



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Course title and number	PTH 266-Physical Therapy Practicum
Credit hours	6
Semester/Year	Spring 2019
Course Catalog description	This course includes patient treatments under the direct supervision of a licensed physical therapist and/or a licensed physical therapist assistant
Course pre-requisites	PTH 115, PTH 228, PTH 235, PTH 246. PTH 253
Course co-requisites	PTH 270, PTH 275
Department	Health Sciences
Instructor/Coordinator	Dr. Karen Monstein, PT, MS, DPT
Clock hours	Lecture: 0 Lab: 18
Lecture Schedule	N/A
Clinical Schedule	Will be provided to individual student upon placement.
Required textbook(s)/Reference	
Clinical Education Information Packets as required by specified clinical sites.	
TCL Clinical Education Manual	
CPI Web Tool https://cpi2.amsapps.com	
Recommended textbook(s)	
State Practice Act: http://www.apta.org/Licensure/StatePracticeActs/ CPI Web: https://help.liaisonedu.com/Clinical_Assessment_Suite_Help_Center/CPI/PTA	

INTRODUCTION

The syllabus is an outline of the course material, does not constitute a contract, and is subject to change with adequate notice.
User responsibility on use and duplication of computer software (TCL Procedure 7-1-702.5): Students are responsible for the legal use of computer software and applicable copyright laws and are prohibited from copying software on College computers and from installing personal software.
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.

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Reviewed and approved: GMLevicki 1/11/2019

COURSE OBJECTIVES/LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:
1. Consistently exhibit professional/responsible behaviors as evidenced by adherence to the college attendance policy, and demonstrating punctuality at all times.*
2. Consistently exhibit professional/responsible behavior as evidenced by adherence to the policies and procedures of the college, health sciences division, and physical therapist assistant program.*
3. Consistently exhibit professional/responsible behavior as evidenced by timely assignment completion, and meeting of physical therapist assistant program deadlines.*
4. Consistently exhibit professional/responsible behavior as evidenced by adhering to the physical therapist assistant program dress code.*
5. Perform in a safe manner that minimizes risk to patient, self, and others in all aspects of physical therapy practice. *
6. Demonstrate professional behaviors in the clinical setting.(7D5)(7D4)*†
7. Consistently adheres to ethical and legal standards of physical therapy practice. (7D1) *†
8. Consistently interacts with others in a respectful manner by adapting delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs. (7D8) *†
9. Demonstrates the ability to adapt communication skills to situational needs. (7D7) *†
10. Educate others using relevant and effective teaching methods. (7D12) *†
11. Demonstrate clinical problem solving based on patient status and in accordance with the POC. (7D9) *†
12. Demonstrate competence in effective interviewing and/or chart review to collect current information related to prior and current level of function and general health status (e.g., fatigue, fever, malaise, unexplained weight change), mental function/changes in state of arousal/mentation/cognition (7D18)*†
13. Documents all aspects of patient care concisely and accurately with minimal to no supervision from the clinical instructor. (7D25)*†
14. Skillfully perform data collection techniques with minimal to no supervision from the clinical instructor. (7D24) *†
15. Skillfully perform intervention techniques with minimal to no supervision from the clinical instructor. (7D23) *†
16. Recognize the need for modification to the POC with minimal to no assistance from the clinical instructor.(7D20) *†
17. Provide effective education to patients, care-givers, and staff with minimal to no input from the clinical instructor.(7D12) *†
18. Document all aspects of patient care concisely and accurately with minimal to no input from the clinical instructor. (7D25) *†
19. Demonstrate competence in recognizing the signs and symptoms that determine the need to stop therapy session (7D21)*†

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20. Demonstrate competence in monitoring and adjusting/progressing therapy interventions in response to patient/client status and clinical indications. (7D19) *†
21. Demonstrate knowledge of effective response to patient/client environmental emergencies that commonly occur. (7D26) *†
22. Participate in the provision of patient centered inter-professional collaborative care. (7D28) *†
23. Describe accurate and timely information for billing and payment purposes. (7D31) *†
24. Participate in performance improvement or quality assurance activities as available. (7D29)*†
25. Participate in the financial management of the physical therapy service consistent with regulatory, legal, and facility guidelines. (7D1)*†
26. Participate in self-assessment and learning opportunities to improve clinical and professional performance. (7D14)*†
27. Competently perform all entry level physical therapist assistant intervention skills with minimal to no input from the clinical instructor and in accordance with the Physical Therapist Plan Of Care (POC).*
28. Integrate appropriate evidence based resources by providing an in-service presentation.(7D11) *†
29. Adapt delivery of physical therapy services with consideration for patients' differences, values, preferences, and needs.(7D8) *†
30. Assist the clinical instructor in health and wellness activities per the goals of the clinical site.
31. Participate in self-assessment and develop plans to improve knowledge, skills, and behaviors.(7D14) *†
32. Display effective time management skills consistent with the expectations of an entry level physical therapist assistant.
33. Utilize support personnel correctly to improve efficiency of the physical therapy clinical setting.
<i>*denotes crucial objective</i> <i>†CAPTE curriculum element</i>

* Designates critical outcomes

COURSE OUTLINE/ PURPOSE

<p>This course is the third and final formal Clinical Education experience for the TCL PTA student. It is an eight-week (270 hour) experience designed to allow students to progress to an entry-level of competence in patient care and professional skills. All patient care activities performed by students in Clinical Education courses are directed by the Plan of Care developed by the licensed Physical Therapist and are supervised by a licensed Physical Therapist or licensed Physical Therapist Assistant.</p>

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COURSE REQUIREMENTS

CLASSROOM REQUIREMENTS

Technical requirements include, but are not limited to:

- PC or Mac computer access
- Internet access with a 56K modem (but it is highly recommended that you have DSL or High-Speed Cable Internet Access)
- 64 MB system RAM; 200 MB free hard-disk space or sufficient storage
- Reliable e-mail account access and Internet provider
- CD-ROM/DVD capabilities
- Scanning capabilities
- Webcam and microphone
- Microsoft Office. Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

For this course to run properly, the student is **expected to be prepared for each class** including, but not limited to:

- Completing assignments
- Participation in class activities
- Participation in service learning

COURSE POLICIES AND PROCEDURES

Course Structure

Pre-clinical education activities will be conducted to prepare the student for the clinical education experience. Students are required to attend all such pre-Clinical Education activities in order to be eligible to attend clinical assignment. In order to maximize learning, students will be required to complete any assignments from the clinical education faculty and complete any indicated study and review outside of the clinical schedule. If a student is falling behind in clinical performance or achievement, it is imperative to seek immediate assistance from the PTA Program faculty and the clinical instructor (CI). Required post-clinical education activities will be conducted at the college to assist students in fully processing the depth of the clinical education experience.

Student Contributions

Each student is required to actively participate in all aspects of clinical education as directed by their CI. Appropriate and professional behavior is expected at all times in the clinical setting. Students demonstrating inappropriate behaviors in a patient care setting will be dismissed from the learning situation undergo disciplinary procedures including possible dismissal from the program and will be assessed grading penalties related to the behavior.

Each student will be expected to access any online portion of the class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for announcements and successful completion of the class.

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When in the clinical setting, students' apparel and grooming must conform to health, sanitation, and safety standards. Students thus must adhere to the following requirements unless otherwise directed by the faculty or clinical instructor:

1. The required clinic attire for students includes wearing student ID badge or other student ID badge as required by the clinical facility.
2. Students must have with them a black ink pen and a notebook.
3. If the clinical site does not provide a dress code, students will follow these guidelines: khaki, black or navy pants with a belt and a collared shirt with sleeves. Clothing should not be transparent or see-through in any way. Clothing must be clean and free of stains and wrinkles, and must be of a type that does not limit the ability to perform patient care activities. Shoes must be worn with socks and must have closed toes and flat heels. Rubber soles are recommended for comfort in the clinic. Hair must be maintained off the collar and away from the face. Ornate hair fasteners are not appropriate. Students with a beard or mustache must keep it neat, clean and well-trimmed. Fingernails must be clean and no longer than $\frac{1}{4}$ inch in length. Only clear or neutral colored nail polish is permitted and artificial nails of any type are not allowed. Jeans, mini-skirts, T-shirts and sandals are not acceptable clinical attire.
4. If the clinical site requires, students will comply with the clinical site policy of wearing scrubs.
5. Only the following items of jewelry are permitted: wedding bands, medical identification bracelets, and one small, plain stud earring in each ear; other visible forms of body jewelry may not be worn in the clinical setting. A watch with a second hand must be worn.
6. Tattoos and other forms of body art must be covered.
7. The close physical contact that is necessary in the clinic requires consistent attention to personal hygiene. To prevent offending patients, students should use deodorant and maintain proper oral hygiene at all times.
8. Perfume or strong after-shave lotions are not appropriate in clinical settings.
9. Gum chewing and smoking/tobacco chewing are not permitted in clinical settings.
10. Failure to comply with the dress code will result in dismissal from the clinical area resulting in an unexcused absence.
11. Students may not use cell phones except during scheduled breaks, or based on the policy of the facility.

COMMUNICATION

The Technical College of the Lowcountry provides access to email for all students, faculty and staff. Email is an official method of communication at the Technical College of the Lowcountry.

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Students are held strictly responsible for the consequences of not reading or responding to College related communications sent via their official Technical College of the Lowcountry email address, or other contact information on file with the college.
Students have 3 business days to respond to college and program related communication which includes, but is not limited to, e-mail, phone calls, and written communication.
When using email as an official means of communication, students should apply the same professionalism, discretion, and standards that they would use in written business communication. Students should not communicate anything via email that they would not be prepared to say publicly.
Students are allowed to contact faculty and staff through TCL e-mail and TCL related phone numbers only. <ul style="list-style-type: none"> a. Students in the Physical Therapist Assistant program at the Technical College of the Lowcountry will utilize their Technical College of the Lowcountry email accounts for all communication with faculty and staff.

ATTENDANCE

The Physical Therapist Assistant program adheres to the attendance policy set forth by the College. The current attendance policy link can be found at: https://www.tcl.edu/catalog-search/ <ul style="list-style-type: none"> • Go to the most recent online catalog • Go to the student handbook link
The Physical Therapist Assistant program adheres to the clinical attendance policy set forth in the Health Sciences Division handbook. The current Health Science Division Handbook can be accessed from: https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/ <ul style="list-style-type: none"> • Go to the resources link to find the Health Science Division Handbook
The attendance policy includes the College attendance policy, the Health Sciences Division attendance policy, and includes, but is not limited to the following: <ul style="list-style-type: none"> a. Arrival to class, clinical, and lab by the published time is an expectation for all students. b. Class, clinical, and lab times are measured by the clock in these teaching areas. c. Arrival to class after the scheduled start time or leaving class prior to dismissal counts as a tardy. d. Three tardies and/or early departures are considered as one absence unless stated otherwise. e. Instructor must be notified prior to start of class by call, text or email if the student is going to be late or absent.

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<p>It is the student's responsibility to sign the roll sheet (if used) or verify attendance with instructor upon entering the classroom.</p> <ol style="list-style-type: none"> Failure to sign the roll/verify attendance results in a recorded absence. The student is responsible for all material/ announcements presented, whether present or absent.
<p>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.</p>
<p>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.</p>
<p>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.</p> <ol style="list-style-type: none"> Reinstatement requires the signature of the division Dean.
<p>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.</p> <ol style="list-style-type: none"> Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.
<p>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</p> <p style="text-align: center;">OR</p> <p>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.</p>
<p>Absences are counted from the first day of class.</p> <ol style="list-style-type: none"> There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
<p>A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.</p>
<p>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.</p> <ol style="list-style-type: none"> Three tardies and/or early departures are considered as one absence unless stated otherwise.
<p>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 ensure that attendance is marked.</p> <ol style="list-style-type: none"> The student is responsible for all material/ announcements presented, whether present or absent.

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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.

- a. 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**.

Students must notify the clinical site in addition to leaving a message on the administrative assistant's voice mail no later than "30 minutes" PRIOR to their clinical start time and follow proper steps outlined in the course syllabus and/or syllabus addendum in addition to the PTA Student Handbook depending upon the student's tardiness or being absent from the clinical setting.

- a. The Division of Health Sciences telephone number is (843-525-8267). **Failure to follow notification procedures WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities.

- a. **"NO CALL, NO SHOW"*** while participating in a clinical rotation is unprofessional conduct and **THE STUDENT WILL BE DISMISSED FROM THE PROGRAM. *Please refer to the Division Handbook for clarification of the No Call/No Show process.**
- b. If an absence should occur, student will be required to make up missed clinical time. Makeup time is scheduled by the program faculty. Your makeup time will be scheduled following the last week of your clinical rotation. In order to receive a grade, clinical hours must be made up per schedule coordinated by the CI/CCCE/ACCE.
- c. Missed clinical time that is not made up as indicated above will result in an incomplete for the course.

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 the event of hazardous weather conditions, local radio and television stations will announce information concerning the cancellation of classes.

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- Please tune to The River, 98.7 FM, for announcements of college closing due to hazardous weather.
- Tracking of any hazardous weather may also be found on the website at www.tcl.edu.
- With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (www.tcl.edu/text-alert).

ACADEMIC MISCONDUCT

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

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

There is no tolerance at TCL for academic dishonesty and misconduct. It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

Examples include, but are not limited to:

- a. Viewing another student's computer screen during a quiz or examinations.
- b. Talking or communicating with another student during a test.
- c. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment
- d. 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.
- e. Knowingly aiding a person involved in academic misconduct.
- f. Providing false information to staff and/or faculty.
- g. Entering an office unaccompanied by faculty or staff.
- h. Misuse of electronic devices.

APPROPRIATE USE OF ELECTRONIC DEVICES

TCL recognizes the importance of providing the best learning environment for its students. To eliminate class disruptions and protect the integrity of the classroom and instruction, **the use of electronic devices such as cellular phones, pagers, smart watches and other electronic devices is not permitted in classrooms/labs, the Learning Resources Center, computer laboratories, testing centers, and other instructional locations at TCL.**

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

- **A computer with access to a high speed Internet connection**

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- **A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.**
 - **Microsoft Office.**
 - **The ability to install the Honorlock extension on Google Chrome.**
- Microsoft Office can be downloaded for free by accessing the Office 365 link in you TCL email account.

The student will receive a **grade reduction per violation** of this policy after the **first** warning.

Students **are not allowed** to have their **cellular phones, pagers, smart watches, and other electronic devices** at their clinical rotations unless otherwise directed by their clinical instructor. Violation of the rules/requirements listed above **will be reason for dismissal from the Physical Therapist Assistant program.**

DRESS CODE

General Dress Code Requirements

- a. Students are expected to attend class dressed neatly and well groomed.
- b. Clothes must be clean, non-stained, in good repair, tucked in as appropriate, pressed and free of wrinkles.
- c. Clothing must be non-seductive, and not exotic or extreme in style.
- d. Clothing should fit properly, proportionately correct for body size (not too tight, oversized, too short, too long, etc.).
- e. Clothing should meet dress code standards for the classroom, laboratory, and clinic.
- f. TCL branded clothing is acceptable if it meets dress code requirements.
- g. All students are expected to wear appropriate undergarments that are not visible (for example: colors, prints, thongs, etc.) and must be worn under the exterior garment.
- h. A bra must be worn by females including under a camisole.
- i. Caps and sunglasses will be removed in the classroom.
- j. Clothing must not reveal the navel, breast or bottom.

A student in violation of the dress code will result in dismissal from the classroom, laboratory, or clinical setting, and will count as an absence.

Classroom Dress Code Requirements

- a. Solid colored polo shirt and solid colored business casual pants.
- b. Closed toe, comfortable shoes/athletic shoes.
- c. Plain socks.
- d. TCL branded clothing is acceptable if it meets dress code requirements.

A student in violation of the dress code will result in dismissal from the classroom, and will be counted as an absence.

Clinical Dress Code Requirements

1. The required clinic attire for students includes wearing student ID badge or other student ID badge as required by the clinical facility.
2. If the clinical site does not provide a dress code, students will follow these guidelines:
Solid colored polo shirt and solid colored business casual pants: khaki, black or navy pants

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with a belt and a collared shirt with sleeves. Clothing should not be transparent or see-through in any way. Clothing must be clean and free of stains and wrinkles, and must be of a type that does not limit the ability to perform patient care activities. Shoes must be worn with socks and must have closed toes and flat heels. Rubber soles are recommended for comfort in the clinic. Hair must be maintained off the collar and away from the face. Ornate hair fasteners are not appropriate. Students with a beard or mustache must keep it neat, clean and well-trimmed. Fingernails must be clean and no longer than ¼ inch in length. Only clear or neutral colored nail polish is permitted and artificial nails of any type are not allowed. Jeans, mini-skirts, T-shirts and sandals are not acceptable clinical attire.
3. If the clinical site requires, students will comply with the clinical site policy of wearing scrubs
4. Only the following items of jewelry are permitted: wedding bands, medical identification bracelets, and one small, plain stud earring in each ear; other visible forms of body jewelry may not be worn in the clinical setting. A watch with a second hand must be worn.
5. Tattoos and other forms of body art must be covered
6. The close physical contact that is necessary in the clinic requires consistent attention to personal hygiene. To prevent offending patients, students should use deodorant and maintain proper oral hygiene at all times.
7. Perfume or strong after-shave lotions are not appropriate in clinical settings.
8. Gum chewing and smoking/tobacco chewing are not permitted in clinical settings.
<i>A student in violation of the dress code will result in dismissal from the clinical, and will be counted as an absence.</i>

STUDENT RESPONSIBILITIES

Students are expected read the current version, and abide by the policies and procedures set forth by the following documents: <ol style="list-style-type: none"> a. TCL Student Handbook b. Health Sciences Division Handbook c. Physical Therapist Assistant Program Handbook d. Physical Therapist Assistant Clinical Education Manual Students should make notes of any questions they may wish to ask. This will allow the students to have a better understanding of the expectations of the college, Health Sciences Division, and the PTA program.
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INTELLECTUAL PROPERTY

All course materials including, but not limited to syllabi, handouts, skills criteria, and recordings of any kind are considered to be the property of the program faculty.
No recordings are allowed of class lectures and/or labs.
The student will not sell, post to the Internet, or in any other way disseminate course materials to anyone outside their cohort group.

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Unauthorized use, including dissemination of any course materials and information to others will be considered to be Academic Misconduct. Violations are subject to disciplinary action up to, and including dismissal from the Physical Therapist Assistant Program.

COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY COURSE EVALUATION

Clinical Affiliation Grading Policy

All clinical education courses are graded on a pass/fail basis. The Academic Coordinator of Clinical Education will assign each student a final grade based on documented input from the clinical instructor and completion of paperwork and assignments associated with each course.

The final decision as to whether or not the student passes the clinical experience is made by the ACCE. This decision is a professional judgment based upon the following:

1. Scores for the final evaluation on the TCL clinical performance grading tool or the Clinical Performance Instrument. There is a minimum criteria score which must be met to consider the clinical experience passed. Refer *Criteria for Passing Clinical Education Courses*.
2. Problems or concerns raised by the CI and student during the clinical experience and whether or not these were effectively resolved.
3. How the problems affect patient safety and patient care.
4. How the problems affect the student's chances of performing at required level by completion or graduation.
5. Whether or not the problems fit a pattern of problems and concerns that were evident
6. during the student's academic period.
7. ACCE consultation with the PTA Program Coordinator, Dean of Health Science and CI.
8. The most effective manner in which the problems can be remediated.
9. The uniqueness or complexity of the clinical site.
10. Whether or not all outcomes on the course syllabus have been met.

Criteria for Passing PT Clinical Education

To pass, the student must receive the minimum acceptable score on each performance evaluation criterion of the TCL Clinical Performance grading tool or the Clinical Performance Instrument (CPI).

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PTA 252 – First Clinical Experience

Criteria Achievement per TCL clinical performance tool	Grade/Percent
1-7	S

PTA 253 – Second Clinical Experience

Criteria Achievement per CPI	Grade/Percent
1	95%
2,3,4,5,6,8,19	80%
7,9-17,20	70+ %

PTA 266 – Third Clinical Experience

Criteria Achievement per CPI	Grade/Percent
1	100%
2,3,4,5,6,8,19	90%
7,9-17,20	80+ %

COURSE EVALUATION

EVALUATION	Number of Assignments	Passing Criteria
Complete 320 clinical hours	1	S/U
Complete Weekly Reflective Journal/SOAP Assignments	8	≥75%
Complete Weekly Discussion Board Assignments	8	≥75%
Achieve appropriate criteria noted above on the TCL clinical performance grading tool or the APTA Clinical Performance Instrument (CPI)	1	S/U

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Required Clinical Education Paperwork/Documents	all	S/U	GRADING SCALE
Any course assignments outlined in this syllabus and/or posted on BlackBoard	all	S/U	
TOTAL		PASS	
90% - 100% A 82% - 89% B 75% - 81% C 70% - 74% D Below 70% F	W withdraw WP withdraw with passing grade WF withdraw with failing grade I Incomplete	PASS: Satisfactory Completion of the following: <ul style="list-style-type: none"> • \geq (75%) on assignments • Required submissions • Completion of Clinical Hours • Meet relevant criteria per clinical rotation • ACCE final assessment of satisfactory performance 	
<p>Grading Methodology. The final grade must be 75.00% or more in order to pass the course and progress in the program.</p> <ul style="list-style-type: none"> • Grades will not be rounded up. • A final grade of less than 75.00% is not passing in any Health Science Program, and does not meet progress requirements. • 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. <ul style="list-style-type: none"> ○ 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. ○ Messages sent by other students are unacceptable. • The student is responsible for notifying the instructor for the reason of the absence. • Make up quizzes and/or examinations may be offered, at the instructor’s discretion, during the final examination period. • Additional options for makeup testing include reweighting the final examination. It is the responsibility of the student to contact the appropriate instructor to arrange to make up the examination. The instructor will decide the method of examination. • Grades are posted within one week of administration of tests and examinations. • Students with concerns or questions regarding grades awarded for a graded activity should contact the course faculty within one week of the grade being posted. 			

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- **Assignment completion: student must complete 100% of assignments to pass the course.**
- It is the **student's responsibility** to turn in assignments by the scheduled due date to earn full credit for the assignment. **Late assignments will incur a grade reduction.**
- Late Clinical Education paperwork submissions will not be accepted.
- If the total number of clinical hours are not met, a grade of incomplete/(I) will be issued until the hours have been completed.
- The student must complete requirements of a learning contract for any performance behaviors or skills that are unsatisfactory or require remediation based on the TCL clinical performance tool or the APTA CPI tool.
- A learning contract may be established for any behaviors that are unsatisfactory or require remediation after ONE written warning. The student must adhere to the requirements of the learning contract. Failure to do so may result in dismissal from the PTA program.
- **Each student will be expected to access any online portion of the class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for announcements and successful completion of the class.**
- **Students who fail to complete course assignments and activities will be put**

CLASS INFORMATION

COURSE COORDINATOR: Dr. Karen Monstein, PT, MS, DPT
OFFICE LOCATION: 4/126
PHONE NUMBER: 843-525-8218
OFFICE HOURS: As posted, by appointment. Students must check in with the Health Sciences Administrative Assistant before entering faculty offices.
E-MAIL: kmonstein@tcl.edu
Students are allowed to contact faculty through TCL e-mail and TCL related phone numbers only.

HEALTH SCIENCES OFFICE INFORMATION

ADMINISTRATIVE ASSISTANT: Mrs. LaQuetta Washington
LOCATION: 4/115
PHONE NUMBER: 843-525-8267
OFFICE HOURS: 8:00 am to 5:30 pm Monday-Thursday, 8:00 am -11:30 am Friday
ADMINISTRATIVE SUPPORT: Mrs. Ashley Cook
LOCATION: 4/108
PHONE NUMBER: 843-470-8378

Reviewed by: K. Monstein 12/2018

Reviewed and approved: GMLevicki 1/11/2019

OFFICE HOURS: 8:00 am to 5:30 pm Monday-Thursday, 8:00 am -11:30 am Friday

FACULTY

Faculty will respond to student inquiries within 3 business days.

ADDITIONAL RESOURCES

TCL Student Handbook (link via Catalog) : https://www.tcl.edu/catalog-search/
Health Sciences Division Handbook (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Student Handbook (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
PTA Clinical Education Manual (link via Other Resources): https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/
Academic Calendar: https://www.tcl.edu/academic-calendar/
Tutoring Services: https://www.tcl.edu/student-services/tutoring/
Library and Learning Resources Center: https://www.tcl.edu/library/
APA citation guide: http://libguides.tcl.edu/citationhelp
Online paper review: http://libguides.tcl.edu/paper
Office of Retention: https://www.tcl.edu/student-services/retention/
Student services: https://www.tcl.edu/student-services/

ATTACHMENTS

1. Course Syllabus and /or Addendum Acknowledgement : to be posted to Black Board
2. Course Syllabus Agreement: to be posted to Black Board
3. Course assignments and due dates: to be posted to Black Board Includes but not limited to the following: Required Pre-Clinical Paperwork Required Paperwork at conclusion of clinical assignment Clinical Performance Instrument must be completed on-line for midterm and final by CI and Student. Return completed APTA, PTA Student Clinical Experience Evaluation Form and mid-term Student Questionnaire to the ACCE and post answers in designated online locations. Presentation of in-service at your clinical site and/or post-clinical meeting In-service sheet and materials Self-reflection tools if indicated Additional items TBA Weekly self-reflective SOAP note and patient SOAP note submitted to blackboard Discussion board posting and response to one or more classmate's posts, according to the criteria of the rubric Questionnaires, evaluations and surveys as indicated
4. APTA Professionalism in Physical Therapy: Core Values

Reviewed by: K. Monstein 12/2018

Reviewed and approved: GMLevicki 1/11/2019

Technical College of the Lowcountry ▪ Division of Health Sciences ▪
Physical Therapist Assistant Program
Course Syllabus and /or Addendum Acknowledgement

Acknowledgement of PTH 266 – Physical Therapy Practicum

Instructor Name: Dr. Karen Monstein, PT, MS, DPT

I _____, understand it is my responsibility to read the **Spring 2019** Syllabus for **PTH 266 – Physical Therapy Practicum**.

Students should read the Syllabus and/or Addendums and make notes of any questions they may wish to ask. This will allow the students to have a better understanding of the expectation of class, program, and its faculty. Students are always notified when updates have been made as they will be asked to sign additional Acknowledgement Sheets.

Students will be required to print a copy of the entire Syllabus and/or Addendum to be included in their clinical education notebook.

Students will be expected to sign this statement indicating they have read and understand the **PTH 266 – Physical Therapy Practicum** Syllabus and/or Addendum, and understand that they are responsible to abide by the policies and procedures set forth by the aforementioned documents.

Signature

Date

Reviewed by: K. Monstein 12/2018

Reviewed and approved: GMLevicki 1/11/2019

Technical College of the Lowcountry ▪ Division of Health Sciences ▪
Physical Therapist Assistant Program
Course Syllabus Agreement

PTH 266 –Physical Therapy Practicum Syllabus Agreement

Instructor Name: Dr. Karen Monstein, PT, MS, DPT

The Syllabus for **PTH 266-Physical Therapy Practicum** provides information regarding the policies and procedures in effect for this course. Students must indicate agreement with each of the following statements by initialing on each line below:

_____ I have read the syllabus for **PTH 266-Physical Therapy Practicum**.

_____ I am aware that it is my responsibility to ask questions about the contents of the Syllabus and have those questions answered to my satisfaction.

_____ I understand that failure to follow any of the policies and procedures in this syllabus may result in my dismissal from the Physical Therapist Assistant Program.

_____ I have thoroughly read and completely understand all the grading policies, and attendance policies of the Physical Therapist Assistant Program.

_____ I agree to fully participate in the lab portion of classes in the Physical Therapist Assistant Program. I understand that this requires hands on participation and that part/s of my body will be exposed and touched.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Technical College of the Lowcountry student handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Health Sciences Division Handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures

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set forth in the current Physical Therapist Assistant Program Handbook.

_____ I understand that it is my responsibility to read, and abide by the policies and procedures set forth in the current Physical Therapist Assistant Program Clinical Education Manual.

Student Signature and Date: _____

Student Name (Print): _____