



"Day"



EMS Professions

EMSP 1530 – Clinical Applications for the AEMT HYBRID COURSE SYLLABUS Spring Semester 202014

COURSE INFORMATION

Credit Hours/Minutes: 3 / 3000

Campus/Class Location: Health Science Annex West - Room 118

Class Meets: **25% Hybrid / 75% Face-to-Face:** Monday 9:00 am – 5:00 pm

Course Reference Number (CRN): 40138

Preferred Method of Contact: The preferred method of contact for the instructor is by office phone. If there is no answer, please call the cell phone number provided below.

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: Mike Young

Adjunct College Email Address: [Mike Young myoung@southeasterntech.edu](mailto:myoung@southeasterntech.edu)

Campus/Office Location: Health Science Annex West Room 107, Vidalia

Office Hours: By appointment

Phone: 912-538-3218 (office) 229-315-9483 (cell)

Fax Number: 912-538-3259

Full-Time Instructor Name: Jim Jones

Email Address: [Jim Jones \(jjones@southeasterntech.edu\)](mailto:jjones@southeasterntech.edu)

Campus/Office Location: Health Science Annex West Room 109, Vidalia

Office Hours: By appointment (Due to shift friendly schedule)

Phone: 912-538-3218 (office) 912-293-5161 (cell)

Fax Number: 912-538-3259

Tutoring Hours (if applicable): By Appointment

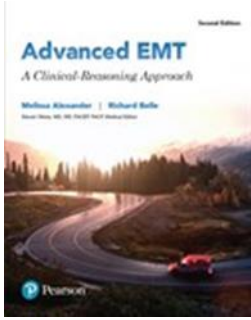
This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Advanced Emergency Medical Technician (EMT): A Clinical-Reasoning Approach, 2nd edition, by [Melissa R. Alexander](#), [Richard Belle](#), Publish Date: September 10, 2012 by Prentice Hall. ISBN-10: 0-13-442012-8



REQUIRED SUPPLIES & SOFTWARE:

Pencils, Black Ink Pens, 3-ring binder, paper

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course provides supervised clinical experience in various clinical settings as well as opportunities to demonstrate critical thinking skills and assessment based management techniques through competency based evaluations relevant to the practice of an EMT.

MAJOR COURSE COMPETENCIES

1. Clinical

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

Order	Description	Learning Domain	Level of Learning
1	Perform a thorough history and physical examination to identify acute complaints and monitor changes on various patients in the clinical/field setting.	Psychomotor	Guided Response
2	Encourage communicating in a culturally sensitive manner with various patients in the clinical/field setting.	Affective	Organization
3	Implement identification of the actual and potential complaints of emergency patients for various patients in the clinical/field setting.	Psychomotor	Mechanism
4	Safely and effectively perform the psychomotor skills within the National Emergency Medical Services (EMS) Scope of	Psychomotor	Guided Response

Order	Description	Learning Domain	Level of Learning
	Practice Model AND state Scope of Practice at the Advanced Emergency Medical Technician (AEMT) level.		
5	Implement professional behavior including: but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time-management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.	Psychomotor	Mechanism
6	Encourage professional behavior including: but not limited to, integrity, empathy, self-motivation, appearance/personal hygiene, self-confidence, communications, time-management, teamwork/diplomacy, respect, patient advocacy, and careful delivery of service.	Affective	Organization
7	Implement basic and selected advanced interventions based on assessment findings intended to mitigate the emergency and provide limited symptom relief while providing access to definitive care for various patients in the clinical/field setting.	Psychomotor	Mechanism
8	Implement appropriate record keeping by reporting and documenting assessment data and interventions for various patients in the clinical/field setting.	Psychomotor	Mechanism
9	Implement patient assessments and provide prehospital emergency care and transportation for various patient complaints, within the National EMS Scope of Practice Model AND state Scope of Practice at the AEMT level.	Psychomotor	Mechanism
10	Demonstrate serving as an EMS team member on various emergency calls with more experienced personnel in the lead role.	Psychomotor	Guided Response
11	Demonstrate how to ensure the safety of the rescuer and others during an emergency while in the role of team leader.	Psychomotor	Guided Response
12	Display concern for the safety of others in the role of team leader.	Affective	Responding
13	Demonstrate completion of the minimum clinical and field competencies for the AEMT level, as promulgated by the Georgia State Office of EMS/Trauma.	Psychomotor	Guided Response
14	Demonstrate serving as an EMS team member on at least one emergency EMS call	Psychomotor	Guided Response

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS (HYBRID)

While on clinical rotations:

- Students are to be dressed in the STC Clinical Uniform. (see Uniform Policy for additional information)
- Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
- Students must NOT participate in any amorous or sexual behaviors toward preceptors, patients, or others encountered.
- Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for clinical rotations, students must function 100% of the time as a student or intern. Students are not to be substituted for paid personnel.
- Students are allowed to eat lunch or dinner. Students will be given 30-minutes to eat, and must eat on the campus of the clinical site or with their assigned EMS crew.

To receive a passing grade for the clinical component of each course, students must accomplish the following, by the course completion date:

- Complete the required number of clinical hours (including all required repeat or make-up rotations), at each clinical site, as described by the instructor at the beginning of each course. Documentation of these hours must be submitted to the instructor and verified by the preceptor.
- Complete all minimum runs and minimum numbers of skills, as required in the clinical
 - Information given by the instructor at the beginning of each course.
- Perform assessments and interventions to the satisfaction of the preceptor, as documented in the clinical notebook.
- Meet the standards of professionalism set by the STC EMS Professions Program, including appropriate dress, actions, demeanor and language.

UNIFORMS

Students of the paramedic program are required to attend clinical rotations as a part of the program. Several of the sites in which clinical is performed have strict policies regarding personal appearance and hygiene. In order to conform to these policies and the Code of Conduct for students enrolled in Health Science programs at Southeastern Technical College, the following Uniform Policy will be followed at all times while on clinical rotations.

- **Uniform Shirt** - The uniform shirt will be a polo shirt (color to be determined) with the star of life emblem imprinted on the left chest. The shirt will be ordered by the college and paid for by the student.
 - Shirt must be tucked in at all times. Buttoned to second from top button.
 - **Uniform Pants** – Pants must be black in color. EMS type uniform pants are recommended, but NOT required. Other pants such as Dickies' brand work pants are acceptable.
- **Black Boots or Shoes** - leather tennis or coaching shoes, plain toed boot or shoe.
- **Black Belt** - plain leather without excessive tooling, plain silver buckle or Hook/loop fastener.
 - If a holster is worn it must be black leather and carry no more than three items (suggest scissors, penlight, and hemostat).
- **Socks** - required, must be black if visible.
- It is recommended that each student have a second uniform with them on clinical rotations for use in the event the first uniform gets soiled or contaminated by blood or other body fluids.
- **Program Picture ID**

- During clinical rotations, students must wear their college ID badge with the picture visible. The badge must be worn above the waistline.
- **Grooming / Hygiene (*To be followed on clinical Rotations*)**
 - Hair must be clean, neatly groomed and of a natural color
 - Female students are permitted to wear their hair up. The hair style must be such that remains neat and professional throughout the clinical rotation, and one which does not draw unnecessary attention.
 - Men must be clean shaven unless they have a mustache or beard (see next item)
 - Mustaches and beards must be neat, clean, and trimmed.
 - Perfume or aftershave is not allowed. Use of deodorant and breath fresheners are highly recommended. Makeup, if worn, should be subtle.
- Smoking or other use of tobacco products, while in public, is strictly prohibited while in the clinical uniform.

The EMS Program reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to shave, and unkempt hair.

Body piercings and tattoos will be allowed only at the discretion of the clinical site. The site may require that piercings be removed and tattoos covered. If not possible, the student may be disqualified from clinical participation.

Medical Equipment

Each student must have a watch with a second hand, and safety eye wear for each clinical rotation.

Cold or Wet Weather

- Jackets worn should be black if possible. If a black uniform jacket is not available, any jacket or coat which is free of patches is permitted. A black long sleeve shirt or black turtle neck may be worn under the uniform shirt in cooler weather. Sweater are not permitted.
- Ball caps are permitted during ambulance clinical only. Caps may have an emblem that pertains to EMS but may not contain the logo or name of an EMS organization other than that of the clinical site. Ball caps may not be worn during hospital or clinic rotations.
- Rain coats should be plain, without designs or statements. Scotch lite® strips are recommended.
- Umbrellas are not to be used on clinical rotations.

Weapons

Guns are not allowed on clinical rotations.

Wearing the Uniform

Students are to abide by the following guidelines when dressed in either EMS Program uniform.

- While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.
- The uniform is not to be worn in public venues, in other than in an official capacity.
- At no time should the uniform be worn where alcohol is served or consumed (other than restaurants), except when on a call during a clinical rotation.
- The Clinical uniform is highly recognizable in all settings. At all times while in the public view:
 - Students are to wear the uniform with the shirt properly buttoned and tucked.

- Boots or shoes are to be properly laced or zipped.
- Students are to be clean and neatly shaved at the beginning of each shift.
- Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted; they show professionalism and represent the program and EMS at the highest level.

Failure to Follow the Uniform Policy

Students are to report to the clinical site dressed completely in the clinical uniform. Students who are found on a clinical rotation out of the proper uniform will be asked to leave the clinical site. All hours completed prior to leaving the rotation, including hours from previous clinical experiences, will not count toward the minimum requirement. Students who are reported by clinical sites or other third parties, to have been out of the proper uniform must repeat the entire rotation before credit is received.

The clinical uniform is graded through the clinical section of the program. Students who fail to represent the EMS Program in a positive light through unethical, immoral, or illegal actions while dressed in uniform MAY receive a failing grade for the clinical section, thus preventing the student from completing the program.

CLINICAL COURSES

To pass clinical sections students must complete the minimum number of required contact hours. In addition, passing the clinical section requires that all minimum patient contacts and procedures be achieved, and that preceptor evaluations identify the student as minimally competent. Preceptor evaluations which indicate unsatisfactory performance may result in failure of the clinical section.

Clinical records will be maintained by using the "Platinum Planner" software program. This program subscription is to be purchased by each student from Platinum Education Group. The cost of the program subscription is \$90 per student and payment is the responsibility of the student. The subscription to Platinum Planner must be obtained prior to beginning clinical rotations and prior to the deadline set by the instructor.

ATTENDANCE PROCEDURE

A clinical site absence will be considered as an unexcused class absence unless prior notice has been given to the Instructor and the clinical facility. Missed clinical dates must be rescheduled.

Students are to schedule clinical rotations in a manner which does not interfere with job or school schedules. Once clinical rotations are scheduled, they are considered part of the class schedule and attendance is **MANDATORY**.

Rescheduling Clinical Rotations

Each student is allowed to reschedule **TWO (2)** rotations per semester. Allowable reschedules:

- Work schedule changes
- Change of jobs
- Important family events
- Scheduled medical tests and procedures
- Missed Rotations (must notify the Program Director and clinical site **BEFORE** missing the rotation)
- Illness
- Mandatory employment responsibilities (documentation required)

Students who fail to contact the Program Director and Clinical Site prior to missing a scheduled rotation will be charged and counted as absent from school. (See STC Attendance Policy)

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz

or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of “F” (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student’s last date of attendance in the event a student withdraws, stops attending, or receives an “F” in a course.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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.

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 make arrangements the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:HelenThomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Students who are dropped from courses due to attendance after drop/add until the 65% point of the semester will receive a “WF” for the course.

Important – Student-initiated withdrawals are not allowed after the 65% point. Only instructors can drop students after the 65% point for violating the attendance procedure of the course. Students who are dropped from courses due to attendance after the 65% point will receive either a “WP” (Withdrawn Passing) or “WF”

(Withdrawn Failing) for the semester.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

If a student misses a test, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor on or before the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken prior to the next class, and will be scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

Assignment due dates are listed on the attached lesson schedule and in MyBradyLab. Students are expected to have the assignment completed when it is due. It is within the instructor's discretion to accept or reject late assignments. Any late assignments accepted will be subject to a ten point penalty each day the assignment is late. After three class meetings, no late assignments will be accepted; a zero will be recorded.

Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes.

Any zeros recorded will be included in the final score calculation.

Students must have a 70% or above average on all chapter exams AND a 70% or above average on all homework assignments to be eligible to sit for the final exam of each class. Any student not meeting this requirement will not be allowed to take the class final exam and will not be allowed to advance to the next scheduled class.

IMPORTANT: Upon the successful completion of EMSP 1140, students will be eligible to sit for the EMT Comprehensive Final exam. Upon the successful completion of the EMT comprehensive Final exam, students will be eligible to sit for the NREMT EMT comprehensive written and practical exams. Students are encouraged to take the NREMT EMT exam as soon as possible. Students **MUST** complete at least one full attempt of both the NREMT EMT comprehensive written and practical exam prior to beginning EMSP 1520, scheduled to begin Spring semester.

Students must score a 70% or better on a comprehensive written examination at the end of the course to be eligible to sit for the NREMT- EMT and Advanced EMT exams. A score of 69.9% will not be rounded up.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist	Lanie Jonas, Director of Human Resources

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.

GRADING POLICY

Assessment/Assignment	Percentage
Daily Evaluation	95 %
Affective Learning	5 %
Total	100%

GRADING SCALE

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

(All Practical competencies must be passed to complete the course.)