HEARTLAND TECHNICAL EDUCATION CENTER
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Adult Education
Medical Assisting
Practicum
Syllabus
2026 – 2027
165 Hours

Instructor
Jamie Krabill BSN, RN krabillj@heartlandtech.org 419-289-3313 (ext. 2239)
- 19+ years nursing experience
- 13+ years nursing / medical education experience

Supplies
Small notebook, pens, clean tennis shoes provided by student
Scrub pants, scrub shirt, scrub jacket, stethoscope, blood pressure cuff part of student tuition
Practicum folder and skills check-off sheet given by instructor

Course Description:
The Medical Assisting Practicum Experience is a supervised, hands-on clinical course designed to provide students with real-world application of previously learned knowledge and skills in an actual healthcare setting. Students will work under the direction of qualified clinical preceptors and faculty to perform administrative and clinical duties typical of entry-level medical assistants. Emphasis is placed on patient care, professionalism, communication, infection control, safety practices, and adherence to legal and ethical standards. This course allows students to demonstrate competency and readiness for employment in the medical assisting field.

Course Objectives:
Upon successful completion of this practicum, students will be able to apply clinical and administrative skills in a real healthcare environment; demonstrate professionalism, reliability, and effective communication with patients and healthcare team members; perform medical assisting procedures safely and accurately within the approved scope of practice; follow infection control, OSHA, and facility safety guidelines; maintain patient confidentiality and adhere to legal and ethical standards; document patient care and clinical activities appropriately; and demonstrate

entry-level competency and readiness for employment as a medical assistant.

Requirements for Entrance and Retention in a Practicum Program:
The student must attain and maintain a minimum of 73% average in class theory and lab work as well as 90% attendance to be permitted to enter and/or remain in a practicum experience.

1) The student must have sufficient skill level as deemed by the instructor prior to practicum privileges.
2) The student must demonstrate professional behavior and attitude in the classroom and lab activities to participate in practicum activities and must exhibit it on the site to remain in the program.
3) Students will be assigned a practicum by the instructor and will not be removed from the practicum site upon student request unless just cause is substantiated.
4) The Instructor/Practicum Coordinator will investigate any request for removal from a site.
5) Possible reasons for failing a practicum include: Unprofessional behavior (including poor attitude, inappropriate conduct, or lack of teamwork), violation of patient confidentiality or HIPAA regulations, not maintain a 90% attendance, not maintaining the 73% grade average, excessive absences or tardiness during office rotations, academic dishonesty (including falsifying records or documentation), and/or receiving unsatisfactory evaluations from clinical instructors or site supervisors
6) Please see “practicum site training plan” sheet for work behaviors, objectives, indicators, and evaluation

Practicum Grades:
Students practicum rotation will be graded on a pass / fail basis. If a student is found to have exhibited improper, unprofessional, or illegal behaviors and/or is asked to be removed from the site, the student will receive failing grade. Practicum experience should be considered as a daily job interview. This experience is an exercise in professionalism. In order to graduate the program, you must receive a passing grade for your practicum rotation.

Attendance Policy:
Practicum is 165 hours total and will be every Wednesday and Thursday (starting in February). The practicum work day will follow that of the assigned location and may extend past the 3:00 pm time period. Students will not be guaranteed practicum sites in their home county and may need to travel to another county to participate in rotation. Students must arrange their own transportation. If the student needs to call off on a day of their scheduled practicum, **it is the student’s responsibility to call the practicum site as well as the program instructor.** Failure to do so will result in a no-call / no-show status and can result in dismissal from the program.

Student Assessment:
Students are responsible for taking their skills check-off list each day of practicum. Once the student has proved to safely perform a skill, staff at the site can initial and date the skills check-off sheet for that particular skill. The student is also responsible for having their hours documented on the “externship training timesheet” and signed by the practicum site supervisor or preceptor they were with daily. At the end of each practicum experience, the student will have an opportunity to evaluate each practicum site. This will be completed on the “practicum site evaluation form”. Failure to complete the practicum and engage appropriately at practicum sites will result in a failing grade. **The student must have a passing practicum grade in order to graduate from the medial assisting program**.

Onboarding
Most practicum sites require an onboarding process. This will be completed via internet / computer. Onboarding hours must be completed prior to starting hours at the practicum site. Students will receive hours that will be counted toward their practicum experience for each onboarding hour they complete. Onboarding hours can be completed in the classroom; however, the student may need to also complete these hours at home.

Appearance Guidelines for Practicum:
The appropriate attire shall meet the requirements of the site and shall be clean and free of tears, stains, or wrinkles. It should also meet the requirements of the Adult Student Catalog/Handbook.

1) Safety equipment (such as PPE) will be worn as requested by the site or as directed by the class instructor.
2) Appropriate shoes and socks must be worn along with uniform scrub top, pants, and jacket.
3) Jewelry must meet the requirements of health and safety for the site. Dangling earrings, extra piercings, and jewelry are unacceptable.
4) Students will be required to wear their school uniform, and lab jacket along with closed-toe, clean tennis shoes.
5) Fingernails should be no longer than ¼ inch. False or gel fingernails are not permitted due to safety concerns.
6) No offensive tattoos can be visible. If the student has an offensive tattoo, it must be covered at the practicum site at all times.
7) You must wear your practicum site badge at all times.
8) Long hair must be worn up and away from face.

Professional Behavior and Attitude Includes:
1) Staff Interaction
    a. Be cooperative and willing to learn (be teachable)
    b. Display professional conduct at all times
    c. Use tact and professionalism with clients and co-workers
    d. Be courteous to clients and staff
    e. Seek assistance when needed
    f. Listen to co-workers
    g. Accept suggestions and criticism in a positive manner
    h. Will not demonstrate any animosity toward site personnel
2) Conduct
    a. Present a neat and acceptable appearance
    b. Utilize resource/books when needed
    c. Relate theory to practice
    d. Confidentiality (HIPAA)
    e. No cell phone use

Practicum Student Responsibilities:

1) Provide your own transportation to and from the practicum site.
2) Arrive, remain, and leave the site at the specified times (students may not change their assigned times unless given permission by program coordinator and site supervisor).
3) Contact program coordinator as well as the practicum site on or before the morning of an absence.
4) Abide by the rules and regulations of the site (i.e. no smoking on campus).
5) Be responsible for your own actions during your practicum experience.
6) Ensure proper paperwork is signed at site (includes timesheet and skills check-off list)
7) All rules of the student Handbook apply to practicum.
8) All required vaccinations must be completed prior to starting at the practicum site.
8) Practicum must be completed within 30 days of completion of the program.

Practicum Outline:

Practicum days will be held Wednesdays and Thursdays (typically from 9a-3p)

Rotation Start Date: Wednesday February 3, 2027
Rotation End Date: Thursday May 20, 2027

Week / Date	Practicum Site
Week 1 Wednesday February 3, 2027 Thursday February 4, 2027	TBD TBD
Week 2 Wednesday February 10, 2027 Thursday February 11, 2027	TBD TBD
Week 3 Wednesday February 17, 2027 Thursday February 18, 2027	TBD TBD
Week 4 Wednesday February 24, 2027 Thursday February 25, 2027	TBD TBD

Week 5 Wednesday March 3, 2027 Thursday March 4, 2027	TBD TBD
Week 6 Wednesday March 10, 2027 Thursday March 11, 2027	TBD TBD
Week 7 Wednesday March 17, 2027 Thursday March 18, 2027	TBD TBD
Week 8 Wednesday March 24, 2027 Thursday March 25, 2027	TBD TBD
Week 9 Wednesday March 31, 2027 Thursday April 1, 2027	TBD TBD
Week 10 Wednesday April 7, 2027 Thursday April 8, 2027	TBD TBD
Week 11 Wednesday April 14, 2027 Thursday April 15, 2027	TBD TBD
Week 12 Wednesday April 21, 2027 Thursday April 22, 2027	TBD TBD
Week 13	

Wednesday April 28, 2027 Thursday April 29, 2027	TBD TBD
<u>Week 14</u> Wednesday May 5, 2027 Thursday May 6, 2027	 TBD TBD
<u>Week 15</u> **Wednesday May 12, 2027** Thursday May 13, 2027	**NO PRACTICUM** TBD
<u>Week 16</u> Wednesday May 19, 2027 Thursday April 20, 2027	 TBD TBD

Wednesday April 28, 2027 = Graduation

Practicum days and times are subject to change based on agreement with affiliated sites and needs of student

Revised 8/2026

Student Acknowledgement

I understand that participation in the Medical Assisting Practicum is a professional learning experience and that I am expected to conduct myself in a safe, ethical, respectful, and professional manner at all times.

By signing below, I acknowledge and agree to the following:

- I will comply with all rules, regulations, policies, procedures, and professional standards of the Medical Assisting Program, my educational institution, and the clinical/practicum facility to which I am assigned.
- I will follow all instructions provided by my clinical supervisor, instructor, and authorized facility personnel.
- I will maintain patient confidentiality and comply with all applicable privacy and confidentiality requirements.
- I will practice only within the scope of my training, education, and authorization as a medical assisting student.
- I will demonstrate professional behavior, including appropriate communication, dress, attendance, punctuality, personal conduct, and respect for patients, staff, instructors, and other healthcare professionals.
- I will not engage in conduct that is illegal, unethical, unsafe, dishonest, or contrary to the policies of the school or clinical facility.
- I understand that violations of school or clinical facility policies, including illegal activity, misconduct, falsification of records, breaches of confidentiality, or actions that place patients, staff, or others at risk, may result in disciplinary action.
- I understand that serious violations, repeated violations, or illegal conduct may result in removal from the practicum site and/or **dismissal from the Medical Assisting Program**, in accordance with applicable school policies and procedures.

I understand that I am responsible for becoming familiar with and following the policies and expectations of both my school and assigned clinical facility. My signature below indicates that I have read, understand, and agree to comply with these requirements throughout my practicum rotation.

I have read and understand the entire Practicum Program Guidelines and understand that I am required to abide by these guidelines to remain in the practicum program.

_____	_____
Student Signature	Instructor/Practicum Coordinator's Signature
_____	_____
Date	Date