



**PTHA 2301 Essentials of Data Collection  
Course Syllabus: Spring 2021**

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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
	9:00-12:00	1:00-3:00	9:00-12:00	1:00-3:00	None	All hours in office or by Zoom

*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**

Lecture/Lab/Clinical: Two hours of lecture and four hours of lab each week.  
 Data collection techniques used to prepare the physical therapist assistant to assist physical therapy management.

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

**Student Learning Outcomes:** General Course Learning Outcomes

The students will perform data collection techniques specific to physical therapy (1); utilize data collected for the purpose of monitoring patient/client response to enhance physical therapy management (2); and utilize relevant communication techniques (3).

**Evaluation/Grading Policy:**

EVALUATION

Unit Tests (4) . . . . .	40 %
Lab Practical Examinations (3). . . . .	30 %
Pop Quizzes/assignments/lab check sheet/unit quizzes. . . . .	5%
Final comprehensive exam . . . . .	25%

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. A student must have a 75% course exam average to be eligible to sit for the final exam. In addition, the student must have a 75% lab component average to be eligible to sit for the final exam. Any student receiving a final course average below 75% will not pass the course and subsequently dismissed from the program. If a student does not meet either the exam average or the lab component average of 75%, he/she will not be eligible to sit for the final exam and will fail the course.

**Required Instructional Materials:**

Wong, Michael, 2021. PhysioU (v.2.5.11) Mobile application Software. Retrieved from <https://app.physiou.health/>

**Optional Instructional Materials:**

1. Muscle and Sensory Testing, Reese, 3rd Ed, Elsevier Saunders, 2011.
2. Joint Range of Motion and Muscle Length Testing, Reese and Bandy, 3rd Edition, Elsevier, 2017.

**Publisher:** Elsevier

**ISBN Number:** 9781455758821; 9781455758821

**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

**Course Structure and Overview:**

This is a hybrid class which means class meets twice a week for some lecture and all lab activities. Lecture is also online through the learning management system Blackboard. Some assignments are posted online. Pay close attention to deadlines for all assignments. Technical difficulties are not excuse for late assignments!

See course schedule for all reading assignments related to course material.

Exams: There are 4 major exams and a final for this course. There are 2 practical lab exams and a practical lab final for this course.

**Communications:**

Check your 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.

Text message notifications: You are required in this course to sign up for the text message notifications. This is a tool called REMIND that I use to get information to students quickly. This will enable you to

receive important class announcements and reminders from me via text message so that you will not miss out on any assignment changes or important updates.

### **Institutional/Course Policy:**

#### **ATTENDANCE POLICY**

##### *TARDIES AND ABSENCES ARE STRONGLY DISCOURAGED*

The PTA faculty believes that the habits and work patterns established in school will be carried over to the work setting. Therefore, every effort should be made to establish patterns of good attendance and promptness. This applies not only to the technical courses but also the general education and support courses. Student attendance is addressed under student responsibilities in the school catalog. In addition, student attendance and participation is also addressed utilizing the Professionalism Development Rubric. This document provides the student a means to identify and track any area(s) of deficiency regarding professional behaviors; and, to improve in the area(s). For the PTA Program, the following guidelines concerning attendance will be enforced:

1. For every class period missed, one (1) absence is accumulated.
2. A student more than five (5) minutes late or leaving class early with or without instructor permission is considered tardy.
3. Three (3) tardies constitute one (1) absence.
4. After absences (excused or unexcused) in any 4 class periods per semester, the student will be placed on probation. Stipulations of probation will be developed based on the student's history and circumstances surrounding the absences; and conditions for dismissal in the event of a future absence will be included in the probationary contract.
5. Make-up work is required for all absences in order to ensure that the student acquires information and skills presented during his/her absence (see Make-up work section). It is the **student's responsibility** to meet with instructor(s) on the first day back to schedule make-up work and/or lab check-off.
6. Students must notify (voicemail or e-mail) the PTA office in **advance** whenever excessive (>5 minutes) tardiness or absence is unavoidable. **Notification of the student's absence by classmates is not acceptable!**

\*Note: An absence will be excused by provision of a note written and signed by a medical professional; and by uncontrollable or unavoidable extenuating circumstances as documented below. All other absences/tardies will be considered unexcused.

Further explanation of **excused absences** is as follows:

- "A student's serious illness" shall mean a condition such as pneumonia, surgery, hospital confinement, or valid documented medical reason. A physician's documentation verifying illness must be provided.
- "Death in the immediate family" shall be interpreted to mean mother, father, mother-in-law, father-in-law, spouse, child, brother, sister, grandparents, or significant other. Documentation must be provided.
- "Statutory government responsibilities" refer to such matters as jury duty or subpoena for court appearance. Documentation must be provided.
- Inclement weather – see NTCC PTA Program Student Handbook.

## MAKE-UP WORK

### **Due to Absence:**

Each student is responsible for all material and techniques presented in class and labs. If a class is missed, the student is responsible for obtaining from a classmate, information/ notes, handouts, lab work, covered during that absence. It is the **student's responsibility** to schedule a time with the instructor to complete lab check-offs for content missed. Lab check-offs **must be made up within one week of the date absent**. The student's grade will be lowered **10 points** on the corresponding lab practical for each lab session and check-off not made up **within the allocated timeframe**. If the student has not "checked-off", any missed lab material/techniques; they will **NOT** be allowed to take the corresponding lab practical and a grade of "0" will be assigned. If a test, lab practical, or special assignment is missed due to an **excused** absence, it is the student's responsibility to consult the instructor the next time the student is on campus about making up a test or turning in an assignment. The student must make-up the missed test or lab practical within one week from the date missed providing **appropriate notification of absence was made prior** to the original test time. Lack of notification prior to exam time will result in a grade of "0" for the missed exam; ***notifying classmates to relay the student's absence is not acceptable!*** Assignments due on the date of the excused absence must be turned in the next time the student is on campus; otherwise, the student will receive a "0" for the work missed.

An **unexcused** absence will result in a "0" on a test, lab practical, or special assignment missed; the student will not have the opportunity to make up the work missed work.

One make-up test and/or lab practical due to excused absence, per class, per semester is allowable without penalty. **It is the student's responsibility to set up a time with the instructor to make up the test or lab practical missed.**

### **Remediation:**

In the event a student scores less than a 75 on a lab practical exam, the student **may be assigned remediation** for the previously failed practical components (based on specified course lab practical rubric). Failure to complete remediation satisfactorily (demonstration of proficiency) will result in failure of the course.

### **Due to failure of safety criteria on lab practicals:**

On lab practical exams several areas on each exam are considered to be patient safety criteria or "critical elements"; if a student **fails a patient safety element/criteria, he/she will be required to re-do the lab practical**. The re-do (2<sup>nd</sup>) lab practical cannot be taken on the same day as the failed lab practical. It is the **student's responsibility** to schedule a time with the instructor to re-do the practical and must be **scheduled and completed** during the instructor's office hours or other established time within the next week. The highest grade that a student can receive on the "re-do" is 75. If a student fails the safety criteria on the lab practical "re-do", the student is given a grade of "0" and automatically fails the course. Only one lab re-do per course, per semester, will be permitted for failure of safety criteria.

## 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.

Students are expected to participate in and perform a variety of physical therapy procedures on each other in lab and the classroom for educational purposes; after practicing each laboratory skill, the student will be asked to present a return demonstration to the instructor at some point prior to the conclusion of the lab. This participation is vital to the learning process. The student's consent is needed to participate in these procedures.

## POLICY ON CIVILITY IN THE CLASSROOM

Students are expected to assist in maintaining a classroom environment that is conducive to learning. Inappropriate or distracting classroom behavior is prohibited in order to assure that everyone has opportunity to gain from time spent in class. Inappropriate or distracting language is also prohibited. Should a disruptive classroom incident occur, the faculty member in charge may remove a student. The student has the right to appeal through appropriate channels.

If you bring your cell phone to class or lab, it must be turned off or silent mode. Do not answer your phone in the classroom or lab room. If you are expecting a very important call, please notify the instructor before class regarding the nature of the emergency situation. Keep the phone on silent, and if you receive the call, please step out of the room quietly. Cell phones must be put away, out of sight, during tests.

## **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.

## **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.

#### PTA PROGRAM ACADEMIC HONESTY POLICY

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 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 special populations page on the NTCC website.

**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.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

DATE	CONTENT	READING
January 20	Body Fat Percentage (audio)/Cranial Nerve (audio)/Deep Tendon Reflex (audio) Testing	<a href="https://musc-dpt-neuro.musc.edu/system/documents/files/000/000/000/original/CN_exam.pdf?1483645784">https://musc-dpt-neuro.musc.edu/system/documents/files/000/000/000/original/CN_exam.pdf?1483645784</a> <a href="https://app.physiou.health/app/neuroexam/s5/g14">https://app.physiou.health/app/neuroexam/s5/g14</a>
January 25	Sensation Testing (audio)	<a href="https://app.physiou.health/app/neuroexam/s3/">https://app.physiou.health/app/neuroexam/s3/</a> <a href="https://app.physiou.health/app/rom_mmt/j6/j6_neu_g80/t307/">https://app.physiou.health/app/rom_mmt/j6/j6_neu_g80/t307/</a> <a href="https://app.physiou.health/app/rom_mmt/j7/j7_neu_g82/t308/">https://app.physiou.health/app/rom_mmt/j7/j7_neu_g82/t308/</a>
January 27	*Sensation Check-Offs	
February 1	Intro to Manual Muscle Test (audio with handouts) Intro to Goniometry (audio) **Exam I Feb 2-Feb 5	<a href="https://app.physiou.health/app/rom_mmt/j2/j2_mm28/">https://app.physiou.health/app/rom_mmt/j2/j2_mm28/</a> <a href="https://app.physiou.health/app/rom_mmt/j8/j8_mm8/">https://app.physiou.health/app/rom_mmt/j8/j8_mm8/</a>

February 3	*Shoulder Tests	<a href="https://app.physiou.health/app/rom_mmt/j2/j2_rom">https://app.physiou.health/app/rom_mmt/j2/j2_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j2/j2_mm">https://app.physiou.health/app/rom_mmt/j2/j2_mm</a>
February 8	Shoulder Tests	
February 10	*Elbow/Forearm Tests	<a href="https://app.physiou.health/app/rom_mmt/j4/j4_rom">https://app.physiou.health/app/rom_mmt/j4/j4_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j4/j4_mm">https://app.physiou.health/app/rom_mmt/j4/j4_mm</a>
February 15	Elbow/Forearm Tests	
February 17	*Wrist/Hand Tests	<a href="https://app.physiou.health/app/rom_mmt/j6/j6_rom">https://app.physiou.health/app/rom_mmt/j6/j6_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j6/j6_mm">https://app.physiou.health/app/rom_mmt/j6/j6_mm</a>
February 22	Wrist/Hand Tests	
February 24	Therapeutic Exercise during Data Collections Class Time Wrist/Hand	
March 1	<i>Lab Practical I</i>	
March 2 Tue AM	UE Orthopedic Special Tests Lab Guest Speaker  <i>**Exam II March 3-March 5</i>	<a href="https://app.physiou.health/app/special_tests/j2/">https://app.physiou.health/app/special_tests/j2/</a> <a href="https://app.physiou.health/app/special_tests/j4/g928">https://app.physiou.health/app/special_tests/j4/g928</a> <a href="https://app.physiou.health/app/special_tests/j6/g996">https://app.physiou.health/app/special_tests/j6/g996</a>
March 3	<i>Lab Practical I</i>	
March 8	Hip Tests	<a href="https://app.physiou.health/app/rom_mmt/j7/j7_rom">https://app.physiou.health/app/rom_mmt/j7/j7_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j7/j7_mm">https://app.physiou.health/app/rom_mmt/j7/j7_mm</a>
March 10	*Hip Tests	
Mar 15-19	Spring Break	
March 22	Hip Tests/Knee Tests	<a href="https://app.physiou.health/app/rom_mmt/j8/j8_rom">https://app.physiou.health/app/rom_mmt/j8/j8_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j8/j8_mm">https://app.physiou.health/app/rom_mmt/j8/j8_mm</a>
March 24	*Knee Tests Ankle/Foot Tests	<a href="https://app.physiou.health/app/rom_mmt/j9/j9_rom">https://app.physiou.health/app/rom_mmt/j9/j9_rom</a> <a href="https://app.physiou.health/app/rom_mmt/j9/j9_mm">https://app.physiou.health/app/rom_mmt/j9/j9_mm</a>
March 29	Ankle/Foot Tests	
March 30 Tue AM	LE Orthopedic Special Tests Lab Guest Speaker  <i>**Exam III Mar 31-April 2</i>	
March 31	Therapeutic Exercise during Data Class Time: Ankle/Foo	
April 5	<i>Practical II</i>	
April 6 Tue AM	<i>Practical II</i>	
April 7	Normal Gait Gait Analysis (audio)	<i>Special Reading: Manske CH: 14</i> <a href="https://app.physiou.health/app/gait/learn/">https://app.physiou.health/app/gait/learn/</a> <a href="https://app.physiou.health/app/gait/">https://app.physiou.health/app/gait/</a>



April 12	Spine Tests	<a href="https://app.physiou.health/app/rom_mmt/j1/">https://app.physiou.health/app/rom_mmt/j1/</a> <a href="https://app.physiou.health/app/rom_mmt/j3/">https://app.physiou.health/app/rom_mmt/j3/</a> <a href="https://app.physiou.health/app/rom_mmt/j5/">https://app.physiou.health/app/rom_mmt/j5/</a> <a href="https://app.physiou.health/app/special_tests/j1/g916">https://app.physiou.health/app/special_tests/j1/g916</a>
April 14	*Spine Tests	
April 19	Spine Tests	
April 21	*Spine Tests **Exam IV April 22-23	
April 26-28	Final Lab Practical	
May 3	Independent Study in Classroom	
<b>May 6 Thur</b>	<b>**Comprehensive Final Exam</b>	

\*Lab Assistant Available

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