

HGTC

Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

EMS 212

EMT Field Internship

Effective Term

Fall 2026/Spring 2027/Summer 2027

Part I: Course Information

Effective Term: Fall 2026/Spring 2027/Summer 2027

COURSE PREFIX: EMS 212

COURSE TITLE: EMT Field Internship

CONTACT HOURS: 0-6-2

CREDIT HOURS: 2

RATIONALE FOR THE COURSE:

To develop a working knowledge of skills and modalities for the assessment and treatment of patients in the prehospital emergency environment.

COURSE DESCRIPTION:

This course includes experiences with advanced life support emergency medical services. Students apply previously learned knowledge and skills in actual prehospital patient care situations. Emphasis is placed on developing effective written and oral medical reporting skills through patient care documentation and case review.

PREREQUISITES/CO-REQUISITES:

To progress in the curriculum, the student must:

- Student must be 18 years of age and have a high school diploma or GED.
- Maintain a minimum cumulative GPA of 2.0 on all required courses.
- Pass a criminal background check.
- Submit a completed Health Sciences Division Physical Examination Form & Immunizations prior to enrollment in the second semester.

PREREQUISTE: EMS 104

CO-REQUISTE: EMS 109 ***REQUIRED**

REQUIRED MATERIALS:

MEDIC TESTS Test Preparation Package

Emergency Medical Technology Program Uniform – please see programs uniform policy. **EMT Polo Uniform required for Lab and Clinical Rotations (available through bookstore)**

ADDITIONAL REQUIREMENTS:

Receives calls from dispatchers, responds verbally to emergency calls, reads maps, drives ambulances to emergency sites, uses most expeditious route, and observes traffic ordinances and regulations.

Works as a member of a two-person team.

Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultate breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based upon competency and certification level); may administer intravenous drugs for fluid replacement as directed by a physician and based upon competency and certification level. May use equipment (based upon competency and certification level) such as but not limited to, defibrillator, electrocardiograph, inserts oral airway adjuncts, maintains open airways and ventilates patients.

Assists with lifting, carrying, and transporting patient in ambulance to a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care. Extricates patients from entrapment, assess extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, report nature and extent of injuries or illness to the facility, ask for direction from hospital physician or emergency department (based upon competency and certification level). Observes patient enroute and administers care as

directed by physician or emergency department or according to published protocol based on competency and certification level. Identifies diagnostic signs that require communication with facility. Assist in removing patient from ambulance and into emergency facility. Reports verbally and in writing observations about and care of patients at the scene and enroute to facility, helps emergency staff as required.

Replaces supplies, prepares and / or sends used supplies for sterilization and / or disposal in accordance with state and OSHA regulations and published standard operating procedures. Checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

ALL EMT's MUST BE ABLE TO PERFORM THESE ESSENTIAL JOB FUNCTIONS:

- Ability to communicate verbally, via telephone and radio equipment.
- Ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance).
- Ability to read and interpret written, oral, and diagnostic form instructions.
- Ability to use good sound judgment and remain calm in high stress situations.
- Ability to work effectively in an environment with loud noises and flashing lights.
- Ability to function efficiently throughout an entire work shift.
- Ability to calculate weight and volume ratios and read small print, both under life threatening time constraints.
- Ability to read and understand English language manuals and road maps.

- Accurately discern street signs and address numbers.
- Ability to interview patient, family members, and bystanders; Ability to document, in writing, all relevant information in prescribed format considering legal ramifications of such.
- Ability to converse in English with co-workers and hospital staff as to status of patient.
- Good manual dexterity, with ability to perform all tasks related to highest quality patient care.
- Ability to bend, stoop, and crawl on uneven terrain.
- Ability to withstand varied environmental conditions such as extreme heat, cold, and moisture.
- Ability to work in low light, confined spaces, and other dangerous environments.
- Students must be 18 years old by the last day of class and possess a high school diploma or GED.

TECHNICAL REQUIREMENTS:

- Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.
- Honorlock Remote Proctor Program (optional)

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly

IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor's Course Information Sheet for information regarding this requirement.

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

CLASSROOM ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to

comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

Upon completion of the course the student will have been provided with the knowledge and skills necessary to be able to:

Integrate the signs, symptoms, history, and physical examination findings of patients in crises situations and formulate the appropriate basic treatment for the patient.

Write a report of a patient's crisis situation in the following format: chief complaint, history of present illness, past medical history; physical examination, treatment rendered, patient response to treatment, medications, allergies and any further pertinent information.

Present an oral report of a patient's status using the above referenced format.

Successfully complete the Platinum Planner EMS Testing EMT Readiness Examination

****Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the (list the appropriate assessment – programs should select which GELO applies). Upon completion of this course, students will be able to:

(Check all that apply.)

- ☒ Communication – Students will be able to communicate effectively, orally and/or in written format.
- ☒ Critical thinking – Students will be able to demonstrate higher order of thinking when problem solving.
- ☒ Career Readiness/Lifelong Learning – Students will be able to effectively engage in the professional world or transition to higher level learning.

Part III: Grading and Assessment

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

- ☒ Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.
- ☒ Apply appropriate language when speaking and writing for their chosen field of study or Industry.
- ☒ Demonstrate appropriate communication techniques when engaging audiences.

Part III: Grading and Assessment

METHOD OF INSTRUCTION

- A. Internship practice with an approved paramedic preceptor.
- B. Demonstration of skills in the internship setting.

EVALUATION – Field Internship

- A. The student is assigned to a paramedic preceptor at a local EMS agency.

Procedures performed will be according to lab practice and check-off skill sheets.

B. The student is responsible for writing a patient care form for each call they are dispatched on, and these calls are reflected on the daily log. These reports will be graded for their thoroughness and neatness. The ability to turn in this documentation on time will also be graded.

C. The student is responsible for inputting their patient assessments and skills into the computer tracking-database program called "Platinum Planner". The student's ability to perform this task on time will be graded.

D. The student's ability to show up to assigned internship rotations on time and turn in the daily attendance sheet to the Clinical/Internship Coordinator will be graded.

E. In accordance with South Carolina DHEC "all students are expected to interview and assess a minimum of ten (10) patients in the field or hospital setting. They should record their assessment in a written form as specified by the training institution or instructor." Additionally, these assessments/narratives must be electronically documented in the Platinum Planner program. Failure to complete the required minimal competencies will result in the student being prohibited from sitting for the National Registry EMT-B exam.

F. Reports will be graded and averaged for a reporting grade. Reports are reviewed for thoroughness and neatness, and must include the patient's chief complaint, present medical history (or history of the event), past medical history, physical assessment, treatment, response to treatment, medications, allergies, disposition of the patient and any further pertinent information. Students

should print the content of the narrative. Non-legible reports will be given a grade of 0.

a. "Platinum Planner" Reporting: All documentation of hours and internship competencies must be entered into the computer tracking-database program "Platinum Planner". For the student to get credit for these items, they must have been entered into the program. Any hours or competencies left out will be considered not complete. "Platinum Planner" documentation is essential to the continuous tracking of the progress of the students and is imperative that students maintain current with submission requirements. All shifts completed in the field **MUST** be entered into Platinum Planner within **24** hours of completion of that shift. For each day beyond the initial 24 hours that a Platinum Planner entry is late, there will be a 10-point deduction in the scoring of that entry.

G. The student will be graded on the number of patient contacts completed. The expected number of patient contacts is **10**. If a student completes less patient contacts, then the student will not be within the guidelines set forth by South Carolina DHEC and will not have met the minimum competencies of the course and will not be allowed to take the NREMT-B exam.

EVALUATION – Platinum Planner EMT Readiness Examination

A. The student will successfully pass the EMS Testing EMT Readiness Exam utilizing the EMS Testing recommended cut score. Failure to obtain the recommended cut score will result remediation for students failing the first two attempts. Students failing three attempts must complete an online or face-to-face EMT refresher course and meet with the program director and college leadership. Failure of a fourth attempt will result in a failing grade in the course

requiring students to repeat the program.

EVALUATION – MEDICTESTS App

- A. The student will be required to answer a minimum of 900 questions utilizing the MEDICTEST app.
- B. The student will achieve “Blue Wheel” status in all of the modules of MEDICTESTS
 - a. The student will achieve a score of 100% for each module where “Green Wheel” status is met, a score of 85% for each module where “Blue Wheel” status is met and a score of 0% for any module where the minimum “Blue Wheel” status is not met.
- C. The student will complete two (2) NREMT-B Exam Simulators through MEDICTESTS with a passing score.
 - a. The student is allowed to take as many NREMT-B Exam Simulations as they desire with their highest two passing scores being used as their grade for that category.
 - b. Failure to obtain a passing score will result in a score of 0% for their grade in that category.

*NOTE: Any student not completing the minimum number of patient contacts as well as the minimum competencies will be assigned an “I” in the last semester due to these circumstances. Any student receiving an “I” or “F” in the last semester will not be eligible to sit for the National Registry EMT-B exam.

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

EMS Testing Readiness Exam	33%
Medic- Test Prep Completion	33%
<u>Field Internship</u>	<u>34%</u>
	100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89– 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, and Is also negatively impact academic progression and financial aid status.

Note: Students in this EMS course must achieve a minimum score of 75% to progress in the program. Scores of 70–74 will be recorded as a 'C'. However, students must repeat the course in a future cohort to successfully complete the program.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 – Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to**

the Instructor Course Information Sheet.

For online and hybrid courses, refer to your Instructor's Course Information Sheet for any required on-site meeting times. In online courses, attendance is fulfilled through the submission of academic work. Please be aware that instructors may require exams to be proctored either online or at an approved testing site. If you choose to use a testing center other than those provided by HGTC, that center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

STUDENT INFORMATION CENTER – TECH Central:



TECH Central offers all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting

questions to (843) 375-8552. Visit the [Tech Central website](#) for more information. Live Chat and Center locations are posted on the website. You may also call (843) 349-5199.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Synder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of sexual harassment, domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).