



# School of Nursing and Health Professions Syllabus



**Term:**

**Credit: 3**

**Office Location:**

**Course Code: MDA 231**

**Email:**

**Title of Course: MDA EXTERNSHIP**

**Phone:**

**Days & Times:**

**Prerequisites:** All MDA courses must be completed with a GPA of 2.0 prior to MDA 231.

**Location:**

**Instructor:**

**Office Hours:**

**COURSE DESCRIPTION:** This course culminates the student's Medical Assisting Program. Students are placed in the offices of participating physicians, HMOs, or clinics for 160 hours of mandatory practical experience in medical assisting. They perform all the duties of a medical assistant under the direction and supervision of the physician and those health care providers employed in the practice. Students gain insight into the operation of health care facilities and will perform all the duties expected of medical assistants. Students are not to be compensated while on externship. Students will meet for a regularly scheduled seminar to discuss experiences and to prepare resumes and cover letters. The externship requires a minimum of 200 hours to be performed during the health care facility's regular hours of operation. A student is not a guest of the facility and is not there merely to observe. Students are supervised and evaluated by the site supervisor and the faculty member assigned to the externship program.

**COURSE OBJECTIVES:** Students will successfully complete the 160 hours of experience

**Lab/Clinical:** 160 HOURS at Clinical Sites

**TEXTBOOK REQUIRED:** none

**EVALUATION METHODS:**

*Site Evaluation*

*Weekly evals (50%)*

*Final Eval (30%)*

*In Class Evaluation*

*Based on discussion & quizzes (10%)*

*Journal (10%)*

**HCCC POLICIES, STATEMENTS, AND SERVICES:**

<https://www.hccc.edu/administration/academic-affairs/syllabus-addendum.html>