



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

Course title and number	PTH 275 – Advanced Professional Preparation
Credit hours	1
Semester/year	Spring 2019
Course Catalog description	This course is 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.
Course pre-requisites	PTH 115, PTH 228, PTH 235, PTH 246, PTH 253
Course co-requisites	PTH 266, PTH 270
Department	Health Sciences
Instructors	Lecture: Dr. Vicki Daniel
Clock hours (lecture and laboratory)	Lecture: 1 Lab: 0
Lecture Schedule*	Day(s)/Time: Wednesdays, 10 am - 12 pm. Location: 4/128 * times/dates may change as needed to accommodate Holidays or other events
Lab Schedule	N/A
Required textbook(s)	
GILES, S. (2017). PTA: the complete study guide. S.l.: SCORE BUILDERS. ISBN: 978-1-890989-39-2	
Recommended book(s)	
McGrimmon, L. (2014). <i>The resume writing guide: a step-by-step workbook for creating a winning resume</i> . Lexington, KY: Lisa McGrimmon. ISBN: 978-1502429322	

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

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students with disabilities at (843) 525-8228 during **the first ten business days of the academic term.**

CLASS FOCUS

The purpose of this course is to prepare the Physical Therapist Assistant student to achieve the minimum knowledge and skills required to effectively treat patients and clients as set forth by the following guideline: **MINIMUM REQUIRED SKILLS OF PHYSICAL THERAPIST ASSISTANT GRADUATES AT ENTRY-LEVEL BOD G11-08-09-18**

https://www.apta.org/uploadedFiles/APTAorg/About_Us/Policies/BOD/Education/MinReqSkillsPTAGrad.pdf

- Minimum skills are defined as foundational skills that are indispensable for a new graduate physical therapist assistant to perform on patients/clients in a competent and coordinated manner **under the direction and supervision of the physical therapist.**
- Skills considered essential for any physical therapist assistant graduate include those addressing all systems (ie, musculoskeletal, neurological, cardiovascular pulmonary, integumentary) and the continuum of patient/client care throughout the lifespan.

PTH will focus on the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examination.

COURSE OBJECTIVES/LEARNING OUTCOME

By the end of PTH 275, students will:

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. Satisfactorily exhibit professional/responsible behaviors as evidenced by a mid-term evaluation and final evaluation.*
6. Identify career development and lifelong learning opportunities, including the role of the physical therapist assistant in the clinical education of physical therapist assistant students (7d14).*†
7. Prepare a study plan based on results of mock NPTE examination.*
8. Examine the process of obtaining a physical therapist assistant license.*
9. Discuss the issues related to maintaining professional licensure.*

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10. Develop a written resume, professional cover letter, and reference list that highlights professional qualities and potential for employment as a PTA.*
11. Analyze skills necessary to successfully interview and be hired working as a PTA*
*denotes crucial objective †CAPTE curriculum element

COURSE TOPIC OUTLINE

1. PTA National Board Examination Preparation
2. PTA Initial licensure process
3. PTA licensure maintenance
4. Resume writing
5. Interviewing
6. PTA Professional development
7. Mock National Board Examination

COURSE REQUIREMENTS

CLASSROOM REQUIREMENTS

<p>Technical requirements include, but are not limited to:</p> <ul style="list-style-type: none"> • 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 • Webcam and microphone • The ability to install the Honorlock extension on Google Chrome.
<p>For this course to run properly, the student is expected to be prepared for each class including, but not limited to:</p> <ul style="list-style-type: none"> • Completing assignments • Participation in class activities • Participation in service learning

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COURSE POLICIES AND PROCEDURES

TEACHING METHODS AND LEARNING EXPERIENCES

Course objectives will be met through lecture, peer instruction, service learning, case studies, cooperative learning, and discussion utilizing various media to maximize the clinical relevance of the material presented.

ASSIGNMENT COMPLETION

Students are expected to complete all course assignments and activities that are assigned. **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 on a learning contract in an effort to remediate this behavior. Students that fail to fulfill the terms of the learning contract will be withdrawn from the Physical Therapist Assistant program. If students do not complete all assigned activities by the end of the course, the student will be given an incomplete for the class. Students with an incomplete may not progress in the program and will be withdrawn from the PTA program.

GROUP ASSIGNMENTS

Students may be given assignments that require pair or group work. Students are expected to contribute equally to the final product turned in for evaluation/grading. Students that do not or cannot provide supporting information as to the degree of participation in the pair or group project/assignments will be subject to grade reduction at the discretion of the instructor. Students that are found to be deficient in this area will be put on a learning contract in an effort to remediate this behavior. Students that fail to fulfill the terms of the learning contract will be withdrawn from the Physical Therapist Assistant program.

PROFESSIONAL BEHAVIORS/RESPONSIBILITIES

Students are expected to exhibit professional/responsible behavior at all times. These behaviors include, but **are not limited to**, the following:

1. Punctuality as evidenced by adherence to the college attendance policy.
2. Attendance as evidenced by adherence to the college attendance policy.
3. Effective use of class and lab time as evidenced by student seeking out independent learning experiences and completing pre-class assignments.
4. Timely assignment completion as evidenced by turning in assignments on or before their due dates.

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5. Meeting program deadlines as evidenced by adherence to the Health Sciences Division and Physical Therapist Assistant handbook.
6. Demonstration of the ability to be a cooperative and contributing member of the class as evidenced by courteous and respectful behavior.
7. Communicating effectively and appropriately as evidenced by clear, concise, and unambiguous verbal and written communications.
8. Using the scientific method in problem solving as evidenced by problem identification and solution formulation without excessive prompting by the instructor.
9. Demonstrating the ability to accept constructive feedback as evidenced by reciprocal communication and professional growth. Temperament is of a controlled and respectful manner.
10. Demonstrating emotional maturity and stability.
11. Demonstrating the ability to be flexible when encountering unexpected situations.
12. Displaying honesty and integrity as evidenced by forthright behavior with peers, faculty and staff.
13. Demonstrating appropriate level of self- confidence per the level of didactic and laboratory material as evidenced by self-recognition of limits, and asking for assistance when appropriate.
14. Complying with rules of the classroom, lab, and building as evidenced by adherence to the policies and procedures of the College, Health Sciences Division and Physical Therapy Program.
Students that are found to be deficient in this area will be put on a learning contract in an effort to remediate this behavior. Students that fail to fulfill the terms of the learning contract will be withdrawn from the Physical Therapist Assistant program.

TESTING PROCEDURES

Testing procedure include, but are not limited to taking tests at the TCL testing center. Students will observe the following Testing Center Rules & Regulations which can be found at: https://www.tcl.edu/admissions/placement-testing/
In class exam procedures include, but are not limited to the instructions in the PTA student handbook. Individual instructors and/or proctors may add additional testing instruction to any exam procedures.*
During examinations, students must remove watches and hats and place in the front of the classroom, along with all personal belongings and electronic devices. a. There is a 10 point penalty on the examination for any noise emitting from an electronic device.
For electronic tests, the correct answer to test questions are available for immediate review after the test is complete via the electronic testing system. For paper tests, correct answers will be given in class. Class time is not taken discussing individual questions. Students can make an appointment with the instructor to review their test and ask questions.
Honorlock Online Proctoring and Technology Requirements:

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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
- 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.

****During paper examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.***

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.

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.

- a. Students in the Physical Therapy 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/>

- 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

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<p>be accessed from: https://www.tcl.edu/programs/physical-therapist-assistant-associate-of-applied-science/</p> <ul style="list-style-type: none"> • Go to the resources link to find the Health Science Division Handbook
<p>The attendance policy includes the College attendance policy, the Health Sciences Division attendance policy, and includes, but is not limited to the following:</p> <ol style="list-style-type: none"> Arrival to class, clinical, and lab by the published time is an expectation for all students. Class, clinical, and lab times are measured by the clock in these teaching areas. 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. Instructor must be notified prior to start of class by call, text or email if the student is going to be late or absent.
<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>Attendance in an online course is defined by; at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.</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.

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When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw 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

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.

Absences are counted from the first day of class.

- a. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

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.

- a. Three tardies and/or early departures are considered as one absence unless stated otherwise.

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.

- a. **The student is responsible** for all material/ announcements presented, whether present or absent.

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**.

Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities. **“No Call,/No show”** for clinical is unprofessional conduct and the student will be withdrawn from the program with a WF.

Please refer to the Division Handbook for clarification of the No Call/No Show process.

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.

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HAZARDOUS WEATHER/TEXT ALERT

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

- 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 (<https://tcl.reggroup.com/signup>).

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.

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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.**

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. Violation of the rules/requirements listed above **will be reason for dismissal from the Physical Therapy 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

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<ul style="list-style-type: none"> 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. e. Scrubs that meet the uniform standards of the clinical site.
<i>A student in violation of the dress code will result in dismissal from the clinical, and will be counted as an absence.</i>
Laboratory Dress Code Requirements
<ul style="list-style-type: none"> a. Plain solid colored t-shirt or tank top. b. Plain solid colored shorts. c. Plain socks. d. Plain sweat shirt. e. Plain warm up top/bottom. f. TCL branded clothing is acceptable if it meets dress code requirements.
<i>A student in violation of the dress code will result in dismissal from the laboratory, and will be counted as an absence.</i>

STUDENT RESPONSIBILITIES

<p>Students are expected read the current version, and abide by the policies and procedures set forth by the following documents:</p> <ul 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 <p>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.</p>
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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.
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.

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COURSE STANDARDS, EVALUATION METHODS/CRITERIA, GRADING POLICY

COURSE EVALUATION

EVALUATION CATEGORIES	Number of Assignments	Percentage of Weighted Grade
Weekly assignments	7	75%
Final Examination/Mock NPTE	1	25%
Total Percentage Weighted Grade		100%

GRADING SCALE

Grading scale	
90% - 100% A	W withdraw
82% - 89% B	WP withdraw with passing grade
75% - 81% C	WF withdraw with failing grade
70% - 74% D	I Incomplete
Below 70% F	S Satisfactory
	U Unsatisfactory

GRADING POLICY

Course Evaluation. Assignments, tests, quizzes, projects, etc. will be assigned points. These points contribute to the total number of points for each evaluation category. These points are then weighted per the “percentage of weighted grade” assigned to each evaluation category. The weighted total for all categories combined must equal 100%. For example, the midterm is weighted at 25% of the total grade. This is calculated by multiplying the score over the total points possible by the weight. For example, the midterm is worth 100 points. If a 90/100 is earned, then the calculation would be $.25(90/100)=.225$. Expressed as a percent, the amount earned equals 22.5% out of a possible 25%.

Grading Methodology. The total percentage weighted grade at the end of the course must be **75.00%** or more in order to pass the course and progress in the program. Students who score **below 75% will be withdrawn from the Physical Therapist Assistant Program.**

- Grades will not be rounded up.
- A final grade of less than 75.00% is not a passing grade 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.
 - Arrangements may be completed by telephone.

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- 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.**
- 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 not earn full credit and will be subject to grade reduction.**

Satisfactory/Unsatisfactory. Some assignments or evaluations are graded as satisfactory or unsatisfactory. Satisfactory is considered passing, and unsatisfactory is considered failing. Students whose performance and/or behavior is determined to be unsatisfactory will be given an opportunity to remediate via a learning contract. Students who fail the terms of the learning contract may be withdrawn from the Physical Therapist Assistant program.

CLASS INFORMATION

COURSE COORDINATOR: Dr. Vicki Daniel, MS, DPT
OFFICE LOCATION: 4/113
PHONE NUMBER: 843-525-8230
OFFICE HOURS: As posted, by appointment. Students must check in with the Health Sciences Administrative Assistant before entering faculty offices.
E-MAIL: vdaniel@tcl.edu
Students are allowed to contact faculty through TCL e-mail and TCL related phone numbers only.

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HEALTH SCIENCES OFFICE INFORMATION

ADMINISTRATIVE ASSISTANT: Mrs. LaQuetta Washington
LOCATION: 4/115
PHONE NUMBER: 843-525-8267
OFFICE HOURS: 8 am to 5:30 pm M-Th; Fridays 8-11:30
ADMINISTRATIVE SUPPORT: Mrs. Ashely Cook
LOCATION: 4/108
PHONE NUMBER: 843-470-8378
OFFICE HOURS: 8:00 am to 5:30 pm M-Th; Fridays 8-11:30

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 calendar: to be posted to Black Board
4. Class assignments and due dates: to be posted to Black Board
5. Skills checklist (lab course only): to be posted to Black Board

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

Acknowledgement of PTH 275 – Advanced Professional Preparation Syllabus

Instructors Name: Dr. Vicki Daniel, MS, DPT

I _____, understand it is my responsibility to read the **Spring 2019** Syllabus for **PTH 275 – Advanced Professional Preparation**. 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 275 – Advanced Professional Preparation** 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: V. Daniel 8/2017

Reviewed and approved by: GMLevicki 8/2017 Revised: 12/2017 Approved: GMLevicki 5/2018

Approved: GMLevicki 8/2018 Revised/approved: GMLevicki 1/10/2019

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

PTH 275 - Advanced Professional Preparation Syllabus Agreement

Instructors Name: Dr. Vicki Daniel, MS, DPT

The Syllabus for **PTH 275 - Advanced Professional Preparation** 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 275 - Advanced Professional Preparation**

_____ 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 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): _____

Reviewed by: V. Daniel 8/2017

Reviewed and approved by: GMLevicki 8/2017 Revised: 12/2017 Approved: GMLevicki 5/2018

Approved: GMLevicki 8/2018 Revised/approved: GMLevicki 1/10/2019