



Professional Issues-22574

PTHA-2339

C16 2022 Section 2 3 Credits 01/10/2022 to 05/08/2022 Modified 01/07/2022

Course Meetings

Course Modality

In-Person (P) and Online Asynchronous - See course calendar

Meeting Days

See course calendar

Meeting Times

See course calendar

Meeting Location

On-campus 805 & Online

Welcome and Instructor Information

Instructor: Dr. Michele Renee Voight

Email: michele.voight@hccs.edu

Office: Room 422 Coleman

Phone: 7137187368

What's Exciting About This Course

This course provides you the steppingstones to propel you into your professional role as a physical therapist assistant. You will learn how to develop a professional resume, how to interview, and how to create a professional development plan. You will also be exposed to special topics in the physical therapy profession that are not covered in the curriculum. Opportunities for clinical integration with practicing clinicians will enhance your abilities to use clinical decision-making with real-life scenarios. This course also engages you in the online environment that will include class discussions, assignments, and board prep quizzes.

My Personal Welcome

Welcome to Professional Issues! I'm extremely excited and happy that you are entering your final semester in the program! The best part of my job is to witness a student progress and finish the program and become a successful PTA. This capstone course will help you complete your journey and give you're the opportunity to reach your goal. I am available to support you. The fastest way to reach me is by my HCC email or text. If you are struggling with a concept or assignment, don't delay in contacting me. Great communication is the key to success. My goal is for you to walk out of the course with the confidence and knowledge of an entry-level PTA. Please contact me whenever you have a question.

Preferred Method of Contact

michele.voight@hccs.edu

Office Hours

Tuesday, Wednesday, Thursday, 10:00 AM to 2:00 PM, On -Campus - Coleman 422

Available for virtual office hours M/F - email me to schedule an appt.

Course Overview

This course covers the discussion of professional issues and behaviors related to clinical practice and preparation for transition into the workforce.

Requisites

PTHA 2431 and PTHA 2435

Student Learning Outcomes and Objectives

All outcomes, objectives, instruction, and activities assume that the student is working under their 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:

End of Course Outcomes: The student will learn how to prepare are for licensure, employment, and professional development for lifelong learning as well as be able identify legal, ethical, and professional behaviors in the field of physical therapy.

Course Objectives:

Upon completion of PTHA 2339, the student will be able to:

1. Analyze professional issues including but not limited to organization, operation, and management of physical therapy clinics and professional behaviors.
2. Formulate strategies to transition into the workforce.
3. Participate in professional development activities.
4. Demonstrate critical thinking during clinical integration activities.

Learning Objectives

1. Analyze professional issues including but not limited to organization, operation, and management of physical therapy clinics and professional behaviors.

1.1 Organization, operation, and management of physical therapy clinics.

1.1.1 Identify reimbursement requirements (both timeline and information) specific to different practice settings.

1.1.2 Identify quality assurance measures that can be employed in specific physical therapy settings.

1.2 Professional Behaviors.

1.2.1 Given a scenario with an ethical dilemma, construct an appropriate plan of action.

1.2.1.1 Defend your plan of action using the Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.

1.2.1.2 Decide when abuse or fraud should be reported to the appropriate authorities.

1.2.2 Identify violations of appropriate PT practice as per the state practice act/rules, Standards of Ethical Conduct for the PTA, Guide for Conduct of the PTA, and/or the Values Based Behaviors for the PTA.

2. Formulate strategies to transition into the workforce.

2.1 Construct a resume, cover letter and thank you letter.

2.2 Design a five-year professional development plan to be employed after licensing to facilitate lifelong learning and career development.

2.2.1 Include opportunities for future participation in community and professional organizations as a licensed PTA.

2.3 Discuss your role as a licensed PTA in the education of future PTA students.

2.3.1 Compare experience with your clinical instructors to the model clinical instructor as determined by APTA's Performance Assessment for Clinical Instructors.

2.3.1.1 Identify gaps in model versus realistic clinical instructor behavior and provide behavior examples to remedy the difference(s).

2.4 Practice the employment interview process utilizing mock interviews with local hiring professionals.

2.5 Prepare for NPTE licensure exam.

2.5.1 Demonstrate competence with on-line and on-site NPTE strategy sessions.

2.5.2 Demonstrate competence with PTA education curriculum on mock board exams.

2.5.3 Successfully complete comprehensive exams in Anatomy, Physical Agents/ Basic Patient Skills, Pathology, Therapeutic Exercise, and Data Collection.

3. Participate in professional development activities.

3.1 Represent student physical therapist assistants at professional events including TPTA Southeastern District meetings, conferences, and community volunteer events.

3.2 Create a professional activity planner.

3.3 Write a self-reflection of each professional activity.

3.4 Analyze the process of continuing competency to maintain licensure in the state of Texas.

3.4.1 Evaluate a continuing competency course offering.

3.5 Identify opportunities for specialized practice within the profession of physical therapy.

3.5.1 Summarize information from guest lecturers in various practice areas

4. Demonstrate critical thinking during clinical integration activities.

4.1 Locate, read, and apply current healthcare research literature to support a patient's treatment within the PT plan of care.

4.2 Compare and contrast various cultural beliefs and behaviors regarding healthcare, family and interpersonal interactions.

4.2.1 Link cultural beliefs and behaviors to the delivery of physical therapy services.

4.3 Given a patient scenario, defend treatment choices using current knowledge and clinical reasoning specific to the patient and practice setting within the plan of care developed by the PT based upon clinical presentation and scope of PTA practice.

4.3.1 Design interventions within the PT plan of care that complies with all federal, state, and institutional legal requirements for patient care and fiscal policy.

Departmental Practices and Procedures

Students must earn a final cumulative grade of $\geq 75\%$ in order to pass technical courses in the Physical Therapist Assistant curriculum. If a student does not earn a $\geq 75\%$ in the lecture or lab portion of a PTHA course, the resulting final grade is an "F" in the course.

Grading Scale for all PTHA/HPRS Courses:

90 -100	A
80 - 89	B
75 - 79	C
70 – 74	D
69 and below	F

HCC PTA Program Grading Scale and the “Incomplete” grading policy can be found on the PTA Program website in the student handbook, pg. 25:

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

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.

Instructional Materials and Resources

There is not a required textbook for this course. You will be required to purchase the PEAT Exam for licensure exam prep (further instructions for the purchase will be provided by the course instructor)

Although not required for the course, the program recommends each student purchase licensure exam prep materials by the end of the course to utilize as a study guide for the licensure examination.

Two examples are listed below:

1. A Guide To Success, Physical Therapist Assistant's Review for Licensure: Scott M. Giles, PT, MS
2. PTA Examination Review and Study Guide: Susan B. O'Sullivan

Other Instructional Resources

The course will use the Federation of State Boards of Physical Therapy Examiners retired National Physical Therapy Examination (NPTE)- the PEAT Exam. Purchase through the course will provide 1 exam during the course and an additional exam for practice prior to taking the NPTE.

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Discussions & Assignments	25%	Assignments & Discussions	Ethical Discussion Cultural Awareness Discussion Professional Points Project Clinical Instructor Project Continuing Competency Project Feedback Forms (2) Ortho/Neuro
Quizzes	10%	Practice Board Exams	You will have 2 sets of (4) quizzes that are offered during the semester. You will have as many times as you want to do the quizzes but they must be completed to receive full points. These quizzes are available to help prepare you for the type of questions on the board.
E-Portfolio	10%	Culmination of your work in the Program	Collection of work due at the end of the semester. The e-Portfolio is a cumulative product from your 5 semesters in the program. Instructions and rubric will be found in Canvas. Your Portfolio will include: Final Resume Thank you & Cover Letters Professional Development Plan Final Reflection
Course Final Exams	30%	5 exams	Exams will include Anatomy, Physical Agents, Therapeutic Exercise, Pathology, and Data Collection
Curriculum Mock Board Exam & PEAT Exam	25%	A comprehensive exam that covers the entire curriculum & Final Exam - Retired NPTE Exam	These two exams will will prepare you for the boards. You will need to earn 75% on either the Curriculum Mock Board Exam or the PEAT to pass this course. Curriculum Mock Board Exam = 10% PEAT Exam = 15%

* Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% 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.

Missed Assignments/Make-Up Policy

All assignments and quizzes are due at or before the stated due date in the course calendar or Canvas. Makeup quizzes or assignments will not be accepted for a grade after the due date/time. If a student misses an assignment, the assignment still needs to be completed to receive a grade for the course, but the grade for the assignment will remain a "zero". The student will

receive an "incomplete" for the course if there are missing assignments and the incomplete policy is met. If the student's grade is below 75%, the student will receive an "F" as a final grade and the student will be unable to earn an incomplete.

It is the responsibility of the student to be informed of course expectations and manage course requirements in an efficient and effective manner.

Academic Integrity

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

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

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 per course per semester without penalty. For each additional absence per class, the final overall course grade will be lowered by five (5) points. Three (3) tardy arrivals (up to 20 minutes late) or early departures (less than 20 minutes) will equal one absence. Students who arrive more than 20 minutes after the start of class or leave more than 20 minutes before the end of class will be considered absent. Lab and lecture classes of the same course are considered separate for the purpose of attendance. Only one (1) absence can be accrued per course per day. All absences will be treated equally, regardless of the reason, and if any absence occurs, the student is responsible for the missed class content and assignments. Professional courtesy means the student should contact the lead instructor using the preferred communication method if they will be late or absent for class.

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. The student has 48 hours to appeal/question a grade once a grade has been earned. Feedback on assignments will be provided within 72 hours of the due date unless otherwise notified by the instructor. Resume feedback will be given during the first 8 weeks of the semester.

All assignments & tests must be completed to earn a grade in this course.

Devices

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

Faculty Statement about Student Success

Success in this course requires a 2-way street effort. This means students must complete the assignments and put in the necessary effort to meet expectations. This also means that the faculty will be present to provide clear instructions and communicate in reasonable timeframe. Contact the lead instructor if there are any questions or concerns.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

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>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

Office of the Dean of Students

Contact the office of the Dean of Students 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.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

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

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- 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 during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your

communication with me

- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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.

Student 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](https://www.hccs.edu/tutoring) (<https://www.hccs.edu/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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Wk.	Sunday	Monday	Tuesday	Wednesday	Thursday	1/14	Sat.
1		1/10 10 – 12:00 – Syllabus Review 1:00 – 4:00 Dr. Peggy Gleeson Resume/Interviewing – All students are required to bring your current resume <i>Obj. (2.1; 2.4)</i>	1/11 9:30 – 12:00 Anatomy Exam – On-campus <i>Obj. (2.5; 2.5.3)</i>	1/12 9:00 – 12:00 – Lab 1 (M,W lab) Balance Master 1:00 – 4:00 – Lab 2 (T, TH Lab) Balance Master <i>Obj. (3.5; 3.5.1)</i>	1/13 10:00 – 12:00 Physical Agents – On-campus 1:00 – 4:00 MH Sports Clinical Integration <i>Obj. (2.5; 2.5.3; 4.1;4.3;4.3.1)</i>	Practice – Medical Massage – Professor Miller 10 – 12 *MH Ortho Feedback Form Due *Syllabus Agreement Due <i>Obj. (3.5; 3.5.1)</i>	
2	1/16 Marathon Medical Massage Syllabus Quiz Due <i>Obj. (3; 3.1;3.2)</i>	1/17 Holiday No class	1/18 Day Off	1/19 9:00 – 11:00 – Clinical Information/MACS/Exxat 11:15 – 12:30 – Boards <i>(Obj. 2.5)</i>	1/20 9:00 – 12:00 Ther Ex Exam – On campus 1:00 – 4:00 TIRR Clinical Integration <i>Obj. (2.5; 2.5.3; 4.1;4.3;4.3.1)</i>	1/21 9:00 - 12 Empathy/Stress Dr. Bogardus *TIRR Feedback Form Due <i>Obj. (3.5; 3.5.1)</i>	
3	1/23 Draft Resume Due	1/24 CE 2 starts					
4		1/31					
5		2/7					
6	2/13 Continuing Competence Project Due <i>Obj. (3.4;3.4.1)</i>	2/14 1st Set - Board Quizzes Open <i>Obj. (2.5;2.5.1)</i>					

7		2/21					
8		2/28					3/5 Aquatic Lab TOH - AM Professional Points <i>Obj. (3.5; 3.5.1)</i>
9	3/6 1st Set - Board Quizzes Due	3/7 Pathology Exam 9:00 – 12 <i>obj. (2.5; 2.5.3)</i>	3/8 TBD	3/9 TBD	3/10 Data Collection Exam 9:00 – 12 <i>obj. (2.5; 2.5.3)</i>		
		3/14 Spring Break	3/15 Spring Break	3/16 Spring Break	3/17 Spring Break	3/18 Spring Break	
10		3/21 Cultural Discussion Open <i>Obj. (4.2; 4.2.1)</i>					
11		3/28				4/1 Cultural Discussion Due	
12	4/3 Clinical Instructor Project Due Obj. <i>(2.3;2.3.1;2.3.1.1)</i>	4/4 Ethics Discussion Open 2nd Set - Board Quizzes Open Obj. <i>(1.2;1.2.1;1.2.1.1)</i>					4/9 Curriculum Mock Board Exam 9 – 12 <i>Obj.</i> <i>(2.5;2.5.2)</i>
13		4/11					
14	4/17 Ethics Discussion Due	4/18					

15	4/24 2 nd Set - Board Quizzes Due <i>Obj. (2.5;2.5.1)</i>	4/25					4/30 Professional Points Project Due <i>Obj. (3.1;3.2;3.3)</i>
16	5/1 E-portfolio Due <i>Obj. (2.1;2.2.)</i>	5/2 Board Review <i>Obj. (2.5;2.5.2)</i>	Board Review <i>Obj. (2.5;2.5.2)</i>	Board Review <i>Obj. (2.5;2.5.2)</i>		5/5 PEAT Scores Due <i>Obj. (2.5;2.5.2)</i>	

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.

Additional Information

Departmental/Program Information

The PTA Program Handbook, which contains program and professional information and specific program policies can be found:

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

The program recommends student membership to the [American Physical Therapy Association \(http://www.apat.org\)](http://www.apat.org) (APTA). Students who are members have resources to assist with course content, professional and ethical documents, and scholarship opportunities.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Michele Voight, PTA, MPA, DHSc Candidate

Program Director

Physical Therapist Assistant

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Or use the provided link for access to the student grievance procedure:

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