# CHIPOLA COLLEGE
## COURSE SYLLABUS
Chipola's website:  www.chipola.edu

**COURSE TITLE:**                               **COURSE NUMBER:**
CMS First Aid For Criminal Justice Officers       CJK 0031V

**COURSE DESCRIPTION (with prerequisites):**
This course is a component of the Law Enforcement CMS Basic Recruit Academy. This course is designed to prepare prospective police officers to apply first responder knowledge and techniques to medical emergency situations. This course includes classroom instruction and hands-on practical demonstration. This course is open only to students admitted to the Law Enforcement CMS Basic Recruit Academy or the Corrections Basic Recruit Academy.  40 clock hours

**NAME(S) OF INSTRUCTORS:**
Program Availability

**EFFECTIVE ACADEMIC YEAR:**
2023-2024

**REQUIRED TEXTBOOKS AND INSTRUCTIONAL MATERIALS:**

No textbook or course materials are required to purchase for this course. ZTC

LAW ENFORCEMENT BASIC RECRUIT TRAINING, VOLUME 2 AUTHOR: FLORIDA DEPARTMENT OF LAW ENFORCEMENT, CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION PUBLISHER: XANEDU (provided)

**GRADING POLICY:**
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
**A – 90 – 100**
**B – 80 – 89**
**C – 70 – 79**
**D – 60 – 69**
**F – 59 or less**
The Chipola Catalog provides policies and procedures regarding the grading system.  A student's Grade Point Average is derived from the grading system/quality point scale.

**ATTENDANCE AND WITHDRAWAL POLICIES:**
Chipola College expects regular attendance of all students, and all instructors record attendance daily.  Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons.  Otherwise, the student may suffer grade

loss at the discretion of the instructor.  Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times.  **On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.**

## MAKE-UP POLICY:
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

## ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code.  Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students.  Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

## STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability.  Chipola's goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

## NOTICE OF EQUAL ACCESS/EQUAL OPPORTUNITY AND NONDISCRIMINATION:
Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Wendy Pippen, Associate Vice President of Human Resources, Equity Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL  32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu.

## LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the *LINCCWeb* icon on the Chipola Library website at www.chipola.edu/library.  If you have questions about database usage consult the "How to Use the Chipola Databases" on the Library website or call the Library at 850/718-2274 during regular hours. Library

hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

## TECHNOLOGY RESOURCES:

The college's learning management system is **Canvas**.  Classes become available on Canvas on the first day of the semester.  It is the student's responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements.  All official class communication must be through Canvas.  For further information, contact your instructor or the Director of eLearning.  The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas.  The **Technology Center**, located in the library, is equipped with computer workstations.  Lab hours are posted each semester at the building entrance and on the Library website.

## FREE TUTORING RESOURCES:

The Academic Center for Excellence (**ACE)** Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations.  ACE lab hours are posted each semester at the room entrance and on the website.  Additionally, live online tutoring conferences and individual tutoring sessions are available for a variety of courses through ACE@Home. For a conference schedule or to schedule an individual appointment, visit "ACE Tutoring" in the left navigation from any course in Canvas.

## ELECTRONIC DEVICE USAGE STATEMENT:

Classrooms should be free of all unnecessary distractions from the task of learning. Therefore, as a general rule, students should silence and avoid use of all electronic devices (laptops, phones, tablets, etc.) not being used for coursework. Consult first-day handouts for any specific policies related to the use of electronic devices in the classroom, as they may vary depending upon the nature of the course or the guidelines of the instructor. Faculty reserve the right to regulate the use of electronic devices and their accessories in class.

## DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:

CJK 0031V, CMS Law Enforcement Vehicle Operations, is an approved course by Florida Department of Law Enforcement for the purpose of Law Enforcement Certification.

| LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS | | | |
|---|---|---|---|
| **COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0031V** | **DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES** | **ASSESSMENT METHODS FOR COURSE LEVEL STUDENT LEARNING OUTCOMES** | **LEARNING ARTIFACTS FOR AA PROGRAM ASSESSMENT** |

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| how to ventilate a patient who is not breathing<br>• how to perform cardiopulmonary resuscitation (CPR) on a patient who has no heartbeat<br>• how to put on, properly remove, and discard disposable gloves<br>• how to conduct a scene size-up<br>• how to assess LOC/AVPU<br>• how to maintain an open airway<br>• how to assess breathing, including rate<br>• how to assess circulation, including pulse rate<br>• how to assess for uncontrolled bleeding<br>• how to conduct a physical assessment (DOTS/SAMPLE)<br>• a walking assist<br>• an emergency drag<br>• an extremity lift or carry<br>• a log roll, to include manual stabilization of the head, neck, and cervical spine<br>• general treatment for shock<br>• how to stop bleeding<br>• dressing and bandaging an open wound<br>• how to splint broken bones in a lower extremity<br>•how to splint broken bones in an upper extremity | LAW-EN Outcome 1: Demonstrate mastery of Law Enforcement knowledge and skills.<br><br>LAW-EN Outcome 2: Demonstrate safety skills appropriate for employees in a Law Enforcement work setting.<br><br>LAW-EN Outcome 3: Apply critical thinking and problem solving proficiency as appropriate for employees in a Law Enforcement work setting.<br><br>LAW-EN Outcome 4: Demonstrate team building, interpersonal, and ethical skills as appropriate for employees in a Law Enforcement work setting.<br><br>LAW-EN Outcome 5: Demonstrate leadership, organizational, and professional skills appropriate for employees in a Law Enforcement workplace.<br><br>LAW-EN Outcome 6: Demonstrate skills required for state certification and employment as a law enforce-ment officer. | T | |

| **Assessment Codes** | | | |
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| **T** = Tests | **RPT =** Report/Presentation | **Proj**. = Projects | **BO =** Behavioral Observation |
| **Pre/Post** = Pre- and Post-Tests | **SP** = Skills Performance | **Exp.** = Experiments | **Clin.** = Clinicals |
| **OT** = Objective Tests | **SD** = Skills Demonstration | **Cap. Proj.** = Capstone Project | **CS =** Case Study |
| **UT** = Unit Tests | **W** = Writing Assignments | **Cap. Course** = Capstone | **CP =** Case Plan |
| **Q** = Quizzes | **E** = Essays | Course | **Port.** = Portfolio |
| **F** = Final Examination | **DE** = Documented Essays | **Prac.** = Practicum | **Obs.** = Teacher Observation |
| **CF** = Cumulative Final | **RP** = Research papers | **Intern**. = Internship | **Sk. Check** = Skills Check-off |
| **EX** = Departmental Exam | **J** = Jury | **H** = Homework | Curriculum Frameworks |
| **SE** = Nat'l or State Standardized | **R** = Recital | **PS** = Problem Solving | **JP** = Judged |
| Exam | | **DB** = Discussion Board | Performance/Exhibition |

## MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:

Lecture is the primary method of instruction. Students are expected to be attentive and are encouraged to ask questions. Lectures will come primarily from the textbook in formats that may include power point presentations, white board illustrations, videos, and web-based technologies and student discussion on specific topics.

## ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.