



**Meeting Times:** On-line class; in-person presentation to be scheduled with instructor near end of class.



**EMS Faculty:**

**Julianne Duncan, LP, MS**

(office) 409-933-8198 (cell) 832-771-9526

Email: [jduncan3@com.edu](mailto:jduncan3@com.edu)

Office Location: Public Service Careers Building, Room 113B

Office Hours: Tues, Thurs 9a-3p; by appointment.

Communication during the class will be most efficiently accomplished via email. You should expect my reply within 2 business days. You are always free to call or visit during office hours.

**Course Description:** An introduction to adult learning with specific attention to education in EMS. Focuses on instructional preparation, presentation, and evaluation, also essential knowledge, skills, and practices required to provide quality EMS educational programs applicable to the adult learner.

**Course Outline:** Weekly activities and assignments as noted on Course Schedule.

**Program Information:**

1. Program Director: Julianne Duncan, LP, [jduncan3@com.edu](mailto:jduncan3@com.edu)
2. Administrative Assistants: Sue Meadows (x 8285)

**Required Text:**

- EMS Instructor Training Program - *National Standard Curriculum*  
<http://www.nhtsa.gov/people/injury/ems/Instructor/TableofContents.htm> (Also included on companion CD to book)
- *Foundations of Education; An EMS Approach* (1E) by: Debra Cason, 2006.

**End-of-Course Outcomes:** Apply adult learning methodologies; develop lesson plans; present material using various education styles; and demonstrate use of student performance instruments.

**Objective Goal:** Students will demonstrate knowledge, skills, and attitude required to function as an EMS-Instructor.

**Learning Outcomes:**

Students will:

- identify positive and negative characteristics of instructors as they relate to the students' past experiences.


- write learning objectives related to each of the learning domains.
- write a complete lesson plan and a mini-presentation using Powerpoint.
- participate in group discussions .
- choose the appropriate classroom setup based on the desired methodology (i.e. lecture, discussion, skills, etc.) .
- write an exam.
- give an in-person presentation to demonstrate skills and methods of teaching adult learners.

**Methods:** The curriculum emphasizes an academic specialization, specifically adult learning theory and teaching skills. Being such, it is built to model and facilitate desirable traits of an adult educator. Online participants are expected to independently read assigned lessons, complete homework assignments, and perform satisfactorily on quizzes and a Final Exam.

**Grading Scale:** Requirements to pass—75% overall *and* 75% on Final *and* successful completion of basic skills testing *and* completion of minimum contact hours.

### Grading Formula:

1. **Quizzes, Homework, Online Activities:** 33% of grade: noted on the class schedule

- On the left-hand side of the page, see the link titled “**Weekly Assignments**”
- Each week of the class has it’s own folder: **Week 1, Week 2, Etc.**
- Open the week’s folder to see what is required that week.
  - **Quizzes will appear in RED**
    - You’ll get two tries
    - Timed: usually 20 minutes
  - **DB stands for Discussion Board and will appear in GREEN**
    - You’ll find attached PDF document with instructions and individual grading
  - **JRNL stands for Journal and will appear in BLUE**
    - A PDF attachment contains your instructions.
    - When you click through, the same instructions will also appear
  - **ASGN stands for Assignment; these appear in VIOLET**
    - When you click through, the instructions will appear.
    - You can also find instructions as “Assignment Files” attached at the bottom of the “Assignment Information” section
  -  appears when I've designed an **online module** to help you through certain material. There are generally a few low-pressure activities to add points to your grade.

2. **Special Project:** 33% of grade

- Broken up into several assignments: noted in HOT PINK**
- Final Project/Presentation (80%)
- Evaluation of others’ presentations (20%)

3. **Final Exam:** 34% of grade (cumulative)

**THIS IS ALSO THE STATE CERTIFICATION EXAM**

*\*\*\*to be eligible for ONE retest (within 12 mos. of course completion), must have 75% exam average AND 75% average in class*

**Attendance:** Students should log in weekly and complete assignments as required.

**Make-Up Policy:** Assignments are due as noted in the online Course Calendar. A student unable to complete the course in the allotted period will notify the instructor to arrange an extension period for no longer than an additional two weeks. Late work will automatically receive 20% off the assignment grade.

**Withdrawal:** Student wishing to withdraw are responsible for doing so formally with the college. This can be accomplished by visiting the Registration Desk and filling out a “Drop” form. Alternatively, I can supply the form to you.

**Academic Dishonesty:** Academic dishonesty *will not* be tolerated within the College of the Mainland’s EMS program. Disciplinary action will include, but is not limited to, recording a “0” for the assignment.

**Alcohol/Tobacco/Narcotics:** Violators will be subject to the Student Disciplinary Rules as noted in the College of the Mainland Catalog.

- The use of intoxicating or controlled substances is prohibited on campus.
- Students are not to report to class under the influence of substances that alter mental status (this includes prescribed medications).
- Consumption of alcohol while in class or in uniform is prohibited and is grounds for immediate dismissal.
- College of the Mainland is a smoke-free campus. If you smoke, you must be inside your vehicle.

**Grievance Policy:** Students have the right to expect their issues to be addressed. Using the method outlined here will ensure that problems are properly documented and, therefore, properly addressed.

1. Students must *document* concerns, complaints, or issues and make every attempt to get satisfaction from the Lead Instructor.
2. If the student is dissatisfied with the decision or result with the Lead Instructor, the *documented* concern should be passed on to the Course Coordinator.
3. If the issue is still not resolved, the student shall follow the procedure outlined in the College of the Mainland Catalog.

**Any student with a documented disability needing academic accommodations is requested to contact Pamela Berry-Richardson with the Career, Counseling and Advisement Department at 409-933-8520. The Office of Services for Students with Disabilities is located in the Administration Building within the Advising and Testing Center, in room A-158.**

*Special Note: Beginning with the fall 2009 semester, the Counseling Center at COM is piloting an Early Warning Program that will include all internet (IN) sections.*