



# Program Syllabus and Classroom Procedures

Beaufort-Jasper Academy for Career Excellence  
**Emergency Medical Technician (EMS I, EMS II, EMS III)**  
**Jennifer Calcorzi, Nationally Registered Paramedic**  
**Certified South Carolina EMS Instructor**  
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**(843) 987-8107 Ext: 627**

## Course Description

Emergency Medical Services, commonly known as EMS, is a system that provides pre-hospital emergency medical care. Once it is activated by an incident that causes serious illness or injury, the focus of EMS is emergency medical care of a patient on site. This comprehensive educational program prepares students to enter the field of EMS at the entry level position of Emergency Medical Technician. Successful completion of this program, following the DHEC guidelines, will result in the ability for the student to obtain state and national level certification to obtain employment within emergency services.

*This program follows the South Carolina State Standards for Emergency Medical Services.*

## Industry Certifications Available

Industry Recognized Certifications: OSHA 10, BLS, NIMS 100, 200, 700, 800, NR-EMT, SC-EMT

EMS I (1 Credit)

EMS II (1 Credit)

EMS III (2 Credits)

} Completed collectively in Senior Year (1<sup>st</sup> or 2<sup>nd</sup> Semester)

## Course Textbooks

*AAOS Emergency Care and Transportation of the Sick and Injured* 12<sup>th</sup> Edition; ISBN: 978-1284204308

*EMT Crash Course* 3<sup>rd</sup> Edition; ISBN: 978-0738612874 (Purchased by Student)

## Program Dress Code

Students will be expected to be prepared for work every day. Program dress is as follows:

- Ceil blue scrubs (top and bottom) or ceil blue scrub pants with an ACE EMS Program t-shirt, general ACE t-shirt, or a t-shirt with feeder school logo.
- Students will be required to wear the appropriate ACE EMS Dress Uniform in the ambulance clinical setting, as well as on any designated field trips or days where guest speakers may be present within the classroom. (Teacher will announce these days prior to event.). These uniform requirements will be discussed later in the syllabus.

## Expectations for Class

Students are to arrive each morning, sign the daily attendance roster, put up all items and gather required materials for the day, then begin working on their DCE (Daily Cerebral Exercise) journaling assignment until all students have arrived and announcements have been made. Once daily instruction begins:

- Students will be required to always be professional in the classroom and community. The program that the student has chosen to take requires interaction within the community and requires a high level of skill to manage patients in life-or-death situations. It is imperative that these lessons and skills begin and are demonstrated in the classroom environment before a student will be approved for community engagement.
- Classroom time will include both didactic hours as well as practical/skills lab hours. It is imperative for students to be present to meet the required DHEC hours and obtain the required knowledge to pass this course. If a student needs to miss a day, please email me ASAP, and have the student refer to Google Classroom for missed assignments so they can stay on track with course pacing. While feeder school events

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are an important part of senior life, and will be excused, please be aware that they will still be missing required DHEC hours. Careful consideration needs to be made on this, and prioritizing which events should be attended needs to be carefully considered. DHEC hours cannot be made up.

- As we will be in this class four blocks per day, I will allow students to snack, if they clean up their mess, and food is not brought into the skills lab area. Same for drinks, but please keep them in spill proof containers. Should this become problematic, this privilege will be taken away.
- Daily classroom cleaning duties will be assigned to students at the beginning of each month. These duties will rotate monthly between students and will be posted in the classroom for reference. Designated cleaning time will be the last 20 mins. of the 4<sup>th</sup> block.
- **Be Respectful:** Be respectful of others, clean up after yourself, use equipment properly, raise your hand before speaking, and use instructional time wisely.
- **Be Professional:** Present yourself appropriately, be mindful of your conduct, dress to impress both inside and outside of the classroom. You represent your instructor, program, and school.
- **Be Accountable:** Be on time, complete all assignments by due dates, complete all pre-chapter readings, listen, and participate daily.

**Discipline:** ACE follows procedures for progressive discipline as outlined in the Beaufort-Jasper Academy for Career Excellence Student Handbook.

### Cell Phones & Ear Pods

Phones will be collected by teachers and locked into a cell phone lock box at the start of each class. They will be returned to students at the conclusion of class. **Air Pods/Buds should never be worn in class or in the shop. No Exceptions. Please see the new BCSD policy regarding electronic and communication devices. This can be found at: <https://www.beaufortschools.net/families/personal-devices>.**

## GRADING

All Grades are based on South Carolina State Standards

Level 1 & Level 3	Grade will be on based Theory Work
Level 2 & Level 4	Grade will be based on Application (Hands-On) Work
<b>GRADING POLICIES</b>	
The semester grade is determined by the total points earned in each of the following areas and the number of points corresponds with a letter grade (outlined in the student handbook). The areas of evaluation and their weight toward the grade are as follows:	
<b>A 100-90</b>	<b>B 89-80</b>
<b>C 79-70</b>	<b>D 69-60</b>
<b>F 59 or Below</b>	
AF- Attendance Failure	

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<p><b>Summative Grades will account for 60%</b></p> <p>The goal for summative assessment is to evaluate student learning at the end of an instructional unit.</p>	<p><b>Formative Grades will account for 40%</b></p> <p>The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used to improve as needed.</p>
<p><b>Missed Work Due to Absences:</b> It is <b>the student's</b> responsibility to obtain the homework assignments, notes &amp; any other pertinent information that is missed during an absence. Missed work due to an absence: Additional time (up to five school days) and full credit will be allowed for each day of a verifiable and excused absence. Exceptions will be made in unique, deserving situations as determined by the teacher and/or administrator.</p>	
<p><b>There is No Late Work at ACE:</b> <b>Struggling to Complete Assignment-</b> Communicate this to your teacher. You will be scheduled for Remediation during our ACE Intervention Block <b>Refusal to Complete Assignment-</b> You will be assigned a Working Period during lunch, CTE or before or after school to complete the assignment. You applied to come to ACE and there is a waiting list. Failure to complete work is not an option.</p>	
<p><b>Employability Rubric:</b> Soft Skills are an essential part of each CTE Curriculum. ACE has instituted an Employability Rubric (below) which will count as a summative grade. In each program level a <b>summative</b> accountability rubric grade (which will be the same for each level) will be given each quarter within a semester (roughly every 8 weeks).</p>	
<p><b>Statement for Academic Dishonesty:</b> Academic honesty is expected in all ACE classes. Cheating will not be tolerated. Consequences may include: reduction in grade on the assignment, repeat the assignment, no grade on assignment or others as deemed appropriate. Academic dishonesty will be reported to a school counselor, administration and a parent will be notified.</p>	

### Grading Policy for DHEC Purposes

There are two separate gradebooks that are kept within the EMS Program. One satisfies the requirements under the South Carolina Department of Education and follows the grading policies listed above. These grades are reflected in PowerSchool and will provide the student with four total elective credits. This will also meet the SCDE CTE Completer Status. The other satisfies the requirements for DHEC, who regulates course requirements for any approved South Carolina EMT program and to be eligible to sit for the NREMT examination. These grades are kept in the Google Gradebook and can be reviewed in Google Classroom. Missed assignments will be marked as a zero, **no exceptions**, unless it was missed due to a medical reason. Documentation will be required to accept any late work. Students will have 5 days from the date of return to school to complete any missed work. It will be the student's responsibility to obtain all missing assignments. Grading follows a breakdown of percentages that includes the following:

**Affective Evaluations 10%** - Participation, class duties, effort and homework.

**Quizzes 10%** - Based on one to three chapters at a time, depending on module.

**Projects 30%** - There are three main projects that will be completed during the semester. These will be provided on day one, with the due dates TBA.

**Module Exams 30%** - Seven modules comprise the EMT course curriculum. All chapters within the module will be included.

**Clinical Evaluations 10%** - Clinical evaluations from preceptors in the field, hospital evaluations and skills lab performance.

**Final Exam 10%** - Course final exam. Must pass with 75% or higher to complete the course successfully.

**To be eligible to sit for the NREMT exam, the course MUST be completed with a minimum cumulative final grade of 80%. Students must also meet the required course hours to be eligible. Please note, there is no available seat time for missed hours under DHEC. Students CANNOT miss more than 10% of the entire course.**

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ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20pts	Meets Standard 15pts	Needs Improvement On Standard 10pts	Does Not Meet Standard 5pts
Time Management	Consistently demonstrates exceptional time management skills, exceeding expectations.	Consistently demonstrates solid time management skills, meeting expectations.	Demonstrates inconsistent time management skills, needing improvement.	Fails to demonstrate effective time management skills.
Ability to meet deadlines and submit work on time	<ul style="list-style-type: none"> <li>Prioritizes tasks effectively, consistently completing them ahead of schedule.</li> <li>Demonstrates exceptional organization, with tasks and deadlines clearly defined.</li> <li>Proactively seeks additional responsibilities, effectively managing additional workload.</li> <li>Rarely, if ever, requires reminders or extensions.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritizes tasks effectively, typically completing them on schedule.</li> <li>Maintains good organization, with tasks and deadlines generally well-defined.</li> <li>Manages workload effectively but may occasionally require reminders or extensions.</li> <li>Adapts well to changing priorities and workloads</li> </ul>	<ul style="list-style-type: none"> <li>Struggles to consistently prioritize tasks, often missing deadlines.</li> <li>Lacks clear organization, leading to occasional confusion about tasks and deadlines.</li> <li>Requires frequent reminders and extensions to meet expectations.</li> <li>Shows limited ability to adapt to changing priorities and workloads.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently misses deadlines and lacks prioritization.</li> <li>Displays disorganization, often unable to identify tasks and deadlines.</li> <li>Regularly relies on reminders and extensions to meet expectations.</li> <li>Struggles to adapt to changing priorities and workloads.</li> </ul>
Professionalism	Consistently demonstrates exceptional professionalism and uniform compliance, exceeding expectations	Consistently demonstrates good professionalism and uniform compliance, meeting expectations.	Demonstrates inconsistent professionalism and uniform compliance, needing improvement.	Fails to demonstrate professionalism and uniform compliance.
Behavior, attitude, personal presentation, uniform and appearance	<ul style="list-style-type: none"> <li>Always in uniform</li> <li>Demonstrates a positive attitude and self-control</li> <li>Appropriate language use</li> <li>Demonstrates a positive and respectful attitude toward peers &amp; instructors</li> </ul>	<ul style="list-style-type: none"> <li>Adheres to dress code and uniform policies with few exceptions</li> <li>Mostly demonstrates a positive attitude, self-control</li> <li>Appropriate language use;</li> <li>Maintains a positive and respectful attitude towards peers &amp; instructors</li> </ul>	<ul style="list-style-type: none"> <li>Requires reminders and occasional correction to adhere to dress code and uniform policies.</li> <li>Seldom exhibits a positive attitude;</li> <li>Frequently uses inappropriate language.</li> <li>Occasionally displays a less than positive attitude towards peers &amp; instructors</li> </ul>	<ul style="list-style-type: none"> <li>Regularly violates dress code and uniform policies.</li> <li>Exhibits a poor attitude;</li> <li>Often uses inappropriate language.</li> <li>Consistently displays a negative or disrespectful attitude towards peers, instructors, and supervisors.</li> </ul>
Communication	Consistently demonstrates exceptional communication skills, exceeding expectations.	Consistently demonstrates good communication skills, meeting expectations	Demonstrates inconsistent communication skills, needing improvement.	Fails to demonstrate effective communication skills.
Listening; oral and written; making sure message is received; prioritizing urgent communication	<ul style="list-style-type: none"> <li>Communicates ideas and information clearly and concisely, both in writing and verbally.</li> <li>Actively listens to others, showing empathy and understanding in interactions.</li> <li>Effectively conveys complex concepts and ideas with clarity and precision.</li> <li>Demonstrates exceptional non-verbal communication, including eye contact, body language, and active engagement.</li> </ul>	<ul style="list-style-type: none"> <li>Communicates ideas and information clearly, with minimal misunderstandings.</li> <li>Listens attentively and shows understanding in interactions with others.</li> <li>Conveys concepts and ideas with a reasonable degree of clarity.</li> <li>Displays adequate non-verbal communication, including appropriate eye contact and body language.</li> </ul>	<ul style="list-style-type: none"> <li>Sometimes struggles to communicate ideas and information clearly, leading to misunderstandings.</li> <li>May need improvement in active listening, occasionally appearing disengaged in interactions.</li> <li>Conveys concepts and ideas with varying levels of clarity.</li> <li>Displays occasional issues with non-verbal communication, including inconsistent eye contact and body language.</li> </ul>	<ul style="list-style-type: none"> <li>Consistently struggles to communicate ideas and information clearly, leading to frequent misunderstandings.</li> <li>Rarely engages in active listening and may appear disinterested in interactions.</li> <li>Often fails to convey concepts and ideas with clarity and precision.</li> <li>Consistently displays issues with non-verbal communication, such as limited or inappropriate eye contact and body language.</li> </ul>

ACE EMPLOYABILITY RUBRIC				
Criteria	Skill Level			
	Exceeds Standard 20	Meets Standard 15	Needs Improvement On Standard 10	Does Not Meet Standard 5
Productivity & Quality	Consistently demonstrates exceptional productivity and quality, exceeding expectations.	Consistently demonstrates good productivity and quality, meeting expectations.	Demonstrates inconsistent productivity and quality, needing improvement.	Fails to demonstrate effective productivity and quality.
Strong work ethic; preparedness; quality of work	<ul style="list-style-type: none"> <li>Always comes to class prepared &amp; gives best effort</li> <li>Shows initiative in improving productivity and quality.</li> <li>Requires occasional supervision and corrections to maintain productivity and quality.</li> <li>Maximizes class time</li> <li>Always follows safety procedures and rules</li> </ul>	<ul style="list-style-type: none"> <li>Regularly gives best effort</li> <li>Occasionally seeks opportunities to improve productivity and quality.</li> <li>Requires frequent supervision and corrections to maintain productivity and quality</li> <li>Regularly uses class time</li> <li>Follows most safety procedures and rules</li> </ul>	<ul style="list-style-type: none"> <li>Frequently unprepared for class</li> <li>Shows limited initiative in improving productivity and quality.</li> <li>Regularly requires supervision and corrections to maintain productivity and quality.</li> <li>Poor use of class time</li> <li>seldom follows safety procedures and rules</li> </ul>	<ul style="list-style-type: none"> <li>Often unprepared for class</li> <li>Rarely seeks opportunities to improve productivity and quality.</li> <li>Consistently requires extensive supervision and corrections to maintain productivity and quality.</li> <li>Wastes class time</li> <li>Never follows safety procedures and rules</li> </ul>
Problem Solving & Troubleshooting	Consistently demonstrates exceptional problem-solving and troubleshooting skills, exceeding expectations.	Consistently demonstrates good problem-solving and troubleshooting skills, meeting expectations.	Demonstrates inconsistent problem solving and troubleshooting skills, needing improvement.	Fails to demonstrate effective problem-solving and troubleshooting skills.
Critical thinking used to solve problems independently	<ul style="list-style-type: none"> <li>Helps peers</li> <li>Approaches problems with a systematic and creative mindset, consistently producing innovative solutions.</li> <li>Effectively identifies, analyzes, and resolves problems in a timely manner.</li> <li>Proactively seeks opportunities to troubleshoot and resolve issues.</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally collaborates with other students</li> <li>Approaches problems with a logical and structured mindset, typically producing effective solutions.</li> <li>Identifies, analyzes, and resolves problems in a timely and efficient manner.</li> <li>Shows initiative in troubleshooting and resolving issues.</li> </ul>	<ul style="list-style-type: none"> <li>Rarely collaborates with other students</li> <li>Sometimes struggles to approach problems in a logical and structured manner, leading to less effective solutions.</li> <li>Occasionally takes longer to identify, analyze, and resolve problems.</li> <li>Displays limited initiative in troubleshooting and resolving issues.</li> </ul>	<ul style="list-style-type: none"> <li>Never collaborates with other students</li> <li>Approaches problems with a rudimentary level of logic and structure, producing basic solutions.</li> <li>May take longer to identify, analyze, and resolve problems, particularly with more complex challenges.</li> <li>Shows limited initiative in troubleshooting and resolving issues.</li> </ul>

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## EMT Clinicals and Field Internship

Students enrolled in the ACE EMT Program will be required to complete clinicals with local EMS agencies within our community on actual ambulances as well as in the emergency room at Beaufort Memorial Hospital (BMH). Students will be required to have a minimum of 15 patient contacts, which includes patient assessment, airway procedures, medication administration, and basic management of the sick and injured. Clinicals will begin once Module III is completed and students have met the minimum requirements to participate (grades, vaccinations, clinical site specific paperwork, etc.). Ambulance clinicals will be completed on hospital clinical days which is not the students rotation day for BMH (dependant on number of students enrolled each semester), on Saturdays and/or Sundays, on days school is **NOT** in session, such as a break or holiday, or with prior approval from the instructor on specific days the instructor may be out. These will be scheduled as 12-hour shifts (though no later than 3pm on regular school days if needed by student) and will be scheduled through the instructor and contracted agencies. Students will be assigned mentors/preceptors that are employed by the clinical sites unto which we have contracts with. Be advised, the instructor **will not** be present for these. The instructor **will** be on site at BMH. Clinical packets and a student/parent clinical contract will be sent home that provides more information. Please note that if your student intends on completing the components for national certification, clinicals are **mandatory**. If you choose for your student not to participate, they will only receive high school credits for completing the classes.

**Students are required to have RELIABLE transportation to get to all scheduled clinicals, whether ambulance or hospital.**

## NREMT Examination and EMT Certification/Licensure

If the student completes the EMT course successfully under the DHEC requirements, which includes passing the course with a minimum cumulative final grade of 80% , has not missed more than 10% of the overall course hours, has obtained the 15 required patient contacts, and passed the final course exam with a 75% or higher, they will be eligible to sit for the NREMT Exam. This is a computerized cognitive exam consisting of 70 to 150 questions that will provide adaptive scoring based on the candidates responses. The cost of the exam is \$104 and is taken at any Pearson Vue testing center with an available appointment. Beaufort, Savannah, and Charleston are the closest locations. The instructor will assist the student in scheduling this appointment, but it is the student's responsibility to get themselves to the scheduled appointment to take the exam.

While ACE will cover most of the testing fees, students are required to cover \$25 of the examination to ensure investment in their own success. This fee is to be paid directly to the school via the OSP system prior to the student being scheduled for the NREMT Exam. Students have up to six attempts to pass the exam, with a required 40 hour refresher between attempts three and four. Students must submit a new application to test each time, and pay the required \$104 fee. ACE does not cover the cost of any additional attempts past the initial.

Once a student has obtained their NREMT certification, their high school diploma, and is at least 18 years of age, they may apply for a South Carolina EMT license. EMS providers in the state of SC are required to hold (and maintain) both NREMT and SC state credentials to practice. I will assist all eligible students with this process once the time comes, regardless of which semester they completed the program, and regardless of the time of year.

## From the Desk of Mrs. Calcorzi

I have faith that any student that walks into this classroom can be successful. While this class requires a lot of reading, homework, time outside of school, and strict discipline, I am always available to assist any student that needs assistance. I have an open door policy for both students and parents, and will work with you to help accomplish your goals, regardless of what path you take. I simply ask that students make the commitment and give 150% one hundred percent of the time while in this program. Life happens, and if you need assistance in completing assignments, please just communicate with me ahead of time before you fall too far behind. Catching up is almost impossible to do. I will walk hand in hand with you through this processes, but I cannot drag you. I have resources that can help keep you on track, all you have to do is ask! **YOU CAN DO THIS!!**

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## EMS COURSE SYLLABUS ACKNOWLEDGEMENT PAGE

### Parents:

Please be advised that your student will be viewing and studying some content that may be sensitive to some individuals due to the nature of the profession. By signing below, you acknowledge that you understand this, have thoroughly read the course syllabus, and consent to your student being a part of this program. Please feel free to contact me if you have any questions.

### Students:

By signing below, you acknowledge you have fully reviewed and understand the content listed within the EMT program syllabus, as well as the course requirements.

*Jennifer Calcorzi, AAS, NRP, LPN, SC EMS-Instructor*

**STUDENT SIGNATURE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ (PLEASE PRINT)

**DATE:** \_\_\_\_\_

**PARENT SIGNATURE:** \_\_\_\_\_

**PARENT NAME:** \_\_\_\_\_ (PLEASE PRINT)

**DATE:** \_\_\_\_\_

**PARENT PHONE NUMBER:** \_\_\_\_\_

**PARENT EMAIL:** \_\_\_\_\_

***Please return this page only to instructor by due date.***

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