

**Supervised Field Experience  
COURSE SYLLABUS**

- Course Code:** HEA 285C
- Instructor:** Sandra Carter  
sandracarter@forrestcollege.edu  
Phone 864-225-7653 ext.2310
- Course Schedule:** This course meets from (01/07/2012) to (03/24/2012)
- Credit Hours:** 3.0 Credit hours awarded upon successful completion of course requirements
- Course Description:** 285C Includes on-the-job training in the **clinical** area of Allied Health service appropriate to the chosen course of study
- Note: Your final grade will be determined by the evaluation of your externship site.
- Course Objectives:** Upon successful completion of this course, the student will be able to:
- Use educational training and experience in the work force doing clinical work in a doctor's office.
- Prerequisite:** All Medical Classes
- Course Outline:** Week One: Work at externship site
- Week Two Work at externship site
- Week Three Work at externship site
- Week Four Work at externship site
- Week Five Work at externship site
- Week Six: Work at externship site
- Week Seven: Work at externship site
- Week Eight: Work at externship site
- Week Nine: Work at externship site
- Week Ten: Work at externship site

Week Eleven: Work at externship site

**Grading:** Externship Attendance 10%  
**(This means receiving your time sheets each week on time)**

Externship assessment (this grade is assigned by the individual student as an overall indication of his/her "overall effort") 90%  
100%.

Grading Scale: A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = Below 60

**Attendance:** **Regular attendance is expected** because it is through regular attendance that you will hear and learn from the experience of your externship site. **Let your instructor and your externship site know if you are going to be out or are to sick to be there.** You attend twelve weeks and you receive a very positive 10% of your grade.

**Make-up work:** You must complete 80 hrs. on each of your externships to be able to graduate and sit for certification.

**Academic Dishonesty** Plagiarism and cheating are serious offenses and may be punished by failure on exam, or homework or failure of the course, and/or suspension /expulsion from the college.

**Resources** The College has adequate resources to assist students in researching projects (i.e. books, magazines, newspapers, Internet, LIRN).

**Changes** In accordance with the policy of the College, your instructor has the right to change the syllabus in a manner that he/she feels necessary in order to better accomplish the goal(s) of this course.

I \_\_\_\_\_ have received a copy of the **HEA 285C**

Course Syllabus and have read and understand what my responsibilities are as an Allied Health Student. I

have also read and understand the attendance policy, dress policy, and when time sheets are due for this class.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_