



Winter Quarter 201003

**EMS – 200D**

**CRN - 30793**

**Clinical Applications of  
Advanced Emergency  
COURSE SYLLABUS**



**INSTRUCTOR:** Michael Ray Powers

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**OFFICE PHONE:** (478) 296-6186      **Pager:** (478) 277-8450

**OFFICE HOURS:** Mondays and Wednesdays 1630 – 1730  
Tuesdays and Thursdays 0800 - 0930

**OFFICE LOCATION:** Louie Livingston Hall, 2<sup>nd</sup> Floor, Room 224K

**CLASS LOCATION:** Louie Livingston Hall, 2<sup>nd</sup> Floor, Room 217

**COURSE LENGTH AND CREDIT:** 30 clock hours, 1 credit hours

**CLINICAL TIMES AND LOCATION:**

- TBA

**CLASS DAYS:** N/A

**COURSE DATES:** 01/12/2010 – 03/23/2010

**METHOD OF INSTRUCTION:**

- Clinical

**HGTC STUDENT E-MAIL ACCOUNT:**

- Students at Heart of Georgia Technical College are assigned an e-mail account. To access your account, go to HGTC's webpage, [www.heartofgatech.edu](http://www.heartofgatech.edu) and click on the *Heartmail* link under the *Current Student* tab. Students who have questions or issues with their e-mail account should contact their instructor or contact the Instructional Technology Specialist at (478) 274-7835.

**E-MAIL RESPONSE TIME**

- Unless there are extenuating circumstances, I will respond to emails within 24 hours, Monday through Thursday.

**REQUIRED TEXTBOOK(S):**

- AAOS Nancy Caroline's Emergency Care in the Streets
- AHA BLS Healthcare Provider Student Textbook
- AHA ACLS Textbook
- AHA PALS Textbook
- PHTLS

**REQUIRED SUPPLIES:**

- Clinical notebook and any supplies necessary to perform patient assessments.

**Standard**

State Standard     Institutionally Developed    College: n/a

**EMS 215 – Clinical Applications for the EMT- Paramedic VI**

**Course Description**

The course will include clinical hours to be spent in Hospitals, Urgent Care Settings, and Ambulance Clinical Rotations. This course will include all of the EMT-Paramedic Clinical Procedures Requirements With Accompanying Psychomotor Objectives listed under Appendix B (Clinical Objectives) of the Georgia Office of EMS, EMT-Paramedic Curriculum standard. This course will include a minimum of 60 clinical hours, and along with "Clinical Applications for the EMT-Paramedic I", "Clinical Applications for the EMT-Paramedic II", "Clinical Applications for the EMT-Paramedic III", "Clinical Applications for the EMT-Paramedic IV" & "Clinical Applications for the EMT-Paramedic V", will include a minimum skill set and a minimum number of assessments in various categories.

<b><u>Competency Areas</u></b>	<b><u>Hours</u></b>	
	<b>Class</b>	<b>0</b>
EMT-Paramedic Clinical Hours	<b>D. Lab</b>	<b>0</b>
Ethics and Clinical Etiquette	<b>P.</b>	<b>3</b>
EMT-Paramedic Clinical Tasks: Psychomotor Skills	<b>Lab/O.B.I.</b>	
EMT-Paramedic Clinical Tasks: Assessments on Various Age Groups	<b>Credit</b>	<b>1</b>
EMT-Paramedic Clinical Tasks: Assessments on Patients with Various Pathologies		
EMT-Paramedic Clinical Tasks: Assessment & Treatment Plan on Patients with Various Complaints		

**Prerequisite:** Program admission

**Corequisite:** n/a

**Course Guide**

<b>Competency</b>	<b>After completing this section, the student will be able to:</b>	<b>Hours</b>		
		<b>Class</b>	<b>D.Lab</b>	<b>P.Lab/ O.B.I.</b>
<b>EMT-Paramedic Clinical Hours</b>		<b>0</b>	<b>0</b>	<b>30</b>
Total Clinical Hours	The student will complete at a minimum 330 clinical hours between the following courses: "Clinical Applications for the EMT-Paramedic I", "Clinical Applications for the EMT-Paramedic II", "Clinical Applications for the EMT-Paramedic III", "Clinical Applications for the EMT-Paramedic IV", "Clinical Applications for the EMT-Paramedic V" & "Clinical Applications for the EMT-Paramedic VI".			
	<b>Note:</b> All clinical hours in each category listed below must be satisfied between the following courses: "Clinical Applications for the EMT-Paramedic I", "Clinical Applications for the EMT-Paramedic II", "Clinical Applications for the EMT-Paramedic III", "Clinical Applications for the EMT-Paramedic IV", "Clinical Applications for the EMT-Paramedic V" & "Clinical Applications for the EMT-Paramedic VI". Completion of the minimum hours in each category does not guarantee completion of all clinical objectives (see below), and so students may need to be assigned additional clinical time in a given clinical area to ensure completion of all clinical objectives.			

Clinical Areas	<p>The student will complete at a minimum 330 clinical hours. The student must spend a minimum of the following in each area (as per the Georgia Office of EMS). The hours in the categories below only add up to a total of 256 hours - the remaining 74 hours (330-256=74) is at the program discretion to decide how clinical time and educational opportunities are best utilized (these 74 hours will count as Flex Hours for the Office of EMS):</p> <ol style="list-style-type: none"> <li>1. Operating Room 8 hours</li> <li>2. Critical Care 16 hours</li> <li>3. Pediatrics 16 hours</li> <li>4. Labor/Delivery 16 hours</li> <li>5. Psychiatric 8 hours</li> <li>6. Emergency Room 120 hours</li> <li>7. EMS** 72 hours</li> </ol>			
	<p><b>**Note on EMS Hours:</b> The State of Georgia Office of EMS requires a minimum of 120 clinical hours to be spent during EMS clinicals. The 48 hours of EMS Leadership clinicals listed in "EMS 201 - Summative Evaluation" counts towards this 120 hours, leaving a minimum of (120-48=72) 72 hours that must be completed during the regular EMT Paramedic Clinicals. Instructors must ensure that all EMT-Paramedic students have completed a minimum of 120 hours on an ALS ambulance between their regular clinical hours and the EMS Leadership Clinical Hours. The student must still complete a minimum of 330 clock hours in clinicals during the regular Paramedic Clinical Courses.</p>			
<b>Ethics and Clinical Etiquette (Hours for this section are included under EMT-Paramedic Clinical Hours above)</b>				
	<p>Comply with patient privacy rights  Respect confidentiality  Follow the rules and regulations of each clinical site  Demonstrate respect for staff  Demonstrate appropriate work ethic (i.e.: reporting on time)</p>			
<b>EMT-Paramedic Clinical Tasks (Hours for this section are included under EMT-Paramedic Clinical Hours above)</b>				
	<p>Note: ALL State of Georgia Office of EMS clinical objectives listed below (Psychomotor Skills, Assessments on Various Age Groups, Assessments on Patients with Various Pathologies, and Assessment &amp; Treatment Plan on Patients with Various Complaints) must be completed between the following courses: "Clinical Applications for the EMT-Paramedic I", "Clinical Applications for the EMT-Paramedic II", "Clinical Applications for the EMT-Paramedic III", "Clinical Applications for the EMT-Paramedic IV", "Clinical Applications for the EMT-Paramedic V" &amp; "Clinical Applications for the EMT-Paramedic VI". Completion of the following objectives may require more clinical hours in any clinical area, and so students may be required to attend additional clinical time to complete the required objectives.</p>			
<b>EMT-Paramedic Clinical Tasks: Psychomotor Skills</b>				
Med. Administration	<p>The student must demonstrate the ability to safely administer medications.  <i>The student should safely, and while performing all steps of each procedure, properly administer medications at least 15 times to live patients.</i></p>			

Intubation	The student must demonstrate the ability to safely perform endotracheal intubation. <i>The student should safely, and while performing all steps of each procedure, successfully intubate at least 5 patients. Patients should be alive or recently expired. Animal laboratory experience may be substituted for human patients.</i>			
Venous Access	The student must demonstrate the ability to safely gain venous access in all age group patients. <i>The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least 20 times on live patients of various age groups.</i>			
Ventilations	The student must demonstrate the ability to effectively ventilate intubated patients of all age groups. <i>The student should effectively, and while performing all steps of each procedure, ventilate at least 5 live patients of various age groups.</i>			
<b>EMT-Paramedic Clinical Tasks: Assessments on Various Age Groups</b>				
Pediatric	The student must demonstrate the ability to perform a comprehensive assessment on pediatric patients. <i>The student should perform a comprehensive patient assessment on at least 5 (including newborns, infants, toddlers, and school age) pediatric patients.</i>			
Adult	The student must demonstrate the ability to perform a comprehensive assessment on adult patients. <i>The student should perform a comprehensive patient assessment on at least 20 adult patients.</i>			
Geriatric	The student must demonstrate the ability to perform a comprehensive assessment on geriatric patients. <i>The student should perform a comprehensive patient assessment on at least 10 geriatric patients.</i>			
<b>EMT-Paramedic Clinical Tasks: Assessments on Patients with Various Pathologies</b>				
Obstetric	The student must demonstrate the ability to perform a comprehensive assessment on obstetric patients. <i>The student should perform a comprehensive patient assessment on at least 5 obstetric patients.</i>			
Trauma	The student must demonstrate the ability to perform a comprehensive assessment on trauma patients. <i>The student should perform a comprehensive patient assessment on at least 20 trauma patients.</i>			
Psychiatric	The student must demonstrate the ability to perform a comprehensive assessment on psychiatric patients. <i>The student should perform a comprehensive patient assessment on at least 5 psychiatric patients.</i>			
<b>EMT-Paramedic Clinical Tasks: Assessment &amp; Treatment Plan on Patients with Various Complaints</b>				
Chest Pain	The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain. <i>The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 5 patients with chest pain.</i>			
Dyspnea/Respiratory Distress	The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress. <i>The student should perform a comprehensive patient assessment,</i>			

	<i>formulate and implement a treatment plan on at least 5 patients with dyspnea/respiratory distress.</i>			
Syncope	The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope. <i>The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 5 patients with syncope.</i>			
Abdominal	The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with abdominal complaints. <i>The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 5 patients with abdominal complaints (for example: abdominal pain, nausea/vomiting, GI bleeding, gynecological complaint, etc.)</i>			
Altered Mental Status	The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status. <i>The student should perform a comprehensive patient assessment, formulate and implement a treatment plan on at least 5 patients with altered mental status.</i>			

**HGTC ID Badge:**

You MUST wear your HGTC ID badge while on school property or during clinical rotations. The ID badge should be worn such that it is noticeably displayed between the neck and waist.

**STATEMENT OF TEACHING APPROACH:**

Most classes will consist of lectures; however, I see my role as a facilitator in the learning process. By that, I mean that I present the topic that needs to be learned, but I allow you, the student, to assume the responsibility of researching and mastering the material. By taking this responsibility, you are in control of your own education. I cannot possibly teach everything--- you must read ahead and keep up, prepare for class each day, and ask questions over anything you do not understand. I will present the main points in class, using various methods (i.e., lecture, power-point, video, handouts, and/or demonstration). If you attend class, keep up, pay attention, do the work expected of you as outlined in this syllabus, then you should be successful in the course. HONESTY IS MY POLICY AND I WILL NOT TOLERATE CHEATING TO ANY DEGREE!

**FINAL CLASS AVERAGE BREAKDOWN:**

ACTIVITIES	%	GRADING SCALE
Evaluation Forms	100%	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.*

All health science programs require an average of 70% or greater (a grade of “C”) to successfully meet the competency requirements for a course. A grade of “D” is not passing for this course. When grades reflect 0.5-0.9, these tenths of points will be calculated when averaging grades. Example: A grade of 69.4 will be rounded down, so the actual score/grade will be a 69; A grade of 69.5 will be rounded up, so the actual grade will be a 70.

**CLINICAL:** Each clinical will have an Evaluation form, to be completed by the Preceptor. Each Form will have a grade, and the average of these clinical form grades will be the course grade. If you are absent on the day of the scheduled clinical, your grade will be a “0” for that clinical

unless you have contacted the instructor and the clinical site prior to the absence. You must bring in a “bona fide” excuse, on the day of your return to class. If the instructor deems you excused, you will be allowed to make-up that clinical day. Clinical form grades count 100% toward the total course grade. **Note: Without the required number of clinical hours and patient contacts, you cannot complete the course.**

## **MAKE-UP POLICY**

Provided a make-up is allowed in accordance with course syllabus and approved by the instructor; students who have received prior approval, must make up work missed (exams, assignments, etc.) within three instructional days, or the grade is a “0”.

## **ATTIRE**

You should be appropriately dressed. This is HGTC school policy so read very carefully. Remember you are studying to be health care professionals. Therefore, I expect you to DRESS IN A PROFESSIONAL MANNER CONSISTENT WITH THE EMS PROFESSION. Your clothes must be clean and above all professional. Talk to me or the Department chair if you have questions. Remember your dress and appearance are important in the workplace and count toward your work ethics grade. **THE PARAMEDIC PROGRAM REQUIRES YOU TO WEAR A GREEN POLO SHIRT AND KHAKI SLACKS. ABSOLUTELY, NO JEANS WILL BE ALLOWED.**

*Here is the HGTC policy on personal dress: (Found in the Student Handbook)*

Students are expected to maintain proper personal appearance at all times. The attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

The wearing of work-related headgear is restricted to the department area in which the student is enrolled. An exception to this policy is if the headgear is part of a HGTC recognized uniform such as the nurse cap. It is inappropriate for headgear (baseball caps, stocking caps, etc.) to be worn indoors by either male or female students. A primary mission of the Heart of Georgia Technical College is to prepare students for workplace success; appearance is a major concern employers identify as an area of needed emphasis

## **ATTENDANCE POLICY**

Your success in this course is highly dependent upon your active engagement with the material presented within. Regular and punctual attendance is an important part of preparing a student for employment and is often a critical factor when employers review a student’s record. Absences seriously disrupt a student’s orderly progress in a course and significantly diminish the quality of group interaction in class. Regular and punctual attendance in all classes is the student’s responsibility. Attendance is counted from the first scheduled class meeting of each quarter. Absence from class for any reason does not excuse a student from full responsibility for class work or assignments missed. The student is still responsible for preparing assignments for the next class meeting and for completing all work missed. Also, class attendance is required for successful completion of the course. I expect you to be at every class. I often give information in class that is not found in the textbook, so you may miss important material if you miss class. Remember, this is a six and one-half (6½) hour class; lots of information is given in that time period. If you miss even *one* class, you may miss a significant amount of instruction. There will be penalties for absences and your absences will affect your work ethics grade. **If you miss more than 10% of the total classes during the course, you will be dropped from the class in adherence to HGTC and TCSG policies.** Refer to HGTC *Catalog, Student Handbook, and DHR Guidelines* for explanation of the attendance policy. Should a student miss a class, it is his/her responsibility to obtain notes, handouts, etc; and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor **prior** to class if they must be absent. Students making no contact with me, prior to the start of class, **will be**

**counted absent (*Unexcused*)**. Student can page me, leave a message via my office phone, email me, or you may leave a message with the Allied Health secretary at (478) 274-7840.

### **Coming in late**

While I expect you to be on time and in class every day, I realize that circumstances may prevent you from getting to class on time. You are responsible for finding out information given out during the part of the class you missed.

Attendance will be taken at the beginning of class and class will start on time. If you are more than 5 minutes late, you will be counted as tardy. Three (3) tardies make one (1) absence. If you are more than 39 minutes late (10% of the class), you will be counted absent for that day.

If you have *excessive* absences of any kind—whether excused or unexcused—you will be dropped from the course. Even if your absences are excused, missing a lot of classes will put you so far behind that you cannot catch up. Remember to check with the financial aid office to determine how being dropped from a class will affect your financial assistance.

It is *your* responsibility to get missed lecture notes, announcements, and assignments. Be sure to find out if handouts were given, so that you can get them from me.

You have the right to appeal for reinstatement to this class after being dropped for excessive absences. You must do so in writing to Mrs. Lynn Walters, secretary to Mrs. Becky Carroll, within 48 hours of being dropped.

### **SUBMISSION OF WORK:**

This course is fast paced and very intense; students are expected to keep up with course activities. All course assignments/tests are due by the day indicated on the course schedule. Students who do not submit assignments or take tests on time will receive a grade of “0” unless prior arrangements have been made with the instructor. Students will be given specific guidelines to follow for all assignments. Failure to complete ALL of the required work will result in the student receiving a final grade of “F”.

### **INTERNET USAGE**

Unless a student is working on a project during a designated time, no student is allowed to access the Internet during designated class times.

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

While this is, Adult Education and students may have a need for emergency communications with family members (i.e., a sick child); NO AUDIBLE RING TONES during class times are allowed. If there is a need for you to keep a cell phone on during class, then it must be on “Vibrate”. Phones should be used for Emergencies ONLY. No texting is allowed during class times. For violations of this policy:

- The first offense will be a verbal warning.
- The second offense will be a written warning.
- The third offense will be disciplinary actions.

No electronic devices such as a radio, walkman, etc. are allowed; however, students may record lectures if desired. The student will be expected to maintain punctuality, display correct professional attitude and conduct, and maintain a neat, professional appearance No cell phones are to be brought inside the clinical facility per our clinical policy. Students will receive an unsatisfactory clinical grade for that clinical day. At the second incident of the student having a cell phone in the clinical facility, the student will be given a grade of “F: for the

### **WORK ETHICS**

Business and industry leaders have identified essential work ethics that should be taught and practiced in order to develop a viable and effective workforce. The ten ethics traits are:

1. **Attendance:** attends class, arrives on time; notifies instructor in advance of planned absences; makes up assignments punctually.
2. **Character:** displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
3. **Teamwork:** respects rights of others; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; displays mannerly behavior.
4. **Appearance:** displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** demonstrates a positive attitude; appears self-confident has realistic expectation of self.
6. **Productivity:** follows safety practices; conserves materials; keeps work area neat and clean; follows directions/procedures.
7. **Organization Skills:** manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** displays appropriate nonverbal and verbal skills.
9. **Cooperation:** displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command;
10. **Respect:** deals appropriately with cultural/racial diversity; does not engage in harassment of any kind.

A student is assigned a work ethics grade quarterly in addition to the academic grade for the course. Work Ethics Grade Definitions include:

- |   |                      |
|---|----------------------|
| 3 | Exceeds Expectations |
| 2 | Meets Expectations   |
| 1 | Needs Improvement    |
| 0 | Unacceptable         |

## **ACADEMIC DISHONESTY**

HGTC assumes that all students will be truthful to each other and to members of the college community. All forms of academic dishonesty, including but not limited to, the following will call for discipline:

- knowingly helping, procuring, or encouraging another person to engage in academic misconduct.
- obtaining assistance with, or answers to, examination questions from another person, with or without, that person's knowledge.
- Furnishing assistance with or answers to examination to another person.
- Possessing, using, distributing, or selling unauthorized copies of any examination or computer program.
- Representing as one's own an examination taken by another person.
- Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- Obtaining teacher edition text books, test banks, or instructional materials that are only intended to be accessed by technical college personnel.
- Falsification of information.
- Plagiarism.

Any student guilty of any form of dishonesty in academic or laboratory work will receive a grade of zero for that work. The second incidence of dishonesty will result in the student being subject to dismissal from HGTC

## **TRACS (Tutoring, Referral, Assessment, Career Services Center):**

The TRACS Center offers a variety of services for all students. Services are provided in Room 113, W. R. Stewart Building, or available online through the HGTC website, under tab *Career Services*.

Tutoring services are provided to assist all HGTC students in achieving their maximum level of

performance in their coursework. Free tutoring is available to students enrolled in credit programs by making a request to an instructor or by contacting TRACS. Study skills and test-taking skills also are available. Interested students should contact the TRACS Center at (478) 274-7786 or (478) 274-7643.

Referrals are made for students who need services provided on the campus of HGTC as well as services available in the community. Guidance services are available and designed to help students deal with personal, social and education concerns. Referral to professional counselors and/or community agencies will be arranged upon the request of the student. Personal counseling is voluntary and is strictly confidential. Students may be self-referred, referred by their instructors, or referred by outside agencies and organizations. For additional information, contact the Career Center in Room 113 in the W. R. Stewart Building on the main campus.

Assessments are provided for the college placement assessment; third party assessments for updating professional credentials, earning certifications and licensure and work force development. For information about assessments, visit Room 306, W. R. Stewart Building, or call (478) 275-5193.

Career Services is a vital component of the Tutoring, Referral, Assessment, and Career Services Center (TRACS). The Center offers a variety of services for all enrolled students, prospective students, and graduates. Students are provided with the skills and knowledge needed to make realistic career decisions in choosing a program of study. Support services to current students which will assist toward successful completion of their career goals and eventual gainful employment also are available. Heart of Georgia Technical College graduates are eligible for career services regardless of the amount of time since graduation occurred. Available services include:

- Career planning which is designed to equip students with the skills and knowledge they need to make career decisions. Counseling, testing, and evaluation resources to help students match their aptitudes, interests and abilities are used to develop career and education goals.
- Career placement is committed to assisting active students and graduates in the pursuit of suitable, rewarding employment. With the combined efforts of the faculty and the administration, a cooperative relationship is maintained with business and industry. Career placement services include pre-employment preparation of students and placement and follow-up activities aimed at improving the quality of technical education.
- Assistance with resume and application preparation, interviewing skills, and development of other job search skills. Job boards and computerized job searches identify jobs that are available. Job fairs and recruiters on campus are other ways to assist students and employers in finding job opportunities or qualified employees. Follow-up activities are conducted with former students and employers. Questionnaires are periodically sent to graduates and employers and the data collected assists HGTC in meeting its training objectives and developing up-to-date curricula for its courses of study. The Career Center is located in Room 113 in the W. R. Stewart Building at the main campus.

Special needs counseling and services are available in the TRACS Center to those students with disabling conditions who may need individual educational plans, assistive technology, specialized equipment or books, or referral services. Evaluation and program development services are available through the Georgia Division of Rehabilitation Services. Students who know they need these services should contact the Director of Career Services at (478) 274-7643 or the Special Needs Facilitator at (478) 274-7786.

## **WORK READY**

Work Ready Certificates (WRC) for individuals provide employers with documentation that each worker meets a minimum set of skill and education standards and is ready for employment. Workers will take a validated skill assessment and their skills will be matched to current and future job opportunities through an occupational or job profile. There are three sections of this assessment including Reading for Information, Applied Mathematics, and Locating Information.

Each section takes approximately 45-60 minutes to complete for a total of approximately three to four hours; however, sessions may be scheduled separately. Students should contact the Career Services Office to schedule an appointment or register online at [www.heartofgatech.edu](http://www.heartofgatech.edu); click on *Georgia Work Ready* logo on the bottom right hand screen. Students should indicate they are HGTC students when they register.

Students enrolled at Heart of Georgia Technical College are required to take the Work Ready assessment prior to graduation or certificate completion. In order to earn the Work Ready Certificate; the student must obtain a level score of 3 on each section.

***Degrees/diplomas/certificates/embedded certificates may not be issued to students prior to completion of this requirement.***

## **LIBRARY**

Please use one of your best resources—the HGTC library located in Room 110 in Louie Livingston Hall on the Dublin campus. It is a new facility which has study rooms, a computer lab, casual seating, carrels for DVD/CD viewing, a coffee area, a children’s area all in a wireless environment. The library is open from 7:30 a.m. to 8:00 p.m. during the quarter. Please access [www.heartofgatech.edu](http://www.heartofgatech.edu), Library Services link, for hours during quarter breaks. From any computer, students have access 24/7 to electronic resources with a quarterly password provided by their instructors. The friendly and helpful staff are available by phone (478) 275-6593, email [www.library@heartofgatehc.edu](mailto:www.library@heartofgatehc.edu) or FAX (478) 275-6594 during business hours and electronically through the “Ask the Librarian” link (on the left side of the library home page) after hours for information the next day. The library welcomes suggestions for new materials from its patrons.

## **WITHDRAWING FROM CLASS**

Students needing to withdraw from class should contact their instructor or program advisor. If the withdrawal date occurs prior to midterm/midcourse, the student will receive a grade of “W.” If the withdrawal occurs between midterm/midcourse and the end of the 8<sup>th</sup> academic week (or 80%) of the quarter and the student has a “60” or above average, the grade is “WP.” For learning support classes, the student must have a “70” or above average. If the student has a “59” or lower average, or “69” or lower average for learning support classes, the grade is “WF.” If the withdrawal occurs after the 8<sup>th</sup> academic week (or 80%) of the quarter, the grade is “F.”

## **GENERAL EDUCATION COMPETENCIES**

Heart of Georgia Technical College has identified a set of core general education competencies designed to prepare graduates for successful careers. HGTC has identified the following general education competencies that graduates **must** attain prior to graduation:

- Basic Computer Skills
- Mathematical Reasoning and Problem Solving
- Reading Comprehension
- Standard Written English Usage

All graduates from a degree, diploma, or Technical Certificate of Credit with a general education component will be required to demonstrate a minimum level of achievement in each area prior to graduation. Degrees, diploma, or technical certificates of credit will not be issued to students prior to completion of this requirement nor will participation in graduation commencement be permitted. Students not attaining the required level must participate in remediation prior to taking the general education competency assessments again. Remediation is done through GAP training, and is available free to all students any time prior to or after testing. The assessments and required levels are as follows:

	Competency	Assessment	Level of Achievement
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Associate degree students	Basic Computer Skills	In house computer competency exam	11 of 13 criteria met
	Mathematical Reasoning and Problem Solving	WorkKeys Applied Mathematics Exam and Locating Information Exam	Level 4
	Reading Comprehension	WorkKeys Reading for Information Exam	Level 4
	Standard Written English Usage	WorkKeys Writing Exam	Level 3
Diploma students and students enrolled in a TCC with a general education component*	Basic Computer Skills	In house computer competency exam	11 of 13 criteria met
	Mathematical Reasoning and Problem Solving	WorkKeys Applied Mathematics Exam and Locating Information Exam	Level 3
	Reading Comprehension	WorkKeys Reading for Information Exam	Level 3
	Standard Written English Usage	WorkKeys Business Writing Exam	Level 3

\*For TCC's with a general education component, visit the HGTC webpage at [www.heartofgatech.edu](http://www.heartofgatech.edu).

The Reading for Information assessment will be administered as part of your course (EMP 1000, PSY 1010, or PSY 1101). The Writing Test or Business Writing assessment will be administered as part of your course (ENG 1010 or ENG 1101). The computer competency exam will also be administered as part of your course (SCT 100).

To schedule the Applied Mathematics and Locating Information assessments (MAT 1011, MAT 1012, MAT 1013, or MAT 1111), contact the Assessment Specialist/Career Planner at (478) 274-7903 or register online at [www.heartofgatech.edu](http://www.heartofgatech.edu). Click on the Georgia Work Ready logo on the bottom right of the screen. Indicate you are a HGTC student when you register.

All TCC students are required to participate in the following assessments: WorkKeys Applied Mathematics, WorkKeys Locating Information, and WorkKeys Reading for Information. No minimum score is required unless the TCC has a general education requirement.

### **COLLEGE POLICIES**

Policies that affect all HGTC students can be located in the *Catalog/Student Handbook*, which is issued to all students at orientation. A copy of this publication is posted at [www.heartofgatech.edu](http://www.heartofgatech.edu), click *Current Students* tab, click *Catalog/Student Handbook* link (<http://www.heartofgatech.edu/main/EdSrvs/NewCatalog/PDFCatalogs.cfm>). The web version supersedes all other forms of publications in terms of revisions.

### **NON-DISCRIMINATION STATEMENT**

As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX Coordinator: Director of Career Services, W. R. Stewart Building, Room 113F, (478) 274-7643

Section 504 Coordinator: Special Needs Facilitator, W. R. Stewart Building, Room 113E, (478)

# V. T. Student/Faculty Clinical Work



It shall be the policy of Heart of Georgia Technical College that all student and faculty activities associated with the curriculum, especially while the students are completing clinical rotations, will be educational in nature. The time spent in the clinical area is, by design, an instructional exercise to provide the students with learning experiences that will expand their knowledge base. Therefore, during the period of clinical instruction, the student or faculty will not be used as a substitute for any staff member regardless of the urgency of the work conditions. Students, who are paid employees of hospitals or any clinical site entity, will not be considered “staff” during their clinical rotations. Students will not receive any type of payment for any services rendered while in the clinical area receiving clinical instruction. Additionally, any faculty serving in the capacity of clinical instructor, clinical coordinator or any other clinically specified position, will not receive any type of payment outside that routinely received from the college, from any source for services rendered during the course of the instructional day. Any breach of this policy will result in disciplinary action, up to and including termination from employment and/or from the student’s program of study.