



**Advanced EMT Program 2025
Economic & Workforce Development**

Alan Brook, Director of EMS Programs
Office: (910) 362-7180 Email: abrook@cfcc.edu

COURSE INFO:

- Start Date:** January 14, 2025
- End Date:** May 1, 2025
- Location:** CFCC North Campus, Classroom and Labs located in the NA building
- Class and lab hours:** 186 (Lab = 65, Online didactic = 62)
- Clinical/Field hours:** 96 (48 clinical/48 field; minimum number; additional may be required as indicated by the Program Director and/or Medical Advisor/Director).
- Capstone time:** *24 hours must be completed unless the student needs more time for remediation. (Minimum number; additional may be required as indicated by the Program Director and/or Medical Advisor/Director)
- Total Minimum Program Hours:** 306
- Team Leads/Capstone:** 5 team leads (minimum number; additional may be required as indicated by the Program Director and/or Medical Advisor/Director).

Student Minimum Competency (SMC): The SMC outlines minimum skills and competency requirements for each student.

*Clinical/Field: This program is setup for more clinical hours than the required minimum listed above.

This program complies with the National EMS Education Standards for Paramedic Education.

This course will include didactic, hands-on skills, simulation as prescribed by CoAEMSP, scenarios, and on-line components. Students will be required to complete research papers, conduct presentations on approved topics and other learning modalities.

Additional Program Pre or Co-requisites (not included in Class/Lab/Clinical hours):

College General Education Courses or proficiency at an 11th grade level in reading/writing and math (ENG 111, ENG 112/114, CIS, Humanities/Fine Arts, Social/Behavioral Sciences). A placement test may suffice if reading/math courses are older than 5 years.

REQUIRED TEXTS:

Advanced Emergency Care and Transportation of the Sick and Injured 4th Ed., Internship Package
Prehospital Emergency Pharmacology 8th Ed. (Optional)

COURSE REQUIREMENTS:

COGNITIVE DOMAIN

Students will be evaluated on cognitive domains through the use of assigned reading and writing assignments, participate in class discussions and on-line activities, exams, quizzes, homework assignments, class participation and clinical. Be aware/knowledgeable of requirements associated with all aspects of emergency medical care for infants, toddlers, preschoolers, school-age children, adolescents, early adults, middle adults, and late adults.

PSYCHOMOTOR DOMAIN

Students will be evaluated by use of skill sheets, clinical rotation evaluations, and Technique Scope of Practice (TSOPS) evaluations throughout the course and at the END of the course.

AFFECTIVE DOMAIN

Students will be evaluated during class and feedback will be provided by preceptors and providers. Compliance with the Course Syllabus and the Emergency Medical Science Program Handbook.

ASSIGNMENTS:

You will be responsible for the following course work throughout each semester:

1. Reading assigned chapter/page numbers and other materials prior to class
2. Cleaning, restocking and properly storing training equipment
3. Completed assigned course work by due dates

Additional Course Fees

Student Uniform T-Shirt for Classroom ** Bookstore

Student Uniform blue polo shirt for clinicals/field internships **Bookstore

Student Uniform EMS-style pants (black or navy)

Black/dark colored boot

Background and Drug Screening fees, as set by vendor.

Vaccinations and medical screening processes as required by contracted clinical site institutions.

MY.CFCC.EDU:

Every student has an official CFCC-provided email account which is to be used for all email

correspondence with your instructor. Some information from CFCC will be emailed to this address ONLY and not sent through postal mail, so **it is very important** that you check this account periodically (Suggested every 48 hours at a minimum). Each student is expected to use “my.cfcc.edu” and/or AAOS Course Compass to retrieve course documents, announcements, instructor/student e-mails, mandatory assignments, grades and/or other course information posted by the instructor. If students have not yet opened or accessed their accounts on “my.cfcc.edu” they will need to do so. Email from accounts other than the one issued by the College will not be accepted by the instructor and all correspondence will be sent to the instructor at the email address listed at the top of this syllabus.

ADMISSION REQUIREMENTS:

- Course prerequisites:
 - Successful completion of approved EMT course.
 - NCOEMS program requirements.
 - Successful completion of Placement Tests, as set forth by CFCC policy/procedures.
 - Valid EMT credential required prior to starting Clinical Practicum rotations.
- Compliance with NCOEMS and CoAEMSP teaching institution plans.
- Compliance with contractual requirements set forth by our clinical site institutions/providers; required throughout the program.

Note: Individuals with a criminal conviction history must submit a written explanation of the circumstances for which subsequent determination should be made regarding credentialing eligibility in the State of North Carolina.

Previous treatment for substance abuse or conviction of a misdemeanor punishable by imprisonment for a maximum term of two years may prevent an applicant from taking the National Registry exam. Individuals with a conviction history must submit a written explanation of the circumstances for which subsequent determination should be made regarding credentialing eligibility in the State of North Carolina.

ATTENDANCE POLICY

Attendance will be taken by students signing a daily roster as they enter the classroom.

Students are expected to attend each scheduled class. Clinical, field experience and capstone are required to have 100% attendance.

Students are expected to be on time for class; this means signed in, seated and ready to learn prior to the start time of class. Anyone not meeting these requirements will be marked as tardy.

Cape Fear Community College does not distinguish between excused and unexcused absences. There will be no exceptions to this rule, unless there is an emergency and the instructor approves the absence/tardy. That emergency must be documented (in writing) for a student to be given consideration. See Evaluation Process below for actions regarding attendance.

WEEKLY COMMUNICATIONS

Regular communications are a vital link between the students and the instructor; this will occur at least weekly throughout the semester and is preserved in the course site (Canvas). This will include the following;

- Upcoming exams/quizzes or other assignment due dates.
- New materials that are made available.
- Grading that has been completed for the weekly assignments.
- Optional activities or events relevant and assigned by the instructor.

SCHEDULE/CALENDAR

All course assignments, deadlines, and important dates will be provided clearly in Canvas.

COURSE MATERIAL INFORMATION

All required and optional materials the student will need will be placed in one clear location on the opening page of the course navigation page, in Canvas.

RELIGIOUS OBSERVANCES

Students will be allowed two days of approved absences each academic year for religious observances required by the faith of the student. These excused absences will be included in the percent of allowable absences. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services.

The completed form must be submitted to the Vice President of Student Services or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President of Student Services or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

WITHDRAWAL POLICY:

No withdrawals may be requested after the 60 percent point of a class. Students who withdraw from a course(s) within the first 60% of class hours will receive a grade of “W” which will not be computed in the GPA (Grade Point Average). All withdrawals appear on the student’s academic transcript. (See 2023-2024 College & Student Handbook) Students who withdraw after the 60 percent of class hours must obtain permission in writing from their instructor and the Department Chair. **Permission will be granted for extenuating circumstances only.** Supporting documentation will be required. No withdrawals may be requested during the last week of the semester. **Withdrawals now require a counselling session prior to withdrawal through email, phone or person-to-person.** Please follow the link below for the process. <https://www3.cfcc.edu/ow/login.php>

DISABILITY SUPPORT SERVICES:

Students with a disability who anticipate needing accommodations of any type in order to participate in this class must first contact Disability Support Services (room A-215, 362-7158 or 362-7012) for assistance. Students must provide necessary documentation of the disability so that appropriate recommendations for disability accommodations can be identified. Once these recommendations are approved, students must contact their instructors and provide them a copy of the Accommodation Letter from Disability Support Services. This is best done by scheduling an appointment with the instructor so that mutually agreeable accommodations based on the recommendations of the Accommodation Letter can be made. Students are encouraged to do this as soon as possible, preferably by the end of the first week of classes. Course handouts will be available in an alternate format through Disability Support Services, if needed. Additional information can be found in the Cape Fear Community College Catalog and Student Handbook. All discussions regarding student disabilities and needs will remain confidential.

GRADING AND EVALUATION PROCESS:

The minimum final course score for all EMS-prefixed courses is a 76%. Any score below a 76% will be reflected as an F, or Unsuccessful. The grading policy of this course will comply with Cape Fear Community College grading policy noted in the current EMS BLS Student Handbook and CFCC Catalog & Student Handbook. Students will be evaluated based on classroom discussion and skills, on-line assignments, assigned readings, video/films presented in classroom or assigned and formal examinations, quizzes, or essays, as well as affective domain.

Exams will be taken during normal class times. **No personal belongings will be allowed on desks during testing** (cell phones, computers, data watches, etc). Book bags and all personal belongings will be placed along the wall or in a location specified by the instructor. **Non-compliance with this requirement will result in an automatic zero for that assignment.** Additionally, an investigation and disciplinary review could result if cheating or other forms of dishonesty are suspected.

There will be multiple computerized and practical tests during the semester. Exams given will count toward final grade. Students are subject to unannounced classroom quizzes during any class, which can be timed. If the instructor feels additional examinations, quizzes, or other forms of evaluations are needed, they will be implemented. No makeup tests will be given for approved absences.

The cumulative/comprehensive final exam is a stand-alone grade of which you must make a 72% or higher score to pass the course. You must also have a cumulative final course grade of **76% or higher** to pass the course.

Students will be evaluated on other assignments such as reports, research papers, presentations, class participation, professionalism, attitude and clinical/field internship conduct and behavior.

Exams and quizzes may include any information covered in this course and any objectives from any prerequisite or prior semester EMS course (see course map for courses). Each student will have two additional exam assignments that span over the entire semester course:

1. Professionalism. Each student will start with a score of 100. Points will be deducted for the following:

- a. Minus 5 points for being >5-minutes late for class
- b. Minus 5 points for the use of profanity, obscenities or making derogatory or insulting comments or gestures during class.
- c. Minus 5 points for not adhering to dress code.

2. Participation/engagement. Each student will start with a score of 100. Points will be deducted for the following:

- a. Minus 5 points for failing to participate in assigned classroom scenarios
- b. Minus 5 points for not properly cleaning, restocking or properly storing training equipment

All students should be aware, **NO FINAL/LAST EXAMINATION MAKE-UPS** will be allowed. Any student who cannot attend on the day of the Final/Last Examination will be given an “F” (zero) for that exam unless earlier/prior arrangements are made and approved by the Program Director due to scheduling conflicts with other course examinations, public safety needs (fire, police, EMS) or active-duty military requirements. Special consideration will be made on a case by case basis.

Discussion Board postings: 80% for initial post, 20% for required comments. There will be a 5-point deduction for each day the post is late. Late Assignments: a 5-point deduction for each day the assignment is late, up to seven calendar days. After seven calendar days you will receive a zero for the assignment.

Your final grade will be made up of the following: The EMS Program grading scale is:

Exam/Test Score Average 50%	A = 100 - 92
Quizzes/Essays/Discussion Boards 15%	B = 91 -84
Scenario/Skills/Lab participation 20%	C = 83 - 76
Affective Domain (professionalism, attendance, respect, ownership) 15%	F = 75 - 0

GRADE BOOK

Grades are maintained in the course site using an electronic grade book, in Canvas. This helps us preserve an electronic record of your grades and provides the instructor the ability to continuously monitor your grades on a daily basis.

INSTRUCTOR RESPONSE TIME

The instructor will typically respond to e-mails, phone calls within two business day. Grades and assignments will be posted by the end of each week.

CONTINGENCY PLAN

Technology challenges can occur at the most inconvenient times—Internet outages, power loss, or even the Canvas server being down. Be prepared to deal with these potential challenges! Turning in assigned activities after the due date/time because you could not log into Canvas or you could not access an assignment is not acceptable and will be subject to the Late Assignment Policy.

If an activity is due Sunday by midnight, do not wait until Sunday evening to start it.

If technology does get in the way, submit your assignment in the ways detailed below:

- For Online Discussions: submit your post via email to your instructor before the deadline.
- For weekly Chapter Reviews: submit a paragraph summary of the chapter before the deadline.
- For other assignments: email the assignment to your instructor before the deadline. You should resubmit through Canvas as soon as you are able.

Assignments requiring document uploads: Canvas now has a confirmation code feature that will display a popup window after you upload an assignment. They will contain a confirmation code verifying you uploaded a document.

ACADEMIC HONESTY:

Students will adhere to the academic honor code spelled out in the Cheating and Plagiarism Section of the CFCC Catalog & Student Handbook. Cheating, plagiarism, or unlawful activity used on any form of evaluation may result in a failing grade or possible expulsion from the course. If it is not your own words, you must cite the author and publication where the source of that information, statement, or comment originated. There will be a “zero tolerance” policy in affect for this issue. (See current CFCC Catalog & Student Handbook).

AFFECTIVE GRADING:

Courtesy: Please identify yourself when speaking. Every effort will be made to personalize the classroom setting. During class discussions when asking questions, offering opinions, or presenting issues, each student should conduct themselves with courtesy and respect for others. Differing opinions are not only welcome, but expected. Students are expected to respect the opinions of others and refrain from put- downs or personal attacks. We can agree to disagree while still respected one another’s views and beliefs. Class members should not attempt to dominate the discussion, but allow others the opportunity to speak.

As healthcare workers, we must provide the same high standards of compassion and patient care to any and all fellow human beings.

NOTE: Only when approved by the instructor, in an effort to provide realistic training modalities, with realistic stressors, some individuals will be role playing the part of upset, angry or scared patients, family members or bystanders, or portraying a person with mental illness during classroom scenarios. During this time, instructor approved actions and comments may be contrary to the Courtesy section. This is necessary for realistic training and should not be confused for normal classroom behavior. This will ONLY be allowed with direct instructor approval during scenario situations and will ALWAYS be conducted in a safe manner.

Pagers, cell phones, data devices, other communication devices: Personal cell phones, pagers, audio devices or any other communication devices have no place in the classroom. ***Students will turn off these devices at the beginning of each class meeting and stow them away so they do not become a potential source of class disruption by ringing or by use.*** Exceptions to this rule may include members of public safety organizations such as police, fire, EMS, or active-duty military, of which prior approval from the course instructor is required. The instructor may approve online access for students to look up certain information pertaining to classroom activities.

NOTE: Only when approved by the instructor, in an effort to provide realistic training modalities, with realistic stressors, some individuals will be role playing and may be directed to photo or video skills and/or scenarios.

Hats/caps/head garments: Unless a student is a member of a faith community that requires the wearing of a head garment indoors, or someone with special medical needs, all hats, caps, and/or other garments worn upon the head will be taken off at the start of each class meeting. Those needing to wear head garments during class must meet with the instructor at the beginning of the semester to discuss their individual needs before exceptions are made.

Disruptions of class: A disruption includes any behavior, activity, or distraction that interrupts, impedes or interferes with scheduled or ongoing class activities **will not be tolerated**. This includes the use of communication devices as listed above.

Food/drinks in class: Snacks may be permitted in the classroom, provided they do not produce an unwanted odor or noise while being eaten. No food is allowed in the Lab. Approved drink containers are allowed in lab, but must stay on the table at the entrance door.

Drinks may be consumed during class if in an approved, non-spill container (must have a lid that tightly attaches to the cup). Snacks and beverages in class are privileges, and may be prohibited at the discretion of the instructor.

Tobacco: Tobacco use is prohibited on CFCC property. The first offense is a warning and the second offense may result in disciplinary action. No “vaping”, snuff, dip, cigarettes or similar products are allowed.

Violations of Classroom Protocol. Students who choose not follow the established protocol for this class will disturb fellow students, causing the classroom environment to diminish. All confrontational issues will be discussed out of the classroom setting, in private, and not during class discussion or lecture. All violations of classroom protocol will be documented. Repeated violations may result in a student being removed from the class and referred to the CFCC Vice President of Student Services. There will be no deviation from the above protocols. Please be reminded this class is made up of adults who are expected to act accordingly

DISCLAIMER:

Information contained in this outline is, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. However, this outline should not be considered a contract between Cape Fear Community College and any student, nor between the instructor and any student. The instructor reserves the right, acting within the policies and procedures of Cape Fear Community College, to make changes in course content or instructional techniques without notice or obligation.

*****ADJUSTMENTS TO SYLLABUS MAY BE MADE AT THE DISCRETION OF THE INSTRUCTOR*****

MINIMUM EXPECTATIONS:

“To prepare Advanced Emergency Medical Technicians who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

ACCREDITATION:

The Cape Fear Community College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
www.caahep.org

9355 113th St N #7709
Seminole, FL, 33775
727-210-2350