence, sexual misconduct or any form of gender discrimination involving a member of the campus, **your instructor is required to report** this information to the Title IX

Coordinator or Deputy Title IX Coordinator. Reporting of the information to Title IX Coordinator or Deputy Title IX Coordinator still affords confidentiality. The Title IX Coordinator Deputy Title IX Coordinator will generally abide by your wish to proceed or not with a review of the matter.

EMERGENCY/EVACUATIONS STATEMENT:

Every Milwaukee Area Technical College building is equipped with a mass notification system that will be used by the Department of Public Safety to provide directions during an emergency. Students can also receive text messages with school closing and other emergency notifications from our RaveAlert system. Sign up at <https://www.getrave.com/login/matc>

All classrooms are equipped with an Emergency Response Guide, which provides guidelines for dealing with emergencies. An electronic version of the guide is available at:

http://www.matc.edu/public_safety/upload/Emergency_Procedures_Guide.pdf

Students are asked to review these guidelines so they are familiar with emergency procedures. Please notify your instructor during the first week of the semester if you have a condition that may limit or affect your ability to evacuate the classroom/building in an emergency.

CLERY ACT COMPLIANCE:

In compliance with the Clery Act, MATC publishes an Annual Security Report, which discloses campus security policies and three years of selected crime statistics. This report is available to all students, and hard copies can be obtained from any MATC Public Safety office during normal business hours. An electronic version can be found at:

http://www.matc.edu/public_safety/index.cfm?cssearch=580950_1#clery

MATC also publishes a Daily Crime Log, which discloses all crimes reported to the Public Safety Department for the past 60 days. This log can be found at: http://www.matc.edu/public_safety/index.cfm#stats

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY (HIPPA):

EMT students shall be bound by all applicable provisions of the HIPAA act of 1996 and shall, upon request by clinical, college and ambulance administrators, be required to sign such declarations to maintain confidentiality of patient information obtained through all clinical activities as mandated by clinical sites utilized by this EMS program. Students are not allowed to photocopy any patient's medical records. This includes patient charts and EMS run reports. Violation of this rule subjects you the student to immediate expulsion and exposes you to personal potential criminal and civil liabilities.

TOBACCO PRODUCTS:

The use of a tobacco product is not allowed on Milwaukee Area Technical College Property, other than in your car in the parking lot. This includes e-cigarettes.

COURSE REVISIONS:

In this syllabus, you are provided with course information and a tentative schedule to guide your learning. The lead instructor reserves the right to revise this information so that you are offered the most current content and effective educational experiences. Any syllabus or schedule changes will be communicated to you in a timely manner to support your success in this course.

STATEMENT OF NON-DISCRIMINATION:

MATC does not discriminate against any student or applicant for admission on the basis of race, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or externally.

If you believe you have been the subject of unlawful discrimination or want to report a concern, please speak with your instructor or complete the online reporting form:

https://cm.maxient.com/reportingform.php?MilwaukeeAreaTC&layout_id=2

IMMUNIZATIONS: (if applicable)

All students assigned to hospital clinical must have had a Rubella immunization before patient contact. Each must be signed by a physician or their representative before you begin your interaction with the patients. Proof of Rubella immunization must be presented to your instructor.

REQUIRED TEXT BOOKS:

- A. Textbooks: AAOS, Emergency Care and Transportation of the Sick and Injured Current Edition.
- B. Workbook: AAOS Workbook, Current Edition
- C. AHA/CPR Textbook: Current Edition of the American Heart Association BLS for Healthcare Providers
- D. Student Packet from MATC Book Store
 - You may pick up or order items at the Mequon or Oak Creek Campus MATC bookstore or by mail by clicking on MATC's online bookstore at: <http://bookstore.matc.edu/home.aspx>. Be sure to order early - it takes 7 - 10 days to arrive. Note that item E is only available from MATC Bookstores. You may also order from any online textbook store - be sure you check for the correct edition and ISBN number.

STUDENT COMPLAINT PROCEDURE:

MATC has established a formal system to assist students in resolving academic problems and course-related issues. In order for a complaint to be valid, the following 4 steps must be followed in sequence:

Step 1: Meet with the instructor to discuss any questions related to the course (requirements or assignments) or if you are experiencing academic problems. If the issue is unresolved after meeting with the instructor...

Step 2: Meet with the Associate Dean of the department. If the issue is unresolved after meeting with the Associate Dean...

Step 3: Meet with the Dean of the department. If the issue is unresolved after meeting with the Dean...

Step 4: Go to The Office of Student Life for assistance.

Official complaints can be submitted via this link: <http://www.123contactform.com/form-1441195/Student-Concern-And-Feedback-Form>

If you have college-related concerns or problems – either academic or nonacademic in nature – or have complaints or disputes involving college policies, services, employees, or other students, you are encouraged to utilize the services of the Office of Student Life. This office provides assistance and guidance in resolving issues that are pertinent to you. For assistance, call:

- Milwaukee Campus — 414-297-6229
- North Campus — 262-238-2218
- South Campus — 414-571-4715
- West Campus — 414-456-5304

ADDITIONAL STUDENT ASSISTANCE:

Any student who faces challenges securing their food or housing or may be facing other life challenges that are negatively impacting their performance in this course, is urged to contact a MATC counselor, or the MATC Foundation to understand whether additional resources may be available. A number of community support resources and the Hunger Task Force Food Pantry are located on the 8th Floor of Foundation Hall on the Downtown Campus. Also, please notify your instructor if you are comfortable in doing so to enable him or her to provide additional information or support as appropriate and available.

HOW TO SUCCEED IN THIS COURSE:

- Check your MATC email regularly
- Log in to the course web site daily
- Communicate with your instructor
- Create a study schedule so that you don't fall behind on assignments
- Utilize Student Support Services (tutoring, Academic Support Centers, Library) Learner (Student) Responsibilities

LEARNER (STUDENT RESPONSIBILITIES):

- Take responsibility for your own learning
- Be prepared for class and be an enthusiastic participant during class
- Treat others with tolerance and respect
- Act responsibly and reliably in group work
- Set high standards for your work
- Seek help during instructor office hours

INSTRUCTOR RESPONSIBILITIES:

As your instructor, I commit to communicating openly and frequently with you about this class. I will maintain a professional, safe learning environment adhering to the policies of the college. You can expect a reply to communication, be it via e-mail, voicemail or in person, within 24-48 business hours. I will also be available during my office hours.

SYLLABUS RECEIPT FORM:

You will be presented with a MATC Syllabus Receipt form (normally in Lesson 1). This syllabus receipt form confirms the instructor has provided and reviewed the course syllabus with the student. The course syllabus indicates all course requirements including attendance and grading. The signed syllabus receipt verifies the student has received the course syllabus, and it has been reviewed with the student by the course instructor. Your signature on this syllabus receipt form indicates your understanding of all components of the syllabus, and that you have been given the opportunity to ask questions and that your questions were answered to your satisfaction.

Failure to meet any of the criteria or adhere to these policies and procedures will be evaluated by the lead instructor. If the student is unable to meet the required criteria or does not adhere to these policies and procedures, the following may occur:

- 1) Immediate dismissal from MATC Emergency Medical Service program
- 2) Asked to leave the program
- 3) Asked to transfer to another EMT-Basic section
- 4) In all cases College refund policies will apply.

Spring and Fall 15-and 16-week courses Day and Evening Class Refunds		Summer and all other courses less than 15 weeks - Day, Evening and Weekend Class Refunds	
When the class is Dropped:	Refund:	When the class is dropped:	Amount of refund:
Before the class begins	100%	Before the class begins	100%
From calendar days 1 through 12	80%	Before 11% of scheduled class is completed	80%
From calendar days 13 through 25	60%	From 11% to 20% of scheduled class completed	60%
After calendar day 25	None	After 20% of scheduled classes is completed	None

Unusual situations or circumstances, or any variation from these policies, will be reviewed by the lead instructor who will then with consultation of Instructional Chairperson and or the Associate Dean of Protective Services (if needed), determine the final disposition of the matter on an individual basis.

MATC CAREER ESSENTIALS

MATC's *Career Essentials* are the formal method to assess career readiness or soft skills. Career Essentials consist of seven (7) competencies that program students are to demonstrate by the time they complete a program. They are listed in the image below.

1	Effective Communication through Speaking and Listening
2	Effective Communication through Writing
3	Mathematical Competency
4	Effective Problem Solving
5	Global Awareness
6	Professionalism
7	Technology Competency

Every program course will include an evaluation of at least one (1) Career Essential, facilitated through Blackboard. The purpose of Career Essentials assessment is to evaluate student soft skills within the context of their program and to provide those results to the students. The results of this assessment will indicate where students are at any point in their progress, throughout their time at MATC. Note-Career Essential assessments are not part of your regular grade.

Typically, students complete a Career Essentials Assessment through a familiar assignment submission process in Blackboard. See [these instructions](#).

If you have questions about the Career Essentials competency and assessment in your course, please contact your instructor.

Once an instructor grades a Career Essentials assignment, you will be able to view your results through the My Grades and Goal Performance tools in the course. [See these instructions](#) to learn more.

Online Orientation

Information to Help You Get Started Online

Get Started with
Online Learning

Blackboard
Orientation

Online classes give you the flexibility to access your course content when it is convenient for you. **However, online classes aren't for everyone!** The Accounting Program at MATC offers a variety of class formats including traditional face-to-face, online and hybrid (blended). Make sure to contact your Advisor for additional program questions. ***COMPUB 798 is now a requirement before being able to register for an Online course.**

What is Online Learning?

- **Internet-based** - Courses are delivered through the use of Internet-connected computers, course websites, and digital communication tools. Course syllabi, content, activities, and assessments are accessed completely online.
- **Flexible** - Course content is accessible at your convenience. There are no specific "classroom" meeting times. You will complete weekly activities and assessments according to designated due dates, but based around your schedule.
- **Interactive** - You will use email, chat, discussion boards, and other online tools to communicate with your instructor and classmates.
- **Rigorous** - Online learning is as rigorous as traditional learning in a course taught face-to-face.

Students who are good candidates for online or blended learning:

- Demonstrate good *time management* skills
- Exhibit strong *self-discipline*
- Are highly *communicative*
- Are strongly *self-motivated* to learn
- Demonstrate good *critical thinking skills*
- Have **basic technology skills**, including basic computer navigation skills; word processing skills; online communication skills, and Internet navigation skills.

To learn more about online learning, we recommend participating in the following activities:

- Take the [Technical Skills Self-Assessment](#) to determine if you have the basic technology skills needed to complete online courses successfully.
- *Enroll in [Online Student Readiness \(COMPUB-798\)](#), a self-directed four (4) hour course that introduces students to skills, technologies, and best practices for being successful in online learning. Students may register for the course through [INFOnline](#).
- Review the [Start Here](#) and [Login Help](#) pages
- Review the Student Blackboard Orientation

FOR 5 OR 6 WEEKS IN THE SEMESTER, 1 ADDITIONAL CLASS IS SCHEDULED

ALL CLASSES 4 HOURS

LEAD INSTRUCTOR:

LESSON	TOPIC	CONTENT
1	SECTION 1	WELCOME AND ORIENTATION
Tuesday		MATC/EMS Orientation & Policies; Student Packet-11 th Edition AAOS Background Requests; E-Licensing; Handouts; Extra Credit, TCTP's; Workbooks/Extra Credit – Will be spot checked during the course
2	AHA – CPR	AHA - CPR
Thursday		A. MANAGEMENT 1. COMPRESSIONS 2. AIRWAY 3. BREATHING B. Adult FBAO C. Adult CPR 1 & 2 Person D. Adult CPR & AED Skills Sheets – AHA CPR Text, AAOS Chapter 13
3	AHA – CPR	AHA - CPR
Monday		A. Child and Infant FBAO B. Child and Infant CPR CPR Healthcare Professional Written Examination Skills Sheets – AHA CPR Text – Chapters 1-10
4	SECTION 1	PREPARATORY
OFF CLASS	OFF CLASS/BlackBoard	EMS Systems Chapter 1 Workforce Safety and Wellness Chapter 2 The Human Body Chapter 6 Lifting and Moving Patients Chapter 8 Reading Assignment: Chapters 1, 2, 6, 8 Workbook: Chapters 1, 2, 6, 8
5	SECTION 1	PREPARATORY
Tuesday		Show Hazmat & BB Pathogen Video Medical, Legal and Ethical Issues Chapter 3 Lifting and Moving Patients Demonstration/Practice Reading Assignment: Chapter 3 Workbook: Chapter 3 WI STANDARDS & PROCEDURES Manual Section 2
6	SECTION 1	PREPARATORY
Thursday		Section 1 – Written Exam Section 1 – Practical Exam – Lifting/Moving Reading Assignments covered: Chapters 1, 2, 3, 6, 8 WI S&P Manual Section 2-1 to 2-5
7	SECTION 2	PATIENT ASSESSMENT
OFF CLASS	OFF CLASS/BlackBoard	Communication and Documentation Chapter 4

		<p>Medical Terminology Chapter 5 Life Span Development Chapter 7 The Human Body Chapter 6</p> <p>Reading Assignment: Chapters 4, 5, 6, 7 Workbook: Chapters 4, 5, 6, 7</p>
8	SECTION 2	PATIENT ASSESSMENT
Tuesday		<p>SAMPLE Baseline Vital Signs pgs. 327-332; BP pgs. 357-364; SAMPLE pg. 340 OPQRST pg. 339 Pulse Oximetry pg. 371 Practical Lab</p> <p>Reading Assignment: Chapter 9 WI S&P Manual Section 1-1 to 1-2</p>
9	SECTION 2	PATIENT ASSESSMENT
Thursday		<p>Shock Chapter 12 Patient Assessment Chapter 9 Trauma: Primary and Secondary Assessment Focused Trauma Assessment Trauma Assessment Practical Lab</p> <p>Reading Assignment: Chapters 9, 12 WI S&P Manual Section 4-1 to 4-6 Workbook: Chapters 9, 12</p>
10	SECTION 2	PATIENT ASSESSMENT
Monday		<p>Patient Assessment continued Medical: Primary and Secondary Assessment Focused Medical Assessment Medical Assessment Practical Lab</p> <p>Reading Assignment: Chapter 9 WI S&P Manual Section 4-1 to 4-6</p>
11	SECTION #2	PATIENT ASSESSMENT
Tuesday		<p>Practical Session – Trauma and Medical Assessment Patient Assessment Sheet Due</p>
12	SECTION #2	PATIENT ASSESSMENT
Thursday		<p>Section 2 - Written Exam Section 2 - Practical Exam–Trauma and Medical Assessment</p> <p>State Ride Along License Application to be sent in Sooner if possible</p> <p>Reading Assignments covered: Chapters 4, 5, 6, 7, 9, 12 WI S&P Manual Section 1-1 to 1-2 WI S&P Manual Section 4-1 to 4-6</p>
13	SECTION #3	AIRWAY MANAGEMENT
Monday		<p>Airway Management Chapter 10 Airway Adjuncts / demo WI S&P Manual Section 3-1 to 3-4 & 3-10 to 3-13</p>

		Can begin Ride-alongs with TCTP
14	SECTION 3	AIRWAY MANAGEMENT
Thursday		King Tube / End Tidal CO2 – Presentation Combi Tube – Presentation Advanced Airway and Airway Adjuncts Practical Lab Reading Assignments: Chapter 10, Chapter 41 pgs. 1495-1500 (advanced airways) WI S&P Manual Section 3 Handouts Student Packet
15	SECTION 3	AIRWAY MANAGEMENT
Tuesday		Airway & Advanced Airway Practical Lab
16	SECTION 3	AIRWAY MANAGEMENT
Thursday		Section 3 – Written Exam Section 3 – Practical Evaluation – Airway Management Reading Assignments Covered: Chapter 10; Chapter 41 pgs. 1495-1500 WI S&P Manual Section 3
17	SECTION 4	MEDICAL EMERGENCIES Part 1
Tuesday		Principles of Pharmacology Chapter 11 Medication administration-po, IN, IM Subq, sites, needles, how to (S&P) Medical Overview Chapter 14 Toxicology Chapter 21 Narcan IN Reading Assignments: Chapters 11, 14, 21 Workbook Chapters 11, 14, 21
18	SECTION 4	MEDICAL EMERGENCIES Part 1
Thursday		Respiratory Emergencies Chapter 15 Nebulizer/Albuterol Protocol Reading Assignment: Chapter 15 Workbook Chapter 15 WI S&P Manual Section 6-1 to 6-4
19	SECTION #4	MEDICAL EMERGENCIES Part 1
Tuesday		Cardiac Emergencies Chapter 16 CPAP (Chapter 10 pgs. 435-438) Aspirin / Nitro Protocol ECG Lead Placement Reading Assignments: Chapter 16; Chapter 10 pgs. 435-438 Workbook Chapter 16 WI S&P Manual Section 6-10 to 6-11
20	SECTION 4	MEDICAL EMERGENCIES Part 1
Thursday		Medical Labs – Respiratory; Nebulizer and Naloxone; Cardiac

21	SECTION 4	MEDICAL EMERGENCIES Part 1
Monday		Section 4 – Written Exam Section 4 – Practical Evaluation – Respiratory & Cardiac Cover Reading Assignments: Chapter 10 (pgs. 435-438), Chapters 11, 14, 15, 16, 21 WI S&P Manual Section 6
22	SECTION 5	MEDICAL EMERGENCIES Part 2
OFF CLASS	OFF CLASS/BlackBoard	Gastrointestinal and Urologic Emergencies Chapter 18 Gynecologic Emergencies Chapter 23 Psychiatric Emergencies Chapter 22 Reading Assignment: Chapters 18, 22, 23 Workbook Chapters 18, 22, 23
23	SECTION 5	MEDICAL EMERGENCIES Part 2
Tuesday		Endocrine and Hematologic Emergencies Chapter 19 Neurological Emergencies Chapter 17 Practical Lab Diabetic / Glucometers and Glucagon Medication – Presentation Reading Assignment: Chapters 17, 19 WI S&P Manual Section 1-3; 6-5 to 6-10 Workbook Chapters 17, 19
24	SECTION 5	MEDICAL EMERGENCIES Part 2
Tuesday		Immunologic Emergencies Lecture Chapter 20 Practical Lab / Epinephrine Pen and Subq Epinephrine/ AUVI Q Presentation Reading Assignment: Chapter 20 Workbook Chapter 20 WI S&P Manual Section 6
25	SECTION 5	MEDICAL EMERGENCIES Part 2
Thursday		Obstetrics and Neonatal Care Chapter 33 Environmental Emergencies Chapter 32 Reading Assignment: Chapters 32, 33 Workbook Chapters 32, 33
26	SECTION 5	MEDICAL EMERGENCIES Part 2
Monday		Medical Labs – Diabetic (glucometer and glucagon) Medical Labs – Anaphylaxis (Epinephrine) WI S&P Manual Section 1-3; 6
27	SECTION 5	MEDICAL EMERGENCIES Part 2
Tuesday		Section 5 – Written Exam Section 5 – Practical Evaluation-Glucometer, Glucagon, Epinephrine Reading Assignments Covered: Chapters 17, 18, 19, 20, Chapters 22, 23, 32, 33 WI S&P Manual Section 1-3; 6
28	SECTION 6	TRAUMA
OFF CLASS	OFF CLASS/BlackBoard	Trauma Overview Chapter 24 Bleeding Chapter 25 Abdominal and Genitourinary Injuries Chapter 30 Reading Assignment: Chapters 24, 25, 30 Workbook: Chapters 24, 25, 30
29	SECTION 6	TRAUMA

Thursday		Career Essentials Soft Tissue Injuries Chapter 26 Face and Neck Injuries Chapter 27 Soft Tissue Injuries Demo S&P Reading Assignment: Chapters 26, 27 WI S&P Manual Section 7-1 to 7-9
30	SECTION 6	TRAUMA
Monday		Chest Injuries Chapter 29 Chest and Abdominal Injuries - Practical Demo/Practice BP Sheets Due Reading Assignment: Chapter 29 WI S&P Manual Section 8-1 to 8-3
31	SECTION 6	TRAUMA
Tuesday		Demonstration and Practice of Trauma Skills BLOOD PRESSURE SHEETS!! WI S&P Manual Section 8-1 to 8-3
32	SECTION 6	TRAUMA
Thursday		Orthopedic Injuries Chapter 31 Upper Extremities Demo/Practice Reading Assignment: Chapter 31 WI S&P Manual Section 9-1 to 9-7
33	SECTION 6	TRAUMA
Tuesday		Orthopedic Injuries – Lower Extremities Demo/Practice Reading Assignment: Chapter 31 WI S&P Manual Section 9-1 to 9-9
34	SECTION 6	TRAUMA
Thursday		Head and Spine Injuries Chapter 28 Spinal Immobilization Demo/Practice Supine, Prone Reading Assignment: Chapter 28 WI S&P Manual Section 10-1 to 10-10
35	SECTION 6	TRAUMA
Tuesday		Spinal Immobilization Demo/Practice KED Trauma Practical Lab - chest/abd, ortho, spine injuries Review Reading Assignments: Chapters 28, 29, 30, 31 WI S&P Manual Section 8-1 to 9-3 WI S&P Manual Section 9-1 to 9-9 WI S&P Manual Section 10-1 to 10-10 TIB/FIB Femur Shoulder sucking chest wound KED supine
36	SECTION 6	TRAUMA
Thursday		Section 6 Written Section 6 Practical Reading Assignments Covered: Chapters 24 ,25, 26, 27, Chapters 28, 29, 30, 31 WI S&P Manual Section 8, 9, 10
37	SECTION 7	EMS OPERATIONS
OFF CLASS	OFF CLASS/BlackBoard	Transport Operations Chapter 37

	Jankowski	Vehicle Extrication and Special Rescue Chapter 38 Incident Management Chapter 39 Terrorism Response & Disaster Management Chapter 40 Team Approach to Healthcare Chapter 41 <i>Rescue Task Force (WI)</i> Reading Assignment: Chapter 37, 38, 39, 40, 41 Student Packet
38	SECTION 7	SPECIAL PATIENT POPULATIONS
Tuesday		Pediatrics Emergencies Chapter 34 Geriatric Emergencies Chapter 35 Patients with Special Challenges Chapter 36 Reading Assignment: Chapters 34, 35, 36 WI S&P Manual Section 4-1 to 4-7 WI TRAIN – WMD DUE
39		FINAL EVALUATIONS AND NREMT PREPARATION
Thursday		Final Written Evaluation Cumulative all sections. 30% will be from Section 7 Completed Run Reports DUE!!
40		FINAL EVALUATIONS AND NREMT PREPARATION
Tuesday		Prep/Final Practical Evaluation NREMT A, B, C PAYMENT FOR NREMT PRACTICAL TEST DUE \$125.00
41		FINAL EVALUATIONS AND NREMT PREPARATION
Thursday		Prep/Final Practical Evaluation NREMT D, E, F
42		FINAL EVALUATIONS AND NREMT PREPARATION
Tuesday		NREMT Paper Work Practical Review CLOSE OUT, Bell, Curtis, and Paratech Presentations
43	Clinical Lesson – 4 hours	
44	Clinical Lesson – 4 hours	
45	Clinical Lesson – 4 hours	