



PTHA 2339 Professional Issues – Capstone (ONLN)  
**Course Syllabus: Fall 2024**

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						By appointment

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 credit hours. A capstone course which engages the student in the discussion of professional issues and behaviors related to clinical practice and which prepares the student for transition into the workforce. The schedule for this course will be arranged with the instructor. Two hours of lecture and three hours of lab each week.

**Prerequisite(s):** Successful completion of all PTHA courses up to this point in the curriculum.

**GENERAL COURSE LEARNING OUTCOMES**

Discuss and prepare for licensure, employment and professional development; acquisition of appropriate communication and job skills; identify appropriate behaviors in response to various legal, ethical, and professional interactions; and discuss socioeconomic influences related to the field of physical therapy.

**GENERAL OBJECTIVES**

Objectives will be evaluated using self and instructor assessment rubrics targeting professional behaviors.

The student:

1. Attends class following the online expectations
2. Participates in all discussion; and log in as indicated for Capstone course
3. Demonstrates acceptance and application of faculty feedback on written assignments
4. Participates in the professional organization through attendance of a national, state, or district activity.
5. Recognizes the need for participation in events to promote access to or awareness of physical therapy.
6. Display commitment to professional organization through memberships and active participation where and when possible.
7. Perform duties in a manner consistent with the Guide for Conduct of the PTA and Standards of Ethical Conduct to meet the expectations of patients, members of the PT profession, and other providers as necessary.
8. Performs duties in a manner consistent with the APTA Core Values for the PT and PTA

## **SPECIFIC OBJECTIVES**

Upon successful completion of this course the student will:

1. Construct a formal Resume
2. Recognize the importance of evidence based practice.
3. Demonstrate and practice commitment to the patient's needs.
4. Demonstrate competence utilizing the RIPS model
5. Implement, in response to an ethical situation (given in a case), a plan of action that demonstrates sound moral reasoning congruent with core professional ethics and values
6. Become familiar with new and emerging aspects in the field of physical therapy.
7. Perform literature reviews utilizing available databases and post brief summaries of articles reviewed.
8. Using the ICF, interpret a clinical patient's impairments and related activity/participation/limitations (Discussion board)
9. Test for state licensure preparation utilizing PEAT and Scorebuilders computerized exams.

## **METHODS OF PRESENTATION**

1. On-line weekly assignments
2. Assigned readings
3. On-line weekly discussion posts/responses

Course Structure and Overview:

This is an asynchronous online class provided through Blackboard. The student is expected to "attend" class at least 3 days of the week to complete assignments and Discussion Board requirements. All assignments are posted online. The student is strongly encouraged to pay close attention to deadlines for all assignments. Technical difficulties are no excuse for late assignments! For any technical issues, the student must contact IT by submission through the IThelpdesk ticket system or through TEAMS text, or signal vine (SMS). See course schedule for all reading assignments related to course material.

## **MINIMUM TECHNOLOGY REQUIREMENTS**

- Daily high speed internet access
- Microsoft Word
- Power point
- Portable storage device such as a Jump drive/Thumb drive

## **REQUIRED COMPUTER LITERACY SKILLS**

- Word Processing skills
- Email skills

## **COMMUNICATION**

- **EMAIL:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here. All emailed questions to the instructor will be responded to within 24 hours, but usually within a few hours when possible; a response to the student will be sent as acknowledgment of received inquiry with answer to follow when possible.
- **TEXT MESSAGE NOTIFICATIONS:** The student is required to sign up for the text message notifications via TEAMS. This will enable the student to receive important class announcements and reminders from the instructor via text message so that students will not miss out on any assignment changes or important updates. The student is encouraged to check their NTCC email daily. If a student does not own a cell phone, they can receive these same reminders via their student email; the instructions are also in the PDF instruction sheet provided at orientation.

- **ANNOUNCEMENTS:** These can be found in Blackboard under the course link on the Bb homepage. Students are encouraged to read any announcements thoroughly when posted.

## **OUTLINE OF CONTENT**

1. Article Reviews/Summaries
2. Ethics case scenario assignments
3. Resume Development
4. Positive/Negative Experiences in Clinic
5. State licensure preparation/review/results
6. Reflection Papers/Summaries
7. Reflection paper on PTA academic and clinical experiences

### **Required Instructional Materials:**

Assigned readings  
 Discussion board Posts/responses  
 APTA Website/ PT journal

## **SCANS**

Scans addressed as follows: Information (acquires and evaluated information, organizes and maintains information, interprets and communicates information); Interpersonal (participates as a team member, teaches others, and serves clients/customers); Basic Skills (reading, writing, listening, speaking); Thinking Skills (creative thinking, decision making, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

## **EVALUATION**

Participation/Discussion Board.....	25%
Attendance/Assignments.....	15%
Ethics Scenario Assignments.....	20%
Article Summary Reviews.....	20%
PEAT Exams.....	20%

(Non-passing exam score = 0; Passing exam score = 100)

## **GRADING**

- A – 92-100
- B – 83-91
- C – 75-82
- D – 66-74
- F – 65 and below

The PTA program designates 75% as the minimum passing level of achievement. Any student receiving a final course average below 75% will not pass the course and subsequently dismissed from the program. See below for breakdown of grading process.

### **GRADING REGARDING ONLINE PARTICIPATION**

For the student to receive credit for the course and receive a passing grade, a minimum average of 75 must be received for all course components including participation at least 3 times weekly on 2 or more days. Failure on more than one-half the graded components of this course will result in a course failure,

regardless of cumulative grade. All assignments must be completed with a graded score of 75 or higher. The instructor has the option of requiring submitted work to be re-done if found deficient or lacking in any area. The highest grade possible for resubmitted work or assignments is a 75. Moreover, the student is required to pass one of the two PEAT exams to pass the course. Furthermore, a non-passing score equates to a grade of 0; a passing score equates to a grade of 100. If the student is unsuccessful passing either PEAT exam, they will be required to purchase the PEAT and pass one exam in order to proceed with graduation and receive validation to register for the NPTE.

## **DISCUSSION BOARD EXPECTATIONS**

Clarification of logging on, attendance, and participation:

### **Logging On**

When the student "logs on" they might spend a great deal of time reading the course content. The blackboard system will track how long the student spends in the course; however, it cannot display exactly what the student is doing. As a result, "logging on" is not part of either attendance or participation.

### **Attendance**

Attendance is also determined internally by the system. To be in attendance each week the student must post an original message to the class discussions board; and, over the course of the week respond to *two* classmates posts. The student must post and respond on more than one day. For example, if the student posts on Tuesday, they must respond to two classmates' posts on another day or days. **By posting all weekly assignments on time, the student will automatically meet the attendance requirement.**

### **Participation**

Participation in this course represents a *significant* part of your final grade. Calculation of participation includes both the *quantity and quality* of the posts that are topic driven and meaningful to the development of the class discussion. To earn the full participation grade, the student must post a **significant discussion/experience (at least 2 paragraphs) and respond to classmates with substantive messages (1 paragraph) on two different days of the course week.**

As part of an effort to help you develop your professional communication skills, I am instituting a (somewhat) formal email/discussion board etiquette policy. While in the past I have had a certain amount of patience for email messages and discussion posts/responses that are written in an informal style—that is, without much attention to structure, grammar, spelling, and style—I am quite concerned that your future employer(s) and other professional colleagues will be less tolerant. They may think that if you are that inattentive in your writing, you might be just as careless when you are interacting with patients as well.

Therefore, when you send me an email, please make every attempt to follow my recommended guidelines for acceptable email etiquette:

- Use a properly descriptive subject line that consists of the course number ("PTHA ....") followed by a very brief phrase that summarizes the subject of your message, such as "Issue with internet" or "Appointment request." Please refrain from using short, nonspecific subject lines that have little to do with the actual message (like "hi," "class," "question," "help," or just leaving the subject line blank.)
- Start the body of your email off with a proper greeting, such as "Hello Dr. Wilson," or something similar. (As a side benefit, this prevents you from accidentally addressing me as "Wilson" or any other inappropriate title)

- Please make sure you know the difference between they're, their, and there. Similarly, make sure you know when to use it's versus its, your versus you're, and to, two, and too. (There are people who write entire books to convey the wrath and fury they feel when they see examples of such abominations of punctuation and spelling...while I do not feel fury, I do cringe)
- Please capitalize the first letter in each sentence, not the entire sentence.
- PLEASE use correct spelling, grammar and punctuation when you are creating your email, discussion post and discussion response.

## **ATTENDANCE AND ABSENTEEISM/TARDINESS**

Please refer above regarding attendance.

## **CLASS PREPAREDNESS**

Students are expected to complete all reading assignments, as outlined in the course schedule or assigned by the instructor, prior to class time. It is the responsibility of the student to turn in assignments on time. Assignments are due at the beginning of the class period. Late assignments received by the next class period will result in a maximum grade of 75. If assignment is not turned in by the next class period the student will receive a grade of "0" for that assignment.

## **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

## **PROGRAM POLICY ON DISHONESTY**

It is the responsibility of students and faculty to help maintain scholastic integrity at the College by refusing to participate in or tolerate scholastic dishonesty. **Plagiarism** and other **forms of dishonesty** undermine the very purpose of the college and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in the Northeast Texas Community College Student Handbook and in this manual. Personal and professional ethics are inherent in the field of physical therapy therefore; the highest standards of honesty and integrity must be adhered to. This Honor Code, in its simplest form means that you will neither give nor receive any unauthorized assistance from any person, paper, or object on any examination, lab practical, paper, or project. This includes talking about lab practical exams, regular exam questions, looking at copies of old tests from previous students, copying or allowing anyone to copy off of your test or assignment, and discussing any aspect of an exam or practical with a student who has not yet taken the test and/or practical (this includes the State Board exam).

With regards to research papers, in-services, group projects, etc. the use of another person's words or ideas must be cited and credit given to the source(s). Examples of plagiarism include:

- The inclusion of another person's exact words in a paper or assignment without placing quotation marks around the words to indicate an exact quote, *even if the source is cited*;
  - Using **several** consecutive sentences written by another person, changing the words somewhat to keep the passage from being an exact quote, *even if the source is cited*;
  - Presenting someone else's ideas without citing that person as the original thinker;
  - Submitting a paper written in part or in whole by another person;
  - Any other act intended to circumvent the process of performing and presenting original academic research in completion of a course assignment.

Violations of any portion of this policy will be brought to the attention of the student by the instructor. If there is suspicion of wrongdoing without corroborating evidence, the matter will be discussed with the student and a written warning/contract will be issued if warranted. If there is clear evidence that a violation has taken place, the student will receive a grade of "0" for that test/assignment in question; and the instructor will impose a sanction ranging from a written warning to dismissal from the course with a failing grade.

If the student does not feel that the issue is satisfactorily resolved, the student should contact the PTA Program Director to discuss the matter. If the matter cannot be resolved at that level, the student may contact the Dean of Allied Health, followed by the Executive Vice President for Instruction. If the issue is not satisfactorily resolved at the end of this process, the student may initiate a formal grievance procedure outlined in the NTCC Student Handbook and in this manual.

#### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

#### **ADA STATEMENT**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the [NTCC website - Special Populations](#)

#### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or

local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports

#### Assignment and Discussion Board Schedule Fall - 2024

Absolute completion of **all** assignments, discussion board, and PEAT exams (regardless of passing score) is required for successful completion of this course. The student is required to “**pass**” one of the two PEAT exams in order to graduate in December. The student will be required to present a passing score in order to proceed with graduation and registration validation for the NPTE.

Week 1 September 16	Assignment 1 – Article Summary 1 due Sept. 22nd Discussion Board Post due Sept. 18th Discussion Board Response due Sept. 20th
Week 2 September 23	Assignment 2 – Ethics Scenario – Improper Conduct due Sept. 29th Discussion Board Post due Sept. 25th Discussion Board Response due Sept. 27th
Week 3 September 30	Assignment 3 – Article Summary 2 due Oct. 6th Discussion Board Post due Oct. 2nd Discussion Board Response due Oct. 4th
Week 4 October 7	Assignment 4 – Ethics Scenario – Confidentiality Issues due Oct. 13th Discussion Board Post due Oct. 9th Discussion Board Response due Oct. 11th
Week 5 October 14	Assignment 5 – Article Summary 3 due Oct. 20th Discussion Board Post due Oct. 16th Discussion Board Response due Oct. 18th
Week 6 October 21	Assignment 6 – Reflection paper on Scorebuilder’s Workshop due Oct. 27th PEAT Exam I Score Due Oct. 21st PEAT I Self-Reflection Paper Due Oct. 23rd
Week 7 October 28	Assignment 7 – Ethics Scenario – Ethical Issues & Students due Nov. 3rd Discussion Board Post due Oct. 30th Discussion Board Response due Nov. 1st
Week 8 November 4	Assignment 8 – Article Summary 4 due Nov. 10th Discussion Board Post due Nov. 6th Discussion Board Response due Nov. 8th
Week 9 November 11	Assignment 9 – Resume due Nov. 17th Discussion Board Post due Nov. 13th Discussion Board Response due Nov. 15th
Week 10 November 18	Assignment 10 – Ethics Scenario – Preexisting Conviction due Nov. 24th Discussion Board Post due Nov. 20th Discussion Board Response due Nov. 22nd

Week 11  
November 25

HAPPY THANKSGIVING

Week 12  
December 2

Assignment 11– Reflection Paper on Entire Clinical Experience due  
Dec. 8th  
PEAT Exam II Score Due Dec. 2nd  
PEAT II Self-Reflection Paper Due Dec. 4th