

HCRS C142 Administrative Medical Assistant Externship  
Spring 2020

**INSTRUCTOR:**

Professor: Sharon Britz, MHA, BHAA, AAHA  
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Online Office Hours: Thursday 7:30pm -8:00pm  
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**COURSE: HCRS C143: Clinical Medical Assistant Externship**

**CRN: 33202**

**COURSE DESCRIPTION:**

The Clinical Externship is a practical application of the theory and skills learned in the classroom and lab. The student participates in physician's office or clinic providing patient care under the direct supervision of the physician and the office manager with indirect supervision of the classroom instructor.

**STUDENT LEARNING OUTCOMES:**

**Upon successful completion of this course, the student will be able to:**

1. Demonstrate professional conduct and skills in the medical office setting.
2. Demonstrate medical back office procedures competently.
3. Analyze and demonstrate the '6 Rights' of safe medication administration.
4. Analyze OSHA guidelines and demonstrate Standard Precautions at all times.
5. Differentiate and demonstrate accepted techniques for obtaining urine, blood, stool, and culture specimens.
6. Demonstrate oral and parenteral medication administration.

**COURSE CREDITS:** 1.5 Units

**COMPUTER ACCESS:** <https://inside.cerrocoso.edu/>

**TEXTBOOKS:**

**Required textbooks: None**

Textbooks used in the previous CMA may be helpful, but not required.

**GRADING SCALE:**

Credit/No Credit

**GRADING CRITERIA:**

Externship Hours – Minimum of 90

Health & Safety Paperwork – Required before attending the site

Site Orientation – Required

Journal Entry – Every Other Week

Post Externship Paperwork – Required to receive credit

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**REQUIRED EQUIPMENT AND ATTIRE:**

- Grey Scrub Top
- Navy Scrub Pants
- White Closed Toed Shoes (*tasteful color optional*)
- Stethoscope (*Clinical only*)
- Watch with a Second Hand (*Clinical only*)
- All tattoos are to be covered
- Remove facial piercings and gauges

**COURSE SCHEDULE:**

*\*\*\*\*It is the responsibility of the student to obtain their site for externship. The instructor will help if needed to find a suitable site and to determine if site meets requirements and contract is in place. Students cannot start externship until instructor approves site.*

WEEK/DATE	ASSIGNMENTS	ASSIGNMENT DUE DATES
Week 1: 2/24/2020	AMA Paperwork Objectives Externship Submission	
Week 2: 03/02/2020	AMA Externship Site Selection/Assignments	
Week 3: 3/09/2020	AMA Objectives 13 hours volunteer participation at approved clinics	All required documents due prior to externship.
Week 4: 3/16/2020	Journal #1	March 22
Week 5: 3/23/2020	AMA Objectives 13 hours volunteer participation at approved clinics	N/A
Week 6: 3/30/2020	Journal #2	April 5
Week 7: 4/06/2020	AMA Objectives 13 hours volunteer participation at approved clinics	N/A
Week 8: 4/13/2020	Journal #3	April 19
Week 9: 4/20/2020	AMA Objectives 13 hours volunteer participation at approved clinics	N/A
Week 10: 4/27/2020	Journal #4	May 3
Week 11: 5/04/2020	AMA Objectives	N/A

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	<b>13 hours volunteer participation at approved clinics</b>	
Week 12: 5/11/2020	Journal #5 Time log	This is an extended final week. The course finishes on May 15. All final documents due by <b>May 15, 2020</b>

**All assignments must be submitted on the Canvas Site. Late assignments will not be accepted.**

**NOTE: SYLLABUS SUBJECT TO CHANGE**

The instructor holds the right to change the syllabus when necessary and appropriate, **AND** if there is a revision it will be communicated to the students in writing.

**IMPORTANT DATES:**

February 15	Course begins
<b>February 17</b>	<b>College closed - Holiday</b>
March 03	20% date
April 13	60% date
<b>April 4-10</b>	<b>Spring Break – No Classes</b>
May 15	End of course

**STUDENT RESPONSIBILITY:**

1. It is the student’s responsibility to withdraw from courses prior to the 10% date of their enrolled classes to qualify for a refund. It is further their responsibility to apply to receive their refund; otherwise the credit will stay on their account.
2. It is the student’s responsibility to withdraw from courses prior to the 20% date of the enrolled course in order to not have a ‘W’ on their permanent record.\*
3. It is the student’s responsibility to withdraw from courses prior to the 60% date to receive a ‘W’ and not receive a substandard grade on their permanent record.
4. Students will be dropped from the course for non-attendance before the course census date.
5. Students will be dropped from the course for non-attendance before the course 50% date or semester mid-point.

**\*While it is the final responsibility of the student to drop a class that she/he is no longer attending, instructors will drop students without consultation with the student when unexcused absences number the equivalent of two weeks or exceed 10% of the total hours of class sessions, up to the 10th week of the semester or the 60% date of the enrolled course. No student may be dropped from any class after the 10th week or the 60% date of the enrolled course. Students will be assigned the appropriate letter grade. Students will be dropped for four absences.**

Student Conduct—since public education is furnished by the people, it is a privilege. The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses, requires that student conduct must reflect the standards of appropriate behavior as defined in pursuant sections. (Education Code Section 76037)  
See Procedure 4F8 of Student Conduct Manual for Student Complaint Hearing Panel Procedures.

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Students shall respect constituted authority. This shall include conformance of State laws, Board regulations, Cerro Coso Community College regulations, and applicable provisions of civil law. (KCCCD Board Policy 4F8A)

The District expects students to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the College community. (For specific guidelines regarding conduct, see Policy 4F8D of Student Conduct Manual.)

As allowed by District Policy 4F8G, 'Every instructor has the responsibility and authority for dealing with such instances of cheating and plagiarism as may occur in class. An instructor who determines that a student has cheated or plagiarized has a range of options, which may be as severe as giving a failing grade for the course. Furthermore, the student may face other penalties as stated in the college's Student Conduct Policy. Finally, it must be understood that "a student who knowingly aids in another student's cheating, e.g., permitting the other student to copy a paper or examination question, is as guilty as the other of the offense'."

College personnel are responsible for communicating appropriate student conduct and for reporting any violations thereof, and the College President or designee shall have the right to administer suitable and proper corrective measures for misconduct. (KCCCD Board Policy 4F8C)

The Board of Trustees, the College President or designee may suspend a student for good cause or when the presence of the student causes a continuing danger to the physical safety of the student or others. The Board of Trustees may exclude from attendance in regular classes any student whose physical or mental disability is such as to cause his or her attendance to be inimical to the welfare of other students. (Education Code Sections 76020 and 76030)

No student shall be suspended or expelled unless the conduct for which he/she is to be disciplined is related to a Cerro Coso Community College activity or campus attendance.

#### **DEFINITIONS OF PLAGIARISM AND CHEATING**

*Definition of Plagiarism*--Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, whether in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing or programming. A student who is in doubt about the extent of acceptable paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

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*Definition of Cheating* - Cheating is defined as the act of obtaining, or attempting to obtain, or aiding another to obtain academic credit for work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating during an examination include, but are not limited to, the following: copying, either in part or in whole, from another's test or examination; discussion of answers or ideas relating to the answers on an examination or test unless such discussion is specifically authorized by the instructor; giving or receiving copies of an examination without the permission of the instructor; using or displaying notes, "cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when a test of competence includes a test of unassisted recall of information, skill, or procedure; allowing someone other than the officially enrolled student to represent the same. Also included is plagiarism as defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such students should be careful to avoid the use of unauthorized assistance, and to avoid any implication of cheating, by such means as sitting apart from one another in examinations, presenting the work in a manner which clearly indicates the effort of each individual, or such other method as is appropriate to the particular course.

### **Drop Policy**

#### **First Day Drop**

Students **MUST** show up on the first day of the course if they are registered for the course or if they are on the waitlist. Students who **DO NOT** attend the first course meeting will be **DROPPED** from the course or the waitlist. Students who attend the first session may be moved from the waitlist to the course based on the enrollments available and the students' position on the waitlist. Students dropped for non-attendance will not be able to re-enroll. Be aware Cerro Coso will **ONLY** contact you using your CC generated email.

Online students who are registered for an online course may log in to their course starting the Friday before the semester begins and **MUST** login by 8:00 pm on the first day of an online course or they will be **DROPPED** from the course. **STUDENTS NOT LOGGED IN BY 8:00 PM WILL BE DROPPED.** To login to your class, go to InsideCC (or InsidePC or Inside BC, depending on your email address extension), login, click on the "My Courses" tab, click on your class. Be aware Cerro Coso will **ONLY** contact you using your CC generated email. Check our CC generated email early and often. It is the student's responsibility to attend the first day or to notify the instructor in advance.

Students are responsible for officially withdrawing from any course or courses in which they no longer wish to be enrolled. Non-attendance does not release the student from this responsibility.

#### **Drop for Non-Payment**

Students that register prior to the start of class have ten (10) days to pay their bill. Non-payment prior to the end of the 10 day period will result in the student being dropped from classes.

Students that register on, or after, the first day of classes are not subject to the ten day restriction and non-payment will not result in being dropped from classes. However, non-payment will result in certain holds, such as on transcript requests and other admissions and records services.

Any account balance older than 120 days may be subject to the collections process. Nonattendance or non-payment does not release students from their responsibility and may result in failing grades being awarded and fees owed.

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**Drop for Non-Attendance**

Regular active participation is expected of all students enrolled in the college. Students not actively participating in a course may be dropped from the course. As noted in the college catalog, the active participation practice for each course is established by the instructor and communicated in the course syllabus. Instructors are responsible for maintaining accurate records of active participation.

**Last Day to Withdraw Without a W on the Permanent Record (also known as the “20% date”)**

A student whose pattern of participation shows him or her to be inactive shall be dropped by the instructor prior to the Last Day to Withdraw without a W on the Permanent Record.

**Last Day to Withdraw With a W on the Permanent Record (60% date)**

A student also shall be dropped by the instructor anytime up to the 60% date when he or she has not been actively participating in class for a total of two consecutive weeks.

A student shall be dropped by the instructor for lack of active participation prior to the census (20%) date and any time up to the 60% date when the student is not actively participating according to the practice established by the instructor and communicated in the syllabus.

A student also shall be dropped by the instructor anytime up to the 60% date when he or she has been absent from or not actively participating in class for the total of two consecutive weeks, or the equivalent amount of time for a short-term class.

Students MAY be dropped when non-consecutive absences number the equivalent of two weeks of the course, or the equivalent amount of time for a short-term class, recorded from the first day of instruction.

While it is the responsibility of instructors to communicate attendance and participation practices and to apply them to all students, it is the responsibility of the student to be aware of his or her current attendance/participation status.

In general, it is the responsibility of the student to be aware of his or her current attendance/participation status. Students who have been absent or not actively participating in a course should notify the instructor of the reason. Notification in no way relieves the students of responsibility for work missed. Faculty members may give consideration to excusing students from courses to participate in scheduled college activities—e.g., athletics, music, field trips, etc. The student must make arrangements in advance to make up the work to be missed. *Students are responsible for officially withdrawing from any course in which they no longer wish to be enrolled.* Non-attendance/non-participation does not release the student from this responsibility.

**Refund Policy:**

Class enrollment fees and out of state tuition refunds are only made if a student drops a course:

- Within 2 weeks after the starting date (NOT ADD DATE) of the semester for a full term course (These are classes that typically meet for 16 weeks); or
- Prior to a date calculated to be 10% from the starting date of a course of less than a semester in length. See Specific Drop Dates for more information.

A student entitled to receive the enrollment fee refund must apply for the refund. To get a refund, print out the Refund Application Form, fill it out carefully, and submit it to the Business Office.

**Student Complaint Policy and Procedures:**

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Board Policy 4F10 contains the Kern Community College District's Student Complaint policy. Students who contend they have been treated unfairly have the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong.

The Student Complaint Procedure is established so that students can resolve difficulties/problems they encounter in College-related activities. Student complaints are taken seriously; therefore, the complaint must be of a compelling, substantive, and verifiable nature. Repeated filings of the same complaint, filings of a frivolous nature, or capricious complaints against school personnel will be considered abuse of the student conduct and/or complaint process.

These procedures apply to student complaints such as:

- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

These procedures do not apply to student complaints which involve:

- Unlawful Discrimination (See Policy 11D4)
- Sexual Harassment (See Policy 11D2)
- Assignment of grades (See Policy 4C4C)

Cerro Coso's Student Complaint Procedure has several steps, starting with an informal level at which the student(s), the instructor, and the faculty chair attempt to resolve the complaint before it becomes a matter of record. If this attempt is not feasible or does not resolve the problem, the student(s) may initiate Level I action. The procedure contains up to four formal levels. A Hearing Panel shall be convened to hear the student complaints that reach Level IV.

Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint. Efforts will be made to resolve a complaint in a timely and fair manner.

For more information,

- Visit the [Student Complaint](#) policy and procedures on the college website
- Contact your faculty chair or educational administrator

### **Referral for Tutoring:**

Free tutoring is offered on campus and online to registered Cerro Coso Community College students. Students need a referral from their class instructor, a counselor, or Learning Assistance Center (LAC) faculty member. A faculty member or counselor can fill out the Instructor Referral Form to refer a student to the LAC for tutoring.

Tutoring is available from trained peer tutors in almost all subjects both on campus or online. Tutoring is provided individually or in groups based on student need. If you think a student can benefit from tutoring, the first step is to fill out a referral form and the Learning Assistance Center folks take it from there.

Tutoring is currently available at all physical campus locations except East Kern (classes at Edwards, Cal City, Mojave, and Tehachapi)--though students at these locations can certainly make use of online tutoring.

For more information,

- Visit the [Tutoring](#) page on the college website
- Contact [Sherri Windish](#), LAC Office Supervisor.

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**NOTE: Disability Accommodation**

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students, who have verified learning disabilities and need assistive services or who, due to a sensory or processing disability, require alternative media formats of class materials should contact the Access Office at (760) 384-6250.

Students who relate they have a disability should be referred immediately to Disabled Students Program and Services (DSPS). The college DSPS office is located in the Access Program at the IWV campus in Ridgecrest, but students can call the DSPS office at 760-384-6250 to find out more about how to receive services and accommodations that would assist them in better class performance. The [DSPS page](#) on the college website is another source of information. If you think you have a disability but currently have no documentation, DSPS may be able to help you. All information will be kept confidential. This document is available in alternate format upon request.

For more information,

- Visit the [Disabled Students Program and Services](#) page on the college website
- Contact your faculty chair, your educational administrator, or the DSPS office at 760-384-6250