Technical College of the Lowcountry
921 Ribaut Road
Beaufort, SC 29901

Jennifaye V. Brown, PhD, PT, NCS
Course Coordinator/Instructor: Bldg 4/113
Office: 843.525.8230 Fax: 843-525-8268
Cell: 843.364.5089
Email: jgreene@tcl.edu
Office Hours: Tues: 8:30a-10a & 4-5:30; Wed & Thur: 1:30p-4:00p except 1/15; & by appt.

Technical College of the Lowcountry

PTH275
Advanced Professional Preparation
Spring 2014

Course Description
PTH 275 Advanced Professional Preparation
Lec. 1 Lab. 0 Cr. 1
Prerequisites: PTH 115, PTH 228, PTH 235, PTH 246, PTH 253.
Corequisites: PTH 266, PTH 270

Course Focus
This course focuses on 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
UNIT 1: The PTA Licensure Process in South Carolina
1. Examine the process of obtaining a physical therapist assistant license.
2. Access the South Carolina Board of Physical Therapy web site.
3. Access the FSBPT web site.
4. Explain the role of the Federation of State Boards of Physical Therapy in the licensure process.
5. Sequence the steps necessary to obtain PTA licensure in South Carolina.

UNIT 2: Maintaining Your PTA License
1. Interpret the SC State Practice Act for physical therapy.
2. Examine the issues related to maintaining professional licensure.
3. State the ramifications of a lapsed PTA license.
4. State continuing education requirements for PTA licensure in SC.
5. Identify acceptable continuing education activities for the PTA.

UNIT 3: Preparing for the National Physical Therapy Examination
1. Review PTA National Physical Therapy Examination (NPTE) content.
2. Analyze mock NPTE questions.
3. Pass a mock NPTE.

UNIT 4: Resume Writing and the Interview Process
1. Develop a written resume and professional cover letter that highlights professional qualities and potential for employment as a PTA.
2. Examine appropriate ways to prepare for a professional employment interview.

**UNIT 5: Professional Development**
1. Develop an in-service training module for physical therapy clinicians.
2. Examine career pathways for the PTA.
3. Synthesize APTA Core Values into professional development plans.
4. Identify professional/community service opportunities.
5. Present an educational/practice/research inservice presentation to include a poster to faculty and classmates.
   
   **READ the entire inservice presentation assignment AND rubric or you risk losing valuable points.**

6. Complete a Professional/Community Service Portfolio.

**Student Contributions**
Course objectives will be met through lectures, field assignments and projects and/or group activities utilizing various media to maximize the academic and 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 Schedule**
Lecture: 10:30-12:30 Wednesdays 1/14-3/4 in addition to 1/15 Thursday, 1:30-3:30 pm

**Course Evaluation**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensure Forms/Worksheet</td>
<td>25</td>
</tr>
<tr>
<td>Resume</td>
<td>50</td>
</tr>
<tr>
<td>Professional Cover Letter</td>
<td>25</td>
</tr>
<tr>
<td>Professional Dossier</td>
<td>100</td>
</tr>
<tr>
<td>Inservice Training/Presentation</td>
<td>200</td>
</tr>
<tr>
<td>*See addendum for details</td>
<td></td>
</tr>
<tr>
<td>7 PTA Review Exams</td>
<td>350</td>
</tr>
<tr>
<td>Final Exam</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

**GRADING POLICY**

<table>
<thead>
<tr>
<th>Grading scale</th>
<th>W</th>
<th>WP</th>
<th>WF</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100% A</td>
<td>W</td>
<td>WP</td>
<td>WF</td>
<td>I</td>
</tr>
<tr>
<td>82% - 89% B</td>
<td>W</td>
<td>WP</td>
<td>WF</td>
<td>I</td>
</tr>
<tr>
<td>75% - 81% C</td>
<td>W</td>
<td>WP</td>
<td>WF</td>
<td>I</td>
</tr>
<tr>
<td>70% - 74% D</td>
<td>W</td>
<td>WP</td>
<td>WF</td>
<td>I</td>
</tr>
<tr>
<td>Below 70% F</td>
<td>W</td>
<td>WP</td>
<td>WF</td>
<td>I</td>
</tr>
</tbody>
</table>

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 exam grade will be a C. Students absent from an examination (test and final exam) or presentation will receive a “0” grade for the examination/presentation 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 examination/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 first AND with another member of the core faculty, and at last resort, the Division of Health Sciences administrative assistant. The instructor will decide the time and method of make-up examinations/presentation 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. No rounding of numbers will be used to calculate any grades. If the student scores lower than a 75% on a test or an assignment, it is the student’s responsibility to contact the instructor to arrange a meeting to discuss learning strategies and or actions/indicators to improve performance on course evaluation measures.

TEST REVIEW
Tests will be reviewed in class and discussion will be limited to the right answer. Students will not be allowed to take any written notes, use electronic devices to take notes or make an image of the tests. All items have to be removed from the desk/table top during the test review. For any discussion beyond the right answer, set up an appointment with the instructor to further discuss.

Prior to the final exam, test review will be done during the last class of the semester. All items have to be removed from desk/table top during the test review. No notes can be taken and no electronic devices can be used to take notes or make images of the tests. This is an opportunity to ask questions about concepts that you do not understand. If individualized time is need for test review, an appointment can be made with the instructor, but not during exam week and the time limit will be 10 minutes. All tests will be reviewed under the supervision of an instructor. Students cannot bring any class notes with them.

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) 525-8219 or (843) 525-8242 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. Refer to page 188 of the 2014-2015 catalog Student Handbook.
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 and or discussed with the instructor. Instructor must be notified prior to start of class by call, text or email if the student is going to be late.

7. It is the student’s responsibility to sign the roll sheet (if used) or 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 participation is essential to the student’s progress in providing safe and competent patient care. Students are expected to use appropriate judgment for participating in classroom activities. To evaluate the student’s knowledge and skills, it is necessary for the student to be present for all classroom experiences. If absence does occur, the designated instructor, other core faculty or to the Division of Health Sciences administrative assistant (in that order), must be notified by telephone no later than 30 minutes prior to the start of class. 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, WLHV 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

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.
## Calendar PTH 275 Spring 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/14</td>
<td><strong>Unit 1: The PTA Licensure Process in SC</strong></td>
<td>Complete all forms/print them; submit to Dr. J by 2/4</td>
</tr>
<tr>
<td></td>
<td>National Physical Therapist Assistant Exam (NPTE)</td>
<td><strong>Review</strong> Chapters 3: Study Concepts</td>
</tr>
<tr>
<td></td>
<td>Obtaining &amp; Maintaining PTA Licensure</td>
<td>&amp; 4: Musculoskeletal System &amp; take quiz at end of chapter</td>
</tr>
<tr>
<td></td>
<td>* Patricia Irwin: <strong>Study Concepts</strong> 12:00-12:30p</td>
<td></td>
</tr>
<tr>
<td>1/15</td>
<td><strong>Unit 2: Maintaining Your PTA License</strong></td>
<td><strong>Review</strong> Chapter 5: Neuromuscular System &amp; take quiz at end of chapter</td>
</tr>
<tr>
<td></td>
<td>PTA Practice Exam #1 (Musculoskeletal System) Rm 128</td>
<td><strong>Due</strong>: Copies of resume and cover letters used for PTH 253</td>
</tr>
<tr>
<td>1/21</td>
<td><strong>UNIT 3: Preparing for the National Physical Therapy Examination</strong></td>
<td><strong>Review</strong> Chapters 6: Cardiovascular, Pulmonary &amp; Lymphatic Systems &amp;</td>
</tr>
<tr>
<td></td>
<td>PTA Practice Exam #2 (Neuromuscular System)</td>
<td>take quiz at end of chapter</td>
</tr>
<tr>
<td></td>
<td>* This weekend go online and take PTA Exam 1, 2 or 3 as a baseline to</td>
<td><strong>Due</strong>: Inservice training module topic due</td>
</tr>
<tr>
<td></td>
<td>prepare for final exam</td>
<td></td>
</tr>
<tr>
<td>1/28</td>
<td><strong>UNIT 4: Resume Writing and the Interview Process</strong></td>
<td><strong>Review</strong> Chapter 7: Other Systems &amp; 9: Safety &amp; Protection; Professional</td>
</tr>
<tr>
<td></td>
<td>PTA Practice Exams # 3 &amp; 4 (Cardiovascular, Pulmonary &amp; Lymphatic</td>
<td>Responsibilities; Research &amp; take quiz at end of chapters</td>
</tr>
<tr>
<td></td>
<td>Systems)</td>
<td><strong>Due</strong>: Licensure forms/worksheet</td>
</tr>
<tr>
<td>2/4</td>
<td><strong>UNIT 5: Professional Development</strong></td>
<td><strong>Review</strong> Chapter 8: Equipment &amp; Devices/Modalities &amp; Chapter 10 Clinical</td>
</tr>
<tr>
<td></td>
<td>PTA Practice Exams 5 &amp; 6 (on-line) Other Systems &amp; Safety &amp;</td>
<td>Application Templates</td>
</tr>
<tr>
<td></td>
<td>Professional Issues</td>
<td><strong>Due</strong>: Resume &amp; professional cover letter</td>
</tr>
<tr>
<td>2/11</td>
<td>PTA Practice Exam #7 (Review Equipment &amp; Devices/Modalities)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review of Clinical Application Template</td>
<td></td>
</tr>
<tr>
<td>2/18</td>
<td><strong>Final Exam – NPTE practice test bldg. 1/201</strong></td>
<td><strong>10:30 am-1:30 pm</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Be There at 10:15 am</strong></td>
</tr>
<tr>
<td>2/25</td>
<td>Final Exam Review</td>
<td><strong>Due</strong>: Inservice training module presentation due</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Due</strong>: Professional Dossier Due. All activities done since 8/2014 must</td>
</tr>
<tr>
<td></td>
<td></td>
<td>be typed</td>
</tr>
<tr>
<td>3/4</td>
<td>Inservice Poster Presentation Session</td>
<td></td>
</tr>
<tr>
<td>3/4</td>
<td>Application/Payment due if you are taking NPTE exam in April</td>
<td></td>
</tr>
</tbody>
</table>
1. Your final exam (3 hours) will be taken as a group on computers to prepare you for the NPTE Exam
   a. Sheila Brame is the contact person
      i. Each computer will be set to a web page
      ii. You will be given an ID and password to enter
      iii. There is a short paragraph to read
      iv. Press the “go” button for 1st attempt
   b. Bring a photo ID
   c. Purses, wallets, cell phones will be put in a locker, which you will not be able to access until the exam is complete (end of 3 hours)
   d. There is a built in 15 minute break and you are not permitted to leave the building during that time
   e. No food or drink allowed in the testing room
   f. You have to sit with an empty desk space between the next person
   g. The test is proctored by audio and video surveillance
2. To take the practice exams in the back of the book follow the directions on the inside cover of your PTA exam book. You should take exam 1, 2 or 3 by 1/25 then take one of the remaining two exams by 2/15 to prepare you for the final exam.
3. You will be required to set up a meeting with me after 2/25 to receive a user ID and Password to go online and take an independent practice exam prior to taking the NPTE at your leisure after this class is complete. Also, you should have one more practice exam from book to take. These are the instructions to take your independent practice exam after the class is complete:
   1. Go to www.scorebuilders.com
   2. Click on the orange “Login” button
   3. On the drop down menu choose “Insight”
   5. Enter email and password of choice
   6. Once submitted click the “Sign In” button and enter your email and password to access the exams
I _________________________________ indicate by signing this document that I have received a copy of the syllabus and/or addendum (if applicable) for PTH 275 for Spring 2015. My signature indicates that I understand and I have had an opportunity to review and ask questions regarding the content of the syllabus and or addendum(s), if applicable. I understand that this syllabus and/or addendum (if applicable), does not constitute a contract and is subject to change without adequate notification.

_______________________________________  _______________________
Student Signature                        Date