



PTHA 2301 Essentials of Data Collection

Course Syllabus: January 18-May 12, 2023

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

Physical Therapist Assistant Program

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Online Classroom and Lab/M 1:00-3:00

Lab/Class Time: W 1:00-4:20

Credit Hours: 3

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 TEAMS

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

Data collection techniques used to prepare the physical therapist assistant to assist physical therapy management. Prerequisites: Successful completion of all PTHA courses up to this point.

PREREQUISITE: Successful completion of all PTHA course work up to this point.

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).

GENERAL OBJECTIVES

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

1. Discuss potential implications of in-attendance and tardiness in the classroom/lab setting.
2. Behave in a professional manner appropriate to the clinical setting during lab practicals.
3. Demonstrate acceptance and application of faculty feedback on written, oral and practical exams.
4. Describe errors and discuss correct responses upon completion of a practical exam or skill check.
5. Seek opportunities to promote access to or awareness of PT.

SPECIFIC OBJECTIVES

On a written exam and/or lab partner through lab check-off with a lab partner or practical examination with simulated patients as listed below with 75% proficiency, the student will be able to:

Communication:

1. Demonstrate effective communication skills including introduction of self as a student, giving understandable instructions, and providing adequate feedback during simulated patient scenarios.
2. Obtains informed consent from simulated patient prior to treatment in order to adhere to legal practice standards.
3. Recognize the need to communicate any change of patient status to supervising PT.

Manual Muscle Testing:

4. Identify factors that add to the accuracy of a manual muscle test.
5. Identify, define, and differentiate between muscle testing grades both numerically and by name.
6. Describe the correct manual muscle testing procedure.
7. Identify the correct patient position, stabilization, action, and potential substitutions for all major muscles of the body.
8. Apply the principles of positioning for manual muscle testing to determine alternate positions based on patient limitations.
9. Demonstrate entry-level skill in performing a manual muscle test on all major muscle groups.
10. Apply the manual muscle test grading system to assign the correct muscle grade for a muscle tested within one-half grade.

Goniometry:

11. Identify and record, using various methods, measurements of goniometry.
12. Identify factors which may affect reliability and accuracy of goniometric measurements.
13. Describe the sequence of goniometric measurement.
14. Describe the patient position, goniometric/inclinometer landmarks, stabilization, potential substitution and normal ROM for all major joints of the body.
15. Differentiates between normal and abnormal length of muscle in terms of goniometric measurement.
16. Demonstrate the ability to visualize and approximate various angles of joint motion.
17. Demonstrate entry-level skill goniometry measuring the joints of the upper extremities, lower extremities, and spine.
18. Demonstrate entry-level skill in using an inclinometer and/or tape measure for spine testing.

Special Orthopedic Tests:

19. Identify the name and purpose of special orthopedic tests for each major joint of the body.
20. Describe how to perform selected special orthopedic tests.
21. Differentiates between normal and abnormal muscle length in terms of specific special orthopedic tests.
22. Demonstrate beginning skills in performance of selected special orthopedic tests.

Gait Analysis:

23. Define the terms used to describe normal gait.
24. Compare the variables that are assessed in each of the following types of gait analysis: kinematics qualitative analysis, kinematics quantitative analysis, and kinetic analysis.
25. Identify the joint positions and muscle actions of the lower extremity and trunk during normal gait.
26. Describe and give examples of the common deviations found in gait.
27. Using videotaped gait patterns, analyze normal and abnormal gait.

Cranial Nerve Testing:

28. Identify the names of the twelve pair of cranial nerves.
29. Describe testing for each of the cranial nerves.

Body Fat Percentage Testing:

30. Identify and describe the various methods of determining body fat composition.
31. Calculate body mass index.

Sensation/Pain Testing:

32. Identify the various types of sensations.
33. Describe specifically how to test for each of the various types of sensations.
34. Perform a screening of each of the various sensations identifying any deviations from normal.

Deep Tendon Reflex Testing:

35. Rate a “normal” DTR response and identify the appropriate spinal cord level for the major DTR’s of the body.

Orientation:

36. Recognize normal versus impaired cognition/mentation in a case scenario.

Comprehensive:

37. Given a patient case scenario and physical therapy evaluation, be able to accurately collect data with MMT, ROM, sensation testing, or orthopedic tests to determine treatment progression and communicate this information to the supervising physical therapist as appropriate.

METHODS OF PRESENTATION

1. Lecture Utilizing PowerPoint Presentations
2. Assigned Readings
3. Guest Lectures
4. Laboratory Demonstration and Practice

5. Multi-Media
6. Classroom/Blackboard Participation

Required Skills for Completion of this Course include:

Communication

Obtains informed consent

Beginning skills of selected special orthopedic tests

Beginning skills of deep tendon reflex assessment

Sterile technique

Sensation assessment

Superficial – light touch, sharp/dull

Deep – Kinesthesia, proprioception

Numeric pain scale assessment

Record data measurements in SOAP note

Range of motion measurements -

Shoulder: Goniometry

Flexion

Extension

Abduction/Adduction

External Rotation

Internal Rotation

Elbow/Forearm: Goniometry

Elbow Flexion

Elbow Extension

Forearm Pronation

Forearm Supination

Wrist and Hand: Goniometry

Wrist: Flexion/Ext.

Wrist Radial Dev./Uln

Hip: Goniometry

Flexion

Extension

Abduction

Adduction

Internal Rotation

External Rotation

Knee: Goniometry

Flexion

Extension

Ankle/Foot: Goniometry

Plantarflexion

Dorsiflexion

Inversion

Eversion

Trunk: Lumbar Flexion

Tape measure

Thoracolumbar Flexion

Inclinometer

Lumbar Extension
Tape measure

Thoracolumbar Extension
Inclinometer

Thoracolumbar lateral flexion
Tape measure
Inclinometer

Thoracolumbar Rotation
Tape Measure

Cervical Flexion
Tape measure
Inclinometer
Goniometry

Cervical Extension
Tape measure
Goniometry

Cervical Lateral Flexion
Tape measure
Inclinometer
Goniometry

Cervical Rotation
Tape measure
Inclinometer
Goniometry

Lumbar Flexion
Tape measure

Thoracolumbar Flexion
Inclinometer

Lumbar Extension
Tape measure

Thoracolumbar Extension
Inclinometer

Thoracolumbar lateral flexion
Tape measure
Inclinometer

Thoracolumbar Rotation
Tape Measure

Cervical Flexion
Tape measure
Inclinometer
Goniometry

Cervical Extension
Tape measure
Goniometry

Cervical Lateral Flexion
Tape measure
Inclinometer
Goniometry

Cervical Rotation

Tape measure

Inclinometer

Goniometry

Manual muscle tests measurements -

Shoulder:

Flexion

Extension

Abduction

Horizontal Abd

Horizontal Add

Internal Rotation

External Rotation

Scapular Elevation

Scapular Adduction

Scapular Adduction/Depression

Scapular Adduction/Downward Rotation

Scapular Abduction/Upward Rotation

Elbow/forearm:

Flexion

Extension

Supination

Pronation

Wrist: Flexion (Gross)

Extension (Gross)

Hip: Flexion

Extension

Abduction

Adduction

Internal Rotation

External Rotation

Knee: Extension

Flexion

Ankle: Plantarflexion

DF

Subtalar Eversion

Subtalar Inversion

Trunk: Cervical Flexion

Anterolateral Cervical Flexion

Cervical Extension

Trunk Flexion

Trunk Extension

Trunk Rotation

Course Structure and Overview

This is a hybrid class which means class meets for lab twice a week and lecture is primarily online through the learning management system Blackboard and PhysioU. Some assignments are posted online. Pay close attention to deadlines for all assignments. Technical difficulties are no excuse for late assignments! 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

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 to sign up for the text message notifications via TEAMS 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. Please continue to check your NTCC email daily. If you do not own a cell phone, you can receive these same reminders through your email... the instructions are also in the PDF instruction sheet you received 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. Cranial Nerve Testing
2. Other Testing – Body Fat Composition
3. Deep Tendon Reflex Testing
4. Sensation Testing
5. Introduction of Manual Muscle Testing and Goniometry
6. Shoulder Tests MMT, and Goniometry
7. Elbow and Forearm Tests, MMT, and Goniometry
8. Wrist and Hand Tests, MMT, and Goniometry
9. Hip Tests, MMT, and Goniometry
10. Knee Tests, MMT, Goniometry
11. Ankle and Foot Tests, MMT, Goniometry
12. Gait Analysis and Deviations
13. Spine Tests, MMT, Goniometry/Inclinometry

REQUIRED READING MATERIALS

1. Wong, Michael, 2022. PhysioU (v.5.1.0) Mobile application Software. Retrieved 12/05/2022 from <https://app.physiou.health/>

SCANS

SCANS addressed as follows: Resources (allocates time); Information (acquires and evaluated information, organizes and maintains information, interprets and communicates information); Interpersonal (participates as a team member, serves clients/customers); Basic Skills (reading, writing, arithmetic, listening, speaking); Thinking Skills (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

Unit Tests (4)	40 %
Lab Practical Examinations (2)	20 %
Pop Quizzes/Assignments/Lab Check Sheet/Unit Quizzes	5%
Final Comprehensive Lab Practical	15%
Final Comprehensive Exam	20%

GRADING

A 92-100

B 83-91

C 75-82

D 66-74

F 65 and below

Specific objectives are established for each of the PTHA courses. These may be found in the course syllabus provided to the student on Blackboard under the specific course number. The student should refer to the specific objectives frequently throughout the course of study.

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.

ATTENDANCE AND ABSENTEEISM

Students are responsible for the attendance policies stated in the **Northeast Texas Community College Student Handbook and the PTA Program Student Policy and Procedure Handbook.**

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.

INCLEMENT WEATHER/DESIGNATED HOLIDAYS

Students scheduled for class during inclement weather conditions in which NTCC designates travel hazardous and closes the campus, will not be expected to attend class that day. However, in the event that NTCC remains open for classes, but the local school district in which the student resides closes and the student deems travel as hazardous, the student will not be expected to attend class that day. All class and lab work missed in this situation must be made up. If NTCC is open and the local school district in which the student resides remains open, the student must attend class that day. If the student does not attend class in the event that NTCC remains open, both the course instructor and program director must be notified in advance as with any other absence. The absence will be unexcused.

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 **shall 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 (2nd) 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.

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.

SAFETY

College faculty, staff, and students participating in clinical and laboratory experiences that require the handling of blood, blood products, or body fluids are required to observe standard precautions and safety guidelines prescribed by the U.S. Public Health Service.

To ensure safety of the student in lab and in clinical practicum, informed consent to participate will be appropriately documented upon entry to the PTA Program. All measures are taken to protect the health and welfare of students and faculty participating in laboratory and clinical practicum. To ensure safety during student interactions, students receive comprehensive information on indications, contraindications, precautions, physiological effects, potential risks, and the appropriate application of various modalities; and, techniques prior to laboratory practice or clinical practicum. Program faculty or staff members supervise all lab sessions. PTA students have the right to reasonable accommodations to allow full participation in laboratory and clinical practicum. Students also have the right to defer participation in select laboratory activities in the event that the student presents with a documented medical condition that would predispose them to negative effects (i.e. pregnancy, post-surgical, acute illness). Students have the right to terminate treatment applications received during laboratory sessions should they experience negative effects.

In the event of a minor accident, a small first aid box is located in the LAB room UHS 236. An incident/accident report is then completed by the student(s) involved and an investigation will be conducted by the program director or faculty member. The incident/accident report will be kept in the student's file. In the event of a serious accident, NTCC utilizes the 911 system. NTCC has an Emergency Preparedness Flip Manual which is located in the PTA Lab room 236. A copy of this flip manual is also located in the office of the Director of the PTA Program.

NTCC offers no health services and is not responsible for costs for hospitalizations, special health care such as consultations with specialists, nursing care, surgical operations or dental treatment. The next of kin on record may be notified in uncertain or emergency situations or serious illness. Students may be transported to a general hospital (by ambulance at their own expense) when such action is deemed necessary by college officials.

Safety of Lab Equipment

All laboratory equipment used for skill development must be used under the supervision and/or approval of faculty members. This equipment is inspected and calibrated annually. In the event a student finds a piece of equipment in need of repair or identifies damaged equipment, he/she must immediately inform the program faculty for removal. All relevant operating instructions and calibration reports may be found in the Equipment Notebook kept in the director's office.

General Lab Rules

1. All shoes, pens, and pencils must be removed when utilizing the plinths.
2. Do not use the plinths as a writing surface without a clipboard (the ink does not come off).
3. Food will be eaten at the desks only.
4. Please use trash containers to dispose of all drinks, food and related trash.
5. Food placed in the refrigerator must be labeled with your name and date. Food that is in the refrigerator for **more than one week** should be disposed of by anyone deeming the food "harmful" for consumption.
6. Clean out the microwave and surrounding area after each use.
7. The lab must be put back in its original condition after each lab.
 - All stools must be placed along each plinth or out of high traffic areas.
 - All equipment must be placed back in its original storage area after each lab session - this includes wheelchairs, BP cuffs, ADL equipment, ultrasound gel bottles, exercise equipment, etc.
 - The storage areas/practice areas must be left neat

General Safety Rules

1. Learn and be familiar with the evacuation procedures and the location of fire extinguishers and emergency defibrillators.
2. Immediately report hazardous conditions, broken equipment, and defective tools to instructors, or the PTA program secretary.
3. Do not overload electrical circuits.
4. College property is no place for horseplay, fighting, teasing, and /or practical jokes; therefore, refrain from initiating or participating in any of the previously mentioned behaviors.
5. Do not use chairs, carts, tables, counters, boxes, rolling stools, or other substitutes for ladders or work platforms.
6. Disconnect all electrical cords by grasping the plug and carefully disengaging; NEVER yank the cord. Report any equipment that is damaged or in immediate need of repair to program faculty or program secretary.
7. Wipe up all spills immediately, regardless of who caused the spill. If unable to completely clean up the spill or if the floor remains slick after cleaning, report the area to the secretary so that she may contact Plant Services for clean-up.
8. Use proper body mechanics at all times. Instruction in proper body mechanics will be introduced in the first semester and strongly encouraged to begin implementing these practices throughout. The use of alcoholic beverages, narcotic drugs, or derivatives thereof on college property or at a college and program functions is strictly prohibited; therefore, do not partake!

Laboratory Policies

The PTA laboratory will be the students' "second home" for the next 17 months. A few lecture sessions and the majority of laboratory sessions will be held in the lab. In addition, open practice/lab time will be allowed at the discretion of the program faculty; the lab key can be obtained from program faculty or from the program secretary. Rules regarding unsupervised "open" lab times are as follows:

1. The student must sign-in and sign-out
2. No student is to work alone in the laboratory.
3. No use of electrical equipment, except through simulation, is allowed when a faculty member is not available.
4. No horseplay or rough-housing is allowed in the laboratory.
5. All equipment should be cleaned and returned to its proper place, the area cleaned after use, lights turned off, and the door locked by the last person to leave.
6. Safety guidelines are to be followed at all times.

Dress for Class and Lab

Students should be dressed appropriately for lab **prior to the beginning** of each lab session **unless specified differently**. Students not dressed properly for lab will receive a "0" for any lab work for that lab period. Students **not dressed properly** for lab practicals will **not be permitted to take the lab practical test and will receive a "0" for that test**. If appropriate attire is not available, a student may be asked to wear a patient gown for that lab period and will receive a "0" for that lab period. *Remember, when not dressed properly for lab one deprives himself/herself and a partner of valuable learning opportunities.

- Option 1: NTCC PTA Program Polo, khaki pants and appropriate closed-toed shoes
- Option 2: NTCC PTA Program Scrubs and appropriate closed-toed shoes
- Option 3: NTCC PTA Program approved t-shirt and black athletic shorts and appropriate closed-toed shoes

Instructors will determine appropriate options per class/lab period.

Additional clothing requirements:

WOMEN: Back-fastening halter-type tops are required for some labs. Tops must allow for the back to be fully exposed. T-shirts will be worn over the clothes when practicing on a partner.

MEN: Tanks or bare torso are required for some labs.

HAIR& NAILS:

Nails must be short, clean and void of nail polish. Nails should be shorter than the fingertips when observed from the palm side. Hair should be clean and out of the way with rubber bands or hair clips as necessary. **Personal hygiene is very important since many of the lab techniques require close contact.**

Cleanliness in the lab and classroom

Thank you in advance for your cooperation and participation in keeping our facilities neat and attractive.

At the end of each semester, faculty and students will perform a thorough cleaning of the lab and equipment. In order to maintain a clean and orderly work environment for all students using the PTA lab, the following outline of student responsibilities is provided and should be followed by all.

It is essential that all students work together to maintain an optimal learning environment so that time is not wasted during lab classes. While the maintenance department handles the floors and the garbage, they do not clean specific equipment in a specialized labs; this will be the students' responsibility.

Linen

A limited amount of linen is available for use in the laboratory; and, conservative use is strongly encouraged. This linen includes sheets, towels, pillow cases, and patient gowns. NTCC does not have a laundry service or laundry facilities available therefore, it is the responsibility of the students in the program to maintain clean linen. Each student will have the responsibility of taking the linen home and washing it 1-2 times during each semester. If a student does not have laundry facilities, he/she may pay another student to take his/her place; however, **the student is ultimately responsible for making sure the linen gets cleaned, folded, and restocked during his/her designated time.** All first year students are responsible for doing the laundry created by the PTA program.

POLICY ON CIVILITY AND CELL PHONES IN THE CLASSROOM AND LABORATORY

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.

Use of cell phones is prohibited in class/lab. Phones are NOT allowed and should be kept out of sight during class time. If the student is observed using the phone (texting, calling) during class he/she will be asked to turn the phone off and surrender it to the instructor. If the student desires to use the phone to access course materials, the student is asked to inform the instructor prior to class for approval. If a student's cell phone rings in class, the student will be required to turn off the phone immediately. If a student is expecting a very important call, he/she is to notify the instructor prior to class regarding the nature of the situation. The student will be asked to keep the phone silent, and upon receiving the call he/she must step out of the room to answer.

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 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.

****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.**