



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** Medical Assisting Practicum  
**Course Number:** MAT206

### Required Materials

**Textbook(s):** Stark State College Medical Assisting Program Competency Manual/Supplemental Packet- to be purchased from the college bookstore.  
**Required Readings:** N/A  
**Additional Materials:** Must have access to a computer and internet for daily journals.

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

**SCHEDULE WILL BE DETERMINED BY YOUR PRACTICUM SITE.**

Week	Chapter/Topic/Lab
Week 1	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.
Week 2	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.
Week 3	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.
Week 4	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.
Week 5	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.
Week 6	Assigned practicum experience; Competencies/objectives are met per practicum coordinator/preceptor assigned tasks. Daily Journals; Weekly submission of TimeSheet and Progress Report.  At the completion of Practicum – 210 unpaid hours, students will be required to meet with the Practicum Coordinator and hand in the following documents: <ul style="list-style-type: none"> <li>• Investigative Product</li> <li>• Signed Time Sheets</li> </ul>

	<ul style="list-style-type: none"><li>• Site Evaluation – some sites may give the student in a sealed envelope the Evaluation to give to the Practicum Coordinator</li><li>• Required Surveys</li></ul>
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