



MA Practicum

MED252

Spring 2021

Number of Credits: 3

Days Class Meets: N/A

Meeting Times: N/A

Location/Venue: Assigned Clinical Site

Instructor: Ariel Maturine

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Online Office Hours: <https://calendly.com/amaturine/office-hours>

Course Description

This Clinical Practicum provides an opportunity for a non-paid practical experience working in a qualified licensed health care practitioner's office or clinic. The student will perform both clinical and administrative medical assisting while being supervised and evaluated by the office staff and monitored by the instructor. The student will also complete assignments via the virtual classroom.

Prerequisite(s)

Instructor Permission

Course/Program Goals

To apply skills learned during the program in a clinical site to prepare for employment as a Medical Assistant.

Textbook

Take MA Notes to clinical site.

Grading Procedure

Your grade will be calculated based on the following percentages:

5% - Site info form

5% - Time Entry into Platinum

15% - Weekly Posting in JetNet

10% - Mid-Term Evaluation

25% - Final Evaluation

25% - Clinical Practicum Paper

15% - Surveys

If any of the above tasks are not completed, you will not be given a passing grade in the class.

If a score of less than 80% is received on the Final Affective Evaluation, you will automatically receive a grade of 1.5 for the course. If you do not pass all areas on the Final Evaluation, the Program Director will determine whether remediation is an option

Grading Scale

GPA	GRADE RANGE		
4.0	94-100%	2.0	75-79%
3.5	89-93%	1.5	70-74%
3.0	85-88%	1.0	65-69%
2.5	80-84%	0.5	60-64%
		0.0	0-59%

Course Objectives/Competencies

To successfully complete a 180 Medical Assistant Practicum.

Student Responsibilities

See Program/Practicum Handbook for Practicum requirements.

Attendance- Participation Policy

You are only allowed one planned absence and must complete an absence form. You are allowed one unplanned absence and must **call** your site preceptor PRIOR to the time you are set to start and you must email both the Program Director and Practicum Coordinator. If you miss any more days you will automatically be removed from your site and the program. Exceptions **may** be made on a case by case basis. **See MA Program/Practicum Handbook for program attendance policy.**

Accessibility

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at JCCSS@jccmi.edu or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

Caveat

If the school is closed due to weather, you are still required to attend your practicum if you are able to get there safely.

Failure of Course

See program/practicum handbook for program reentry process.

Additional Course/Program Requirements

The MA Program Handbook has the additional course information that you will be agreeing to in this syllabus contract which has been discussed thoroughly in your first course. Be sure to refer to the MA Program Handbook (for your specific start date) if you have any questions regarding policies of this program and the related courses. The following items/policies that you must adhere to for this class, which are found in the handbook, are listed below.

- **Dress Code Requirements**
- **MA/MOS Dress Code Check-Off**
- **MA/MOS Professional Standards**
- **Program Attendance Policy**

Academic Honesty Policy

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Course Management and Makeup Policy

If a student feels they are struggling or may be unable to complete the course, they must contact the instructor/program director as soon as possible to discuss options for moving forward in the program.

Help

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester.

<https://www.jccmi.edu/center-for-student-success/accommodations-for-students-with-disabilities/>

Important Dates – Spring 2021

EVENT	DATE
MEMORIAL DAY HOLIDAY	MAY 29 – 31, 2021
INDEPENDENCE DAY HOLIDAY	JULY 3 – 5, 2021

Course Calendar/Schedule

Varies based on clinical schedule.

Syllabus/Course Agreement

- I have received the syllabus for this course and have read and understand the course requirements.
- I have been told and understand that if I have more than the allowed absences, I may be removed from the site and my program.
- I have been told and understand that if I do not pass the Final Affective Evaluation, I will not pass the course and will not be able to complete the program.
- I am aware that I must submit my Site Information Form PRIOR to starting my clinical hours.
- I am aware that I will be using Platinum Planner to enter my hours and must also include tasks performed.
- I have been told and understand that it is my responsibility to have my site preceptor complete the Mid-Term Evaluation and go over it with me and that I am required to complete the Action Plan portion prior to submitting to the Program Director / Practicum Coordinator.
- I am aware that if I do not complete the final paper for the course, I will not pass.
- I am aware that it is my responsibility to ensure the site preceptor completes my Final Evaluation and emails it to the Program Director / Practicum Coordinator.
- I am aware that if I have concerns of any kind while at my site I need to contact the Program Director as soon as I am able.

Please be sure to agree to this syllabus by posting in the Syllabus Agreement forum.

