

Division of Health Sciences

Physical Therapist Assistant Program

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

# PTHA 1391: Special Topics | Lecture 15640

Fall 2019 | 16 Weeks (8.26.2019 -12.15.2019)

In-Person | 301

Lecture: Thursday 9:00am-12:00pm

2 Credit Hours (3 hours lecture) |48 Hours hours per semester

## Instructor Contact Information

Instructor: Karen Somer, PT Office Phone: 713-718-7387

Office: Coleman, Room 423 Office Hours: M 2-430pm F 3-4:00pm

HCC Email: Karen.Somer@hccs.edu Office Location: Coleman Suite 426

CRN #: 15709

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in our class is very important to me. I am available to hear concerns and to discuss course topics.

### Instructor’s Preferred Method of Contact

**BEST way to contact me is via CANVAS EMAIL**

**I will also provide you with my cell phone. We will set up a time for you to call me and I will make you a contact. I will ONLY answer calls that are on my contact list.**

**If I do not answer your email promptly you can text me to remind me to read your email.**

**If you abuse my cell phone with non-urgent matters or call at inappropriate times, you will be removed from my contact list.**

**Alternative email: HCC Email – Karen.somer@hccs.edu**

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

## What’s Exciting About This Course

This course will provide you with the opportunity to learn more about yourself re: what makes you personally successful and what might be holding you back from achieving your goals. We, the human race, tend to make excellent use of the areas of which we perform well and tend to ignore the areas that require attention. Addressing these neglected areas can make a marked difference in your ability to succeed.

## My Personal Welcome

Welcome to Special Topics. You are probably questioning the worth of this course and currently wish you did not need to enroll. Each of us has control over our own destiny. We cannot decide the course of another adult.

Taking command of your academic and clinical work in a productive way requires honest reflective thinking and a proactive approach. Please take this opportunity to expand your academic and clinical skills by sharpening your self- evaluation and developing a broader base of study strategies.

I am open to suggestions. It is my hope that you will embrace this course with a positive attitude which will help set the flavor of this course. I believe this is a great course for me to be facilitating as I required maturing and the owning of my behaviors, that were at one time detrimental to my success, but ultimately led to a fulfilling exciting career. My wish for you is to experience all the success you would like for a rewarding future.

I am available to support you. The fastest way to reach me is through CANVAS email. HCC email is the alternative email address. The best way to really discuss issues is in person. Please make an appointment to see me during unscheduled hours. I’m available during posted office hours to tackle questions.

## Prerequisites and/or Co-Requisites

Departmental approval

## Canvas Learning Management System

This section of PTHA 1391 will use Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments and activities, take exams and quizzes, and turn in assignments. This course will be delivered in a hybrid classroom format. Students will be assigned instructional material and reading that must be completed prior to each class. The instructional material will be reviewed during the following class period. Use of Canvas is mandatory for this course. All course information including instructional materials, assignments, rubrics, and grades will be provided in Canvas.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **AS THE INTERNET BROWSER**.

### HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, lab exams, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Textbook Information

The textbooks listed below are **required** for this course:

**Reference Books for this Course**

**Clinical Kinesiology and Anatomy**, Sixth (6th) Edition; Lynn S. Lippert, MS, PT;

ISBN: 978-0-8036-5823-3

**Grant’s Atlas of Anatomy**, Fourteenth (14th) Edition; Agur and Dalley;

ISBN: 978-1-4698-9068-5

**Grant’s Anatomy Coloring Book**, First (1st) Edition; Agur and Dalley;

ISBN: 978-1496351258

**Pathology for the Physical Therapist Assistant**, Second (2nd) Edition; Goodman and Fuller;

ISBN 978-0-323-39549-6

**Therapeutic Exercise: Foundations & Techniques**, seventh (7th) Edition; Carolyn

Kisner, PT, MS and Lynn Allen Colby, PT, MS and John Borstad, PT, PhD

ISBN: 978-0-8036-5850-9

**Principles and Techniques of Patient Care**, Pierson & Fairchild, sixth (6th) Edition;

Sheryl L. Fairchild, BS, PT and Roberta Kuchler O’Shea, PT, DPT, PhD and Robin D.

Washington, PT, PhD.

ISBN: 978-0-323-44584-9

**Pediatric Physical Therapy**, Fifth (5th) Edition; Jan S. Tecklin

ISBN: 978-1-4511-7345-1

**Muscles: Testing and Function**, Fifth (5th) Edition; Florence Peterson Kendall, Elizabeth Kendall McCreary, et al; ISBN: 0-7817-4780-5

All resources used in your previous classes should be available to you.

**Required Book**

Guernsey Literary Potato Peel Society by [Mary Ann Shaffer](https://www.google.com/search?q=Mary+Ann+Shaffer&stick=H4sIAAAAAAAAAOPgE-LSz9U3MKksKE5OVwKzM4yLzYqStGSyk630k_Lzs_XLizJLSlLz4svzi7KtEktLMvKLFrEK-CYWVSo45uUpBGckpqWlFgEAgMqwBEsAAAA&sa=X&ved=2ahUKEwiPlua8t5fkAhUJLKwKHRbpAawQmxMoATAcegQIEBAK), [Annie Barrows](https://www.google.com/search?q=Annie+Barrows&stick=H4sIAAAAAAAAAOPgE-LSz9U3MKksKE5OVwKzTcuqLNOTtGSyk630k_Lzs_XLizJLSlLz4svzi7KtEktLMvKLFrHyOublZaYqOCUWFeWXFwMA3xf7e0gAAAA&sa=X&ved=2ahUKEwiPlua8t5fkAhUJLKwKHRbpAawQmxMoAjAcegQIEBAL)



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## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](http://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries’ resources and services is the HCCS library web page at [http://library.hccs.edu](http://library.hccs.edu/).

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

# Course Overview

This course addresses recently identified current events, skills, knowledge and/or attitiudes and behaviors pertinent to the technology or occupation and relevant professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

## Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

## Course Student Learning Outcomes (CSLOs)

All outcomes, objectives, instruction, and activities assume that the student is working under the direction and supervision of a licensed physical therapist. Utilizing information taught and demonstrated in lecture, assigned readings and assignments, the student will be able to demonstrate the following on tests and assignments with at least 75% overall accuracy by the end of the course:

Global Objectives

Upon completion of PTHA 1413, the student will be able to:

1. Communicate using basic medical terminology.
2. Explain the basic function, organization and purpose of the gastrointestinal system, reproductive system, hepatic system, and urologic system.
3. Explain the function, organization, and purpose of the nervous system.
4. Explain the function, organization, and purpose of the musculoskeletal system.
5. Distinguish between normal and abnormal human movement.
6. Analyze the systems and structures involved in a given motion for functional activity.
7. Locate muscles and key bony landmarks on 2D and 3D models or a live human by palpation.

Enabling Objectives

**1.0 Communicate using basic medical terminology**

* 1. Use medical terminology in oral and written form to describe patient positioning, anatomical directions, trunk and limb alignment at rest and with movement, and anatomical structures with correct pronunciation and spelling.
  2. Demonstrate anatomical position and describe movements and structure locations based upon anatomical position.
  3. Define the anatomical planes.
     1. Classify normal joint movements and axes based upon their location within the anatomical planes.

1. **Explain the basic function, organization and purpose of the gastrointestinal system, reproductive system, hepatic system, and urologic system.**
   1. Identify organs involved in the gastrointestinal, reproductive, hepatic, and urologic systems.
   2. Relate knowledge of the gastrointestinal, reproductive, hepatic, and urologic systems to physical therapy treatment.
2. **Explain the function, organization, and purpose of the nervous system.**
   1. Classify nervous system structures as central, peripheral, and/or autonomic.
   2. Describe the basic function of the central, peripheral, and autonomic nervous systems.
   3. Appraise the effect of lesions to the central or peripheral nervous system.
   4. Identify and label key components of the nervous system.
      1. Identify and label peripheral and cranial nerves.
         1. Name the purpose of and muscles innervated by each nerve.
         2. Explain the effect of a lesion to a given nerve.
      2. Identify and label the lobes, fissures/sulci, and circulation of the brain.
         1. Explain the purpose of each major lobe or area of the brain.
         2. Evaluate the effect of damage to a particular portion of the brain.
   5. Diagram the brachial plexus including roots, trunks, divisions, cords, and branches.
      1. Assess the neurological effect(s) of a lesion at any location of the brachial plexus.
3. **Explain the function, organization, and purpose of the musculoskeletal system.**
   1. Identify the axial and appendicular skeleton.
   2. Name the bones of the skeletal system.
      1. Identify bony articulations for each joint in the appendicular skeleton.
         1. Classify joints by joint type and degrees of freedom.
         2. Identify joint surfaces as concave or convex.
   3. Name the muscles of the musculoskeletal system.
      1. Recite the action, origin, insertion, muscle fiber direction, and innervation of a given muscle.
      2. Demonstrate the action of a given muscle.
      3. Teach the action of a given muscle to a patient.
4. **Distinguish between normal and abnormal human movement.**
   1. Name normal motions and range of motion for each joint in the body using given references.
      1. Identify a joint as hypo- or hypermobile based upon normal range of motion.
   2. Describe the normal excursion and expansion of the chest wall with respiration.
5. **Analyze the systems and structures involved in a given motion for functional activity.**
   1. Evaluate the key joints, muscles, and motions needed for the activity.
      1. Assess if the motion is against gravity, gravity assisted, or gravity eliminated.
   2. Identify the prime mover, antagonist, and stabilizing muscles at each joint.
   3. Decide if muscular contractions are concentric, eccentric, or isometric during the activity.
6. **Locate muscles and key bony landmarks on 2D and 3D models or a live human by palpation.**
   1. Identify the presence of absence of muscle mass.
   2. Show the bony origin and insertion of a given muscle as well as muscle belly and fiber direction.

# Student Success

Due to the course content, expect to spend at least three times as many hours per week outside of class as you do in class. Successful completion of this course requires a combination of the following:

* Reading/Viewing textbook material ahead of class meetings
* Reading/viewing instructional content in Canvas
* Attending all class in person
* Completing assignments
* Participating in class activities

There is no short cut for success in this course; it requires reading (and re-reading) and studying the material using the course objectives as a guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to**:**

**•** Respect all students

* Provide the grading scale and detailed grading formula explaining how student grades are to be derived
* Facilitate an effective learning environment through learner-centered instructional techniques
* Provide a description of any special projects or assignments
* Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
* Provide the course outline and class calendar that will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to**:**

**•** Respect all classmates and faculty

* Attend class in person and on time
* Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
* Read and comprehend the instructional material
* Ask for help when there is a question or problem
* Seek guidance from the instructor *before* your course standing is in jeopardy
* Complete the required assignments, quizzes and exams
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* Attain an average score of at least 75% on each section of the course independently (Theory, Lab, Assignments)
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

## Exams

**Theory Exams**

Anatomy Theory exams are based on your past Anatomy class. This includes past and present assigned readings, lectures, class discussions, and/or practical application from corresponding laboratory classes as applicable. Theory exams may be Scantron, computer based, or paper-pencil exams consisting of true/false, multiple choice, matching, fill-in-the-blank, short answer, or essay questions. If a Scantron is used for an exam, all answers must be on the Scantron and only the Scantron will be graded. If an exam is computer based, only answers recorded using the computer based exam system will be used to calculate a grade for the exam. Each theory exam may include questions on material previously covered in the course or in previous courses covering related material.

Every theory exam must be passes with a minimum grade of 75% to pass this course.

All **BUT ONE THEORY EXAM** *MUST* be **passed the first time.**

Students with one failed theory exam will have one more opportunity to pass that exam at the end of the semester. The exam must be passed with a minimum of 75% to pass this course.

The exam may be similar but not necessarily the same as the initial exam that was failed.

**Theory Exam Review Policy**

At the discretion of the instructor, time will be allotted for group exam review to allow students to review missed questions. Students requiring individual concerns regarding exam questions should email the instructor and make an appointment to confer in private.

No part of any exam will leave the review area and will always remain under the watch of the instructor.

No electronic devices will be allowed in class during exam review.

No paper and pencil will be allowed in class during exam review.

Students may only write on the hard copy of the exam or the separate check system sheet- if one exists. Students must only use a permanent pen or highlighter.

Students who do not abide by the above rules will be considered cheating. Cheating may result in dismissal from this course.

**Final Exam**

The Final Anatomy Theory Exam is comprehensive. Therefore, there will be questions pertaining to all material covered in this course.

There will be NO REVIEW of the final exam.

Students who fail the Final Anatomy Theory Exam will have one more opportunity to sit for this exam for a passing grade - minimum of 75%. This exam may be similar but not necessarily the same as the initial exam that was failed.

Students who do not pass the Final Anatomy Theory Exam will not have a passing grade in this course. The grade of Fail (F) will be the grade of record.

**Quizzes**

Quizzes may be assigned throughout the course on an as-needed basis to supplement material and student learning. Quizzes can be announced or unannounced.

Quizzes are based on assigned readings, lectures, class discussions, and/or practical in class application. Quizzes may be Scantron, computer based, or paper-pencil exams consisting of true/false, multiple choice, matching, fill-in-the-blank, short answer, or essay questions. If a Scantron is used for a quiz, all answers must be on the Scantron and only the Scantron will be graded. If a quiz is computer based, only answers recorded using the computer based quiz system will be used to calculate a grade for the quiz. Quizzes may include questions on material previously covered in the course or in concurrent courses covering related material.

Students will be told the total quiz time before the quiz begins.

Students will also be given at least one warning notice as the quiz time is getting closer to the end. Any student who does not stop- does not put their writing implement down - at the scheduled quiz end time- will receive a grade of “0”.

**Quiz Review Policy**

No part of any quiz will leave the review area and will always remain under the watch of the instructor.

No electronic devices will be allowed in class during quiz review.

No paper and pencil will be allowed in class during quiz review.

Students may only write on the hard copy of the quiz. Students must only use a permanent pen or highlighter.

Students who do not abide by the above rules will be considered cheating. Cheating may result in dismissal from this course.

**Exam Absence**

There will ONLY BE ONE MAKE UP ANATOMY THEORY EXAM.

This exam will be taken at the end of the semester. This will be the only opportunity to sit for this exam. The grade earned will stand as the grade of record.

**Exam and Quiz Tardiness**

There will be strict adherence to the exam and quiz time. A student who arrives late will sacrifice that portion of the total theory exam or quiz time. Theory exams and quizzes will be stopped at the scheduled end time. Any student who does not stop at the scheduled end time will receive a grade of “0”.

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## Homework

Students will be assigned homework to supplement learning.

Each HW assignment will be graded pass/fail. To pass, the HW must earn a minimum grade of 75%.

\*All HW is to be done individually unless otherwise specified. A grade of zero will apply to any

HW not done individually. This would be Academic Dishonesty with the consequences noted

in this syllabus. (See Academic Integrity)

\*Late HW is HW submitted after the start of class within the first 20 mins of class.

\*Absent HW is HW submitted after the start of class after the first 20 mins or HW not

submitted at all.

\*Assignments must be done with a passing grade (minimum of 75%) to pass this course.

\*Students may be absent one time and still pass this course.

This means: if you are absent from class on a day HW is due, the HW for that day will be excused. All other HW must be submitted on the day it is due to pass this course and must meet the tardy and 75% pass criteria.

\*Students are also permitted two tardy starts or may have two early departures two times and still pass this course.

This means: HW may be late on two different class days and will be graded without

penalty for being late. This HW must meet the 75% (to pass) criteria.

\*Students with NO absences who submit some HW or no HW on a given class day, will have

that ONE DAY of HW excused. All other HW must be submitted with the tardy rule and 75%

pass rule in place

\*The second time a student comes to class without HW or is late with HW past 20 mins, the

student will be given a class grade of fail (F) for this course.

\*The third time a student comes to class late (within the first 20 mins of class) and therefore

HW is late, the student will be given a class grade of fail (F) for this course.

SUBMISSION of HW if you are going to be late or absent MUST BE DONE via Canvas.

It is also best to contact me through CANVAS

## In-Class Activities

Each student is required to participate in class activities and discussion. Class activities will include in-class questions, group discussions, work sheets, book club and may also include lab practice.

Students not participating in class will receive a warning in writing. If this behavior continues the student will be asked to drop this course. This will result in a failed grade (F) for this course.

Students who do not abide by the student conduct guidelines will receive a warning in writing. If this or other unacceptable behavior occurs again the student will be asked to drop this course. This will result in a failed grade (F) for this course.

### GRADING CRITERIA

### Grading for this course is based on the following components:

A grade of **A** will be assigned if all the criteria below are met:

\* 100% attendance – no absences, no tardy starts, no early departures

\* All Homework submitted on time and with a minimum grade of 75%

\* Class participation without any warnings for poor participation or

unacceptable student conduct

\* All anatomy exams to include the final exam to be passed the first time.

A grade of **B** will be assigned if all the criteria below are met:

\* No more than one (1) absence

\* No more than one (1) day of HW excused

\* No more than one (1) tardy or one (1) early departure (not both)

\* No more than one (1) tardy HW day

\* Class participation with only one warning for poor participation or unacceptable

student conduct

\* All but one anatomy exam to be passed the first time – must be passed the 2nd time

\* Final anatomy exam to be passed the first time

A grade of **C** will be assigned if all the criteria below are met:

\* No more than one (1) absence

\* No more than one (1) day of HW excused

\* No more than two (2) tardy starts or two (2) early departures

\* No more than two (2) tardy HW days

\* Class participation with only two (2) warnings for poor participation or unacceptable

student conduct

\* All but one anatomy exam to be passed the first time– must be passed the 2nd time

\* Final anatomy exam to be passed the the second (2) time

### Incomplete Policy:

In order to receive a grade of Incomplete (“I”), a student must have completed at least 90% of the work in the course. In all cases, the instructor reserves the right to decline a student’s request to receive a grade of Incomplete.

### HCC PTA Program Grading Scale can be found on the PTA Program website in the student handbook:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

## Course Calendar

Reference attached course calendar.

## Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

# Instructor’s Practices and Procedures

## Academic Integrity

Students can be dismissed from the program for cheating on exams, quizzes or assignments. Students dismissed for cheating will not be allowed readmission to the PTA program. See the HCC policy on under the Student policies and procedure under the tab for Basic Standard of Conduct [Scholastic Dishonesty](http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/).

Cheating includes the following, but not limited to:

• Having **any electronic device** out or in use during class time

* Videotaping or taking pictures of any exam or during class times without express consent of the instructor
* In possession of a cell phone during an exam or during class times without express consent of the instructor
* Copying answers from another student
* Using any technology to look up answers during an exam
* Any homework or class assignment specified to be completed individually is subject to the Academic Honesty Policy

The link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Students are expected to be on time and remain present for the entire class. Being on time, staying throughout the entire class, and exemplary attendance go hand in hand with professionalism. Students who do not abide by course attendance requirements show a lack of strong personal commitment. Each student is allowed one (1) absence during this semester.

## Safety

Safety will be taught throughout the course including instruction on body mechanics, equipment usage, patient assessment, and patient handling. Student performance is monitored during lab sessions by instructors. Practice time must be monitored by an instructor for any technique in which there is a safety risk. Lab skills practice will be **stopped immediately** if students are in danger of injury to themselves or others. Each student will be apprised of fire exits, fire extinguishers, and participate in campus disaster and fire drills. Equipment will be calibrated and checked for electrical safety by an outside agency each year before the course using that equipment begins.

## Lab Maintenance

Keeping the lab clean is everyone’s responsibility. Work areas must be clean prior to leaving the lab. All students are responsible for adequate and sanitary working conditions in the lab. Students may be assigned specific duties in the lab on a rotating basis.

## Student Conduct

There is an abundance of material to learn in a limited amount of time. Mutual respect during lecture and lab time will promote a better learning environment. The following considerations need to be remembered:

* Students need to take responsibility and use the rest room as frequently as necessary during breaks to limit the disturbance created by leaving class during class time.
* Students need to refrain from conversation with their neighbors during class time.
* Students need to respect the decision of an instructor to table a conversation during class time to enable the instructor to complete class lecture/lab material.
* All electronic devices must be turned off and stored during all class lectures, labs, and tests unless otherwise notified by the instructor. Students may use laptops for course material delivered electronically with instructor permission
* No visual, auditory, or any other kind of electronic reproductions of class presentations, homework, and activities may be made without the permission of the class instructor and those appearing or heard in the reproductions. This does not include the reproduction of classroom or lab activities for teaching or grading purposes.
* No food or drink (excluding water) is allowed in the classroom or laboratory area.
* All laboratory equipment is to be cleaned following use and returned to the proper storage area. Electronic equipment is checked and calibrated annually. Equipment should not be used if the calibration/check sticker is out of date. Students are responsible to notify the Program Director immediately if a past due date is found on a piece of equipment or if a piece of equipment is not working properly.
* All students will be used to simulate patients in case scenarios. If a student is injured during the course of class or lab, they must inform the instructor immediately and report the incident on the Student Accident Report within 24 hours of the incident.
* Students must follow the PTA Lab Guidelines & Safety Policy at all times.

## Instructor’s Course-Specific Information

Students will be notified of grades in Canvas. The student’s cumulative grade may not display correctly due to the Canvas system and correct grade percentage distribution. If a grade is in question, the student should contact the instructor for clarification within 24 hours of grade posting.

## Electronic Devices

Recording devices and cell phones are only allowed with instructor permission. Computers are allowed in class to use for course instructional materials only with instructor permission. Any violation of the electronic device policy will result in dismissal from class and an absence.

# HCC Policies

Here’s the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

* Academic Information
* Academic Support
* Attendance, Repeating Courses, and Withdrawal
* Career Planning and Job Search
* Childcare
* disAbility Support Services
* Electronic Devices
* Equal Educational Opportunity
* Financial Aid TV (FATV)
* General Student Complaints
* Grade of FX
* Incomplete Grades
* International Student Services
* Health Awareness
* Libraries/Bookstore
* Police Services & Campus Safety
* Student Life at HCC
* Student Rights and Responsibilities
* Student Services
* Testing
* Transfer Planning
* Veteran Services

In addition, the PTA Program Handbook which contain specific program policies can be found:

<https://www.hccs.edu/programs/areas-of-study/health-sciences/physical-therapist-assistant/>

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here’s the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

# Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)

<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Health Sciences to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints. The Dean is located in the Coleman main building suite 232. Phone 713-718-7487

## Department Chair Contact Information

Michele Voight, PTA, MPA

Program Director

Physical Therapist Assistant

713-718-7368

[Michele.voight@hccs.edu](mailto:Michele.voight@hccs.edu)

PTHA 1391

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| MON | TUES | WED | THURSDAY – AUGUST 29 9:00AM - 12:00PM | FRI |
|  |  |  | SYLLABUS  Book CLUB  Critical Thinking  Transfer Class |  |

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| MON | TUES | WED | THURSDAY – SEPTEMBER 5 9:00AM- 12:00PM | FRI |
|  |  |  | First reading: Guernsey pages 3-26 (top of the page)  **HW DUE – SUMMARY and vocabulary card**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – SEPTEMBER 12 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 1** and review  Second reading: Guernsey pages 26-48 (top of the page)  **HW DUE – SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – SEPTEMBER 19 9:00 AM- 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 2** and review  Third reading: Guernsey pages 48-70 top of the page  **HW DUE – SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – SEPTEMBER 26 9:00AM - 12:00PM | FRI |
|  |  |  | Forth reading: Guernsey pages 79-97  **HW DUE – SUMMARY and vocabulary card**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – OCTOBER 3 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 3** and review  Fifth reading: Guernsey pages 98-121 (top of the page)  **HW DUE -SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

PTHA 1391

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| MON | TUES | WED | THURSDAY – OCTOBER 10 9:00AM - 12:00PM | FRI |
|  |  |  | Sixth reading: Guernsey pages 121-155  **HW DUE-SUMMARY and vocabulary card**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – OCTOBER 17 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 4** and review  Seventh reading: Guernsey pages 159- 177  **HW DUE - SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – OCTOBER 24 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 5** and review  Eighth reading Guernsey pages 178- 199 (top of the page)  **HW DUE -SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – OCTOBER 31 9:00AM - 12:00PM | FRI |
|  |  |  | Ninth reading: Guernsey pages 199-227  **HW DUE - SUMMARY and vocabulary card**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – NOVEMBER 7 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 6** and review  Tenth reading: Guernsey pages 228-249  **HW DUE - SUMMARY**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – NOVEMBER 14 9:00AM - 12:00PM | FRI |
|  |  |  | Eleventh reading: Guernsey pages 250-274  **HW DUE - Summary and vocabulary card**  Book CLUB  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY - NOVEMBER 21 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 7** and review  Critical Thinking  Pathology |  |

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| MON | TUES | WED | THURSDAY – NOVEMBER 28 9:00AM - 12:00PM | FRI |
|  |  |  | HOLIDAY |  |

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| MON | TUES | WED | THURSDAY – DEEMBER 5 9:00AM - 12:00PM | FRI |
|  |  |  | **ANATOMY EXAM 8** and review  Critical Thinking  Pathology |  |

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| MONDAY 2:00\*\*\* In the TOWER BUILDING 2ND FLOOR COMPUTER LAB B | TUES | WED | THURS | FRI |
| **ANATOMY FINAL EXAM-COMPREHENSIVE**  You will have 2 ½ hours to complete this exam  You may leave when you are done  There will be no exam review |  |  |  |  |