

Syllabus

Emergency Medical Services Instructor/Coordinator Training

Course: Emergency Medical Services Instructor/Coordinator

Goals: EMS Instructor/Coordinator is offered to prepare the interested EMS provider to become an effective EMS educator. The candidate will become familiar with theories of learning, application of theories to teaching the adult learner, preparation of educational materials, methods of teaching and evaluation, utilizing technology in and outside of the classroom, textbook and materials selection, presentation of material, State accreditation and administrative issues relating to teaching EMS.

Instructor: Greg West, MEd, EMT, I/C wepsEducation@gmail.com

Prerequisites:

Certification as an EMT

Comfort and basic skills utilizing a computer (Apple or Windows), accessing and navigating the internet, utilizing presentation/word processing programs

Postrequisites: Certification as a CPR Instructor

52 hour internship with a practicing I/C

OEMS Orientation

Required Text/Materials: *Foundations of Education, An EMS Approach*, by NAEMSE- this text can be [purchased from the NAEMSE](#) for \$75. Computer with high-speed internet connectivity and presentation/word processing capabilities.

Course Administration:

Emergency Medical Services Instructor/Coordinator is taught as a hybrid online/onsite course. Two weeks of reading and online assignments start the course and are followed by three class days of experiential training and discussion with continued online work. Online work must be completed on time- because much of it is interactive, late postings do not allow classmates the benefit of your work. Extensions will only be given for true emergencies after consideration by the instructor.

Attendance at all meeting dates is mandatory for successful course completion.

Course Meetings: Online portion begins January 5th, 2019. Meeting Dates are January 19th, February 2nd and 3rd, 9am-4pm in Attleboro MA.

Grades:

Grades are based on a point-system. There are 46 possible points- 22 from online assignments and 24 from the following: a lesson plan, presentation and evaluative tool. Successful completion of the course requires achieving 36 points.

Course Drop Dates and Refund Policy:

Students may drop the course within one week of the *online start date* for an 80% refund of their tuition. There is no refund after the first week of the online assignments.

Discipline:

All students are expected to utilize the online portion of the course respectfully and appropriately- no inappropriate language, discriminatory postings or personal attacks will be tolerated.

Cheating of any kind (plagiarism, etc.) will result in dismissal from the course and notice of the offense to OEMS.

No electronic devices (PDAs, computers, cell phones, pagers, etc.) that are not being utilized as part of the classroom activities may be used during onsite classes.

Site regulations regarding tobacco use, food in classrooms/computer labs, and general behavior must be complied with.

Grievances: If you feel that some element of the course (grading, class expectations, etc.) is unfair, find a time outside of the normal classroom hours to discuss it with the instructor.

Registering:

Go to www.wepsEducation.com and download the PDF Registration Form. This form can be completed on line and emailed to wepsEducation@gmail.com or sent via US mail.

Forms and payment must be received by Jan 3rd.

Once your completed registration form and fee is received, you will be placed on the course roster. **Instructions for signing onto our online course interface will be emailed the day that the online portion begins. You must be using Gmail for the online portion of the course.** Timely completion of all online assignments and attendance at all three class meetings are required to successfully pass the course.