



# PTHA 1266 PRACTICUM I

Course Syllabus: June 30-August 5, 2025

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

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## Physical Therapist Assistant Program

**Instructor:** Diamond Briones, PTA/Deanna Moody, DCE

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**Credit Hours:** 2

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**Clinical Hours:** TBD

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						As needed online due to student schedule

***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:** Practical general workplace training supported by an individualized learning plan developed by the employer, college, and student.

**PREREQUISITES:** Successful completion of all PTHA courses up to this point.

## GENERAL COURSE LEARNING OUTCOMES

As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with that particular occupation and the business/industry; and demonstrate legal and ethical behavior, safety practices, and interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business or industry.

## SPECIFIC OBJECTIVES

In either an inpatient or outpatient clinical situation after relevant didactic instruction, the student will show mastery in the PTA MACS evaluation tool of at least **24** points on the following skills:

### Section I: Professional Behaviors

1. **Professionalism**
2. **Commitment to Learning**
3. **Interpersonal Skills**
4. **Communication**
5. **Effective Use of Time and Resources**
6. **Use of Constructive Feedback**
7. **Problem Solving**
8. **Responsibility**
9. **Clinical Decision-Making**

## 10. Stress Management

## 11. Colleague or Community Education

### Section II: Plan of Care

## 12. Patient History and Chart Review

13. Implementation of POC

14. Modification within POC

15. Patient Related Instruction

16. Discharge Planning

### Section III: Interventions in Patient/Client Management

## 17. Therapeutic Exercise

17.1 Aerobic Activities – must complete 2 to check off skill

17.2 Balance Activities – must complete 2 to check off skill

17.3 Coordination Activities – must complete 1 to check off skill

17.4 Breathing Exercises – must complete 1 to check off skill

17.7 Manual Strengthening – must complete 1 to check off skill

17.8 Mechanical Strengthening – must complete 4 to check off skill

17.10 Posture Awareness – must complete 1 to check off skill

17.11 Range of Motion – must complete 2 to check off skill

17.12 Stretching – must complete 2 to check off skill

## 18. Functional Training

18.1 Adaptive Device Training

18.2 Bed Mobility – must complete minimum, moderate, and maximum assistance to check off skill

18.3 Body Mechanics Training – must complete one to check off skill

18.4 Gait – must complete 3 to check off skill

18.6 Transfers – must complete minimum, moderate, and maximum assistance to check off skill

18.7 Wheelchair Mobility – must complete 1 to check off skill

## 19. Manual Therapy

19.1 Passive Range of Motion

## 20. Biophysical Agents

20.3 Cryotherapy – must complete 1 to check off skill

20.4 Electrotherapeutic Modalities – must complete 3 to check off skill

20.7 Superficial Thermal – must complete 1 to check off skill

20.8 Deep Thermal – must complete US to check off skill

### Section IV: Tests and Measures

## 21. Tests and Measures

21.1 Anthropometric Measurements

21.2 Arousal/Mentation

21.3 Assistive Technology

21.4 Gait, Locomotion, and Balance

21.6 Skin Integrity

21.7 Joint Integrity and Mobility

21.8 Muscle Performance - must complete 4 areas of the body to check off skill

21.10 Range of Motion- must complete 4 areas of the body to check off skill

21.12 Sensation/Pain Response

21.13 Ventilation, Respiration, and Circulation

21.14 Aerobic Capacity and Endurance

## Section V: Healthcare Environment

### 22. **Safety**

### 23. Interprofessional Practice

### 24. **Documentation**

### 25. Billing and Payment

The student will also show mastery of any 2 PTA MACS skills that are not on the Minimum Requirements List for graduation.

In addition, the student will complete the following and submit to the DCE:

1. Submit a Weekly Student Meeting form on EXXAT and attendance record entry on EXXAT weekly throughout the rotation.
2. Complete and submit all required course work when due including but not limited to training modules, orientation form, mid-term MACS reports, final MACS reports, and clinical site evaluations.
3. Prepare and present an in-service on a mutually agreed upon topic, submit an outline and hand out in computer generated form via Blackboard by due dates, and submit relevant feedback forms and summary.
4. Complete a patient log of experiences including diagnoses, patient age, procedures, and treatment interventions weekly by entry in EXXAT throughout the rotation.
5. Submit Blackboard and EXXAT assignments by posted due dates throughout the rotation.

## **METHODS OF PRESENTATION**

1. Demonstration
2. Clinical Experience
3. Online Instruction

## **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

## **COMMUNICATIONS**

Check NTCC email EVERYDAY. Email is the primary means of communication at NTCC. E-mails will be returned within 24 hours M-R and until Friday at noon. Emails received Friday and on weekends will be returned on Monday. TEAMS notifications: You are required in this course to sign up for TEAMS notifications. This will enable receipt of 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.

## **OUTLINE OF CONTENT**

1. Adminstrating physical therapy treatments for patients with various disorders.
2. Instruction on different treatment regimens and procedures as needed by the clinical instructors.

## REQUIRED AND RECOMMENDED READING

1. PTA MACS, Texas Alliance of PTA Educators, Inc., 2nd ed., 2018 online

## SCANS

Scans addressed as follows: Resources (allocates time, allocates materials and facility resources); Information (acquires and evaluates information, organizes and maintains information, interprets and communicates information, uses computers to process information); Interpersonal (participates as a member of a team, teaches others, serves clients/customers, exercises leadership); Systems (understands systems), Technology (applies technology); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (creative thinking, problem solving, seeing things in the mind's eye, knowing how to learn, reasoning); Personal Qualities (responsibility, self-esteem, sociability, self-management, integrity/honesty).

## GRADING CRITERIA

70% Successful completion of required number of skills in PTA MACS.

**Total of 14 critical skill points (in bold on syllabus) and 10 other skill points from appropriate objectives as listed (up to 24 total points)**

Skills # 1-12, 22&24 are considered critical skills and must be addressed at every rotation. No N/A's accepted. Skills 17.5, 17.9, and 21.9 must be completed during Practicum II or III. Completion of these three skills is not accepted as complete if completed in Practicum I.

Skills grading formula:

✓ or + = 1 point

U = automatic failure if not corrected by the end of the practicum I experience

10% Successful completion of PTA MACS skills not listed on Minimum Skills List  
Total of 10 points maximum earned for this criterion; 5 points earned for each skill completed during Practicum I that are not listed on the Minimum Skills List (up to 10 points)

3% Total of 3 points earned for Blackboard/EXXAT assignments submitted by posted due dates (3 points).

10% **Paperwork completed timely, accurately, and fully with appropriate signature, including:**

- Completed clinical action plan by due date prior to start of Practicum I (.5 point)
- All clinical training modules completed fully and accurately by due date prior to clinical practicum (1 point)
- Profile uploads to EXXAT completed accurately and fully by due date (1 point)
- Orientation form submitted by end of week one to current clinical electronic system (.5 point)
- Attendance record submitted weekly by current clinical electronic system (2 points)
- Weekly Student Meeting sheet submitted weekly by current clinical electronic system (2 points)
- Completed PTA MACS submitted by mid-term and final due dates (1 point)
- Evaluation of the facility submitted by EXXAT to CI by student's last clinical day (1 point)
- Computer generated **patient log** including weekly documentation of diagnoses, procedures, patient ages, and treatment interventions submitted via EXXAT by Sunday 11:59pm for the previous week and 11:59pm on the last clinical day (2 points)

\*Any of the above paperwork that is not fully completed with appropriate signatures and submitted by due date will result in 0 points earned for that requirement.

7% **In-service paperwork completed timely, accurately, and fully, including:**

- Computer generated in-service outline of content summary submitted by due date via Blackboard (2 points)
- Computer generated in-service handout provided to attendees and submitted by due date via Blackboard (4 points)
- Summary of in-service feedback form with feedback surveys completed and signed by CI submitted on final due date (1 point)

\*Any of the above in-service paperwork that is not submitted by due date will result in 0 points earned for that requirement.

**\* All assignments are required and must be completed by the end of the course. Any assignment not completed satisfactorily will result in an incomplete for the course.**

## **GRADING**

A - 92 – 100

B - 83 – 91

C - 75 – 82

D - 66-74

F - Below 66

A grade below 75 constitutes unsatisfactory understanding of the course content.

## **ATTENDANCE AND ABSENTEEISM**

Student hours will be the assigned hours of the clinical instructor. Each student is required to be at their assigned clinic ready to work when the clinical instructor indicates. Students may be asked to work additional hours and/or weekends with their CI. Each clinical rotation week is defined as 40 hours. Any week that a minimum of 40 hours is not reported will require CI and DCE approval. It is recognized that clinics are not always open 40 hours a week. If your facility can only provide a certain number of hours per week, make note of that on the time record.

Student absences and tardies are strongly discouraged. Students are encouraged to make every effort to avoid missing clinical time.

Absences and tardies will be monitored in three ways:

1. Communication between the student and clinical instructor as well as between the student and DCE/Course Instructor
2. Time Log in EXXAT
3. Leave Form in EXXAT

Time should be entered into the time log using the current electronic clinical system (EXXAT) daily. Each student is to “clock in” upon arriving at the clinic and “clock out” when leaving the clinic. In addition, any time the student leaves the clinic or treatment area, such as for lunch, that student must “clock out” and then “clock in” upon returning. The time recorded should not include lunch except in rare instances when department meetings are required during that time. The time log must be sent to the CI (reviewer) once per week (after completion of hours for that week) through the electronic clinical system for approval. Submission of the time log by the student for review occurs on Friday. The CI approves the time by e-mail. It is the student’s responsibility to remind the CI to approve the time as needed by Monday.

Absences are strongly discouraged. A student who fails to be present at their scheduled clinic for any reason will be considered absent. A student is responsible for notifying his/her CI and DCE or course instructor about all absences at the times established by the CI and DCE (phone or TEAMS messages must be received by the DCE/course instructor no later than 7:30 AM on the day the student is absent).

The CI must be notified prior to the beginning of the workday as established by the CI. The student is responsible for obtaining confirmation that the CI received the message if sent by text. If the student is unable to reach the CI, the student should attempt to contact the next person in line of authority. The student should then convey his/her message to the person contacted and ask that the message be relayed to the instructor upon his/her arrival. The student must obtain the name and position of the person contacted about the absence.

If the student fails to contact the DCE/course Instructor by TEAMS, voicemail at the college, or cell or fails to appropriately contact the CI in advance of the absence, the absence will be considered unexcused, and the student will lose 1 point per hour missed off the final course grade. This will be strictly enforced.

If a student misses clinical time for any reason, a Student Leave Report must be completed by the student in EXXAT. It should be completed as soon as the student is aware that an absence is required (in advance for an appointment and the day of absence for an illness or unexpected reason). Absences require approval by the DCE/course instructor through EXXAT prior to the absence for scheduled appointments. It is the student's responsibility to check for approval of the absence and to schedule appropriate make-up time. Failure to complete a Student Leave Report for a scheduled absence as soon as the student is aware of the need for appointments or on the day of an illness/unexpected absence will result in an unexcused absence. Students are required to make up hours/days lost when absent. All make-up time must be documented on the time log as time made up for a specific date.

If the student fails to complete a Student Leave Report on EXXAT by the times established above, the student will lose 1 point per hour missed off the final course grade for hours missed without a timely Student Leave Report submitted. This will be strictly enforced.

Tardiness is not an accepted practice during practicum experiences. Failure to notify both the DCE/course instructor and CI by the designated time (7:30 AM for the DCE) for any tardy >30 minutes will result in a two-point deduction in the final grade for each incidence. Any tardy < 30 minutes should be reported to the CI prior to the start of the workday and noted as tardy on the comments section of the timecard. If the CI is unable to be reached, the procedure for contacting the next person in line of authority, as stated above, should be followed.

### **CLASS PREPAREDNESS**

Students are expected to come to the clinic prepared for that day. Preparedness includes reading any assigned material, researching expected skills or diagnoses, preparing assignments on time as assigned by CI or DCE and bringing necessary books and materials to clinic.

### **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. The instructor reserves the right to make modifications in content and schedule as necessary to promote the best education possible within prevailing conditions affecting this course.

## CELL PHONE POLICY

Personal use of cell phones, smart watches and pagers are prohibited in clinical practicum. If a student's electronic device goes off during clinical practicum hours, the student will be required to turn it off immediately. If the clinical instructor prefers the student to use a cell phone for work related communication with physicians, other therapists, etc., then the CI may allow cell phone use for these purposes only. Unless the CI has specifically asked the student to use the cell phone for work related issues, the cell phone shall be off during work hours.

## NTCC ACADEMIC HONESTY/ETHICS STATEMENT

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 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 expulsion 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 Vice President for Instruction and Student Development. 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.

## 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 accommodation. 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 EDUCATIONAL 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.