

## Course Syllabus

**Course Title:** Health Unit Coordinator Externship

**Course Number:** HLTH 5375

**Course Description:** Externship is a work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts under direct supervision of the clinical professional. This work-experience course will train students in multiple skills to help the provider carry out procedures, interview and care for patients, perform basic lab tests and administer medications. Students will be competent in both clinical and administrative procedures.

**Hours:** 120

**Course Prerequisite(s):** Health Unit Coordinator, Health Career Success, and Externship Application

**Student Learning Outcomes:**

1.

**Textbook(s):** none

**Withdrawal Policy:** See the current *Career Skills Training* catalog for the tuition refund policy.

**Collin College Academic Policies:** See the current *Collin Student Handbook*.

**Americans with Disabilities Act:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

**Meeting Location:** As assigned by Clinical Coordinator. Externship hours are M-F beginning as early as 8am.

**Attendance Policy:** Students must attend 100% of clinical hours in order to pass competencies.

Timesheets are due to the Clinical Coordinator every week. They should be signed by the site supervisor & returned to Collin College via email, fax (972.985.3782), or personally delivered each week.

**Grading Rubric:**

- Timesheets are worth 40% of a student's grade. Timesheets are due on Monday by 4pm each week for the previous Sunday-Saturday hours. The grade will decrease by 2% per day after the deadline.
- Skills Competency Checklist is worth 40% of a student's grade. Late submissions will be penalized 5% per day. The Checklist must be submitted **twice**:
  - Once prior to the student's first day at site to indicate strengths and weaknesses, and
  - Again within 72 hours of completion of clinical hours to indicate in which skills the student made progress.
- The Site Supervisor Evaluation is worth 20% of a student's grade.

**Method of Evaluation:** Students must achieve a minimum of 75% final average **AND** must be in attendance for 100% of clinical hours in order to pass competencies.