



MAST 1170 MEDICAL ASSISTING EXTERNSHIP COURSE SYLLABUS Fall Semester 2015

Semester: Fall 2015

Course Title: Medical Assisting Externship

Course Number: MAST 1170

Credit Hours/ Minutes: 6 / 13500

Student will spend 225 hours/semester at a clinical site without pay

Class Location: Various clinical sites

Class Meets: 8-5 M-Th

CRN: 20294

Instructor: Kimbie Brown, BSBS, CMA(AAMA), CCS-P

Office Hours: T-TR 2:00-5:00

Office Location: Building 8, Room 8166

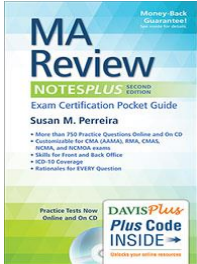
Email Address: kbrown@southeasterntech.edu

Phone: (478) 289-2243

Fax Number:

Tutoring Hours: N/A

REQUIRED TEXT: MA Notes: Medical Assistant's Pocket Guide, 2nd ed.



REQUIRED SUPPLIES & SOFTWARE: 3 complete uniforms, (1) STC MA program logo patches, white leather duty shoes, lab coat, name pin/ photo ID, stethoscope, CPR mask, bandage scissors, calculator, watch with second hand, updated/completed physical exam(according to program health policy), drug screen and criminal background check, N-95 fit mask. Black ink pen, 3 ring notebook with paper, and another supplies as deemed necessary by the instructor. (Patches should be sewn on left sleeve of uniforms and lab coat. Photo ID/name tag should be worn at ALL times.)

COURSE DESCRIPTION Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment.

MAJOR COURSE COMPETENCIES:

1. Application of Classroom Knowledge and Skills.
2. Functioning in the Work Environment.

PREREQUISITE(S): All required coursework

COURSE OUTLINE: Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical externship allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include: application of classroom knowledge and skills and functioning in the work environment

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.
- D. The ability to utilize basic computer skills.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS: (1) You must be dependable. (2) You must act professionally. (3) You must be well groomed and dressed in compliance with the program's dress code. Students are ultimately working under the physician's supervision and direction even though the physician may delegate the role of supervisor to a preceptor. Errors or lack of professionalism on the part of the student during the externship will reflect directly on the physician.

STC ATTENDANCE POLICY: It is essential that educational programs maintain requirements and standards necessary for successful employment of its graduates in business and industry. In view of the intensive nature of the educational programs, it is necessary for every student to be present and on time every day for all classes.

Attendance is counted from the first scheduled class meeting of each semester. To receive credit for a course a student must attend at least 90% of the scheduled instructional time. All work missed due to tardiness or absences must be made up at the convenience of the instructor. Any student attending less than the required scheduled instructional time as noted on each syllabus will receive a "W" for the course if removed from the course on or before midterm. After the semester midterm, any student who has maintained a passing grade within a course will receive a 'WP' for the course when attending less than the required scheduled instructional time as stated on each course syllabus. If, however, the student has not maintained a passing grade, he or she will receive a 'WF' for the course. Tardy means arriving after the scheduled time for instruction to begin. Early departure means leaving before the end of the scheduled time. Three (3) tardies or early departures equal one (1) absence for the course involved.

TRADITIONAL ATTENDANCE ADDENDUM: **STUDENTS ARE ALLOWED ONE 8 HR ABSENCE. THIS TIME MUST BE MADE UP; NO EXCEPTIONS**

If the student is unable to be present due to illness, the student must **notify the physician's office and the instructor** at least 1 hour prior to arrival time. The student will make arrangements with the office manager to make-up the hours missed. Attendance is important in the work field. **Students are expected to be timely and keep their set schedule. Failure to notify the instructor of any tardiness, early departure, or absence may result in a 4 hour deduction from the total practicum hours. If the failure to notify happens a second time, the student may be dropped from the practicum course with a "WF."** A future reference from your externship supervisor can strongly influence the decision of a prospective employer. A good attendance record will be a strong asset for you and your future job placement. In the event the student must be absent, a doctor's excuse or an obituary must be presented to the instructor. **All appointments** must be scheduled after class/clinical times. Any exceptions to this policy must be approved in advance by the instructor. **If you miss more than 24 hours of your externship, you will automatically be dropped from the course and receive a grade of "F". There will be absolutely no exceptions to this policy!**

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

ASSIGNMENTS: This lesson plan is subject to change at instructor's discretion. Late assignments are assessed ten-points each day. Three days past the due date, the assignments are not accepted; a grade of zero is assigned. It is the student's responsibility to make sure all assignments are completed and submitted by these due dates. ****Points will be deducted for failure to follow directions. Proper heading must be included on all materials handed in.** This includes first and last name, date, course, assignment name. Failure to include this information will result in a **five point reduction.**

Because the student will be working directly under the supervision of the office manager in his/her assigned area, most of the input will come directly from the office staff. The student should be aware that personal characteristics such as the ability to work well with others, honesty, interest in giving a good performance, capacity to take correction and ethical behavior in the health care setting will greatly influence the work ethics grade. Failure to perform in an acceptable manner will be grounds for failure.

A student is accountable in the following areas:

1. To review the sequence of criteria of a procedure before performing it.
2. Do not perform a new procedure without direct supervision.
3. Appearance must always be professional!

IF APPEARANCE IS NOT PROFESSIONAL, YOU WILL BE ASKED TO LEAVE THE CLINICAL SETTING AND LOSE CREDIT FOR THE DAY!!

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Tests are not given in this class. Your grade is based upon your preceptor evaluations, instructor evaluations, self evaluations, journal, and paperwork.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY

Evaluations	80%
Paperwork	20%
<i>Time sheets</i>	
<i>Evaluations</i>	
<i>Skills checklist</i>	
<i>Drug Worksheets</i>	

GRADING SCALE

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59

TCSG GUARANTEE/WARRANTY STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

Failure to complete the minimum 225 hour requirement will result in a grade of "F" for MAST 1170.

Provisions-Health Science Programs

Requirements for instructional hours within Health Science programs reflect the rules of respective Licensure Boards. Therefore, class and clinical attendance is mandatory. No excused absences are allowed and all time must be made up. Make-up time will be under the supervision of and date assigned by the instructor. Policies and procedures regarding make-up time for these programs are outlined in the respective program handbooks.

The student will be expected to sign a Clinical Policy and Medication Administration Policy before the externship is started. Failure to follow these policies will result in being dropped from the course with a grade of "F".

The clinical preceptor will complete two student evaluations in addition to the bi-weekly evaluations: one at mid-term and one at the end of the externship. **It is the student's responsibility to make sure these evaluations are completed and returned to the instructor by the assigned date. Failure to complete and turn paperwork in on time may result in a 10 point deduction from the paperwork portion of the grade.**

CLINICAL/CLASSROOM SAFETY:

Refer to the STC Student Handbook, Blood and Airborne Pathogen Training and Student Health Policy.

Date	Assignments/ Tests	*Competency Area
MON Sept 7	Time Sheets for Aug 24 – Sept 3 weeks 1 & 2 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
MON Sept 21	Time Sheets for Sept 7 – Sept 17 weeks 3 & 4 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
MON Oct 5	Time Sheets for Sept 21 - Oct 1 weeks 5 & 6 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
MON Oct 19	Time Sheets for Oct 5 – Oct 15 weeks 7 & 8 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today MIDTERM is October 12. You will need to turn in self-evaluation and preceptor evaluation by October 19.	1,2 a, b, c, d
MON Nov 2	Time Sheets for Oct 19 – Oct 29 weeks 9 & 10 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
MON Nov 16	Time Sheets for Nov 2 – Nov 12 weeks 11 & 12 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
MON Nov 30	Time Sheets for Nov 16 – Nov 26 weeks 13 & 14 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today	1,2 a, b, c, d
TUE Dec 9	Time Sheets for Nov 26 – Dec 6 week 15 Bi-weekly Employer Externship Form to be faxed/emailed by 5pm today Final Evaluations Skills Checklist Drug Sheets	1,2 a, b, c, d

*** Competency Areas: (will vary for each course/taken from state standards)**

1. Application of classroom knowledge and skills.
2. Functioning in the work environment.

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.
- d) The ability to utilize basic computer skills.