



MIDWESTERN
CAREER COLLEGE



Clinical Externship Handbook 2026-2027



Policy Updates and Right to Modify

This Externship Handbook supersedes all prior externship policies and procedures. Midwestern Career College reserves the right to modify, amend, update, interpret, or remove policies at any time due to changing accreditation standards, regulatory requirements, clinical partner requirements, or institutional operational needs.

All policies in this handbook are effective immediately and apply to all currently enrolled students regardless of the program cohort start date. Students will be notified of policy updates through official MCC communication channels. Continued participation in externship constitutes acknowledgment and acceptance of the most current policies.

Dear MCC Student,

Welcome to the next major step in your healthcare journey — your clinical externship. This is where everything you've studied, practiced, and pushed yourself through finally comes to life. You're stepping into real patient-care environments, working alongside experienced professionals, and building the confidence and skills you'll carry into your new career.

I want you to walk into this experience with excitement, curiosity, and pride. The externship is more than a requirement — it's your first opportunity to show the healthcare world who you are, how you work, and what you're capable of becoming. Employers pay attention. Clinical sites take note. And your performance here often opens doors far beyond graduation.

Our Externship Department is fully committed to supporting you throughout this process. We monitor your progress, check in with your sites, and make sure you have the resources you need to succeed. You will also meet technologists, nurses, physicians, and healthcare leaders who could become mentors, references, or even future employers. Treat every day like it is an opportunity — because it truly is.

As you prepare to step into your site, bring your professionalism, your willingness to learn, and the attitude that got you this far. Healthcare is a field where your presence matters, your decisions matter, and your growth matters. Show up early. Ask questions. Accept feedback. And take ownership of your journey.

I'm proud of you for making it this far, and I'm excited to see who you become during your externship. Make this experience count — it's the beginning of your career, and you deserve every bit of success that's coming your way.

Best regards,

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Externship Terminology, Roles, and Responsibilities

Externship (Clinical) Course

The Externship course is a hands-on learning activity that allows students to gain practical clinical experience while earning academic credit. It involves working in a supervised patient care environment to apply theoretical knowledge and skills acquired in the classroom.

Throughout this handbook, the terms "externship" and "clinical" will be used interchangeably to refer to the activities conducted in the healthcare or hospital environment.

Externship Environment

The clinical environment differs significantly from the college classroom, presenting new and unfamiliar challenges for many students. While some differences may be exciting and stimulating, others can be frustrating. It's important to understand that success in the classroom doesn't automatically guarantee success in the externship. How well students adapt and learn in the clinical setting depends, in part, on how they approach and navigate these differences.

In contrast to the structured learning activities on campus, externship experiences offer less structure.

Students must take an active and responsible role in integrating their academic preparation with the specific procedures they observe and perform during their externship assignments.

Unlike the classroom, the clinical site is focused on patient care rather than student-centered activities. Students must align their educational goals with the overall objectives of the clinical site, ensuring the delivery of quality patient care services.

Externship Department Responsibilities

The Externship Department plays a crucial role in guiding students through their transition from the classroom to the clinical site.

Key responsibilities of the Externship Department include:

- Facilitating student externship placement process.
- Approving clinical rotations and providing student information to the clinical site.
- Reviewing externship guidelines with the clinical site coordinator/preceptor.
- Maintaining regular communication with the clinical site coordinator/preceptor.
- Monitoring student progress during the externship assignment.
- Conducting periodic clinical site visits and evaluations.
- Coordinating the initiation, approval, and maintenance of clinical site affiliation agreements.

The Externship Department is committed to ensuring that students have a successful and fulfilling externship experience. We are here to support you every step of the way as you embark on this valuable learning journey.

Please refer to the subsequent chapters for further guidance on externship expectations, professionalism, and maximizing your externship experience.

Note: The terms "externship" and "clinical" will be used interchangeably throughout this handbook.

Student Responsibilities at the Externship Site

Externship experience is crucial for students to achieve their educational and career goals. As a student at the externship site, it is essential to fulfill the following responsibilities:

- Respect patients, property, staff, technologists, and other personnel at the assigned clinical site.
- Attend externship shifts according to the assigned schedule. Clocking in and out of site from the CourseKey application is mandatory.
- Adhere to College and site policies, procedures, and standards of patient care.
- Meet the competencies and program clinical outcomes.
- Complete all required documentation in a timely manner.
- Be open to feedback, evaluation reviews, and constructive criticism.
- Respond promptly to any communication from the clinical instructor/preceptor, program director, site staff and administration, and the externship department.
- Communicate any changes, problems, or concerns to the clinical instructor/preceptor and externship department in a timely and professional manner. Any schedule changes require approval from the Externship Department, and any changes made without approval will not be approved and may lead to being terminated from your clinical assignment.

Prerequisites to Externship Placement

Externship Course(s) Registration

Students enrolled in programs that require the completion of the externship course(s) as part of their graduation requirements will be automatically pre-registered for the externship course(s) at the beginning of their program enrollment. The pre-registered course(s) will be indicated on the student transcript and schedule, typically in the final term of the program. It's important to note that pre-registration does not guarantee clinical placement in the scheduled term or any subsequent term. Instead, it serves as a "placeholder" on the student's record to indicate that the externship course(s) are mandatory for program completion. Clinical placement can anytime within the term it is scheduled, and is based on the sites available, instructor's approval, and site's orientation/ interview date. During the term externship is scheduled to start students are required to start based on the site's start date and will not be able to delay the start or interview time scheduled by the site and the externship department.

To be eligible for and assigned to the clinical rotation, students must fulfill the registration requirements for the externship course(s) by the deadline specified for their program's cohort.

Each program cohort has a designated deadline for externship course(s) registration, which is communicated to via email, during orientation, the externship website, and during externship classroom visits.

Externship Registration Deadlines by Program

To ensure timely placement and alignment with clinical site availability, externship registration deadlines are established for each program. Students are responsible for meeting the registration deadline for their program. Submission of a complete externship packet includes all required documentation, clearances, and approvals. Incomplete submissions will not be accepted or held for review.

Associate-Level Allied Health Programs

(All associate-level allied health programs)

Students enrolled in the associate-level must submit a complete Externship Registration Packet, including all required immunization/vaccination records and other documentation, no later than the last Friday of Term 1.

Certificate-Level Allied Health Programs

(All certificate-level allied health programs)

Students enrolled in certificate-level programs must submit a complete Externship Registration Packet no later than the second Friday of Term 2.

Consequences for Missing Registration Deadline

Externship placement is based on clinical site availability and compliance readiness. Students who miss registration deadlines should expect delays with their externship placement and program completion.

Failure to meet the externship registration deadline will result in the following consequences:

- Removal from the externship course
- Postponement of externship placement to a future term or ineligibility for an externship placement
- Delays in overall program progression and completion. . Missing the registration deadline may cause a delay in completing your program by a term, multiple terms, or even an entire academic year.
- For students receiving Title IV financial aid, changes in course registration may affect aid eligibility and could result in an outstanding balance on the student account
- In certain cases, not meeting the registration requirements may necessitate your withdrawal from your current program cohort. Subsequently, you will be required to reapply for enrollment with the next cohort.

Continued failure to meet externship course registration requirements will result in administrative withdrawal from the program.

Externship Registration Requirements

To ensure a seamless externship experience, it is essential for all students to meet the registration requirements for their externship course(s) within the specified deadline. Failure to comply with these requirements can have significant implications for your academic progress of completing the program. This handbook serves to provide you with important information regarding the registration process and its implications.

To become eligible for a clinical assignment in the externship course(s), students must fulfill the following registration requirements:

- Complete the Clinical 101 course and receive their Clinical 101 course completion certificate.
- Submit the Externship Registration Packet by the designated deadline.
- Successfully pass all coursework and maintain a cumulative grade point average (CGPA) of 2.0 or higher at the time of externship placement.
- Maintain good academic standing throughout the externship placement period. (No failed course prior to or after starting externship placement)
- Maintain a cumulative program attendance percentage of 70% or higher.
- Be available for a minimum of 3 days per week and complete 24 hours per week for clinical shifts while attending a clinical site.
- Successfully pass all skill and competency evaluations as required by the program curriculum.
- Have no active student conduct violations. Students placed on conduct probation will not be assigned to an externship site until the probation period is completed, and they are in good conduct standing with the College.
- No Business Office holds: ensure that all payments are up to date or follow the pre-approved payment plan.
- Meet the financial aid requirements for the upcoming semester.

- Have no administrative holds with the College.

Please note that meeting these registration requirements is essential to secure your externship placement and ensure smooth progression in your program. Failure to meet any of the requirements may result in the delay or cancellation of your externship assignment.

Seeking Assistance with externship registration

If you have any questions or concerns regarding the registration process or registration requirements, please do not hesitate to reach out to the Externship department and your Externship Coordinator, who is responsible for externship coordination. They will be more than happy to guide you and provide the necessary support. All general externship related questions should be emailed to externship@mccollege.edu.

Externship Packet Documentation

All students are required to submit a completed **Externship Registration Packet** to register for the externship course.

The externship packet includes various documents, such as a current student resume, valid CPR card, physical exam within 6 months of the submission due date, proof of vaccinations, clear background check, valid photo identification, signed release of medical record and information form, signed statement of confidentiality form, and completed emergency contact form.

After the externship site assignment, students are required to provide proof of malpractice insurance, this is mandatory for all students to carry malpractice coverage from the start to the end of their externship. The externship site might request additional documents, such as COVID-19 vaccination records, Tdap verification, fit test results, flu shot records, health insurance information, or drug test results.

Externship Registration Packet Submission Protocol

All Externship Registration Packets must be submitted directly to the Externship Department via MCC's online Compliance Submission Tracker. Students are not permitted to email their packet unless specifically instructed by the Externship Department. During Term 1, the Externship will meet your cohort and assist with registration and demonstration on how to use the compliance submission platform. All student background checks and drug screening will be scheduled through the compliance tracker. An email will be sent to students' MCC student email, with instructions on how to register for the online compliance tracker.

Students will receive training on the Compliance submission system, drug screening/background registration and process. Students must follow instructions provided during classroom demos or orientation before submitting documents.

Students who fail to submit all required documents by the deadline will be unregistered from the externship course. Depending on the program may have to be placed with the next cohort. If eligible, it will require Program Director approval. Multiple deadline extensions are not

guaranteed. Students who appear on the College's 'At-Risk to Be Withdrawn' list may be deemed ineligible for placement until academic standing improves.

Clinical 101 Course

The Clinical 101 course serves as a pre-externship orientation tool for all Allied Health students. It is a self-paced online course designed to prepare students for the clinical portion of their program. The course covers essential aspects of professional behavior necessary for a successful externship experience in any of MCC's allied health programs. Here are the key details regarding the Clinical 101 course:

- **Course Content:** The Clinical 101 course consists of three modules, including the Externship Registration Packet, the externship handbook quiz, a final exam, and an end-of-course survey.
- **Course Completion Certificate:** To receive a Clinical 101 course completion certificate, students must pass the final exam and the Externship handbook quiz with a score of 70% or higher. This certificate is one of the required documents in the externship registration packet.
- **Externship Registration Packet Submission:** Students must submit their externship registration packet, including the completed Clinical 101 course certificate, and other supporting documents listed in the packet, through the Compliance Submission Tracker. Please note that the externship registration packet is not submitted through the Clinical 101 course itself.
- **Note:** Students will review CPR requirements, including AHA BLS certification expectations, during Clinical 101. In addition, program-specific externship registration deadlines will be reviewed in the course and must be strictly followed.

Students must submit their complete Externship Registration Packet—including all required health documents, Clinical 101 certificate, immunization records, résumé, CPR card, TB test, titers, physical exam, confidentiality forms, and all required documents—through the Compliance Submission Tracker.

CPR Certification Requirement

All students are required to maintain an active Basic Life Support (BLS) certification issued by the American Heart Association (AHA) prior to externship placement and throughout the duration of their clinical rotation.

CPR certifications issued by other organizations (including but not limited to Red Cross or online-only providers) will not be accepted.

The certification must:

- Be labeled "BLS for Healthcare Providers" or equivalent AHA designation
- Remain valid throughout the entire externship period
- Be submitted as part of the Externship Registration Packet

Students who fail to provide valid AHA BLS certification by the registration deadline will not be eligible for externship placement and may experience a delay in program completion.

Vaccination Requirements for Clinical Placement

All students must meet the immunization and vaccination requirements established by the college and its affiliated clinical partners prior to clinical placement.

Students who are not fully vaccinated according to the requirements of the assigned clinical site will not be eligible for clinical assignment.

Clinical sites determine their own vaccination standards. If a clinical partner requires specific vaccinations as a condition of attendance students must meet the requirements of the site. Students who do not meet the required vaccination standards will not be placed at that site.

Failure to meet vaccination requirements may result in:

- Delay of clinical placement
- Withdrawal from the externship course
- Delay in program completion
- Administrative withdrawal from the program

Documenting Vaccination Compliance

It is the student's responsibility to ensure all required immunizations are completed and properly documented prior to the externship deadline.

All documents submitted for review must be legible photocopies. Photographs of the documents will not be accepted.

Please be aware that all documents submitted for review become the property of Midwestern Career college and will not be returned to the student.

Vaccination Requirement Exemption Process for Clinical Participation

Students enrolled in allied health programs with clinical component must meet all health, safety, and immunization requirements established by clinical education sites as a condition of participating in the clinical component of the program.

Students seeking a religious or medical exemption from required vaccinations must submit a written request and supporting documentation to the clinical coordinator.

- Medical exemption requests must include support documentation from a licensed healthcare provider.

- Religious exemption requests must include a written statement describing a sincerely held religious belief and supporting documentation which may include a statement from a faith leader or other third party, if applicable.

Students are solely responsible for submitting complete and accurate documentation and for meeting all established deadlines.

All exemption requests are subject to review and approval by the assigned clinical site. Approval is not determined solely by the college.

Clinical sites maintain independent policies and may require additional documentation, forms, or processes. Requirements may differ between site employees and student externs.

Review timelines vary by clinical site and may be extended for student externs. Clinical sites are not obligated to complete exemption reviews prior to the student's program start date or externship course start date.

Submission of an exemption request does not guarantee approval or clinical placement.

Not all clinical sites accept exemption requests, and availability of sites that permit exemptions may be limited. Alternative placements may not be available.

The program does not provide alternative assignments, simulations, or substitutions in place of required clinical experiences.

All requirements are based on applicable laws, regulations, public health guidance, and clinical affiliation agreements and may change at any time.

All submitted documentation will be handled in accordance with applicable privacy laws and institutional policies.

All exemption requests and supporting documentation must be submitted by the established deadline for externship course registration. Late submissions will not be reviewed after the externship registration has been completed.

If an exemption is not approved prior to the scheduled start of the clinical placement, the student must provide proof of required immunizations or vaccinations in order to participate in clinical experiences.

- **Students who do not meet clinical requirements, including vaccination or approved exemption status, will not be permitted to begin clinical coursework.**
- **Not all clinical sites accept exemption requests, and the availability of sites that permit exemptions is limited and subject to change by term. Failure to meet clinical requirements at any time during the program, including vaccination or approved exemption status, may result in administrative withdrawal from the program.**

Background Check

Most of MCC's affiliated sites accept background checks completed within one year of the clinical site assignment. However, some sites may require a more recent background check before the start of the clinical rotation.

Background checks & Drug Screening are processed through compliance tracker system. Students must have a clear, current background check completed before clinical placement. Drug test results will be automatically uploaded into Compliance Submission Tracker by the system for review.

If a background check is required in addition to the one completed during the admissions process, the student is responsible for any associated costs.

Drug Screening Policy

MCC maintains a zero-tolerance policy for alcohol and drug abuse and prohibits such behavior within its educational environment. Please note the following details regarding the drug screening policy.

Some affiliated externship sites may require students to undergo and pass a drug screening before placement. Failing the drug screening will result in the student being unable to attend the externship course and may lead to program withdrawal.

Drug screenings must be completed through the Compliance Submission Tracker system and results will be posted in the system after test is completed. Students who fail to complete or pass their drug screening are ineligible for externship placement.

Authorized Use of Prescribed Medicine for Student-Externs

If a student is undergoing prescribed medical treatment with any drug or controlled substance that might interfere with their clinical activities, the following guidelines apply:

- **Reporting Treatment:** Students must inform the Externship Department before the start of the clinical rotation or immediately if the medication is newly prescribed during the rotation.
- **Sharing Information:** The Externship Department is obligated to share this information with the student's prospective or assigned clinical site(s). Documentation from a healthcare provider may be required to determine the student's eligibility to participate in clinical activities. In some cases, the site may decline the rotation due to associated risks with certain medications.

Transportation

Students are responsible for arranging their transportation to and from the externship site. Any costs associated with parking fees and tolls are the students' responsibility.

Students are solely responsible for securing reliable transportation prior to the start of their externship assignment. All students are required to travel within a 75 miles radius of the campus they are attending.

Failure to secure reliable transportation is not grounds for reassignment. Students may not request a different clinical site due to lack of transportation, parking concerns, commute distance within the approved placement radius and other transportation related reasons.

Inability to attend an assigned clinical site due to transportation issues may result in delay of placement, termination from the externship course, or other administrative action including administrative program withdrawal. Please ensure you review and adhere to all the logistical requirements and policies mentioned above to ensure a successful externship experience.

Externship Site Assignment

MCC Affiliated Clinical Sites

Midwestern Career College (MCC) has a growing network of hospitals and clinics in the Chicagoland area and parts of Indiana and Ohio that accept MCC students for their clinical rotations. It is important to note that the list of affiliated externship sites is subject to change without prior notice.

Approval and Contact with Affiliated Clinical Sites

Students must obtain approval from the Externship Department before contacting, visiting, or attending an MCC affiliated clinical site. This ensures proper coordination and adherence to program requirements.

Externship Assignment Policy

The College has established guidelines for assigning students to affiliated clinical sites. Here are the key points:

- The Externship Department, with input from the Program Director, makes the final decision regarding site placements.
- The College reserves the right to assign students to any available affiliated clinical site within a 75-mile radius from their campus.
- Student preferences regarding distance or transportation will not be taken into account when determining the location of the clinical assignment.
- Students may be required to rotate through multiple externship sites during their clinical course(s).
- Under normal circumstances, students cannot request a change to their clinical site assignment as determined by the College.

Clinical placement decisions are based on multiple objective factors, including:

- Demonstrated hands-on skill competency
- Cumulative grade point average (CGPA)
- Overall program attendance
- Active program participation and academic standing

Meeting minimum eligibility requirements does not guarantee placement at a specific site. Final placement determinations are made by the Externship Department in coordination with the Program Director.

Clinical Assignment Declination Policy

Students are expected to accept their assigned clinical placement in order to continue in the clinical component of the program. Requests to decline a clinical assignment will only be considered in cases of documented hardship and must be approved by the Program Director and the Externship Department.

To request a declination, students must:

- Submit a written explanation of the hardship via email to the Program Director and externship@mccollege.edu within seven (7) business days of receiving the assignment
- Include supporting documentation for the request

The following reasons are **not** considered valid grounds for declining placement:

- Transportation issues
- Childcare needs
- Work schedule conflicts
- Personal preference for a different site

The Program Director and Externship Department will review the request within five (5) business days of receipt. Students will be notified of the decision by email. All decisions are final and cannot be appealed.

If the request is approved:

- The Externship Department will attempt to secure an alternative placement
- If placement is not immediately available, the student may be required to delay their clinical experience
- If placement is not available within the same term, the student may need to withdraw from the externship course and re-enroll in a future term
- This may impact financial aid eligibility, result in a balance on the student account, and delay program completion

If the request is denied:

- The student must begin the clinical rotation at the assigned site as scheduled
- Failure to do so will result in removal from the externship course
- The student will not be offered another MCC-affiliated clinical site

In this case, the student must independently secure a non-MCC-affiliated clinical site that meets all program requirements:

- The proposed site must be reviewed and approved by the Externship Department
- A fully executed affiliation agreement must be in place before any clinical hours begin
- Hours completed at an unapproved or unaffiliated site will not be accepted

Declining a clinical assignment may delay program completion. Failure to secure an approved clinical site within the required timeframe may result in inability to complete the clinical component and may lead to administrative withdrawal from the program.

Externship Attendance and Performance Policies

Skill Evaluation/Competency Assessment Checklists

The Externship Department will provide the program Skill/Competency Checklist to the students before the start of the clinical rotation. The completed Skill Evaluation/Competency Checklist must be submitted to a Program Director's MCC email and the dedicated fax or email listed below:

Fax: 847-531-9611

Email: externship@mccollege.edu

Competency checklists must be submitted, at a minimum, at midterm and at the end of the clinical assignment, unless more frequent submissions are required by the program. Students are responsible for confirming with their Program Director the required submission frequency during their clinical placement.

Externship Schedule Policy

Externship schedules are established prior to the start of each clinical rotation and may not be changed without approval from both the Externship Department and the assigned clinical site. Students are expected to adhere to the following guidelines:

- Clinical assignments at MCC-affiliated sites typically average 24 hours per week. Students are expected to complete a minimum of 24 externship hours per week, typically across at least three (3) days, based on site availability
- Externship hours may not conflict with scheduled class times
- Evening and weekend schedules are uncommon and not guaranteed

Attendance Requirements

Students are required to attend all scheduled externship hours.

Externship attendance must continue without interruption even during term breaks.

Pre-scheduled vacations, trips, and personal matters will not be considered valid reasons to interrupt the rotation and may result in withdrawal from the externship course.

Punctuality

Students are expected to arrive at least 15 minutes early at their externship site.

Leaving the rotation early without the site's request is not permitted. Repeated tardiness or unauthorized changes to the externship schedule may result in withdrawal from the externship course.

All externship terminations must be reviewed and approved by both the Program Director and the Externship Department before the student may resume externship participation.

Recording Clinical Attendance

Students are responsible for recording accurate clinical attendance in the clinical attendance software used for their program.

MCC uses CourseKey to record clinical attendance. Students must use the CourseKey app to accurately punch in and out of their externship sites.

Students clinical attendance from CourseKey is uploaded on their student record with the college on a weekly basis and students can view their clinical attendance on their student portal. Only hours recorded on the student portal are considered towards clinical completion. Students must resolve any discrepancies between CourseKey and student portal timely with the Externship Department.

Students punching into the wrong clinical course, missing punches, or failing to correct time discrepancies in between clinical attendance software and their student portal may experience delays in time approval or receive attendance violations. If a student misses a punch out in using CourseKey, they are required to report miss punches to the Externship department email externship@mccollege.edu. Three (3) or more consecutive missed punches in CourseKey will require clinical site verification of the hours attended. The clinical site's preceptor or manager will be required to complete an MCC official timesheet and email it back to the Externship from their work email. Timesheets from clinical site's personal email will not be accepted.

CourseKey Usage Guidelines

The CourseKey app will serve as a crucial tool for tracking your attendance during the externship period. Please take note of the following guidelines:

Registration Process

Once the externship term commences, you will receive a welcome email from CourseKey. This email will provide you with the necessary steps to register for the app. It is important to note that registration should not be completed before receiving this email.

Punching IN/OUT

It is mandatory for students to use the CourseKey app to punch IN when they arrive at their designated externship site and punch OUT when they have completed their shift. This ensures accurate tracking of your attendance and allows for effective monitoring of your progress.

Prohibited External Punches

It is strictly prohibited to punch IN/OUT from outside of your externship site using the CourseKey app. The app is designed to prevent such actions, and any attempts to punch IN/OUT remotely will be unsuccessful.

Sharing CourseKey Access

Students are not allowed to use another student's CourseKey app or ask another student to punch in or out on their behalf. Doing so is considered a violation of the standards of student conduct and may lead to corrective action, including dismissal from the program of study.

By adhering to these guidelines, you will contribute to the accurate tracking of your attendance and ensure the integrity of the externship program. If you have any questions or encounter any issues regarding the CourseKey app, please reach out to the appropriate personnel for assistance.

Clinical Attendance during MCC Observed Holidays

While not typical, students may be required to attend externship during holidays observed by the College if mandated by the site. Students should confirm the holiday schedule with the site in advance. The list of holidays observed by MCC can be found in the Catalog.

Excused Absences

Consistent and reliable attendance is crucial in a healthcare setting. Students should make every effort to avoid absences during their clinical rotation. However, certain emergencies and valid documented reasons may qualify for an excused absence.

Examples of valid reasons include:

- Medical illness or emergency involving the student or immediate family members (parents, grandparents, spouse, children, siblings)
- Death in the immediate family
- Jury duty
- Military service

The following reasons will not be accepted as excused absences:

- Lack of childcare
- Conflicting work schedule
- Lack of transportation to and from the site
- Routine doctor appointments

Vacation and Extended Absence Policy

Vacations are not permitted during the externship period and should not be scheduled during assigned clinical dates. Students are expected to plan any personal travel or time off outside of their externship schedule.

If a multi-day absence cannot be avoided, the student must:

- Notify the Clinical Coordinator and Externship Department (externship@mccollege.edu) well in advance
- Obtain approval prior to the absence
- Provide appropriate documentation, if applicable
- Inform the assigned clinical site in advance to allow for scheduling adjustments

Unapproved absences may disrupt the externship experience and may result in disciplinary action. Students are expected to prioritize their externship responsibilities and maintain professional commitments throughout clinical rotation.

Unexcused Absences

Multiple unexcused absences will result in termination of the externship assignment. Traditionally, 3-4 unexcused absences will result in termination of the clinical assignment.

Consequences for not meeting externship requirements

Students who fail to meet externship attendance and performance requirements may be placed on an official Plan of Action (POA). This includes, but is not limited to:

- Leaving a scheduled 8-hour clinical shift early without documented site approval
- Accumulating multiple excused or unexcused absences
- Failing to demonstrate satisfactory progress at the clinical site

Once placed on a POA, any further violations may result in termination from the externship site. In such cases, the student will be responsible for securing a new clinical placement that is not affiliated with MCC.

Externship Assignment Termination

The reasons for termination of an externship assignment include, but are not limited to:

- No call, no show to the clinical rotation;
- Excessive tardiness;
- Multiple excused or unexcused absences;
- Unprofessional student behavior reported by the site;
- Unsatisfactory student performance or failure to progress as reported by the site;
- Violations of site-specific policies and procedures;
- Failure to follow HIPPA requirements.

Violations of the standards of student conduct as defined by the site or the college's catalog.

Students whose externship assignment is terminated will be withdrawn from the externship course and, if not simultaneously, enrolled in any other courses, from their program of study.

Re-enrollment in the externship course will require the approval of the Externship Department and the Program Director and is subjected to clinical site availability. Students whose externship was terminated due to unsatisfactory performance at the externship site will be required to repeat a portion of the program before restarting their clinical rotation. Students whose externship was terminated due to conduct violations or unsatisfactory attendance will not be eligible for re-enrollment.

Gifts and Gratuities Policy

Students may not solicit or accept gifts, money (including tips and gratuities), business or personal courtesies, and services from patients, physicians, technologists, healthcare personnel, instructors, and fellow students placed at the same clinical site. Doing so may create an actual or perceived conflict of interest and therefore is not permitted. Thank you cards and notes are allowed. If a clinical site has a different policy in place, students are required to follow the college's policy.

Failure to comply with the policy, whether or not intentional, may lead to disciplinary action up to and including termination of the clinical assignment and/or withdrawal from the program of study.

Privacy, Confidentiality, and HIPAA

HIPAA (Health Insurance Portability and Accountability Act of 1996) is the legislation that provides data privacy and security provisions for safeguarding medical information.

It is of critical importance that any information a student receives about the patients at the site remains confidential. It is an ethical, legally regulated requirement that students cannot violate. When discussing and documenting their clinical experiences, students must take extra caution not to violate HIPAA.

Documenting and sharing any part of the clinical experience on social media without written authorization from the college is strictly prohibited.

Failure to follow HIPAA requirements while at the clinical rotation will be considered a violation of standards of student conduct and will result in termination of the externship assignment.

Students can be sued for invasion of privacy if they breach the rules of confidentiality and face criminal penalties stemming from violations of the HIPAA privacy and security rules.

Pregnancy during Externship Assignment

Certain medical procedures and environments carry inherent risks to pregnancy. Therefore, MCC affiliated sites reserve the right to refuse externship assignment to students for the duration of pregnancy.

MCC-affiliated clinical partners may restrict placement of pregnant students in environments with radiation exposure, chemicals, or procedures that pose fetal risk.

Any student who becomes pregnant before or at the time of externship placement must notify the Externship Department. The student will be informed of all the available options for externship assignment completion.

In case the student becomes pregnant during her clinical rotation, the student must notify the Externship Department immediately.

By not disclosing pregnancy in a timely manner, the student assumes all responsibility for the potential risks associated with continuing the clinical rotation.

Students are encouraged to review Pregnant and Parenting Student Rights disclosure available at the consumer information page <https://mccollege.edu/consumer-information/>.

Professionalism

Students must always adhere to the following professionalism standards while at the externship assignment:

- Display a courteous attitude when interacting with patients, physicians, technologists, healthcare personnel, instructors, and fellow students.
- Demonstrate attentiveness, motivation, responsibility, positive attitude, maturity, and pleasantness of personality while performing duties at the externship assignment.
- Refrain from making or receiving any personal telephone calls, texts, IMs, etc. while clocked in, except in cases of emergency.
- Display the ability to accept constructive criticism with a positive attitude.

Dress Code and Professional Appearance

Appearance is an important indication of professionalism. The College reserves the right to advise any student that his or her appearance is immodest, offensive, or otherwise distracting in the clinical environment. Students are required to take immediate steps to comply with dress code expectations as defined by the clinical site or the College. Failure to comply with dress code requirements will result in the disciplinary action up to and including termination of the externship assignment.

- Dress code: unless the site has a specific uniform required, the blue scrubs with the Midwestern Career College logo, and closed toe and heel shoes must be always worn.
- Perfume: no perfume or cologne is allowed at the site.
- Hair: hair must be a natural color (no blue or green, etc.), neatly combed, clean and pulled back.
- Head coverings: no hats, caps, or hair coverings of any kind are allowed at the clinical site, except those approved for medical or religious reasons or those required by the medical setting.
- Facial hair: facial hair must be kept short and neat in appearance.
- Hands and nails: hands must always be clean. The nails should be clean and kept at the appropriate length. No fake nails and or nail polish are allowed at the site.
- Makeup: makeup should be kept to a minimum and must look natural. No fake lashes or eyelash extensions are allowed.
- Jewelry and piercings: jewelry is not allowed at clinical sites. Body piercings (other than ear piercings) should not be visible. Oral and facial jewelry is not permitted. Clear spacers to keep piercings open are permitted.

- Tattoos: tattoos should be covered whenever possible. The visibility of tattoos should be kept to a minimum. Any tattoos that contain offensive language or symbols must be covered.
- Overall Hygiene: good body and oral hygiene is always required.
- Site-specific Requirements: the site may have a specific dress code or hygiene requirements that students are expected to follow during their clinical rotation.

Social Media Use

Documenting and sharing any part of the clinical experience on social media platforms such as Facebook, LinkedIn, Twitter, YouTube, Wikis, blogs, as well as other social networks and collaboration tools such as text messages and Facetime without written authorization from the College is strictly prohibited.

The prohibited conduct includes but is not limited to:

- Taking and posting pictures, video or recording of any kind while at the clinical site.
- Disclosing and/or discussing the confidential information obtained from the electronic health records, saving and storing patient information on personal portable devices.
- Revealing patient health information or describing patient care events on social media, even if the patient names or other personally identifiable information are omitted.
- Interacting with patients on social media in any way that may violate the privacy and confidentiality of patient care (including identifying them as patients) or be deemed unprofessional and hostile.
- Students who are found in violation of the social media use guidelines will be subject to disciplinary actions up to and including dismissal from their program of study.

Timely Communication Requirement

Students must respond to all communications from the Externship Department within 48 business hours. Failure to respond may result in delays, removal from placement consideration, or reassignment to a different clinical site

Email Communication Guidelines

In the age of social media, many students approach emailing, like texting and other forms of digital communication. But most college instructors, administrators, and healthcare industry professionals consider emails closer to letters than to text messages. This style of writing is more formal and requires adhering to the rules of spelling, punctuation, capitalization, and syntax. Students who have an active mcc student email account should use it for all college and externship related email communication.

The guidelines below will help you show that you care about how you present yourself in writing to your instructor, college administrator, or clinical staff.

- Use a clear and informative subject line.

- The subject line is not a salutation line, so do not write something like "hey" in the subject line of an email. Instead, it is a good idea to write a few words indicating the purpose of your message: "Request for a meeting," for example.
- Use a salutation and signature.
- Begin your email with a formal greeting like "Hello" or "Good afternoon," and then address your instructor, college administrator, or clinical site staff by name. For emails addressed to doctors, title and last name greeting is more appropriate, such as "Dr. Jones." Remember to end your email with a signature, such as "Best" or "Sincerely," followed by your first and last name.
- Use standard punctuation, capitalization, spelling, and grammar.
- Proofread. Use the spelling checker. Do not use smiley faces or other emoticons, internet acronyms, abbreviations, all capital letters, and shortened spellings (e.g., LOL, or "U" for "you").
- Consider the length of your email.
 - Very long emails with no paragraphs, no capital letters, and no sentence breaks are hard to read. Use paragraph breaks to help organize your message. On the other hand, a very short, terse message may simply be meaningless. Be sure to include enough information so that your reader can understand what you are requesting. Provide a bit of background or context if necessary. State your request clearly.
- Do not expect an instant response.
 - Allow at least two business days for a response. Follow up with another polite email if you have not heard back in three business days.

Externship Course Completion Requirements

Students must meet the following requirements to receive a passing grade for the externship course within 14 calendar days of completing the clinical rotation:

- Submit documentation showing completion of all externship hours required by the program.
- Submit skills/competencies checklist showing completion of the required competencies.
- Complete site evaluation survey.

The Externship Department will review the submitted documentation and notify the student in writing about the completion of externship assignment.

Students who fail to timely submit documentation showing completion of the required hours and competencies will receive a failing grade for the externship course

Career Services Exit Interview

The student must complete the Career Services exit interview survey. Contact Career Services department to complete (careerservices@mccollege.edu)

Please note that paid clinical assignments are not allowed for students in the Associate of Applied Science in Surgical Technology program.

By adhering to the guidelines provided, students can pursue externship opportunities at student-developed sites and, under specific circumstances, utilize paid externship assignments to meet program requirements.

Student-developed Clinical Sites and Paid Externship Assignments

Students who are interested in securing their own externship site have the opportunity to do so, provided that the prospective site meets certain requirements, and the student follows the established process. Here are the guidelines:

Requirements for Student-Developed Clinical Sites

- The site must not be one of MCC's affiliated sites.
- Students must provide complete contact information.
- MCC must review and approve the site before the student begins.
- No hours will be credited until the affiliation agreement is fully executed. (7)
- The site must provide opportunities for direct, supervised, hands-on patient care that align with program objectives.
- The site must allow the student to meet the required program competencies as defined in the competency checklist.
- An affiliation agreement must be signed between MCC and the student-developed site before the start of the clinical rotation.
- Approval Process for Student-developed Sites:
 - The student must notify the Externship Department in writing about their intention to secure their own site.
 - The Externship Department will provide written confirmation that the prospective site is not one of MCC's affiliated clinical sites.
 - The student must provide MCC with full contact information for the prospective site, including the site name, address, site contact person's name and title, as well as their phone number and email address.

The Externship Department will review the site to determine if it meets the requirements for an externship. If approved, the department will seek to sign the affiliation agreement and add the site to the approved list. Students will be responsible for facilitating communication between the site and the Externship Department.

The Site Affiliation Agreement must be signed before the student can begin their clinical assignment. It's important to note that any attendance hours or competencies completed at an unaffiliated site will not count towards externship course completion.

Students may be required to postpone their rotation pending the completion of academic and administrative requirements set by the College.

The student cannot make arrangements for another student to attend the same site without written approval from the Externship Department.

Paid Externship Assignments

Under normal circumstances, externship assignments are unpaid. However, if a student is hired in their respective field before completing the required externship hours, they may be eligible to apply their work hours towards the completion of the externship course. Here are the steps to receive academic credit for a paid externship assignment:

- Notification and Approval: The student must notify the Externship Department before starting the job.
 - Approval must be obtained from the Externship Department to leave their current assigned externship site, if applicable.
- Written approval must be obtained from the employer.

Submission of Attendance Records

The student must continue to submit attendance records for the remaining hours required to complete the program requirements.