

COLLEGE OF ALLIED HEALTH SCIENCES

Independent Duty Corpsman Submarine Alternate (Navy)

**Description:** These courses provide a "secondary pipeline" to the knowledge and skills for Surface Force Independent Duty Corpsman's (HM-L10A) and Deep Sea Diving Independent Duty Corpsman's (HM-L28A) to perform clinical and administrative functions as the Medical Department Representative (MDR) aboard submarines independent of a Medical Officer. These courses, along with four courses (SUBI 3301, SUBI 3302, SUBI 3203, and SUBI 3204) shared with the IDC-Submarine program provide a bridge enabling those two Navy Enlisted Codes to transition to Independent Duty Corpsman – Submarine (HM-L01A).

| Completion Requirements            |   | Hours     |
|------------------------------------|---|-----------|
| SUBI 3301                          | Intro to Radiation Health Program                 | 3         |
| SUBI 3302                          | Principles of Radiation Health                    | 3         |
| SUBI 3203                          | Submarine Atmosphere Controls                     | 2         |
| SUBI 3204                          | Intro to Water Sanitation and Planned Maintenance | 2         |
| SUBA 3205                          | Intro to Submarine Administration                 | 2         |
| SUBA 3506                          | Administrative Practicum I                        | 5         |
| SUBA 3507                          | Administrative Practicum II                       | 5         |
| <b>Total Semester Credit Hours</b> |   | <b>22</b> |

As of: 21 April 2021

**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman - Submarine **Effective Date:** 23 January 2020

**Course:** SUBI 3203 Submarine Atmosphere Controls **2 Semester Hours**

**Description:** This course is designed to teach students how to assess a vessel's operational atmosphere. Focus is given to the atmospheric control system to ensure the health, safety, and efficiency of personnel and to prevent or minimize the deleterious effects of atmosphere contaminants on a vessel's machinery and equipment.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Modified Didactic format.

**Outcomes:** The student will be able to do the following:

1. Operate Theater Medical Information Program (TMIP) IAW TMIP User Guide
2. Manage the Submarine Atmosphere Control Program
3. Manage the Gas Free Engineering Program

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Electronic health record
- B. Integrated medical logistics
- C. Patient movement and tracking
- D. Medical command and control
- E. Atmospheric analysis & equipment
- F. Maintaining an acceptable atmosphere
- G. Restoring an acceptable atmosphere
- H. Gas Free Engineering Program requirements
- I. Gas free engineering equipment
- J. Adequate ventilation
- K. Casualty Actions

**Schedule:** The course will proceed per the following schedule:

| Outcomes | Instruction | Evaluation |
|----------|-------------|------------|
| 1        | A – D       | 1, 3 & 4   |
| 2        | E – G       | 1 – 5      |
| 3        | H – K       | 1 – 5      |

**Material:** The required course package will be issued to the student during orientation to the class.

**Policies:** The following policies apply to the Naval Undersea Medical Institute.

**Grading Policy** – Letter grades with modifiers are assigned as defined below for CAHS programs.

| Letter | Score   | Grade Point |
|--------|---------|-------------|
| A      | 90-100  | 4.0         |
| B      | 80 – 89 | 3.0         |
| C      | 70 – 79 | 2.0         |
| D      | 60 – 69 | 1.0         |
| F      | < 60    | 0.0         |

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

| Grade | Description   |
|-------|---|
| I     | Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grad prior to graduation. Per USU Instruction 6025C, a grade of "I" may be given with the interruption of academic duties due to temporary disability. |
| W     | Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of "W" may be given with the interruption of academic duties due to temporary disability.   |

**Student Grievance/Appeal** – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of

Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Students who wish to appeal a grade, may request to do so in a written letter to Associate Dean and using the CAHS Student Grievance/Appeal form. The student will have no more than ten (10) business days to grieve or appeal a grade decision in writing. All other appeals processes are outlined in the specific program testing plan. All CAHS replies to the student will be in writing, and copies of the grievance/appeal including all directly related correspondence will be maintained by the Associate Dean.

The decision of the Dean is final and cannot be appealed.

**Attendance** - Students are expected to be in attendance at all times. Students who miss more than 24 hours/ or 3 class (training) days may be subject to non-academic relief. Students are required to make up any absent time, missed classroom notes, assignments, and examinations.

**Excused absence** - Excused class absence time may count against the required attendance time, but may be made up after-duty hours at the discretion of the student's advisor with approval from the Program Director. The following list some examples of excused absences:

a. Excused absence not requiring make up time:

- Military Promotion Testing
- Military appointments/events - Command mandated

b. Excused absence requiring make-up time:

- Red Cross message
- Non-elective medical/dental appointments for service member only
- Sick-Call/Quarters

**Unexcused absence** - Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following list some examples of unexcused absences:

- Tardiness: Tardiness may result in administrative and/or disciplinary action by the Service Component and will be documented through formal counseling.
- Automobile repairs
- Childcare issues
- Elective appointments during training time

**Classroom Arrival** - Students are expected to be in the classroom at the scheduled class start time. If an instructor is not present in the classroom, study materials should be utilized.

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**Uniform** – Uniform of the day for all military personnel is the uniform required of each respective service. Civilian and contract personnel will wear business casual attire.

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**Lunch** – All students will be afforded a reasonable opportunity for lunch as indicated in the supplemental course agenda. All students are encouraged to eat lunch.

**Restrooms** – Restroom breaks are provided once each hour, however, students have the latitude to take bathroom breaks as may be necessary. Selection of rest room for usage by the student will be selected according to local policy.

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**Trash** – Trash receptacles are provided at the rear of the classroom. Students will ensure trash is emptied daily or as often as needed.

**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman - Submarine **Effective Date:** 23 January 2020

**Course:** SUBI 3204 Intro to Water Sanitation and Planned Maintenance 2 Semester Hours

**Description:** This course is designed to teach students how to assess and ensure potable for a seagoing vessel. Topics include transfer of potable water from a supply point to a vessel, procedures for testing potable water, calculations for disinfecting water, and extrapolating required halogen residuals for disinfection of potable water afloat. Additional topics will address the policy and responsibilities for the vessel's 3-M System, testing and support, and scheduling of Planned Maintenance.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Modified Didactic format.

**Outcomes:** The student will be able to do the following:

1. Provide conditions for safe food, water, and sanitation.
2. Discuss quarantine procedures and other medical events and program.
3. Implement control plans for prevention and eradication of infestation.
4. Effectively manage a Maintenance and Materials Management (3-M) program.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Potable Water Testing
- B. Procedures for Wastewater Treatment and Disposal for Forces Afloat
- C. Potable Water in the Field
- D. Sanitation and Habitability Inspection Procedures
- E. Responsibilities of Food Service Personnel
- F. Food Service Sanitary Requirements
- G. Food Service Materials and Equipment Requirements
- H. Structural Standards for Food Service Facilities
- I. Sanitary Requirements for Food Service in Field Operations
- J. Food Safety Inspection Report
- K. Quarantine Diseases
- L. Tuberculosis Control Program
- M. Medical Event Report
- N. Requirements of the Immunization Program

- O. Components of the Navy's Pest Control Program
- P. Prevention of Lice and Cockroaches
- Q. Prevention of Stored Product Pests
- R. Prevention of Flies and Mosquitoes
- S. Prevention of Fleas, Ticks, Mites, and Bedbugs
- T. Prevention of Rodents
- U. Planned maintenance system, Initial maintenance system installation and upgrade
- V. Maintenance data system interface, and Inactivation, reactivation, strike, and transfer
- W. INSURV, TYCOM/ISIC, and reports and services

**Schedule:** The course will proceed per the following schedule:

| Outcome | Instruction | Evaluation |
|---------|-------------|------------|
| 1       | A – J       | 1 – 5      |
| 2       | K – N       | 1 – 5      |
| 3       | O – T       | 1 – 5      |
| 4       | U – W       | 1 – 5      |

**Material:** The required course package will be issued to the student during orientation to the class.

**Policies:** The following policies apply to the Naval Undersea Medical Institute.

**Grading Policy** – Letter grades with modifiers are assigned as defined below for CAHS programs.

| Letter | Score   | Grade Point |
|--------|---------|-------------|
| A      | 90-100  | 4.0         |
| B      | 80 – 89 | 3.0         |
| C      | 70 – 79 | 2.0         |
| D      | 60 – 69 | 1.0         |
| F      | < 60    | 0.0         |

All students must achieve a final grade of 70% cumulative average to successfully complete the course.

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|          |   |
|----------|---|
| <b>W</b> | Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability. |
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a. Excused absence not requiring make up time:

- Military Promotion Testing
- Military appointments/events - Command mandated

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- Red Cross message
- Non-elective medical/dental appointments for service member only
- Sick-Call/Quarters

**Unexcused absence** - Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following list some examples of unexcused absences:

- Tardiness: Tardiness may result in administrative and/or disciplinary action by the Service Component and will be documented through formal counseling.



- Automobile repairs
- Childcare issues
- Elective appointments during training time

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**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman - Submarine **Effective Date:** 23 January 2020

**Course:** SUBI 3301 Introduction to Radiation Health Program **3 Semester Hours**

**Description:** This course is designed to teach the student the principles of managing a Radiation Health Program on a vessel at sea. Topics include monitoring radiological dosimetry, radiation health controls. These topics are applied to the assessment and treatment of radiological effects on personnel.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Modified Didactic format.

**Outcomes:** The student will be able to do the following:

1. Manage a submarine radiation health program
2. Qualify radiation health officer
3. Supervise radiation health controls including monitoring dosimetry
4. Counsel personnel on radiological effects.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Organizations that require radiation health for workers
- B. Exposure monitoring programs
- C. Performing audits for radiation health program
- D. Radiological fundamentals
- E. Radiological control measures (RADCON)
- F. RADCON training programs
- G. Medical surveillance
- H. Casualty response & decontamination
- I. Ionizing radiation medical examinations
- J. Reporting to the Radiation Effects Advisory Board (REAB)
- K. Modes of radiation exposure
- L. Dosimetry monitoring
- M. Exposure documentation for pregnant workers
- N. Medical management of irradiated and contaminated personnel
- O. Counseling radiation fundamentals
- P. Counseling biological effects of radiation

Q. Counseling radiation health protection standards

**Schedule:** The course will proceed per the following schedule:

| Outcome | Instruction | Evaluation |
|---------|-------------|------------|
| 1       | A - C       | 1 – 5      |
| 2       | D – H       | 1 – 5      |
| 3       | I - N       | 1 – 5      |
| 4       | P - Q       | 1 – 5      |

**Material:** The required course package will be issued to the student during orientation to the class.

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### COURSE SYLLABUS

**Program:** Independent Duty Corpsman - Submarine **Effective Date:** 23 January 2020

**Course:** SUBI 3302 Principles of Radiation Health **3 Semester Hours**

**Description:** This course is designed to teach the students atomic structure and radiophysiology/pathology. Focus is given to applying how fission affects atoms and which is applied to larger effects on molecules, tissues, organs, and the whole body. Topics may include major components of an atom, interactions of radiation with matter, and direct/indirect ionizing radiation.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Modified Didactic format.

**Outcomes:** The student will be able to do the following:

1. Conduct Ionizing Radiation Medical Examinations.
2. Manage Radiological Controls Training.
3. Supervise Personnel Decontamination & Casualty Response.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Oral Board

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Radiation Medical Examinations
- B. Disqualifying laboratory and medical conditions
- C. Reported history, laboratory analysis, examination, and administration
- D. Reporting to the Radiation Effects Advisory Board
- E. Supervise radiation health controls.
- F. Utilize the appropriate reference manuals to ensure workers are properly trained and assigned the correct Occupational Codes and Radiation Type for monitoring at Naval Nuclear Propulsion Program activities.
- G. Utilize the appropriate reference manuals to ensure workers are properly trained and assigned the correct Occupational Codes and Radiation Type for monitoring at Nuclear Weapon Activities.
- H. Perform decontamination of contaminated personnel.
- I. Utilize applicable references to manage exposure to various isotopes.
- J. Utilize applicable references to establish a decontamination station.
- K. Demonstrate donning and removing Anti-contamination Clothing (Anti-Cs) following a procedural guide.

- L. Assist as required during a radioactive spill casualty.
- M. Manage a submarine radiation health program

**Schedule:** The course will proceed per the following schedule:

| Outcomes | Instruction | Evaluation |
|----------|-------------|------------|
| 1        | A – D       | 1 – 5      |
| 2        | E – G       | 1 – 5      |
| 3        | H – M       | 1 – 5      |

**Material:** The required course package will be issued to the student during orientation to the class.

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**Cell Phones** – Use of a personal cell phone within the classroom is allowable only at the direction of faculty.

**Lunch** – All students will be afforded a reasonable opportunity for lunch as indicated in the supplemental course agenda. All students are encouraged to eat lunch.

**Restrooms** – Restroom breaks are provided once each hour, however, students have the latitude to take bathroom breaks as may be necessary. Selection of restroom for usage by the student will be selected according to local policy.

**Food and drink** – Hard candy is the only food allowed in the classroom. All drinks must be contained within a closed container.

**Trash** – Trash receptacles are provided at the rear of the classroom. Students will ensure trash is emptied daily or as often as needed.

**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman Sub - Alternate **Effective Date: 04 October 2021**

**Course:** SUBA 3205 Introduction to Submarine Administration **2 Semester Hours**

**Description:** This course is designed to teach students medical department administrative duties, patient administration, medical evaluations, and readiness. Also included in this course is an overview of Navy Occupational Safety and Health (NAVOSH) as it relates to the Occupational Safety and Health Act (OSHACT) of 1970, workplace inspections and surveys, Safety Hazard Report, and Medical Surveillance Program.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Modified Didactic format.

**Outcomes:** The student will be able to do the following:

1. State the duties, assessments, and evaluations related to functioning as the Medical Department Representative (MDR) and his/her responsibilities for each.
2. Demonstrate a working knowledge of the purpose and policy of the Personnel Reliability Program (PRP).
3. Describe the requirements for various physical examinations.
4. Perform a Heat Stress Survey and the administrative procedures for a medical evacuation (MEDEVAC).
5. Perform the medical training of the crew IAW current directives.
6. Describe an overview of the Navy Occupational Safety and Health Programs IAW Navy Occupational Safety and Health Program Manual for Forces Afloat.
7. Describe the requirements of the Asbestos Control Program, Hearing Conservation Program, Respiratory Protection Program, Hazardous Materials (HAZMAT) Control Program, and the Sight Conservation Program.
8. Given a shipboard scenario prepare an Accident and Injury (A&I) report.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination
6. Instructor evaluation

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Job/Duty Turnover
- B. Shipboard Medical Inspection
- C. Personnel Reliability Program
- D. Overview of NAVOSH Programs

- E. Asbestos Control Program
- F. Hearing Conservation Program
- G. Respiratory Protection Program
- H. Accident & Injury Report
- I. Hazardous Materials Control Program
- J. Heat Stress Survey
- K. Sight Conservation Program

**Material:** The following materials are required:

The required course package for Introduction to Submarine Administration will be issued to the student during the first day of instruction.

**Schedule:** The course will proceed per the following schedule:

| Topics      | Outcomes    | Evaluations  |
|-------------|-------------|--|
| A,B,C,H,J   | 1,2,3,4,5,8 | Formative discussion, demonstration, formative quiz, written assignment, summative examination & instructor evaluation |
| D,E,F,G,I,K | 6,7         | Formative discussion, demonstration, formative quiz, written assignment, summative examination & instructor evaluation |

**Course Policies:** The following policies apply to the Naval Undersea Medical Institute Branch Campus.

**Grading Policy** – Letter grades with modifiers are assigned as defined below for CAHS programs.

| Letter | Score  | Grade Points |
|--------|--------|--------------|
| A      | 90-100 | 4.00         |
| B      | 80-89  | 3.00         |
| C      | 70-79  | 2.00         |
| D      | 60-69  | 1.00         |
| F      | <60    | 0.00         |

All students must achieve a final grade of 80% cumulative average to successfully complete the course. *\*Final grade is an average of both quizzes and the final exam. A Minimum score of 80% on each assessment is required.*

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

| Grade | Description   |
|-------|---|
| I     | Incomplete. The grade of "I" is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments or required course work, completing required hours within a practicum or internship. The grade of "I" is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary "I" grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the "I" grade to a grade of "F". The temporary grade of "I" must be changed to a permanent grad prior to graduation. Per USU Instruction 6025C, a grade of "I" may be given with the interruption of academic duties due to temporary disability. |
| W     | Withdrawal. The grade "W" is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of "W" may be given with the interruption of academic duties due to temporary disability.   |

**Student Grievance/Appeal** – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Students who wish to appeal a grade, may request to do so in a written letter to Associate Dean and using the CAHS Student Grievance/Appeal form. The student will have no more than ten (10) business days to grieve or appeal a grade decision in writing. All other appeals processes are outlined in the specific program testing plan. All CAHS replies to the student will be in writing, and copies of the grievance/appeal including all directly related correspondence will be maintained by the Associate Dean.

The decision of the Dean is final and cannot be appealed.

**Attendance** - Students are expected to be in attendance at all times. Students who miss more than 24 hours/ or 3 class (training) days may be subject to non-academic relief. Students are required to make up any absent time, missed classroom notes, assignments, and examinations.

**Excused absence** - Excused class absence time may count against the required attendance time, but may be made up after-duty hours at the discretion of the student's advisor with approval from the Program Director. The following list some examples of excused absences:

- a. Excused absence not requiring make up time:
  - (1) Military Promotion Testing
  - (2) Military appointments/events - Command mandated
- b. Excused absence requiring make-up time:
  - (1) Red Cross message
  - (2) Medical/dental appointments of a non-elective nature for service member only
  - (3) Sick-Call/Quarters

**Unexcused absence** - Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following list some examples of unexcused absences:

- (1) Tardiness: Tardiness may result in administrative and/or disciplinary action by the Service Component and will be documented through formal counseling.
- (2) Automobile repairs
- (3) Childcare issues
- (4) Elective appointments during training time

**Classroom Arrival** - Students are expected to be in the classroom at the scheduled class start time. If an instructor is not present in the classroom, study materials should be utilized.

**Other Arrivals** - Any time students are expected to be somewhere other than the classroom, the same attendance/tardiness rules apply. Students should be congregated at the designated meeting point. (Waiting in a privately owned vehicle (POV) does not constitute arrival or attendance).

**Uniform** – Uniform of the day for all military personnel is the uniform required of each respective service. Civilian and contract personnel will wear business casual attire.

**Cell Phones** – Use of a personal cell phone within the classroom is allowable only at the direction of faculty.

**Lunch** – All students will be afforded a reasonable opportunity for lunch as indicated in the supplemental course agenda. All students are encouraged to eat lunch.

**Restrooms** – Restroom breaks are provided once each hour, however, students have the latitude to take bathroom breaks as may be necessary.

**Food and drink** – Hard candy is the only food allowed in the classroom. All drinks must be contained within a closed container.

**Trash** – Trash receptacles are provided at the rear of the classroom. Students will ensure trash is emptied daily or as often as needed.

**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman Sub - Alternate      **Effective Date:** 04 October 2021

**Course:** SUBA 3506 Administrative Practicum I      **5 Semester Hours**

**Description:** This course is designed to teach students to perform the administrative duties of the Senior Medical Department Representative (SMDR). It is the foundational component of the two part Administrative Practicum courses. Topics include the Quality Assurance Program, administrative documents maintained by the SMDR, set up of SMDR programs, and routine monitoring of these programs. Students are placed with experienced preceptors who mentor students to become an independent SMDR.

**Context:**      **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Simulated Clinical/Internship format.

**Outcomes:** The student will be able to do the following:

1. Manage a submarine medical department in accordance with the Submarine Medical Department Procedures Manual, COMSUBFORINST 6000.2 series.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Instructor evaluation

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Administrative Duties of the SMDR
- B. Medical Training Duties of the SMDR
- C. Medical Evacuation
- D. Shipboard Medical Department Mentorship Program
- E. Medical Readiness Inspections

**Material:** The following materials are required:

The required course package for Administrative Practicum I will be issued to the student during the first day of instruction.

**Schedule:** The course will proceed per the following schedule:

| Topics | Outcomes | Evaluations |
|--------|----------|-------------|
|--------|----------|-------------|

|     |   |  |
|-----|---|--|
| A-E | 1 | Formative discussion, written assignments, demonstration, formative quiz & instructor evaluation |
|-----|---|--|

**Course Policies:** The following policies apply to the Naval Undersea Medical Institute Branch Campus.

**Grading Policy** – Letter grades with modifiers are assigned as defined below for CAHS programs.

| Letter | Score  | Grade Points |
|--------|--------|--------------|
| A      | 90-100 | 4.00         |
| B      | 80-89  | 3.00         |
| C      | 70-79  | 2.00         |
| D      | 60-69  | 1.00         |
| F      | <60    | 0.00         |

All students must achieve a final grade of 80% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

| Grade    | Description  |
|----------|--|
| <b>I</b> | Incomplete. The grade of “I” is issued when the student has not completed the course requirements, such as taking the final examination, submitting required assignments or required course work, completing required hours within a practicum or internship. The grade of “I” is assigned <u>only</u> with the approval of the Dean or designated Official according to school policy. The course director must make a recommendation in writing to the Dean, or designated representative, with a copy to the Registrar, as to how and by what date the temporary “I” grade will be converted to a permanent grade. Failure to fulfill the stipulated requirements by the specified date, unless an extension is granted by the involved course director and approved by the Dean, will result in conversion of the “I” grade to a grade of “F”. The temporary grade of “I” must be changed to a permanent grade prior to graduation. Per USU Instruction 6025C, a grade of “I” may be given with the interruption of academic duties due to temporary disability. |
| <b>W</b> | Withdrawal. The grade “W” is used when a student withdraws before the course session is complete. Per USU Instruction 6025, a grade of “W” may be given with the interruption of academic duties due to temporary disability.  |

**Student Grievance/Appeal** – The purpose for the Student Appeal Process is to provide a mechanism for objective internal review of faculty and staff actions or School Committee decisions. This Review Process may be utilized by students enrolled in courses in the College of Allied Health Sciences who believe these decisions resulted from inequitable and/or discriminatory decision-making procedures or processes. The wisdom of a decision cannot be grieved. Only the process that is believed to be inequitably applied, within the referent group, can be grieved. Implicit in this process is the need for the cooperation, openness, and good faith of all parties involved.

Students who wish to appeal a grade, may request to do so in a written letter to Associate Dean and using the CAHS Student Grievance/Appeal form. The student will have no more than ten (10) business days to grieve or appeal a grade decision in writing. All other appeals processes are outlined in the specific program testing plan. All CAHS replies to the student will be in writing, and copies of the grievance/appeal including all directly related correspondence will be maintained by the Associate Dean.

The decision of the Dean is final and cannot be appealed.

**Attendance** - Students are expected to be in attendance at all times. Students who miss more than 24 hours/ or 3 class (training) days may be subject to non-academic relief. Students are required to make up any absent time, missed classroom notes, assignments, and examinations.

**Excused absence** - Excused class absence time may count against the required attendance time, but may be made up after-duty hours at the discretion of the student's advisor with approval from the Program Director. The following list some examples of excused absences:

- a. Excused absence not requiring make up time:
  - (1) Military Promotion Testing
  - (2) Military appointments/events - Command mandated
- b. Excused absence requiring make-up time:
  - (1) Red Cross message
  - (2) Medical/dental appointments of a non-elective nature for service member only
  - (3) Sick-Call/Quarters

**Unexcused absence** - Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following list some examples of unexcused absences:

- (1) Tardiness: Tardiness may result in administrative and/or disciplinary action by the Service Component and will be documented through formal counseling.
- (2) Automobile repairs
- (3) Childcare issues
- (4) Elective appointments during training time

**Classroom Arrival** - Students are expected to be in the classroom at the scheduled class start time. If an instructor is not present in the classroom, study materials should be utilized.

**Other Arrivals** - Any time students are expected to be somewhere other than the classroom, the same attendance/tardiness rules apply. Students should be congregated at the designated meeting point. (Waiting in a privately owned vehicle (POV) does not constitute arrival or attendance).

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**Cell Phones** – Use of a personal cell phone within the classroom is allowable only at the direction of faculty.

**Lunch** – All students will be afforded a reasonable opportunity for lunch as indicated in the supplemental course agenda. All students are encouraged to eat lunch.

**Restrooms** – Restroom breaks are provided once each hour, however, students have the latitude to take bathroom breaks as may be necessary. Selection of rest room for usage by the student will be selected according to Joint Base San Antonio Policy.

**Food and drink** – Hard candy is the only food allowed in the classroom. All drinks must be contained within a closed container.

**Trash** – Trash receptacles are provided at the rear of the classroom. Students will ensure trash is emptied daily or as often as needed.

**COURSE SYLLABUS**

**Program:** Independent Duty Corpsman Sub - Alternate **Effective Date: 04 October 2021**

**Course:** SUBA 3507 Administrative Practicum II **5 Semester Hours**

**Description:** This course is designed to teach students to perform the administrative duties of the Senior Medical Department Representative (SMDR). It is the expertise component of the two part Administrative Practicum courses. Topics expand upon those of Admin Practicum I with and enhance the students ability to manage all SMDR programs with Fleet-relevant, scenario-based training and mentorship. Students are placed with experienced preceptors who mentor students to become an independent SMDR.

**Context:** **Prerequisites** – Good academic standing.

**Repeatable** – This course is not repeatable for credit.

**General Education** – This course does not satisfy general education requirements of the CAHS.

**Design** – This course is designed with a Simulated Clinical/Internship format.

**Outcomes:** The student will be able to do the following:

1. Manage a submarine medical department in accordance with the Submarine Medical Department Procedures Manual, COMSUBFORINST 6000.2 series.
2. Complete Medical Readiness Inspection in accordance with the Medical Readiness Inspection Program, COMSUBFORINST 6000.2 series.

**Assessment:** Outcomes will be assessed through a variety of mechanism including:

1. Formative discussions
2. Formative quizzes
3. Written assignments
4. Demonstration
5. Summative examination
6. Instructor evaluation

**Instruction:** This course will adhere to the following **Outline of Instruction:**

- A. Administrative Duties of the SMDR
- B. Medical Training Duties of the SMDR
- C. Medical Evacuation
- D. Shipboard Medical Department Mentorship Program
- E. Medical Readiness Inspections

**Material:** The following materials are required:

The required course package for Administrative Practicum I will be issued to the student during the first day of instruction.

**Schedule:** The course will proceed per the following schedule:

| Topics | Outcomes | Evaluations |
|--------|----------|-------------|
|--------|----------|-------------|

|     |      |   |
|-----|------|---|
| A-E | 1, 2 | Formative discussion, written assignments, demonstration, formative quiz and instructor evaluation. |
|-----|------|---|

**Course Policies:** The following policies apply to the Naval Undersea Medical Institute Branch Campus.

**Grading Policy** – Letter grades with modifiers are assigned as defined below for CAHS programs.

| Letter | Score  | Grade Points |
|--------|--------|--------------|
| A      | 90-100 | 4.00         |
| B      | 80-89  | 3.00         |
| C      | 70-79  | 2.00         |
| D      | 60-69  | 1.00         |
| F      | <60    | 0.00         |

All students must achieve a final grade of 80% cumulative average to successfully complete the course.

Definitions of abbreviations used in the grade sheets/transcripts beyond the traditional A, B, C, D, F letter grade, consist of the following:

| Grade    | Description   |
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  - (3) Sick-Call/Quarters

**Unexcused absence** - Unexcused class absence counts against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made. The following list some examples of unexcused absences:

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- (4) Elective appointments during training time

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