# Paramedic Clinical I Syllabus
# Summer 2024

## Course Information

**Course Title**: Paramedic Clinical I (Class 24-25)  (Clinical & Field Experience)

**CRN:**   30030

**Course number with Section**: EMS2656

**Course Description**: This practicum provides the student with the opportunity within the EMS, Hospital (ER, OB, Pediatric & Medical Clinic) setting to develop the clinical competency in communication, assessment, treatment, and documentation of patient with various medical and traumatic injuries. The student will be actively engaged in all aspects of patient care in a real life setting to apply the cognitive and psychomotor skills they learned within the classroom setting and been successfully checked off in lab. Students will also be evaluated on affective domain through professional behavior, confidence in knowledge and skills, and ability to communicate (verbal & written)

**Course Location**: Various clinical locations (Hospital/EMS)

**Course Day and Time**: Varies

**Prerequisites**: None

**Corequisites**: EMS2603C

## Instructor Information

**Name:** Robby English

**Office Location:** B-13 / 219C

**Office Hours:** Varies (make appointment anytime by email or after class)

**Phone Number:** 850-973-9453

**Email:** englishr@nfc.edu

**Instructor Response Time for Phone/Email:** 4 business days

**Response Time for Posting Grades on D2L:** 7 business days

**Communication**: The primary method of communication is through **email** and **D2L news board**. It is recommended that you check them several times a week. You will be responsible for any

missed class updates to include assignments. You will be given adequate time to handle any course changes.

**Department Chair:** Mike Kirkland

**Office Location:** B-13 / 219B

**Office Hours:** Monday – Thursday 9a.m. – 4p.m.

**Phone Number:** 850-973-1673

**Email:** kirklandm@nfc.edu

**Department Chair Response Time for Phone/Email:** 4 business days

# Required Curriculum/Textbook and Course Materials

**Required Textbook:** Platinum Planner Clinical Schedule Access Card

**Required Course Materials/Supplies:** Uniform (Shirt), EMS Pants, Black Belt, & Black Boots.

**Minimum Technological Requirements and Skills:** Computer capable of accessing the internet both on and off campus.

**For textbook questions, please visit:**
https://customersupportcenter.highered.follett.com/hc/en-us

# Grading Policy and Assessment Methods

**Student official grades will be kept in D2L.**

**Course Grading/Student Performance Evaluation:** Student will be graded based on clinical performance to include timely work submission, attendance, written reports, completion of recommended skills per semester. Failure to meet the required semester hours in the clinical setting will result in a failed grade and result in failing the program. There will be **NO EXTENSION** for hours they are expected to be completed prior to the end of the semester. A student will not fail due to lack of skills/pathology but will be given an extension to complete the requirements.

**Exams/Final Exam Information:** There are no exams or quizzes in this course. This is the clinical portion which involves only clinical rotations.

**Grading Scale:**
The NFC EMS program reserves the right to discontinue a student's enrollment at any time during the program if in the administrative faculty's professional judgment, the student does not possess the qualifications necessary for the program or if the student demonstrates behavior deemed to be potentially detrimental to the patient's safety and well-being.

The NFC EMS Program uses the following grading scale:
**A = Greater than or equal to 90%**
**B = Greater than or equal to 80%, but less than 90%**
**C = Greater than or equal to 77% but less than 80%**
**F = Less than 77%**

# Outcomes/Objectives

**PROGRAM LEARNING OUTCOMES/OBJECTIVES**

1. Use the didactic (cognitive) information obtained through assignments and lab skill to apply in a clinical setting.
2. Display behavior that is consistent with a professional heath care provider.
3. Respond to the physical and emotional needs during patient care.
4. Assess patient complaints and conditions in all age groups using critical thinking skills.
5. Organize and perform patient assessment according to the presenting complaint. Assessment skills must include the patient's mental status, medical history, and initial, focused, and detailed physical examinations.
6. Prepare, administer, and record medication administration by all approved routes (must be checked off in the lab successfully prior to performing in any clinical setting).
7. Communicate patient presentation, assessment, intervention, and response effectively through person and written communication.
8. Adapt personal communication styles to the needs of patients, family, bystanders, and other healthcare professionals.
9. Evaluate, secure, and maintain a patent airway, and provide ventilation, and oxygenation utilizing basic and advanced techniques and monitoring devices such $SpO2$ & $ETCO2$.
10. Accept constructive feedback from preceptor and then use the information to improve patient assessment and/or management.
11. Students will demonstrate competence in the use of technology through written patient reports in the Platinum Planner.
12. Demonstrate appropriate responses and participation as a team member.
13. Students will interpret and evaluate societal and ethical issues, problems, and values specific to issues in the medical field.

# Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Demonstrates the cognitive (knowledge) understanding of various medical emergencies and ability to determine differential diagnosis and treatment based on assessment and chief complaint.
2. Demonstrates psychomotor skills with various medical complaints to determine differential diagnosis, assessment, treatment and documentation.
3. Demonstrates professional attitude and active in verbal and written communications.

| Course Level SLO # | Gen Ed/Program Outcome # | Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency) |
|---|---|---|
| 1,2,3 | 1 | Complete all clinical / field experience hours & skills |
| 2,3, | | Complete all patient documentation |
| | | |

# Course Content and Schedule

**Schedule:** students are responsible for ensuring that they schedule enough hours per semester. Failure to complete the required hours will result in failing the program. If a student does not meet the skill, pathology, or age category a student can complete 24 extra hours of clinical hours for full credit, but the skills will be added to the next semester. The extra hours will not be counted toward future semester clinical hours.

| CLINICAL HOUR REQUIREMENTS | | | | | | |
|---|---|---|---|---|---|---|
| This could change without notice due to uncontrolled circumstances. In a case in which a clinical is closed then the hours will be added to another site in similarity. | | | | | | |
| Clinical Type | Paramedic 1 | Paramedic 2 | Paramedic 3 | Paramedic 4 | Total | |
| EMS – Field Experience | | 120 | 120 | | 240 | |
| Emergency Room | 60 | 48 | 36 | | 144 | |
| ICU | | 12 | | | 12 | |
| Psych / Behavioral | | 8 | | | 8 | |
| OB | | | 12 | | 12 | |
| Pediatric – Medical Floor | | | 12 | | 12 | |
| Pediatric - | | | 12 | | 12 | |
| EMS- Capstone | | | | 144 | 144 | |
| TOTAL | 60 | 188 | 192 | 144 | 584 | |

| CoAEMSP | TABLE 1 – AGE CATEGORY GROUPS | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| You will need to meet the minimal required numbers per semester except for individual pediatric age groups. Failure to obtain the required number will be added to the next semester if a student fails to meet the goal. | | | | | | | | | | |
| **Table 1- Age Table** | Formative (Clinical/EMS) | | | | | Competency (Clinical/EMS) Can be done in SIMs Lab | | | | |
| | Required | P-1 | P-2 | P-3 | P-4 | Required | P-1 | P-2 | P-3 | P-4 |
| **Pediatric (Birth - 18 years)** | 15 | 7 | 8 | | | 15 | | 2 | 10 | 3 |
| Neonate (birth -30 days)- *Simulation* | **2** | | *2* | | | **2** | | | | *2* |
| Infant (1m - 12 month) | 2 | | *2* | | | 2 | | | | *2* |
| Toddler (1 - 2 year) | 2 | | *2* | | | 2 | | | | *2* |
| Preschool (3 - 5 year) | 2 | | *2* | | | 2 | | | | *2* |
| School-Age/Preadolescents (6 - 12 years | 2 | | *2* | | | 2 | | | | *2* |
| Adolescents (13 - 18 years) | 2 | | *2* | | | 2 | | | | *2* |
| **Adult (19 - 65 years)** | 30 | 10 | 20 | | | 30 | | 5 | 25 | 10 |
| **Geriatric (Older 65 years)** | 9 | 4 | 5 | | | 9 | | | 5 | 4 |
| **Total Patient Contact per Semester** | **54** | **21** | **33** | | | **54** | | 7 | 40 | 17 |

| CoAEMSP | TABLE 5 – BLS COMPETENCY SKILLS | |
|---|---|---|
| These skills are required to be completed in the skill lab prior to attending any clinicals. | | |
| Insert NPA | BVM – Adult | Stabilize Impaled Object |
| Insert OPA | BVM – Pediatric | Dressing & Bandaging |
| Oral Suction | BVM – Neonate/Infant | Apply Occlusive Dressing Chest Inj. |
| FBAO – Adult | Apply Tourniquet | OB - Uncomplicated Delivery |
| FBAO – Infant | Apply Cervical Collar | Vital Signs |
| Oxygen via Nasal Cannula | Spine Motion Restriction (LSB) | Comprehensive Assessment |
| Oxygen via Face Mask / NRM | Lift & Transfer patient to stretcher | CPR – Adult |
| | Splint – Long Bone Injury | CPR – Pediatric |
| | Splint – Joint Injury | CPR - Infant |

| CoAEMSP | TABLE 3 - SKILLS |
|---|---|

The below skills are required by CoAEMSP unless a (**\***) is next to the skill which is a program requirement. All formative check offs are to be performed successfully in the lab setting _**prior**_ to performing in the field (Competency level). This shows only the required program instructor check offs in the formative setting. The required PEER can be found in Platinum Planner Lab. Competency is the required skills to be performed in the field. There are several skills that are more difficult to get in the field due to the low occurrence of the skill; in those cases, the skill can be checked off in a SIMs Lab. The difficult skills are highlighted in "YELLOW" under the competency requirement column.

| Table 3- Skills | Formative Skill Station | | | | | Competency Requirements SIM Lab | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Required | P-1 | P-2 | P-3 | P-4 | Required | P-1 | P-2 | P-3 | P-4 |
| Establish IV | 2 | 2 | | | | 25 | 3 | 10 | 8 | 4 |
| IV Infusion Medication | 2 | 2 | | | | 2 | 1 | 1 | | |
| IV Bolus Medication | 2 | 2 | | | | 10 | 3 | 3 | 4 | |
| IM Injection | 2 | 2 | | | | 2 | 1 | 1 | | |
| IO Access | 4 | 4 | | | | **2** | | 1 | 1 | |
| PPV with BVM | 4 | 4 | | | | **10** | 2 | 4 | 4 | |
| Oral Endotracheal Intubation | 2 | 2 | | | | **10** | | 5 | 5 | |
| Endotracheal Suction | 2 | 2 | | | | **2** | | | 2 | |
| FBAO Removal with Magill Forceps | 2 | 2 | | | | **2** | | | 2 | |
| Cricothyrotomy | 2 | 2 | | | | **2** | | | 2 | |
| Supraglottic Airway | 2 | 2 | | | | **10** | | 5 | 5 | |
| Needle Decompression | 2 | | | 2 | | **2** | | | 2 | |
| Syn Cardioversion | 2 | | 2 | | | **2** | | 2 | | |
| Defibrillation | 2 | | 2 | | | **2** | | 2 | | |
| Transcutaneous Pacing (TCP) | 2 | | 2 | | | **2** | | 2 | | |
| Chest Compressions | 2 | 2 | | | | **2** | 1 | 1 | | |
| (**\***) CPAP | 2 | 2 | | | | 2 | | 1 | 1 | |
| **TOTAL** | **38** | **30** | **6** | **2** | | **89** | **11** | **38** | **36** | **4** |

| **These skills can be performed in a SIMs Lab if not completed in the field.** |
|---|

| CoAEMSP | TABLE 2 – PATHOLOGY / COMPLAINT |
|---------|---------------------------------|

In the pathology section the formative skills are to be completed in the field prior to the competency requirements. The competency requirements will not open until the student has successfully completed the formative part of the pathology. It is important for students to turn in documentation early because the formative requirements will not be counted as complete until the clinical work has been approved by the instructor. All formative requirements must be met prior to entering the Field Internship/P4 of the program. Any competency pathology that has not been successfully achieved can be done in the Field Internship/P4 portion of the program. All "SIMS" requirements will be performed by the end of third semester. There are several pathologies that is considered difficulty to get in the field due to low occurrence in these cases the student will be able to obtain those in a SIM lab which will be scheduled within the Field Internship/P4 of the program (These are highlighted in YELLOW).

| Table 2: Pathology List | Formative Requirements | | | | Competency Requirements | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Requirements | P1 | P2 | P3 | P4 | Requirements | P1 | P2 | P3 | P4 |
| Trauma | 18 | 9 | 9 | | | 9 | | | 7 | 2 |
| SIMs – Adult | 1 | | | 1 | | | | | | |
| SIMs - Pediatric | 1 | | | 1 | | | | | | |
| Psychiatric/Behavioral | 12 | 2 | 10 | | | 6 | | | 6 | |
| SIMs - Psychiatric | 1 | | 1 | | | | | | | |
| OB Delivery (Normal) | 2 | | | 2 | | 2 | | | 2 | |
| OB Delivery (Complicated) | 2 | | | 2 | | | | | | |
| SIMs- Prolapsed Cord | 1 | | | 1 | | | | | | |
| SIMs – Breech Delivery | 1 | | | 1 | | | | | | |
| Distress Neonate (< 30 days) | 2 | | | 2 | | 2 | | | 2 | |
| SIMs – Distress Neonate | 1 | | | 1 | | | | | | |
| Cardiac Pathology | 12 | 6 | 6 | | | 6 | | | 4 | 2 |
| SIMs – Cardiac / Chest Pain | 1 | | 1 | | | | | | | |
| Cardiac Arrest | 2 | | 2 | | | 1 | | | 1 | |
| SIMs – Cardiac Arrest | 1 | | 1 | | | | | | | |
| Cardiac Dysrhythmias | 10 | | 10 | | | 6 | | | 6 | |
| Medical Neurological | 8 | 2 | 6 | | | 4 | | | 3 | 1 |
| SIMs – Stroke (Geriatric) | 1 | | 1 | | | | | | | |
| Respiratory Pathology | 8 | 2 | 6 | | | 4 | | | 3 | 1 |
| SIMs – Pediatric | 1 | | | 1 | | | | | | |
| SIMs - Geriatric | 1 | 1 | | | | | | | | |
| Other Medical Condition | 12 | 6 | 6 | | | 6 | | | 5 | 1 |
| SIMs – Sepsis (Geriatric) | 1 | | 1 | | | | | | | |
| Total SIMs | 12 | 1 | 5 | 6 | | 0 | 0 | 0 | 0 | 0 |
| Total Pathology | 88 | 27 | 55 | 6 | | 46 | 0 | 0 | 39 | 7 |
| These skills can be performed in a SIMs Lab if not completed in the field. | | | | | | | | | | |

**Early Alerts: Full Term**
**July 11th – 12th**

# NFC Course Policy Statements

**Signing Up for Clinical:** Students will sign up for clinical through the Platinum Planner Scheduler. Students are required to sign up at minimal 8 days prior to the clinical. Students are not allowed to just show up at clinical without signing up prior to that date. Students that complete clinicals without officially signing up for the clinical will not be counted and will be rejected by the instructor. If a student wants to attend a clinical site that is less than 8 days out, then they will need to discuss the day with the clinical coordinator or/and instructor. This must be done through direct communication and follow-up via email to ensure the student was signed up if that was the outcome of the discussion.

**Clinical Forms**: Clinical forms will be found in D2L. Students are required to have them printed prior to attending the clinical site. Some clinical sites might not have printers so it will be your responsibility to ensure you have all the required paperwork for the clinical. If you fail to bring the paperwork it will be up to the preceptor if they sign it on another day.

**Uniform**: Students are to always appear professional. You are expected to be always in school uniform during the clinical. You are expected to assist in daily duties and follow the policy of the agency at all times.

**Attendance:** Students are responsible for ensuring that they meet the hour requirements each semester in the clinical/field experience setting. There will be several clinical in which will be limited in days, and they will be announced early within the semester. Students are encouraged not to be absent from the clinical setting in which they signed up for. There are times spots are limited due to student load or number of classes attending that site from other programs so it important to attend the scheduled day. Students are allowed one absence regardless of excused/unexcused. **In the case of an absence the student is required to notify the program director and instructor via email, preferably prior to the clinical.** *The student is also required to mark absence in the planner with a reason in the comment box*.

**Tardiness:** Students are required to be at clinical sites on time and ready to work (On time is defined 15 minutes early). Students that are late to a clinical site can be asked to leave and will be counted as absent. A student that needs an alternative schedule can talk with the program director or shift(s) supervisor prior to the shift for approval. A student that goes through the shift supervisor to immediately inform the program director and instructor of the change through email.

**Submission of Work:**
A student has 48 hours from the end of the clinical shift to submit all initial work into the planner. Students will have to download the preceptor evaluation into a folder with all relating documentation for the clinical (NO PATIENT INDIFICATION ON ANY PAPERWORK!!!). Make sure all documentation is in one folder and name folder "Clinical Site & Date" (example: MCEMS- ## / ## / ##). Make sure all information is visible including the preceptor's name & signature prior to submitting the documentation. Then submit it through the planner to be accepted by the instructor. Late work will result in a deduction in the clinical grade and work that is excessively late (Greater than 5 days) could be rejected and student be required to repeat the clinical or a letter grade drop at the end of the semester. Students are REQUIRED to complete the preceptor/site evaluation for every clinical rotation. All work is to be completed and submitted by the semester due date regardless of 48-hour rule or 10 day rule relating to returned work.

**Returned Work:**
Students have 10 days to resubmit any clinical work that was returned. Failure to resubmit will result in a decrease grade.

<u>**Required Semester Skills**</u>
A student is also required to achieve the required skills for the semester in the correct category (Formative/ Mastery). A student that is unable to complete all the skills due to call volume or situations out of their control, can ride at minimal 24 extra hours to receive the full grade for that semester. The required skills will be carried over into the next semester until the end of paramedic 3. Students will be required to continue to ride to meet all requirements from paramedic 1 through paramedic 3 prior to moving into the capstone phase of the program.

# NFC Information and Policy Statements

**Academic Honesty**

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the Academic Regulations section of the college catalog at [www.nfc.edu](www.nfc.edu). All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use [www.turnitin.com](www.turnitin.com) to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

**Attendance Policy**

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

**If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance**. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

**Textbook Purchases**

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

**Used Book Purchases**

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

**Students/Visitors: Where to Park on Campus**

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF".  Students and visitors can park in any spaces that are lined in <u>white</u>.   **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center.  These are for visitors only.  <u>Students are not allowed to park in these spaces.</u>  Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

**Enforcement:**  If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense ($85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE**.  **<u>There will be no second warning</u>**.  Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE**.  Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

<center>

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

</center>

**Campus Security**

The administration of NFC works diligently to make the campus as safe as possible.  A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use.  Students should always be alert and use normal precautionary measures.  Campus crime statistics are documented annually and are available in the college catalog.  Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns.  All emergency incidents should be reported directly to 911.

**Library Services**

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 7: 00 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom.  Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with

questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, https://www.nfc.edu/learning-resources/. Wireless Internet is also accessible in the library and on the patio after hours.  Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

**Academic Success Center**

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more.  The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

**Walk-in and by appointment services:** Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term
Monday – Thursday 8:00 a.m. – 5:30 p.m.
Fridays 8:00 a.m. – 4:30 p.m.

Summer Term
Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:**  See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit https://guides.nfc.edu/asc.


Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com. Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

**For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at** gonzalese@nfc.edu **or (850) 973-1719 and/or Brianna Kinsey at** kinseyb@nfc.edu **or (850) 973-9458.**

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- ➢ Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- ➢ Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

**Americans with Disabilities Act**

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student

registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

**Technology Access**

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (http://www.nfc.edu) or type the following URL into the Internet address bar:  https://my.nfc.edu. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal. Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

**Student Ombudsman**

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance.  The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures.  David Paulk is the current Student Ombudsman.  He can be reached at (850) 973-9418 or paulkd@nfc.edu.

**Equal Opportunity Statement**

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

**Student Rights**

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.

- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

**Student Responsibilities**

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

**Student Rights Under the Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

**Vulnerable Persons Act**

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred.  Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.