

## MEDICAL ASSISTING EXTERNSHIP

1. Externship is a total of 160 hours of volunteer work in a doctor's office or clinic. The student is not paid a salary for this work.
2. The student must maintain a "B-" or 80% average in the classroom for the two quarters prior to externship and continue to maintain a "B-" or 80% average during third and fourth quarter. Attendance will also be considered. If a student has had a poor attendance record, he/she will not be considered for externship.
3. The student must have completed at least 80% of the required competencies to qualify for the externship program. If the student has not completed their competencies they must remain in the classroom until the situation has changed. Every student is required to continue to work on competencies through the 4<sup>th</sup> quarter.
4. The student is responsible for finding his/her own externship.
5. Externship will not begin before the 1<sup>st</sup> Monday in March (\*unless cleared by instructor). Any student starting before (without clearance from instructor) will not receive credit for the time spent in that externship.
6. The student must have all necessary externship papers in his/her file in the classroom before externship can be accepted for credit. If a contract is not signed by all parties and returned to instructor to be placed in student's externship file, all hours spent in externship are not valid.
7. During the 4<sup>th</sup> quarter, a student may use up to two days of classroom hours a week to complete his/her externship. The hours must be verified in writing from the externship office stating the exact days the student will be in the office. The student must be in class at least three days a week during the 4<sup>th</sup> quarter, if participating in the externship program, to receive instruction, complete any remaining competencies and receive information from the instructor.
8. The student is responsible for keeping a record of all hours he/she accumulates while participating in externship. A record of these hours must be turned in weekly to the instructor for credit. The record must be signed by the supervisor or physician. No hour sheets, no credit.
9. The student will be evaluated twice during the externship by the supervisor or person working most closely with the student. The evaluation will be the student's 4<sup>th</sup> quarter/3<sup>rd</sup> trimester grade, however, the instructor can lower the grade given IF the student does not come to class three days a week and/or does not complete required competencies. The instructor will not raise the grade IF the grade from the externship is not a passing grade.
10. Any student not participating in the externship program either by his/her own choice or due to class performance falling below the standards needed to participate must be in class each day during the 4<sup>th</sup> quarter. Classroom assignments will be given and participation points will be added to the student's grade.
11. Any student who does not maintain the integrity of the externship program will be pulled from his/her office or clinic and return to the classroom immediately.
12. A Medical Assisting Certificate from Canyons Technical Education Center will not be awarded to any student who does not complete an externship.

I understand the rules and requirements of the Medical Assisting Externship Program. If I do not follow the outline as indicated I understand I will be pulled from my externship immediately and MUST return to my high school. I understand if I do not qualify for the externship program or I choose not to participate in the externship program, I will return to my high school and participate in the work release program 4<sup>th</sup> quarter.

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE