



TECHNICAL COLLEGE OF THE LOWCOUNTRY

Course title and number	PTH 235 – Interpersonal Dynamics
Credit hours	2
Course Catalog description	This course introduces the dynamics of the health professional/patient relationship and includes communication and principles of respectful interaction throughout the life cycle.
Course pre-requisites	Acceptance into the Physical Therapist Assistant Program
Course co-requisites	BIO 210, ENG 101, MAT 120, PTH 101, PTH 221, PTH 205 Health Sciences – PTA Program
Clock hours (lecture/lab)	Lecture: 2 Lab: 0

Required textbook(s)

Boyd, L., Campton, A., Frain, J., & Nguyen, J. *Effective communication for health professionals* (2nd ed.). St. Louis, MO: Elsevier. ISBN 978-0-323-62545-6

Recommended textbook(s)/Sources

Advancing Effective Communication, Cultural Competence, and Patient- and Family-Centered Care. (n.d.). Retrieved from

<https://www.jointcommission.org/assets/1/6/ARoadmapforHospitalsfinalversion727.pdf>

Advancing Effective Communication, Cultural Competence, and Patient- and Family-Centered Care. (n.d.). Retrieved from

https://www.jointcommission.org/assets/1/18/LGBTFieldGuide_WEB_LINKED_VER.pdf

Gardner, K. (n.d.). APTA Core Ethics Documents. Retrieved from

<http://www.apta.org/Ethics/Core/>

Gardner, K. (n.d.). APTA Core Ethics Documents. Retrieved from

<http://www.apta.org/Ethics/Core/>

Neil, A. (n.d.). Values-based Behaviors for the PTA. Retrieved from

<http://www.apta.org/ValuesBasedBehaviors/>

TEXT AND REFERENCES

No Purchase Necessary. Beginning Fall 2021, TCL implemented a new textbook model called First Day Complete (FDC). With FDC, a per credit hour book fee was added to your tuition at the time of registration. Please check your *new* TCL email account where you have been sent a link to reserve your books with the TCL College Store. Refer to this link for all details concerning FDC <https://www.tcl.edu/first-day-complete-textbook-program/>

PPE REQUIREMENTS

Until further notice, there is a mask mandate in place indoors at TCL. Failure to adhere to the mask requirement will result in the following:

- First Offense: Verbal Warning
- Second Offense: You will be asked to leave class with an absence for that day.
- Third Offense: You will be asked to leave class and must meet with Associate Vice President Rodney Adams in Building 2 room 203 prior to returning to class.

In addition, all students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students may also be required to wear additional PPE while participating in “on campus” lab activities to provide an environment that is representative of the program’s clinical facilities. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or “on campus” activities, and therefore unable to progress in the program.

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**

COURSE OUTCOMES

1. **Communication, Education, and Documentation:** Collaborate effectively as members of an inter-professional healthcare team by communicating in ways that are congruent with situational needs in all interactions within the role and responsibilities of the Physical Therapist Assistant.
2. **Participation in Health Care Environment and Practice Management:** Contribute to high-quality practice management in both patient care and non-patient care activities in an ever-changing healthcare environment.
3. **Behavior and Conduct:** Exhibit expected clinical behaviors in a professional and culturally competent and sensitive manner and that are consistent with established core professional values and established ethical and legal guidelines.

COURSE OBJECTIVES/LEARNING OUTCOMES

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. Differentiate the various reporting processes in suspected cases of abuse of vulnerable populations (7D2). *†
7. Consider and develop strategies that ensure ethical communication and practice in a manner consistent with the Guide for Conduct of the Physical Therapist Assistant (APTA) and Standards of Ethical Conduct (APTA) to meet the expectations of patients, members of the physical therapy profession, and other providers as necessary (7D4). *†
8. Evaluate the duty of the healthcare professional to exhibit behaviors that are consistent with APTA's Values Based Behaviors for the Physical Therapist Assistant (7D5). *†
9. Implement, in response to an ethical situation involving confidentiality, a plan of action that demonstrates sound moral reasoning congruent with core professional ethics and values (7D6). *†
10. Identify factors that affect communications with all stakeholders, including patients/clients, family members, caregivers, practitioners, interprofessional team members, consumers, payers, and policymakers (7D7). *†
11. Differentiate key issues related to patients'/clients' differences, values, preferences, and expressed needs in mock scenarios (7D8). *†
12. Apply current knowledge, theory, and clinical judgment while considering the patient/client perspective and the environment, in the context of the treatment situation (7D9). *†
13. Identify and integrate appropriate evidence-based resources into class assignments (7D11). *†
14. Effectively educate fellow students during class presentation (7D12). *†
15. Recognize key elements necessary for interviewing patients/clients, caregivers, and family to obtain current info related to prior and current level of function and general health status (7D15). *†
16. Explain the role of the International Classification of Functioning, Disability and Health (ICF) to describe how this affects communication with the patient/client (7D16). *†
17. Discuss how verbal and non-verbal communication play a key role in patient/client education (7D23g). *†
18. Respond effectively to patient/client and environmental emergencies that commonly occur in the clinical setting (7D26). *†
19. Identify behaviors and describe situations that contribute to the improvement of patient and healthcare provider safety (7D27). *†
20. Identify key elements of communication that aid to increasing patient-centered inter-professional collaborative care (7D28). *†
21. Student will recognize the importance of communication to maximize patient-centered inter-professional collaborative care (7D28). *†
22. Research and reflect on the provision of patient-centered inter-professional collaborative care (7D29). *†
23. State an overall purpose of effective communication in health professions.

24. Demonstrate understanding of the need for ethical behavior and boundaries when providing information.
25. Explain the importance of reflection in the everyday practice of health professionals.
26. Explain the impact of cultural difference upon communication.

**denotes crucial objective*

†CAPTE curriculum element

COURSE TOPIC OUTLINE

1. **Communicating in Health Care**
2. **Gathering Information**
3. **Educating Patients**
4. **Communicating with Diverse Patient Groups**
5. **Communicating Through Barriers**
6. **Communicating Through Illnesses and Disorders**
7. **Communicating Through the Grief Process**
8. **Communicating in the Workplace**
9. **Documenting Patient Care**

COURSE REQUIREMENTS

CLASSROOM REQUIREMENTS

Technical requirements include, but are not limited to:

- PC or Mac computer access
- Zoom 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 enough storage
- Reliable e-mail account access and Internet provider
- CD-ROM/DVD capabilities
- Scanning capabilities
- Microsoft Office – Free download by accessing 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 lecture and lab activities, and participation in service learning.

COURSE POLICIES AND PROCEDURES

TEACHING METHODS AND LEARNING EXPERIENCES

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

TESTING PROCEDURES

TCL Testing Center - Students may be scheduled for testing at the TCL Testing center. Students will observe the following Testing Center Rules & Regulations:

- Students **must present a photo I.D. prior to testing.**
- Food and drinks are **not allowed** in the Testing Center.
- Cell phones are to be **turned off** prior to entering the Testing Center and stored in a locker.
- Children are **not allowed** to accompany students into the testing room and may not be left unattended in the lobby or hallway.
- You must leave enough time to complete your test before the Testing Center closes.
- If you have a documented disability and need special accommodations for placement testing, please contact the Associate Vice President of Student Affairs, at 843-525-8219.

Testing center information can be found here: <https://www.tcl.edu/admissions/placement-testing/>

In Class Exam Procedure – Full procedures can be reviewed in the PTA Student Handbook

- During paper examination, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.
- During examination, students must remove watches and hats and place in the front of the classroom, along with all personal belongings and electronic devices.

Honorlock Online Proctoring and Technology Requirements

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.
- The ability to install the Honorlock extension on Google Chrome
- Microsoft Office.

Microsoft Office can be downloaded for free by accessing the Office 365 link in your TCL email account.

ASSIGNMENT COMPLETION

Students are expected to complete all course assignments and activities that are assigned. Students who fail to complete course assignments and activities will be put on a learning contract as 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.

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.

Each student is required to actively participate in laboratory sessions by practicing the application of entry-level clinical skills and techniques on fellow classmates. Appropriate and professional behavior is always expected at from students.

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

These behaviors include, but **are not limited to**, the following:

- Punctuality as evidenced by adherence to the college attendance policy.
- Attendance as evidenced by adherence to the college attendance policy.
- Effective use of class and lab time as evidenced by student seeking out independent learning experiences and completing pre-class assignments.

- Timely assignment completion as evidenced by turning in assignments on or before their due dates.
- Meeting program deadlines as evidenced by adherence to the Health Sciences Division and Physical Therapist Assistant handbook.
- Demonstration of the ability to be a cooperative and contributing member of the class as evidenced by courteous and respectful behavior
- Demonstrating the ability to be flexible when encountering unexpected situations
- Complying with rules of the classroom, lab and building as evidenced by the adherence to the policies and procedures of the College, Health Sciences Division and Physical Therapist Assistant Program

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 can contact faculty and staff through TCL e-mail and TCL related phone numbers only. In certain instances, student may be required to contact TCL faculty as instructed via a mobile application. 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/>

- 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/>

- 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:

- 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.**

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

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.**

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

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 to indicate attendance in the class. Students not attending class must be dropped from the class for NOT ATTENDING.

- REINSTATEMENT requires the signature of the Division Dean.

In the event it becomes necessary for a student to withdraw from the course **OR** if a student stops attending class, **it is the student's responsibility to initiate and complete the necessary paperwork.**

- Withdrawing from class may have consequences associated with financial aid and time to completion. 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.

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

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. 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. 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. **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.

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.

HAZARDOUS WEATHER

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 (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.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health Science programs. 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, Scantron, 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. Safe Assignment is used to detect plagiarism.
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 (including, but not limited to: cell phones, laptops, tablets, smart watches, etc.)

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 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

Dress code requirements (general, classroom, clinical and laboratory) are listed in the **Physical Therapist Assistant Handbook Section II**. A student in violation of the dress code will result in dismissal for the classroom, lab or clinical setting and will count as an absence.

STUDENT RESPONSIBILITIES

Students are expected read the current version, and abide by the policies and procedures set forth by the following documents:

- TCL Student Handbook
- Health Sciences Division Handbook
- Physical Therapist Assistant Program Handbook
- 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.

INTELLECTUAL PROPERTY

All course materials including, but not limited to syllabi, handouts, skills criteria, and recordings of any kind are considered 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 Academic Misconduct. Violations are subject to disciplinary action up to and including dismissal from the Physical Therapist Assistant Program.

COURSE STANDARDS, EVALUATION METHODS/CRITERIA

EVALUATION CATEGORIES	Number of Assignments	Percentage of Weighted Grade
Midterm Exam	1	15%
Final Exam	1	20%
Peer Interview Paper	1	15%
In-class Assignments/Group Discussion	Weekly	30%
Syllabus Agreement/Participation		5%
Final Presentation	1	15%
Total		100%

93% - 100% A	W	withdraw
85% - 92% B	WP	withdraw with passing grade
78% - 84% C	WF	withdraw with failing grade
70% - 77% D	I	Incomplete
Below 70% F		

Grading Methodology The final grade must be 78.00% or more in order to pass the course and progress in the program.

- Grades will not be rounded up.
- A final grade of **less than 78.00%** 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.
- 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.**
- 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 of (10%) for each day late.**
- 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.
- At the conclusion of each laboratory experience, the student’s lab performance is evaluated as being satisfactory or unsatisfactory. **The student must achieve satisfactory performance in 78% of labs to pass the class and progress in the program.**
- The student’s performance is evaluated based on environmental contribution, attendance, and preparedness. Performance expectations include:
 - Arriving on time and in proper attire;
 - Completing laboratory assignments on time and in the prescribed manner;
 - Performing **physical therapy techniques safely and competently**;
 - **Accurately perform physical therapy skills** and procedures learned in campus lab;
 - **Correctly applying** all previously mastered knowledge, skills, and abilities.
 - Contributing to a **productive learning environment** for self and others by:
 - Being prepared for the lab activities by reading and watching assigned media if applicable.
 - Answering questions and identifying steps or processes about skill.
 - Remaining attentive

Skills Checks and Practical Exam Grading Policies

Each student **must demonstrate safety and competence** in required laboratory skills.

- Students are responsible for insuring that laboratory skills are checked off by the instructor.
- Students will be given **two opportunities** to pass each skill check.
- The Laboratory Skills Achievement List for this course can be found posted on Black Board.
- All laboratory practicals must be passed with a minimum score of 78% in order to pass the course.
- Should the student fail the practical exam, they will be given one opportunity to retake the exam. The **highest possible score** on retaking the exam is 78%.

Noncompliance with a **critical safety criterion** and **inability to demonstrate competence** in the tested skills will result in an automatic failure on skills checks and practical exams.

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 calendar: to be posted to Black Board
3. Class assignments and due dates: to be posted to Black Board

SYLLABUS SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A **disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)

7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving

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

Acknowledgement of PTH 235 – Interpersonal Dynamics Syllabus

I _____, understand it is my responsibility to read the Syllabus for **PTH 235 – Interpersonal Dynamics**. 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 235 – Interpersonal Dynamics** 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

