

UNIVERSITY OF PITTSBURGH  
DEPARTMENT OF HEALTH AND PHYSICAL ACTIVITY

**PEDC 0243 AMERICAN RED CROSS FIRST AID/CPR INSTRUCTOR**

Instructor(s) Kevin McLaughlin, M. Ed.  
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Office Hours By app't  
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**COURSE DESCRIPTION:**

The (2) credit FA/CPR instructor course is designed to teach various American Red Cross first aid and CPR courses. The course focuses on planning, organizing, sequencing, skill development, and Red Cross operation policies and procedures

**TEXTBOOKS (on-line):** American Red Cross

American Red Cross CPR/AED for the Professional Rescuer Instructor's Manual  
American Red Cross Lay Responder First Aid and CPR/AED Instructor

**COURSE OBJECTIVES:**

1. To fulfill and satisfy American Red Cross course requirements for a Pass (P) grade and eligibility for certification.
2. Demonstrated the required skills at an acceptable level of performance
3. To demonstrate the qualities of a responsible Red Cross representative

**STUDENT RESPONSIBILITIES:**

1. Complete all Pre-course work (Orientation to Red Cross & both classes, Pre-Course Exam)
2. You must attend all classes
3. Complete all teaching assignments (CPR & FA)
4. Pass each Instructor exam with an 80%

**EVALUATION:**

1.	CLASS TEACHING	75%
2.	ARC INSTRUCTOR EXAMS	<u>25%</u>
		<b>100%</b>

**STUDENT RESPONSIBILITIES:**

- Come to class in the proper attire. Students must provide own suits, caps, goggles etc.
- Issue rooms will provide lockers and towels during class time only.
- Regular attendance is mandatory.
- Grades are based solely on attendance and participation. RED CROSS CERTIFICATION BASED ON ATTENDANCE, CLASS TEACHING, PARTICIPATION and INSTRUCTOR EXAM SCORES
  - Absences are excused under the following circumstances:
    - Medical Emergency or Sickness – Must have a note from medical doctor documenting visit.
    - Mandatory Academic Event – Must have a note from advisor/professor documenting attendance.
    - Personal or Family Emergency – Communication with instructor is required prior to missing class. Discuss plan for making up classes immediately upon return.
  - If the student misses more than 2 classes due to these documented events, he or she will be required to make-up these classes in a timely manner during the semester.
  - In the case that the classes cannot be made up within the same semester, the student will be issued an incomplete grade, and be given the opportunity to make up the missed classes in a subsequent semester.
  - An "I" grade will not be an option for students who fall behind in the course for non-emergency reasons.

- Following 2 late events, each subsequent late episode will be counted as an absence. "Late" is defined as entering the instruction area after students have entered the water.
- Extra credit of any kind is not an option, including participation in a research study.
- This course CANNOT be taken as an AUDIT or FREE EXERCISE CLASS.
- As a student ID holder, please follow the guidelines of using the Trees Hall Pool and do not swim unless a lifeguard is on duty.
- Students are required to participate in the entire length of the class.
- Notify the instructor immediately if an accident or injury occurs during class.

#### **SPECIAL NOTICES:**

**Disability Statement - If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services (DRS), 140 William Pitt Union (412) 648-7890, [drsrecep@pitt.edu](mailto:drsrecep@pitt.edu), (412) 228-5347 for P3 ALS users, as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course. *The Disability Resources and Services office is located in 140 William Pitt Union on the Oakland campus.***

- **Scheduled University Holidays: February 23 & March 24**

***Academic Integrity.** Students in this course will be expected to comply with the University of Pittsburgh's Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity. This may include, but is not limited to, the confiscation of the examination of any individual suspected of violating University Policy. Furthermore, no student may bring any unauthorized materials to an exam, including dictionaries and programmable calculators.*

***Statement on Classroom Recording.** To ensure the free and open discussion of ideas, students may not record classroom lectures, discussion and/or activities without the advance written permission of the instructor, and any such recording properly approved in advance can be used solely for the student's own private use.*

#### ***Departmental Grievance Procedure.***

*If a student feels that they have been treated unfairly by the instructor with regard to their grade or other aspects of their course participation there are a series of steps that should be taken in an attempt to resolve this matter. These include the following:*

1. *The student should first inform the instructor of the course of the issue in an attempt to resolve this matter. If the course is taught by a Teaching Assistant, Graduate Student, or Part-Time instructor, their faculty supervisor should also be informed of this matter. The student should bring this issue to the attention of the instructor in a timely matter and should maintain a record of interactions that occurred with the instructor regarding the matter in question. The course instructor should take necessary steps to address the concern raised by the student in a timely matter and should maintain a record of the interactions that occurred with the student regarding this matter.*
2. *If, after reasonable attempts to resolve the matter, the matter is not resolved in a manner that is deemed to be acceptable to the student, the student retains the right to file a grievance. This grievance is to be filed with the Department Chair in the form of a written document that can be submitted via email or campus mail. This document should include the following:*
  - a. *Student's name*
  - b. *Student contact information (email, address, telephone number)*
  - c. *Information on the course for which the grievance applies (course title, course number, instructor name).*
  - d. *A copy of the course syllabus that was provided to the student by the instructor*
  - e. *Detailed description of the grievance and additional information the student feels is pertinent to this matter.**After receiving this information the Department Chair will inform the student if additional information is needed, as appropriate will discuss this matter with the student and the instructor, and will issue a decision in a timely manner.*
3. *If the student is not willing to accept the decision of the Department Chair, the student will be informed that they can request an additional review of this matter through the Office of the Dean of the School of Education. If the student decides to pursue this, the student should contact the Associate Dean for Student Affairs & Certification in the School of Education at the University of Pittsburgh.*