

MDCA 1260

Clinical I

Fall 2026, 7A1



INSTRUCTOR CONTACT INFORMATION

Instructor: TAMANNA ASSIH

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Office Phone: 409-241-7502

Office Location: WATC 332

Office Hours: Please refer to Starfish

CREDIT

SCH 2 (*0 hours lecture, 8 hours lab*)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE

HPRS

BLS Certification

COURSE DESCRIPTION

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

COURSE OBJECTIVES

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry; and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Upon completion of this course, the student will be able to

- Apply clinical procedures and patient care techniques safely and effectively
- Demonstrate professional behavior and communication in clinical settings
- Adhere to infection control and safety protocols
- Maintain accurate clinical documentation and time logs
- Collaborate with healthcare team members
- Understand and comply with legal and ethical standards in healthcare

REQUIRED TEXTBOOK AND MATERIALS

- Medical Assisting: Administrative and Clinical Procedures.
ISBN with the Connect access is 9781266765377
- **Access to McGraw Hill Connect is mandatory**
- **Proctorio Chrome Lockdown Browser is mandatory to take any tests in Connect**
- Access to LIT's Blackboard LMS is mandatory

CLINICAL ATTENDANCE POLICY

Regular attendance and active participation are essential for success in this course.

Students are expected to attend all scheduled clinical experiences and fully engage in site activities. Attendance will be recorded and may impact the final course grade.

Students may not miss more than two (2) clinical days during the semester. Any missed clinical time, regardless of the reason, must be made up prior to the end of the semester in order to meet course and program requirements. Failure to complete required make-up hours may result in an inability to successfully complete the clinical component of the course.

Students are responsible for notifying both the clinical site and the instructor as soon as possible regarding any absence due to illness, emergency, or other extenuating circumstances. Notification must be provided in writing and in a timely manner. Approval of make-up clinical experiences is at the discretion of the instructor and subject to clinical site availability.

BLACKBOARD ASSIGNMENTS DURING DOWNTIME

Students are expected to remain actively engaged throughout their scheduled clinical hours. During periods of downtime or when patient volume is low, students should utilize

Blackboard course modules and assigned learning activities to continue their professional development and reinforce course content.

Appropriate activities during downtime may include:

- Reviewing course modules and instructional materials
- Completing assigned projects and coursework
- Studying for competency assessments and skills check-offs
- Reviewing clinical procedures and medical assisting skills
- Completing reflections, journals, or documentation assignments
- Preparing for certification examinations
- Reviewing policies, protocols, and professional standards

Students are expected to use downtime productively and maintain a professional appearance and demeanor at all times. Clinical hours should be viewed as a learning opportunity, regardless of patient volume. Students should remain available to assist staff and participate in clinical activities as opportunities arise.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specific drop date as listed on the Academic Calendar. If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

COURSE CALENDAR

Please refer to the weekly clinical site calendar.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

GRADE BREAKDOWN

- Clinical Performance/ Skills Checklist Evaluations/ sign offs – 50%
- Clinical Site Interview Video Presentation – 20%
- Ethical Practice in Healthcare Assignment -10%
- Course Reflection Project - 20%

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles’ Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

These policies are designed to promote fairness, accountability, and academic success. Students are expected to read and follow all guidelines outlined in the LIT Catalog and Student Handbook.

Clinical Site Rules and Expectations

Students participating in clinical experiences represent both the Medical Assisting Program and Lamar Institute of Technology and are expected to conduct themselves in a professional manner at all times.

1. Food, Drinks, and Tobacco Products

- Food, drinks, chewing gum, vaping devices, and tobacco products may only be used in designated areas approved by the clinical site. Students must comply with all facility policies regarding eating, drinking, and tobacco use.

2. Electronic Devices

- Cell phones, smart watches, earbuds, tablets, and other electronic devices must be silenced and used only for authorized clinical or educational purposes. Personal use during clinical hours is prohibited unless approved by the clinical supervisor or instructor.

3. **Visitors and Children**

- Students may not bring children, family members, friends, or other visitors to the clinical site.

4. **Clinical Assignments and Documentation**

- All required clinical assignments, logs, journals, and documentation must be submitted by the established deadlines. Failure to submit required work may result in loss of points or inability to successfully complete the clinical course.

5. **Clinical Competencies**

- Students are responsible for completing all required competencies, skills checklists, and clinical requirements by the end of the semester. Failure to complete required competencies may result in course failure.

6. **Attendance**

- Students are expected to be present for all scheduled clinical experiences. Students may not miss more than **two (2) clinical days** during the semester. Any missed clinical time must be made up prior to the end of the semester. Excessive absences may result in removal from the clinical site and/or failure of the course.

7. **Responsibility for Enrollment Status**

- Students are responsible for understanding all course requirements, deadlines, and program expectations. Students who choose to withdraw from a course must follow official college withdrawal procedures.

8. **Professional Communication**

- Students must communicate professionally with patients, staff, instructors, and fellow students at all times. Unprofessional language, behavior, or conduct will not be tolerated.

9. **Punctuality**

- Students must arrive on time and be prepared to begin work at the scheduled clinical start time. Repeated tardiness may result in disciplinary action and may affect the clinical evaluation.

10. **Absence Notification**

- Students who are unable to attend clinical must notify both the clinical site supervisor and instructor as soon as possible according to established procedures. Failure to provide proper notification may be considered unprofessional conduct.

11. **Professional Conduct**

- Students must comply with all policies outlined in the **LIT Student Handbook**, the Medical Assisting Program Handbook, and the clinical site's policies and procedures. Students are expected to demonstrate professionalism, accountability, integrity, respect, confidentiality, and a strong work ethic at all times.

12. **Patient Confidentiality**

- Students must maintain strict confidentiality regarding patient information and comply with all HIPAA regulations and clinical site privacy policies.

13. Scope of Practice

- Students may only perform procedures and duties that have been authorized by the clinical site and permitted within the educational objectives of the Medical Assisting Program.

14. Workstation and Internet Use

- Students may not access social media, browse the internet for personal reasons, stream content, or use clinical site computers for non-clinical purposes during clinical hours.

15. Professional Appearance

- Students must adhere to the Medical Assisting Program dress code and any additional appearance requirements established by the clinical site.

16. Safety and Compliance

- Students must follow all infection control guidelines, OSHA standards, safety protocols, and emergency procedures established by the clinical site.

Failure to follow these expectations may result in disciplinary action, removal from the clinical site, clinical failure, and/or dismissal from the Medical Assisting Program.