Course Syllabus

COURSE:	EMSP 1260.200 EMT Basic Clinical
SEMESTER:	Summer 2026
CLASS TIMES:	TBD
INSTRUCTOR:	Becki Johnson, AAS, NRP
OFFICE:	Reese Campus Building 2, 210
OFFICE HOURS:	Monday through Friday, 8 am – 3 pm Appointments are preferred due to frequent clinical observations.
OFFICE PHONE:	806-716-4802
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Facebook:	https://www.facebook.com/SPCEMSprogram

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

SPC Syllabus Statement: https://www.southplainscollege.edu/syllabusstatements/

MISSION STATEMENT

To prepare competent entry-level Emergency Medical Technicians-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technicians, and/or Emergency Medical Responder levels

COURSE DESCRIPTION

This course is a basic health profession work-based instruction that helps students synthesize new knowledge, apply previous knowledge, and gain experience managing the workflow of Hospital systems and 911 EMS systems. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience.

This course includes a detailed study of the knowledge and psychomotor skills necessary to reach competence in pre-hospital medical emergencies.

STUDENT LEARNING OUTCOMES

At the completion of the semester, students will:
1. Understand the roles and responsibilities of an EMT within an EMS System.
2. Be able to apply the basic concepts of development, pathophysiology, cardiology, medical emergencies, traumatic emergencies, and special populations in the assessment and management of emergency patients.
1. Be able to take a history, perform a comprehensive physical exam on any patient, and communicate those findings to others.
2. Be able to communicate effectively with patients, co-workers, and other health care professionals.
3. Be able to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.
4. Be able to recognize and treat minor and life-threatening emergencies of all natures in regard to the pre-hospital setting.

COURSE OBJECTIVES - Outline form F-1, F-2, F-5, F-7, F-8, F-9, F-11, F-12, F-13, F-16, F-17)

At the completion of this course, the student will have:
• The cognitive, psychomotor, and affective competencies in recognizing and treating pre-hospital emergencies.
• The cognitive, psychomotor, and affective competencies of prehospital patient assessment and airway management emergencies.
• The cognitive, psychomotor, and affective competencies of prehospital utilization of medications in treating emergencies.
• The cognitive, psychomotor, and affective competencies of pre-hospital cardiac emergencies at the Paramedic entry level.

EVALUATION METHODS

Computer-based exams, quizzes, assignments, discussion posts, clinical evaluations, preceptor evaluations, random clinical observations, and PCR documentation grades.

ACADEMIC INTEGRITY

The faculty of South Plains College aims to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any phase of coursework. This applies to quizzes of whatever length, as well as final examinations, daily reports, and term papers.

Any assignment **0 or F** will be given on any assignment or test if cheating was utilized. Offenders may be liable for being dropped from the course at the discretion of the instructor.

Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or themes, reports or other writings of a fellow student, is guilty of plagiarism.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

Platinum Planner

Platinum Planner is the online scheduling and documentation platform that will be utilized daily by students in the clinical portion of their EMS education. Platinum Planner utilizes many checks and balances to ensure that nothing is entered improperly and to ensure that none of its information is copied or plagiarized in any way. Misuse of this platform could result in your account being suspended for minutes, hours, days, or even indefinitely. This would render you unable to complete the necessary coursework, resulting in potential removal from the program.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Students will utilize their texts from the didactic class in addition to materials provided by the instructor. Blackboard and Platinum Planner online platforms will be utilized on a near-daily basis by students.

ADDITIONAL CLINICAL ITEMS

Students should come to clinical rotations in an appropriate uniform and equipment listed in the clinical handbook, as well as any study materials needed for downtime. Cell phones, tablets, or laptop computers are allowed to be utilized for signatures and evaluations at the hospital-based clinical sites. No other computer-based materials need to be used or brought to a hospital-based clinical. Personal computers or devices may be utilized by the student at field clinical sites only with the preceptor's permission during downtime. Any technology is brought into a clinical at the student's risk of damage or theft during the clinical.

CLASS FORMAT

The class consists of self-scheduling clinical rotations at various pre-selected locations in hospitals and on 9-1-1 service ambulances to meet hour and skill completion minimums, as well as weekly discussion board posts, quizzes, and additional reading materials or assignments given via the Blackboard learning management system. All assignments placed on Blackboard will be mandatory and count toward your grade. Hospital-based clinical hours must be completed before the student is released to begin Field Experience shifts. All scheduling and documentation must be done through Platinum Planner. The Attendance Policy remains the same as the didactic portion of the program. The student must clock in and out using Platinum Planner and the QR Code provided on location at each clinical site. Each clinical will be graded based on attendance, documentation, and the Preceptor Evaluation.

ATTENDANCE POLICY (*READ CAREFULLY*)

Students are expected to attend all clinical hours to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive, as defined in the course syllabus.
When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to schedule additional clinical hours. It is the student's responsibility to complete clinical hours within a reasonable period as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.
Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.
It is the student's responsibility to verify administrative drops for excessive absences through MySPC using their online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

Due to the importance of the emergency medical information being taught, the instructor of this course defines excessive absences as missing the 3rd clinical scheduled (or having equivalent tardies) in a course section. A student meeting this criterion will be administratively dropped from the course by the instructor.

- Tardies: (Definition): arriving any time after the clinical start time or not returning from an approved break.
- Two tardies will be considered missing one clinical day and counted as such.
- **Work schedule** is **not** an excuse for missing a clinical.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the EMS Program Director. (i.e., student hospitalization, immediate family member death, etc.).
- Policy for online coursework is the same as face-to-face coursework

Clinicals are self-scheduled and not assigned; due to this fact, absences should be minimal. Reschedule requests are an easier way to obtain changes in the clinical schedule as needed. Each student receives 3 free reschedule requests. After the 3rd request, each subsequent request results in a 5-point deduction from the attendance grade. Each absence results in a 10-point deduction in the attendance grade recorded at the end of the semester. More than 3 absences recorded in a semester will result in a student's failure of the attendance grade for the clinical course. This will result in failure of the overall clinical course.

Failing to complete all required skills and minimum clinical hours and shifts will be unable to obtain a course completion certificate.

Additional clinical hours and shifts may be assigned as deemed necessary based on preceptor evaluations, skills proficiency, and overall student performance in clinical rotations. All assigned additional clinical hours will become mandatory as they are assigned and must be completed prior to the student obtaining a course completion certificate. Students assigned additional hours will not achieve a passing grade in the clinical course until all hours have been completed.

All assigned clinical hours must be completed prior to the end of the semester for the student to obtain a passing grade in the clinical course. No matter the grade listed previously throughout the semester, if a student fails to complete all assigned clinical hours, the student will fail the clinical course.

A student who does not show satisfactory performance in clinical rotations, even following remedial training and additional clinical hours assigned, will not be successful in completing the clinical course. The clinical coordinator and program director reserve the right to determine that a student has not satisfactorily completed clinical objectives. These objectives will be based on cognitive, affective, and psychomotor domains.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. **Late and/or incomplete work will not be accepted, and a grade of zero will be recorded.** Discussion Board Posts, quizzes, documentation, and skills that are missed due to an unexcused absence may not be made up. I will not reopen assignments after the deadline window has closed. See the instructor for more specific information.

DOCUMENTATION OF CLINICALS:

Students will be solely responsible for documenting all clinical rotations on Platinum Planner. The students will document all patient contacts that allow the students adequate time to perform a skill or an assessment. Students will also document all skills performed to ensure full credit can be provided for performance during clinical rotations. Students must ensure proper preceptor signatures are obtained. **All Clinical documentation MUST be documented and submitted on Platinum Planner within 72 hours after the Clinical shift. Failure to submit documentation within this time frame will result in the student having to repeat those clinical hours**. Each rejected shift due to late submission of documentation or non-submission of documentation will result in a 5-point deduction in the professionalism grade. Repeated violations of this policy will result in the student being required to repeat clinical time and potential termination from the Program.

All documentation from a hospital-type setting will need to be initially documented on a personal notebook and transcribed into Platinum Planner following the completion of the clinical. Cell phone and electronic use will be prohibited during any hospital-based clinical rotations unless being used for clock-in/clock-out procedures and obtaining a preceptor's signature and evaluation at the end of the clinical.

Students will be responsible for continually checking Platinum Planner to ensure all documentation is completed, correcting returned documentation, and ensuring it is approved. Students should check Platinum Planner a minimum of 3 – 4 times per week due to 72-hour deadlines. Platinum Planner sends automated email messages with each action regarding student documentation. The students should be checking their email daily to ensure they are aware of any documentation return, rejection, or approval. Failure to see a returned document can result in clinical rejection.

Further information and more detailed information about documentation will be found in the PowerPoint presentations located in Blackboard. Students are responsible for reading and following all information found in these areas.

Due to cybersecurity reasons, any documentation submitted with downloadable files required, in order to read the student's patient documentation, will not be opened or accepted. The student will have 1 opportunity to correct this issue. Following the student being asked to change this process more than 2 times, the student will have to repeat the entire clinical rotation until they submit satisfactory documentation.

COMPUTER USAGE

As computer technology in the field of emergency medical services continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College Reese campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College. In order to take exams, students must have their username and password.

Cell phone usage during hospital-based clinical rotations will be restricted to clocking in and out and obtaining a signature from the preceptor at the end of the shift. Computer usage during clinical rotations will be restricted to use in a lounge or breakroom, where private information can be kept private, and only used during downtime. Documentation for hospital-based clinical should be done after the completion of the clinical in a private home or study area. Field experiences may be documented while still on shift, as long as the preceptor allows and the student is not in the presence of a patient. A charge nurse, RN preceptor, or paramedic preceptor should always know the student's location, and documentation should be saved for after clinical hours if the site has activities to be performed

Documentation should only be placed in a notebook and discarded appropriately when the student is finished with documentation to prevent a breach of HIPAA.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab(s) on campus may be used by students during scheduled open hours or as assigned by an instructor. Printer paper will not be provided by the SPC EMS department for students to print materials, but students may seek assistance from faculty to request lab paper from the college if needed. A lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class.

GRADING POLICY

A minimum of 75% on all assignments is required to receive a passing grade for that exam or assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

Final grades will be based on the following:

Attendance	30%
Quizzes	10%
Discussion Posts	10%
Affect/Professionalism	15%
Documentation	20%
Preceptor Evaluation	10%
Skills Completion	5%
Grading Scale:	
90-100	A
80-89	B
75-79	C
74 or below	F

No less than 10 points will be removed from clinical documentation that is resubmitted without corrections, especially if no effort was made to communicate misunderstandings or questions about information needing to be fixed. (If the clinical documentation is open for less than 2 minutes for corrections, when the corrections would take a significant amount of time, these 10 points will be immediately deducted.)

IF the preceptor policy is not followed and corrections are not made following instructions upon return by staff, and the wrong preceptor is listed at the beginning of the clinical document, 10 points will be deducted from the documentation grade.

Lack of completing all required clinical hours and skill minimums will result in a failure of the clinical course, no matter the grade in the overall clinical course.

Obtaining a grade below 75% in the Attendance and Professionalism categories will result in failure of the overall clinical course, no matter the overall grade shown on Blackboard.

COURSE COMPLETION CERTIFICATE

Please refer to the most current version of the SPC EMS Program Handbook for eligibility details.

All Summer clinicals must be completed by August 1st.

COMMUNICATION POLICY

- Electronic communication between instructor and students in this course will utilize the South Plains College "My SPC" and email systems. I will utilize text messaging, and you may communicate with me this way also, but all official documentation must go through the SPC email. The instructor will not initiate communication using private email accounts. Students are encouraged to check their SPC email daily. Students will also have access to assignments, web links, handouts, and other vital material, which will be delivered via the classroom website. Any student having difficulty accessing the classroom website or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

STUDENT CONDUCT

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.
A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.
Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state, or local laws, or college rules and regulations. This principle extends to conduct off-campus, which is likely to have adverse effects on the college or on the educational process, identifying the offender as an unfit associate for fellow students.
Any student who fails to perform according to expected standards may be asked to withdraw.
Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully*)

- Students must present a signed original hardcopy of each of the following: syllabus signature page, SPC EMS Program Handbook signature page, and SPC EMS Clinical Handbook signature page.
- A hard copy of a signed Integrity Statement must be on file to enter clinical sites.
- **These signature pages are due by Friday of the second week of classes or prior to beginning clinicals. (Whichever comes first)**

- **Cell Phones** – Cell phones are to be turned OFF or silenced during scheduled class periods. **Text messaging is not allowed during scheduled class/lab times.** Cell phones are to be used outside the classroom or lab only during designated breaks. Students are not allowed to have cell phones on their persons during exams. **Students who are caught using cell phones during class without the permission of the instructor will be asked to leave class and will receive an *absence* for that day.**
- **Clinical Dress Code –** Due to EMS being a uniformed profession, all students will be required to wear their clinical uniform. The uniform and full-dress code is outlined in the Clinical Handbook. NO exceptions will be made for students caught on a clinical site without the proper attire. Students will be sent home and counted absent from that clinical.

WHAT NOT TO WEAR:

- **Hats, flip-flops, shorts, torn jeans, sweat pants, low-cut blouses, and private EMS uniforms.**

- **These guidelines are for your protection due to the nature of the EMS environment and the amount of lifting and moving that will take place in the lab.**
- **If you are employed by a local or regional EMS service, do not wear your uniform, badge, pager, or radio to class, as this causes distractions from the teaching environment.**
- **If you show up out of uniform and/or the uniform is not clean and presentable, the student will be asked to go home and change. If the student returns before the end of the class, they will receive a tardy for that day. If they fail to return to class, they will be marked as absent.**
- **If a student arrives at a clinical out of dress code, they will be dismissed from the clinical site and receive an absence for that clinical.**

COMMUNITY SERVICE

- **A minimum of 4 of the total community service hours required during each semester must be spent in the lab assisting with cleaning and maintaining the equipment and mannequins used for training. These hours must be scheduled with the clinical coordinator.**
- **During all community service (unless otherwise specified), the student must be in full clinical uniform.**
- **Multiple opportunities may be provided throughout the semester, but if the student is unable to complete the community service provided, they will be required to find their own.**
- **Community service obtained outside of that provided by program faculty must be authorized a minimum of 24 hours before the event. The opportunity must be accessible to the public.**
- **Community service forms found on Blackboard must be filled out and signed by supervisors at the event. Platinum Planner may be used to allow for sign-ups, clock-in, and clock-out, but signatures are not necessary.**

COURSE DISCLAIMER

Working with the public in emergency situations is stressful and requires a mentally tough individual to provide medical care in the prehospital environment. This course is designed to teach students about real-world situations the EMT – Paramedic may potentially encounter in the 'field' while managing patient care.
To better prepare students for a career in the Emergency Medical Services profession, there will be times during this course when students will be exposed to training scenarios and situations that will be unpleasant to the average college student. If the student does not feel they can tolerate this type of learning environment, they should discuss this with me immediately before continuing the course.

Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the EMT curriculum, or EMT certification at the national or state level.

SYLLABUS DISCLAIMER

Serious effort and consideration were used in preparing the syllabus presented. While viewed as an educational contract between instructor and student, unforeseen events may cause changes to the scheduling of exercises, quizzes, etc. Every effort will be made NOT to change scheduled items. Nonetheless, SPC EMS instructors reserve the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means.

Becki Johnson AAS, NRP
Clinical Coordinator/Instructor
SPC EMS Program

FOUNDATION SKILLS

BASIC SKILLS–Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens, and Speaks

F-1 Reading–locates, understands, and interprets written information in prose and documents such as manuals, graphs, and schedules.
F-2 Writing–communicates thoughts, ideas, information, and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F-3 Arithmetic–performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F-4 Mathematics–approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F-5 Listening–receives, attends to, interprets, and responds to verbal messages and other cues.
F-6 Speaking–organizes ideas and communicates orally.

THINKING SKILLS–Thinks Creatively, Makes Decisions, Solves Problems, Visualizes, and Knows How to Learn and Reason

F-7 Creative Thinking–generates new ideas.
F-8 Decision-Making–specifies goals and constraints, generates alternatives, considers risks, evaluates, and chooses the best alternative.
F-9 Problem Solving–recognizes problems, devises, and implements a plan of action.
F-10 Seeing Things in the Mind's Eye–organizes and processes symbols, pictures, graphs, objects, and other information.
F-11 Knowing How to Learn–uses efficient learning techniques to acquire and apply new knowledge and skills.
F-12 Reasoning–discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES–Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity, and Honesty

F-13 Responsibility–exerts a high level of effort and perseveres towards goal attainment.
F-14 Self-Esteem–believes in own self-worth and maintains a positive view of oneself.
F-15 Sociability–demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
F-16 Self-Management–assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
F-17 Integrity/Honesty–chooses ethical courses of action.

I (print name) _____have received and read a copy of the syllabus for the **EMS EMT Program (EMSP 1260 – EMT Clinical)**. I understand the syllabus and understand that I must comply with all requirements listed within this document to complete the course.

_____
Signature of Student

_____
Date