Course Description
PTH 275 Advanced Professional Preparation
Lec. 1 Lab. 0 Cr. 1
This the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination. Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246.
Corequisites: PTH 266, PTH 270

Course Focus
This the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

Text and References

Course Objectives/Learning Objectives
Upon successful completion of the course a student will be able to:

1. Examine the process of obtaining a physical therapist assistant license.
2. Examine the issues related to maintaining professional licensure.
3. Review PTA National Physical Therapy Examination (NPTE) content.
4. Develop a written resume and cover letter that highlights professional qualities and potential.
5. Examine appropriate ways to prepare for a professional employment interview.
6. Develop a written plan related to personal and professional growth based upon self-reflection.
Course Topic Outline/Purpose
This course is the study of skills needed to enter the professional physical therapy arena including resume writing, interviewing, professional development, and preparation for the PTA National Board Examination. Application process and procedures related to licensure in South Carolina are presented and discussed. PTA essential skills are reviewed.

Course Goals
The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)
1. access FSBPT website
2. access SC Physical Therapy Board website
3. explain FSBPT licensure role
4. sequence PTA licensure process steps
5. interpret the SC physical therapy practice act
6. state lapsed PTA license ramifications
7. state PTA continuing education requirements
8. identify acceptable continuing education activities
9. analyze mock NPTAE questions
10. pass mock PTA licensure exam*
11. create a professional resume
12. plan professional interview follow-up strategies
13. identify PTA career options
14. create professional development plan
15. synthesize APTA core values

Student Contributions
Course objectives will be met through lectures, field assignments and projects and group activities utilizing various media to maximize the clinical relevance of the material presented. Some activities will be conducted outside of the classroom setting and will include interactions with clinicians, students and the general public. Participation in these activities is required.

Course Evaluation

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Career Development Assignment</td>
<td>100</td>
</tr>
<tr>
<td>Resume &amp; Cover Letter</td>
<td>100</td>
</tr>
<tr>
<td>In-Service Presentation</td>
<td>100</td>
</tr>
<tr>
<td>3 PTA Review Exams</td>
<td>300</td>
</tr>
<tr>
<td>Final Exam</td>
<td>400</td>
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<tr>
<td>Total Points</td>
<td>1000</td>
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Course Schedule
Lecture: 10:30-12:30 W

ADA STATEMENT
The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ATTENDANCE
1. The College’s statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.
2. Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
3. Students taking an online/internet class must sign in and communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
4. Reinstatement requires the signature of the division dean.
   a. In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student’s responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
   b. When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdrawal the student with a grade of “W”, “WP”, or “WF” depending on the date the student exceeded the allowed absences and the student’s progress up to the last date of attendance
   or
   c. under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.
   d. Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
5. A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
6. Students are expected to be in class on time. Arrival to class after the scheduled start time or leaving class prior to dismissal counts as a tardy. Three tardies and/or early departures are considered as one absence unless stated otherwise.
7. It is the student’s responsibility to sign the roll/verify attendance with instructor upon entering the classroom. Failure to sign the roll/verify attendance results in a recorded absence. In the event of tardiness, it is the student’s responsibility to insure that attendance is marked. The student is responsible for all material/announcements presented, whether present or absent.
8. Continuity of classroom and laboratory (which includes clinical experiences) is essential to the student’s progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in clinical activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all clinical experiences. If absence does occur, the designated clinical site, in addition to the Division of Health Sciences
Administrative Assistant, must be notified by telephone no later than 30 minutes prior to the start of the clinical experience. The Division of Health Sciences telephone number is 843-525-8267.

A copy of TCL’s STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER
In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WL0VH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

ACADEMIC MISCONDUCT
There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected.

It is a fundamental requirement that any work presented by students will be their own. Examples of academic misconduct include (but are not limited to):

1. copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, or assignments.
3. viewing another student’s computer screen during a quiz or examination.
4. talking or communicating with another student during a test.
5. violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials.
7. knowingly aiding a person involved in academic misconduct.
8. providing false information to staff and/or faculty.
9. entering an office unaccompanied by faculty or staff.
10. misuse of electronic devices.
GRADING POLICY

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<thead>
<tr>
<th>Grading scale</th>
<th>W  withdraw</th>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>82% - 89%</td>
<td>B</td>
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<tr>
<td>75% - 81%</td>
<td>C</td>
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<tr>
<td>70% - 74%</td>
<td>D</td>
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<tr>
<td>Below 70%</td>
<td>F</td>
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<tr>
<td>W</td>
<td>withdraw</td>
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<tr>
<td>WP</td>
<td>withdraw with passing grade</td>
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<tr>
<td>WF</td>
<td>withdraw with failing grade</td>
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<tr>
<td>I</td>
<td>Incomplete</td>
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Grading Methodology. The final grade must be 75.00% or more in order to pass the course and progress in the program. In addition, each student must pass the final exam with a grade of 75.00% or above. If a student fails the final exam a second attempt will be given. If the student passes the final exam on the second attempt, the final course grade will be a C. Students absent from an examination or presentation will receive a “0” grade for the examination unless other arrangements are made with the individual instructor prior to the examination or presentation day or on the examination or presentation day before the test/presentation is scheduled to be given. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. Arrangements may be completed by telephone. If the instructor is not available, a message should be left on the instructor’s voice mail AND with another member of the faculty or administrative assistant. The instructor will decide the time and method of make-up examinations on an individual basis. Messages sent by other students are unacceptable. The student is responsible for notifying the instructor of the reason for the absence. Grades are posted on Blackboard within one week of administration of tests and examinations.

Grades are posted on Blackboard within one week of administration of tests and examinations.

Course Coordinator: Cindy Buchanan, PhD, PT
Director, Physical Therapist Assistant Program

OFFICE LOCATION: Building 4 Room 113
TELEPHONE NUMBER: 843-525-8230
Office Hours: By Appointment
Email: cbuchanan@tcl.edu
## Topic Schedule

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<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
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<tbody>
<tr>
<td>1/9</td>
<td>The National Physical Therapist Assistant Exam (NPTAE)/Obtaining and Maintaining PTA Licensure</td>
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<tr>
<td>1/16</td>
<td>PTA Practice Exam #1</td>
<td>Licensure Work sheet Due</td>
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<td>1/25</td>
<td>Resume Writing</td>
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<td>Professional Development</td>
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<tr>
<td>1/30</td>
<td>PTA Practice Exam #2</td>
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<tr>
<td>2/5</td>
<td>Online CPI Training</td>
<td>Resume &amp; Cover Letter Due</td>
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<td>2/12</td>
<td>PTA Practice Exam #3</td>
<td>Career Development Assignment Due</td>
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<tr>
<td>2/19</td>
<td>In-service Presentations</td>
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<td>2/26</td>
<td>Final Written Exam</td>
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