Washburn Tech
Emergency Medical Technician
Course Syllabus
IC____-____

Index

I. Program Purpose Pg 1
II. Program Description Pg 1
III. Goals Pg 1
IV. Prerequisites Pg 1
V. Instructional Materials Pg 2
VI. Class Location Pg 2
VII. Class Dates and Times Pg 2
VIII. Course Fees Pg 2
IX. National/State Examination and Certification Requirements Pg 3
X. Attendance Policies and Requirements for Successful Course Completion Pg 3
XI. Student Evaluation Policies Pg 4
XII. Student Progress Conferences Pg 5
XIII. Clinical Experience Pg 5
XIV. Student Dress and Hygiene Requirements Pg 6
XV. Student and Participant Safety Policies Pg 7
XVI. Student Discipline Policies Pg 8
XVII. Continuing Education Pg 8
XVIII. Closing Syllabus Statement Pg 10

Washburn Tech Additions
Equal Educational Opportunity Clause Pg 9
Accommodations for Students
With Disabilities Pg 9
Refund Policy Pg 9
Official E-mail Address Pg 9

Syllabus subject to change at discretion of the IC. Material included is intended to provide an outline of the course and is not intended to be a legal contract. Questions regarding the syllabus are welcome at any time.
Washburn Tech
Emergency Medical Technician
Course Syllabus

I. PROGRAM PURPOSE:

This program is designed to provide instruction to those individuals desiring to provide medical care at the Emergency Medical Technician level, a vital link in the health care team chain. Participants will have the opportunity to gain special skills, knowledge, and teamwork concepts necessary for gaining certification and practicing as an EMT in the State of Kansas.

II. PROGRAM DESCRIPTION:

This program is sponsored by Washburn Tech. This program must be approved by the Kansas Board of Emergency Medical Services (KSBEMS). This program is based on current information and techniques considered the responsibility of the EMT according to the National Highway Traffic and Safety Association, National Standard Curriculum, as enriched by the KSBEMS Education Standards. This course exceeds the state and national requirements. It consists of TBD hours of didactic, and TBD hours of psychomotor skills in the classroom. The program consists of: Didactic and Practical Skills Instruction, Skills Demonstrations, Clinical Experience and/or orientation to the Emergency Room and to the Ambulance, Extrication Class, or in Contrived Experiences of Patient Care.

The knowledge must be LEARNED in order to function as an EMT as it is inherent as an APPLIED science.

III. GOALS:

Upon successful completion of the program, the EMT student will be capable of performing the following functions at the minimum entry level:

- Possess the basic knowledge and skills necessary to recognize the nature and seriousness of the patient’s condition or extent of injuries;
- Assess requirements for emergency medical care and provide the patient appropriate emergency medical care and transportation based on assessment findings of the patient’s condition;
- Lift, move, position, and otherwise handle the patient to minimize discomfort and prevent further injury; and,
- Perform safely and effectively the expectations of the job description.

IV. PREREQUISITES:

In order for the student to be allowed in clinical rotations, a COPY of proof of HEALTH INSURANCE, a copy of IMMUNIZATION RECORD which MUST include current Tdap (since 2005), Hep B (in time frame for 3 shots or titer), 2 MMRs or titer, 2 chickenpox or titer, current flu shot and a current (LESS THAN ONE YEAR) TB Mantoux Test must be presented to the IC, preferably at beginning of the first class, but no later than FRIDAY OF THE 4TH WEEK OF CLASS. Failure to comply may result in being dropped from the class.

A criminal background check through PreCheck (www.precheck.com) paid for by the student should be completed prior to the beginning of the first class. No other background check will be accepted.

THESE ARE NECESSARY REQUIREMENTS FOR CLINICALS and must be submitted on time to complete arrangements with the hospital and ambulance service for clinicals.
V. INSTRUCTIONAL MATERIALS:

Texts:
- AAOS – Emergency Care and Transportation of the Sick and Injured, 10th Edition, current printing
- AAOS – Workbook for text (separate or comes bundled with textbook)
- Navigate Test Prep: EMT (online from Jones and Bartlett)

Handouts for class (printed by student from Desire2Learn class site)
- Large binder notebook, notebook paper, pens, pencils, markers, etc
- Clinical apparel required for the ER and ambulance
- Student photo ID card obtained in the Student Union at Washburn University, plastic holders in Bookstore

Desire2Learn or equivalent will be used in class
- Personal computer availability is highly recommended with a high-speed internet connection
- Computers are available at many locations, including the Bennett Computer Center at Washburn University and on the Washburn Tech Campus in the main building (during the day)
- Knowledge of Microsoft PowerPoint is highly recommended

Textbook website: http://www.EMT.EMSzone.com (instructions for access on inside front cover of text)

VI. CLASS LOCATION:

Washburn Tech, 5724 SW Huntoon St., Topeka, Kansas 66604
Building L, Rm 107 (East side of campus)

VII. CLASS DATES AND TIMES:

Dates of classes will be found in the course schedule which each student will receive the first class session.

Class time: M-W-F 6PM (1800 hrs) to 10PM (2200 hrs). A scheduled Saturday all-day extrication class (2 four hour class sessions) as listed in the course schedule. Additional classes may be scheduled for remediation or cancellation due to weather and are mandatory.

VIII. COURSE FEES:

Students will be enrolled for 9 hours of credit, 12 actual classroom hours per week.

The course fee is the current fee.

The cost of textbooks, supplies, clinical attire, background check and State examination fees are additional costs.

CURRENT ADDITIONAL FEES TOTALING $220 FOR THE STATE CERTIFICATION EXAMINATION:

INSTITUTIONAL CHECKS OR MONEY ORDERS ONLY
CASH OR PERSONAL CHECK WILL NOT BE ACCEPTED

$50 non-refundable fee payable to the KANSAS BOARD of EMS (KSBEMS) DUE THE FIRST WEEK OF CLASS. NO EXCEPTIONS!

This fee must be submitted with application for certification form to the KSBEMS. The forms and fees will be submitted by the IC.

$100 non-refundable fee payable to SOUTHWEST KANSAS EMERGENCY MEDICAL SERVICES (SKEMS) or current vendor for administering the psychomotor certification examination. This fee must be presented to the IC PRIOR TO FRIDAY OF THE NINTH WEEK OF CLASS.

$70 fee payable directly to the NATIONAL REGISTRY of EMT (NREMT) – payable at time of your submission to NREMT for computer cognitive exam date near the end of this course.

THIS FEE INFORMATION IS SUBJECT TO CHANGE!
IX. NATIONAL/STATE EXAMINATION AND CERTIFICATION REQUIREMENTS:

Upon successful (passing both cognitive and psychomotor examinations) completion of this training program, the candidate may challenge the National /KSBEMS examination for certification. To be Nationally certified, the candidate must be 18 years old. The candidate has two years from the date of the last class to successfully complete both the psychomotor and cognitive examinations. Passing of the cognitive examination will remain valid for up to twelve months from the date examination was taken, provided all other NREMT entry requirements are met. If the psychomotor examination is not completed within this timeframe, you will be required to repeat another, entire, state-approved EMT course and retake both the cognitive and psychomotor examinations. The cognitive examination may be taken a maximum of six (6) times. If unsuccessful in gaining certification after three attempts, the candidate must take a refresher course before being eligible to take the cognitive examination for certification again. The candidate must be able to read (10th grade level), interpret patient information and write legible patient reports. The ADA allowance by the NREMT, based on functional job description, for the computer certification cognitive exam is time and a half. Any candidate who has been convicted of a felony will be ineligible for certification pending individual review of the situation. Candidate must be able to document all legal restraints have been satisfied. Contact the KSBEMS with concerns or questions, 785-296-7296. **Subject to change.**

Candidate must bring Original copy of KSBEMS examination form signed by the IC, government issued photo ID, and No. 2 pencil to psychomotor exam site. **Subject to change.**

X. ATTENDANCE POLICIES and REQUIREMENTS FOR SUCCESSFUL COURSE COMPLETION:

The following is from the Kansas Board of EMS Regulations and is required in this course:

**109-11-8 Successful completion of a course of instruction.**

(a) To successfully complete a course of instruction as an attendant or instructor-coordinator, each student shall:

1. Attend at least 90% of the class sessions as described in the course syllabus;
2. Maintain an average grade of at least 70% for all examinations given during the program; and
3. Demonstrate all practical skills to the satisfaction of the course coordinator.

(b) The course coordinator shall provide written approval, within 15 days of the final class, that the requirements of subsection (a) of this regulation have been met. Evidence of a grade of C or better on a course of instruction given by an accredited post-secondary school shall substitute for written approval.


A class session by definition is the full 4 hours, 6 PM (1800 hrs) to 10 PM (2200 hrs). Proof of attendance is your signature on attendance roster (must be legible), and may also include your initials during or at the end of class, if requested by IC. Students exceeding allowed absences may be dropped from the class. If the student must be absent, contact the IC prior to the class. There is a maximum of 3 excused absences allowed. Excused and unexcused absences both count as absences. Special consideration may be given in cases of emergency. These will be evaluated on an individual basis. Documentation may be requested.

Due to the amount of material covered and the speed in which it is covered, students are expected to be prompt for all class sessions, complete assignments prior to class, and remain in class until the stated ending time (10 PM). Habitual tardiness or leaving early will not be tolerated. Any student more than 10 minutes late or leaving class early will be considered absent. Special consideration on an individual basis may be considered in certain circumstances. Documentation may be requested by the IC. Any student failing to meet the attendance requirements as stated above may receive a failing grade for the course. Final decisions on absence or tardiness will be made by the IC in cooperation with the KSBEMS staff. The IC reserves the right to administratively withdraw a student for non-attendance of class.

**CELL PHONES, TWO WAY PAGERS, MOBILE RADIOS, OR OTHER ELECTRONIC COMMUNICATION DEVICES SHALL BE TURNED OFF OR SWITCHED TO SILENT MODE IN THE CLASSROOM** (no ring or vibrate modes are acceptable). This applies to classroom and laboratory sessions. These devices may only be used before or after class and during breaks. Any student anticipating an emergency message during class hours must make arrangements with the IC. "Emergency" includes sudden illness, injury, or death and excludes such things as relationship issues, pet issues, car trouble, social planning, etc. Discuss any questions or concerns with the IC.
XI. STUDENT EVALUATION POLICIES:

Written examinations are the most appropriate and effective process for measurement and assessment of the student’s success in converting content into knowledge. Psychomotor evaluations provide feedback to both the instructor(s) and student on the ability of the student to perform specific skills.

Results of written exams and psychomotor evaluations, observational reports detailing student’s class participation and interactions will be considered on the final course grade. A passing grade of “C” or better will constitute permission to challenge the state exam if the remaining guidelines outlined in this section are met.

This course requires maintaining a 75% average throughout the course. If the student falls below 75% they will be counseled initially. If student continues to demonstrate the inability to maintain a 75% average, the student will not be allowed to challenge the examination for certification with IC recommendation at the end of the training program. Workbook is a good study resource and will benefit the student if kept current and up-to-date. Navigate Test Prep is also a good resource tool.

There will be five (5) UNIT EXAMS and an AHA CPR Examination which will be averaged at the end of the course and will count for 25% of the final grade. All UNIT EXAMS shall be returned to the IC (these exams are NOT to be removed from the classroom) and kept on file for a minimum of 3 years, along with student evaluations and final psychomotor exam. The AHA CPR Exam requires remediation if student’s grade is below 84%.

Failure to be in class on the scheduled day, at the scheduled time, of Unit Exams will result in five (5) percentage points being deducted from Unit Exam grade. Special consideration on an individual basis may be considered. Documentation may be requested by the IC.

There will be frequent quizzes (20-30 questions), either scheduled or unscheduled, on material from previous lecture(s), workbook, or on scheduled lecture(s) the day of the quiz to assess the student’s preparation and progress in the class. There will be a maximum of 30 minutes allowed for each quiz. Quizzes will be averaged at the end of the course and will count for 25% of the final grade. Quizzes will be returned to the student no later than the beginning of the next class.

Quizzes may not be taken except on the date given. Extra Credit opportunities will be made available toward the end of the semester to make up missed quizzes and/or to improve the student’s grade. Exceptions on an individual basis may be allowed by the IC.

Psychomotor evaluations will be conducted with Unit Examinations. These evaluations will be reviewed to give the student and the IC feedback on the student’s progress at the time of the exam. No grade will be entered in the grade book on these psychomotor evaluations (exception for CPR).

The Final Psychomotor Examination will be graded on a PASS/FAIL BASIS. If the student fails any station, the student will be allowed an additional attempt to successfully complete the skill. If the skill is not performed successfully, the student will fail the class and not be allowed to challenge the state examination.

Class attendance, participation (meaningful contribution to class learning), interaction (how student relates and communicates with other students), attitude (positive and constructive attitude during the course) and EMT capacity (demonstrates critical thinking ability to function as an EMT effectively) will be factored in (up to an additional 5 pts) when computing the student’s final grade.

The Final Written Exam will count for 50% of the final grade.

Course grades are as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>92% thru 100%</td>
<td>A</td>
</tr>
<tr>
<td>84% - 92%</td>
<td>B</td>
</tr>
<tr>
<td>75% - 84%</td>
<td>C</td>
</tr>
<tr>
<td>60% - 75%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

The IC may consult with the Medical Director, Assistants, use Preceptor input on clinical evaluation forms, or consult Board of EMS staff concerning candidate’s readiness to sit the Certification Examination. The IC has the final decision on all matters pertaining to this class.
XII. STUDENT PROGRESS CONFERENCES:

Each student will be advised of their standing in cognitive, psychomotor, clinical, requirements, and attendance on at least two separate occasions throughout the course.

Students will be asked to evaluate all of the lab instructors, including the IC, in this class during the semester. If, at any time, a student is having difficulty with or understanding any lab instructor, consult the IC for assistance.

THE EMT COURSE IS NOT FOR EVERYONE. If you are unable to commit the time necessary for this course due to illness, injury, surgery, pregnancy, family issues, school or social events, etc, you should consider not taking this class. If you are experiencing difficulty with this course, it is important that you schedule a meeting with the IC. If the student continues to perform unsatisfactorily, academically or clinically, the student may wish to drop the course on their own accord.

XIII. CLINICAL EXPERIENCE:

With the cooperation of AMR, Stormont-Vail Healthcare, and St. Francis Health Center the student may be provided the opportunity to observe and train in the clinical settings. A one-hour orientation for AMR may be required. The student will perform a complete patient assessment when given the opportunity.

The student must have a grade of C or higher in order to be allowed the opportunity to gain clinical experience.

Clinical and field rotations are IN ADDITION to normal classroom hours. The student will have the opportunity to select dates and times that best suit their schedule. One student only per scheduled time frame may be allowed. All scheduling of clinical hours MUST be done through the IC. Students are NOT permitted to schedule their own hours. The hours required are:

Ambulance …………… 12 hours minimum per participant (24 hours max, scheduling permitting)
Emergency Room ……. 8 hours minimum per participant

The student needs to arrive for clinicals 15 min. prior to the approved time for assignment. The Student photo ID card will be visibly worn during ER and ambulance rotations (holders are available at the bookstore). IC will submit paperwork required for clinicals once it is completed by the class. Clinical paperwork will be furnished in class to the student for each clinical rotation.

CANCELLATION OF CLINICAL TIME BY THE STUDENT IS STRONGLY DISCOURAGED

The student may perform only those skills learned and permitted for their level of training and as allowed by their preceptor. UNDER NO CIRCUMSTANCES will the student perform any skill not allowed under the EMT level of certification (Kansas statute 65-6121).

The clinical or field internship preceptor will have authority over and direct the student in procedures to be performed during their clinical rotation. A licensed physician or licensed professional nurse in the ER are considered clinical preceptors. Attendants on the ambulance certified at or above the level of training being conducted are considered field internship preceptors.

The student needs to arrive for clinicals 15 min. prior to the approved time for assignment.
XIV. STUDENT DRESS AND HYGIENE REQUIREMENTS:

Below is the policy for the State skills examination and will also be followed in this course on psychomotor evaluations and examinations.

A. In order to maintain a professional and non-offensive environment in which to conduct examinations the following Guidelines for dress at an examination site will be STRICTLY adhered to.

1. No logos identifying EMS, fire department or training institution affiliation may be worn on hats, shirts, jackets, or other clothing.
2. Shorts must be knee length.
3. Shirts and blouses must be sufficient to cover the chest. Tank tops, sleeveless blouses and spaghetti straps are examples of the type of inappropriate apparel.
4. Waistlines must be covered. Men and women must wear shirts and blouses that extend down below the beltlime of the pants or be long enough so they can be tucked in to the pants. The waist/abdomen must remain covered even when the candidate is bending and during all parts of the examination.

B. Any candidate arriving for an examination that is not dressed appropriately will not be allowed to take the Examination. Candidates will be given an opportunity to change into appropriate attire so long as the examination schedule is not disrupted. Any candidate unable or unwilling to comply with a request to adhere to the dress code will forfeit the examination fee. All decisions regarding the appropriateness of a candidate’s attire will be the responsibility of the site coordinator who will have the final say.

CLASSROOM: All students will present themselves appropriately dressed at all times. Casual, comfortable attire is recommended. Due to the nature of the classroom work, dresses, skirts, low tops, or loose fitting shorts should not be worn. These can be distracting to classmates and can result in complaints. You will be spending time working on the floor with patients and equipment, bending over to assess or apply equipment and having equipment applied to you. These complaints will be addressed as necessary.

Students will be working on each other during psychomotor training; therefore, personal hygiene is of utmost importance. Please keep yourself and your clothing clean. Please be prepared to remove your shoes during labs. If the IC feels that a student’s hygiene or attire is not appropriate, a counseling session may be required. The IC may remove a student from class or skill-training session if the problem is not corrected.

CLINICAL: Students will present themselves appropriately dressed and exhibit professionalism at all times.

Clinical attire will consist of light blue button-down or polo shirt, navy blue or black slacks (NO JEANS), black or brown shoes or boots (NO ATHLETIC OR TENNIS), and black or brown belt. Jackets if worn should have no logos showing on them.

An extra change of clothes is recommended for AMR. It may become necessary for the student to change clothes if their clinical outfit becomes contaminated.

Arriving for clinicals with dirty nails, hands, hair, body odor, odor of alcohol, or inappropriate attire may result in the student being denied their clinical rotation.
XV. STUDENT AND PARTICIPANT SAFETY POLICIES:

**GOOD MENTAL AND PHYSICAL HEALTH IS NECESSARY TO MAINTAIN THE PACE AND PHYSICAL DEMANDS OF THIS COURSE AND WORK REQUIREMENTS AS AN EMT.**

Any student with a history of chronic health problems, pregnancy, recent surgery, back injury, or impending medical issues should consider taking the class at another time and will be required to present a medical release from a physician. The IC has the option at all times to request such a release.

Any illness that results in the student missing two (2) or more classes will require a medical release from a physician before the student will be allowed to return to class. This will also apply to injuries that preclude the student from taking practical examinations.

**REMEMBER, PATIENTS IN THE HOSPITAL OR AMBULANCE SHOULD NEVER BE PUT AT RISK FROM STUDENTS WITH AN INFECTIOUS DISEASE.**

Any student with an infectious disease (common cold, flu, hepatitis, herpes, cold sore, etc) will not be allowed to participate in skill stations or give direct patient care in the clinical setting. The student will be expected to attend class, if their condition permits, and observe others in the skill stations. The student will be held responsible for the instruction and will be expected to practice on their own time to maintain skill levels of the class at that time.

All student performance in the classroom and in the clinical setting will be overseen by the IC, staff assistants, or preceptors. Each student will address any problem or concern regarding their training immediately to the individual directly involved with the training in progress. Any student having a problem or concern with any assistant or preceptor should immediately address their concern directly to the IC.

Directions given by training personnel should be followed accurately and if not understood should be questioned to prevent problems. Procedures the student may be asked to perform are not necessarily those recognized under statutes and regulations for the EMT student who will be challenging the certification examination. If you haven't been trained on the procedure in class, procedure does not fall under those procedures listed in Kansas Statute 65-6121, decline and give the reason why. All students will perform with normal regard for personal safety, and safety of the patient and others involved in patient care.

**AT NO TIME WILL STUDENT PERFORM ANY ACT THE PRECEPTOR DEEMS UNSAFE OR THE STUDENT/PRECEPTOR FEELS IS INAPPROPRIATE ACTION FOR THE STUDENT TO TAKE.**

**AT NO TIME WILL A STUDENT, WHILE PARTICIPATING IN CLINICAL OR FIELD INTERNSHIP, BE ALLOWED TO DRIVE ANY AMBULANCE.**

Students should be able to lift 125 lbs (250 with assistance). All students must exercise prudent physical exertion in the classroom lab sessions and in the clinical setting using techniques taught in this class for lifting and moving patients.

Any student injured while functioning as an EMT student will immediately report the occurrence to the preceptor who will make an immediate report to the IC. A written report will need to be filed with the Associate Dean for Instruction within 48 hours of the occurrence.

All manikins, airway adjuncts, stethoscopes, etc. will be properly cleaned with disinfectant by the student between each student’s use. Due to the nature of the training, it is imperative that all students maintain proper personal hygiene habits. A sink and disinfecting soap is available in the classroom and need to be routinely used by the students when working with other students and equipment. All students are responsible for removing from, and replacing, equipment in proper designated storage areas during skill lab sessions. Students should make a habit of reporting and/or correcting any dangerous situations – spills on floor, loose wires, unsafe equipment, etc. Care should be taken to avoid spraying silicone spray on the floor to avoid slick areas.
XVI. STUDENT DISCIPLINE POLICIES:

The Washburn Tech student is responsible for complying with policies, standards, rules and requirements for academic and social behavior. Smoking in designated areas only by barrels with orange band (east side of Bldg L near the street). Refer to manual for complete listing.

XVII. CONTINUING EDUCATION:

This course is only the beginning of the participant’s lifelong learning experience in EMS. The participant should plan to devote sufficient time and effort to continuing education to maintain certification and a current level of knowledge and proficiency according to the standards established by the Kansas Board of EMS and the NREMT. Volunteering at a certification psychomotor examination site is one way to be an EMS team player and obtain hours. Current cycle for re-certification is two years. Specific requirements for re-certification will be sent to the applicant near the end of their two-year cycle listing requirements for the current re-certification cycle.

The KSBEMS and NREMT websites should be checked on a regular basis for updated information to keep yourself informed of changes.

**IT IS IMPERATIVE TO KEEP THE KSBEMS AND NREMT INFORMED OF ANY ADDRESS CHANGE.**

**IT IS ULTIMATELY YOUR RESPONSIBILITY TO KEEP YOUR CERTIFICATION CURRENT.**

“GOOD LUCK WITH THE COURSE AND LETS HAVE FUN LEARNING TOGETHER”

Marguerite Underhill, IC    Cell 785-221-1767 (P)  marguerite.underhill@washburn.edu
Desire2Learn Class Site Email
WASHBURN TECH ADDITIONS – COURSE SYLLABUS

It is the policy of Washburn Institute of Technology to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin or sexual orientation/gender identity. Contact: Carol Vogel, Morgan Hall, Room 380A, Washburn University (785-670-1509) carol.vogel@washburn.edu.

ADA Notification Statement
Disability Services:
The Special Support Services (SSS) Office is responsible for assisting in arranging accommodations and for identifying resources at Washburn Tech for persons with disabilities. Qualified students with disabilities MUST register and provide documentation with the office to be eligible for services. New requests for accommodations should be submitted two months or more prior to the date services should begin; however, contact the SSS Office as soon as a need may arise. Depending on the accommodation request, four to eight weeks lead time may be needed for timely and effective provision of services. SSS coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact.

Who: Special Support Services Coordinator
Location: Career Resource Center, Room 300
Phone: 785-228-6356
E-Mail: SSSCoordinator@washburntech.edu

Student may voluntarily identify themselves to the instructor for a referral to the Special Support Services Coordinator.

Core Abilities
A. Communicate effectively
B. Integrate technology
C. Learn effectively – use academics effectively
D. Demonstrate cooperative/teamwork skills
E. Apply Safety
F. Think critically and creatively
G. Demonstrate responsible work ethics

Refund Policy: Continuing Education at Washburn Institute of Technology is supported by tuition fees. Therefore, there will be no refunds on tuition within 10 calendar days prior to start date of a course.

Official E-Mail Address:
Your Washburn Tech and Desire2Learn e-mail addresses will be the official addresses used by your instructor for relaying important messages regarding specific course information. It is the student's responsibility to check on a daily basis to stay current with any information pertaining to this class.
XVIII. CLOSING SYLLABUS STATEMENT:

This syllabus has been authored and formulated to provide a concise understanding of the course. The syllabus will be consulted at all times during the semester for course rules and regulations. Answers to questions should be researched in the syllabus before asking the IC. Most questions can be answered in this manner.

Each student will sign a statement to the effect that they have received a copy of the syllabus, read the material and understand its contents.

_________________________________________   _________________________
Signature of Student                        Date