

PTHA 1413 FUNCTIONAL ANATOMY

Course Syllabus: **Fall 2017**



“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30-4:30	9:00-11:00	1:30-4:30	9:00-11:00		

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Catalog Course Description (include prerequisites): Study of human anatomy and its application to the motion of the musculoskeletal system as it relates to normal activities and dysfunctions. Integration of skills related to the kinesiological assessment and measurement of the human body. Co-requisite: Anatomy and Physiology I; Admission to program

Required Textbook(s):

Essentials of Kinesiology for the Physical Therapist Assistant, Second ed. Mansfield, Elsevier 2014

Trail Guide to the Body, Lab Manual 5th ed., Biel, Books of Discovery 2014

Trail Guide to the Body, Student workbook, Biel, Books of Discovery 2014

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Student Learning Outcomes:

GENERAL OBJECTIVES

1. Attend all classes and arrive on time
2. Discuss the potential implications of in-attendance and tardiness in the classroom/lab
3. Behave in a professional manner appropriate to clinical setting during lab practicals
4. Demonstrate professional behavior in interactions with instructors/students during classroom and lab activities.
5. Project professional image (dress/hygiene) on field trips and field experiences.
6. Demonstrate acceptance and application of faculty feedback on written, oral and practical exams.
7. Acknowledge and describe errors and discuss correct responses upon completion of practical exam or skill check.

SPECIFIC OBJECTIVES

On a written examination or on a lab partner and/or lab practical examination with 75% proficiency, the student will be able to:

Basic Principles of Kinesiology:

1. Describe the common movements of the body.
2. Analyze the planes of motion and axes of rotation for common motions.
3. Differentiate between osteokinematic and arthrokinematic movement.
4. Describe the arthrokinematic principles of movement.
5. Describe in general terms, the point in the range of motion at which muscles acting over that joint is biomechanically most efficient.
6. Describe the three biomechanical lever systems, and explain their advantages and disadvantages
7. Determine the class of lever in a given problem.
8. Compare motion of a convex surface moving on a concave surface versus a concave surface moving on a convex surface

Structure and Function of Joints:

1. Define the primary components found in bone.
2. Describe the five types of bones found in the human skeleton.
3. Describe the three primary classifications of joints and give anatomic example of each.
4. Identify the components of a synovial joint.
5. Describe the seven different classifications of synovial joints in terms of mobility (degrees of freedom) and stability.
6. Describe the three primary materials found in connective tissue
7. Recall the elementary principles of joint design.
8. Recall the five features common to all Diarthrodial joints.
9. Recall the two main types of joints
10. Recall the definitions of Arthrokinematics and Osteokinematic
11. Identify the axis of motion for any give motion at a specific joint
12. Identify the plane of motion for any given motion at a specific joint
13. Identify the structures that contribute to joint stability
14. Compare a closed kinematic chain with open kinematic chain

Structure and Function of Muscles:

1. Describe how cross-sectional area, line of pull, and shape help determine the functional potential of a muscle.
2. Describe the active length-tension relationship of muscle.
3. Describe the passive length-tension relationship of muscle.
4. Define concentric, eccentric, and isometric activation of muscle.
5. Define and differentiate agonist, antagonist, and synergist.
6. Describe the principles of stretching muscular tissue.
7. Describe the basic principles of strengthening muscular tissue.

The Shoulder Complex:

1. Define the terminology unique to the shoulder complex.

2. Identify the bones and primary bony features relevant to the shoulder complex.
3. Describe the location and primary function of the ligaments that support the joints of the shoulder complex.
4. Describe accessory joint structures and the function of each.
5. Cite the normal ranges of motions for shoulder flexion and extension, abduction and adduction, and internal and external rotation.
6. Describe the planes of motion and axes of rotation for the primary motions of the shoulder.
7. Describe the normal mechanism of the GH stability in the dependent arm.
8. Describe the scapulohumeral rhythm, including contributions of each joint.
9. Describe the extent of dependent or independent function of each joint in scapulohumeral rhythm.
10. Describe how restrictions in the range of elevation of the arm may occur.
11. Explain the force-couple that occurs to produce upward rotation of the scapula.
12. Name, locate, and palpate the muscles of the shoulder complex.
13. Name, locate and palpate the major bony prominences of the shoulder complex.
14. Identify the functions of the muscles of the shoulder complex.
15. Name and visualize the locations of the various nerves of each muscle in the shoulder complex.
16. Name and identify the vascular support of the various muscles of the shoulder complex.
17. State the general function of the ligaments found in the shoulder complex.
18. Analyze normal movement of the shoulder joint

The Elbow and Forearm Complex:

1. Describe all the articulating surfaces associated with each of the following joints: humeroulnar, humeroradial, superior and inferior radioulnar
2. Describe the ligaments associated with all the joints of the elbow complex
3. Identify the axes of motion for supination and pronation and flexion and extension
4. Identify the degrees of freedom associated with each of the joints of the elbow complex.
5. Identify the structures limiting the range of motion in flexion and extension
6. Identify the structures that create the carrying angle
7. Identify the structures limiting motion in supination and pronation
8. Name, locate, and palpate the muscles of the elbow complex
9. Name, locate and palpate the major bony prominences of the elbow complex
10. Identify the functions of the muscles of the elbow complex
11. Describe the planes of motion and axes of rotation for the joints of the elbow and forearm complex.
12. Cite and visualize the locations of the various nerves of each muscle in the elbow and forearm complex
13. Name and identify the vascular support of the various muscles of the elbow complex.
14. Explain the primary muscular interactions involved in performing a pushing and pulling motion.
15. Analyze normal movement of the elbow joint

The Wrist and Hand:

1. Define the terminology unique to the wrist and hand complexes.
2. Describe the articular surfaces of the joints of the wrist and hand.
3. Describe the ligaments of the joints of the wrist and hand, including the functional significance of each.
4. Describe the types of movements and ranges of motion of the radiocarpal joint, the midcarpal joint, and the total wrist complex.
5. Describe the planes of motion and axes of rotation for the joints of the wrist.
6. Describe the role of the wrist musculature in producing wrist motion.
7. Describe and demonstrate the motions and ranges available to joints in the wrist and hand.
8. Describe the make-up of the extensor mechanism, including the muscles and ligaments.

9. Describe and demonstrate the functional position of the wrist and hand.
10. Describe the mechanics of a “tenodesis” grasp action of the hand and wrist.
11. Name, locate, and palpate the muscles of the wrist and hand complex.
12. Name, locate and palpate the major bony prominences of the wrist and hand complex.
13. Identify the functions of the muscles of the wrist and hand complex.
14. Name and visualize the locations of the various nerves of each muscle in the wrist and hand complex.
15. Name and identify the vascular support of the various muscles of the wrist and hand complex.
16. Analyze normal movement of the hand and wrist joint

The Vertebral Column and Ventilation:

1. Define the terminology unique to the vertebral column.
2. Describe the normal curvatures and motions of the vertebral column.
3. Describe the articulations of the vertebral column.
4. Describe the unique features of the cervical, thoracic, lumbar, and sacral vertebrae.
5. Explain how the orientation of the facet joints helps determine the primary movements of the various regions of the vertebral column.
6. Describe the major ligaments of the vertebral column.
7. Describe the structure of the intervertebral disk.
8. Explain how the stability of the vertebral column is maintained.
9. Describe the articulations of the ribs with the thoracic vertebrae.
10. Cite the primary muscles of inspiration.
11. Cite the primary muscles of forced expiration
12. Identify specific muscles of inspiration and expiration, and those that contribute to both functions.
13. Describe the muscular interactions involved in forced inspiration and forced expiration.
14. Explain why accessory muscles of inspiration are often used by an individual with COPD
15. Name, locate, and palpate the muscles of the vertebral column.
16. Name, locate and palpate the major bony prominences of the vertebral column.
17. Identify the functions of the muscles of the vertebral column.
18. Name and visualize the locations of the various nerves of each muscle in the vertebral column.
19. Name and identify the vascular support of the various muscles of the vertebral column.
20. Describe the motions of the spine that decrease and increase the diameter of the intervertebral foramen.
21. Differentiate between segmental and gross stabilization of the vertebral column
22. Describe the factors that contribute to safe and unsafe lifting techniques.

The Hip and Pelvis:

1. Describe and identify the articulating surfaces of the pelvis and femur.
2. Describe the structure and function of the ligaments of the hip joint.
3. Describe the angle of inclination and angle of torsion.
4. Describe the three kinematic strategies used to produce different functional motions at the hip.
5. Describe the muscle activity that produces tilting and rotation of the pelvis.
6. Describe the planes of motion and axes of rotation for all motions of the hip.
7. Cite the normal ranges of motion for all the motions of the hip.
8. Describe the structure and function of all the muscles associated with the hip joints.

9. Describe the force-couple involved in producing an anterior pelvic tilt and posterior pelvic tilt.
10. Explain how the function of the two-joint muscles at the hip is affected by changes in the position of the knee and hip.
11. Explain the biomechanical consequences of a hip flexion contracture.
12. Explain how the position of the hip and knee affect the length and ultimate function of the multi-articular muscles of the hip.
13. Compare coxa valga with coxa vara on the basis of hip joint stability and mobility.
14. Compare anteversion with retroversion on the basis of hip joint stability and mobility.
15. Name, locate, and palpate the muscles of the hip and pelvis.
16. Name, locate and palpate the major bony prominences of the hip and pelvis.
17. Identify the functions of the muscles of the hip and pelvis.
18. Name and visualize the locations of the various nerves of each muscle in the hip and pelvis.
19. Name and identify the vascular support of the various muscles of the hip and pelvis.
20. Explain the function of the hip abductor muscles during the single-limb support phase of walking.
21. Describe why a cane is most effective when used in the hand opposite the weakened or painful hip.
22. Analyze normal movement of the hip joint

The knee:

1. Describe the articulating surfaces at the tibiofemoral and patellofemoral joints
2. Describe the planes of motion and axes of rotation for the motions of the knee
3. Describe the motion of the femoral condyles during flexion and extension in a closed kinematic chain
4. Describe the motion of the tibia in flexion and extension in an open kinematic chain
5. Compare the lateral and medial meniscus on the basis of structure and function
6. Compare the action of the quadriceps in an open kinematic chain with that of a closed kinematic chain
7. Describe the factors that contribute to excessive lateral tracking of the patella.
8. Name, locate, and palpate the muscles of the knee complex
9. Name, locate and palpate the major bony prominences of the knee complex
10. Identify the functions of the muscles of the knee complex
11. Name and visualize the locations of the various nerves of each muscle in the knee complex
12. Name and identify the vascular support of the various muscles of the knee complex
13. Describe one biomechanical consequence associated with hamstring tightness.
14. Explain the principles of active and passive insufficiency in regard to the multi-articular muscles of the knee.
15. Describe the combined movements at the hip and knee that promote the most effective force production in the hamstrings and rectus femoris.
16. Analyze normal movement of the knee joint

The Ankle – Foot Complex:

1. Define the terminology unique to the ankle-foot complex, including supination/pronation, inversion/eversion, dorsiflexion/plantarflexion, flexion/extension, and adduction/abduction.
2. Describe the compound articulations of the ankle, subtalar, talocalcaneonavicular, transverse tarsal, and tarsometatarsal joints.
3. Describe the degrees of freedom and range of motion available at the joints of the ankle and foot.

4. Describe the planes of motion and axes of rotation for dorsiflexion/plantarflexion, inversion/eversion, and adduction/abduction of the ankle and foot.
5. Describe the significant ligaments that support the ankle, subtalar and transverse tarsal joints.
6. Describe the triplanar nature of the ankle joint motion.
7. Describe the distribution of weight within the foot.
8. Describe the structure and function of the plantar arches, including the primary supporting structures.
9. Describe the general functions of the extrinsic muscles of the ankle-foot.
10. Describe the general functions of the intrinsic muscles of the ankle-foot.
11. Name, locate, and palpate the muscles of the ankle-foot complex.
12. Name, locate and palpate the major bony prominences of the ankle-foot complex.
13. Identify the functions of the muscles of the ankle-foot complex.
14. Name and visualize the locations of the various nerves of each muscle in the ankle-foot complex.
15. Name and identify the vascular support of the various muscles of the ankle-foot complex.
16. Explain why the lateral ligaments of the ankle are injured far more often than the medial ligaments.
17. Describe the common abnormal gait patterns involved with weakness of the dorsiflexors muscles.
18. Analyze normal movement of the ankle joint

SCANS Skills:

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).

Lectures & Discussions:

METHODS OF PRESENTATION

1. Lectures
2. Group discussion
3. Demonstrations
4. Multi-media presentations
5. Anatomical models
6. Lab practice
7. Workbook assignments

OUTLINE OF CONTENT

1. Basic Principles of Kinesiology
2. Structure and Function of Joints
3. Structure and Function of Muscles
4. The Shoulder Complex
5. The Elbow and Forearm

6. The Wrist and Hand
7. The Vertebral Column and Ventilation
8. The Hip/Pelvis
9. The Knee
10. The Ankle and Foot

Evaluation/Grading Policy:

EVALUATION

1. Unit Tests (5). 50%
2. Pop Quizzes/Check- offs/Assignments 5%
3. Lab Practicals (2). 20%
4. Comprehensive Final Exam. 25%

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.

Tests/Exams:

- Exam I – August 30
- Exam II – September 13
- Exam III – October 2
- Exam IV – November 1
- Exam V – December 4
- Final Exam – December 11

- Mid-Term Lab Practical – October 5 & 9
- Final Lab Practical – December 6 & 7

Assignments:

Chapter Lab Check-offs

Other Course Requirements:

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 an assignment is not turned in by the next class period the student will receive a grade of "0" for that assignment.

Student Responsibilities/Expectations:

EXPECTED CLASSROOM ETIQUETTE

Northeast Texas Community College is committed to promoting a level of classroom etiquette conducive to optimal teaching and learning. Within this context, the following etiquette is expected:

1. Attend class each time the class meets.
2. Be on time for class and remain for the entire period. The student appears inconsiderate to classmates and the instructor with the actions of arriving late and leaving early.
3. Refrain from **talking** while the instructor or guest speaker is lecturing. Idle chattering and giggling are disruptive to the class and disrespectful to the instructor and classmates.
4. Be prepared, attentive, and participate in class.
5. Refrain from bringing non-students to class. This includes children, spouses, boyfriends/girlfriends and friends. Approval of the above to attend class must come from the program director.

CELL PHONE USE

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.

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.

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.

CLEANLINESS IN THE PTA 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.

General Lab Rules:

1. All shoes, pens, and pencils must be removed when utilizing the plinth cushions.
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 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

DRESS FOR CLASS AND LABORATORY

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.

CLASS ATTENDANCE

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 policy below.

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. The student will be responsible for notifying the instructor and program director of the absence. All class and lab work missed under these circumstances must be made up (refer to the Make-up work policy). 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 under this circumstance, the course instructor and program director must be notified in advance as with any other absence. **The absence will be unexcused.**

Students will be excused from class for the following major designated holidays:

- New Year’s Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

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 (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.

NTCC Academic Honesty Statement:

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

Academic Ethics

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

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 Shannin Garrett, Academic Advisor/Coordinator of Special Populations located in the College Connection. She can be reached at 903-434-8218. 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.

Other Course Policies:

RETENTION & CONDITIONS FOR DISMISSAL

1. Dishonesty & Misconduct: Unlike many other professions, actions and behaviors as a PTA student directly affect the lives of others. For this reason, the highest honesty and ethical standards are mandatory. Dishonesty and unethical behavior(s) in any form will result in disciplinary measures and may result in dismissal from the program. Students will be monitored in this area. Any first violation will be reviewed by the PTA instructor, Clinical Instructor, Program Director, and/or Program Advisory Committee; and appropriate action taken, possibly including dismissal. Any subsequent violations will result in immediate dismissal from the program.
2. Absences: Emphasizing the previously stated attendance policy, students who miss any 4 class periods will be placed on probation. The student may be asked to leave the program based on non-compliance of the probationary contract.
3. Failure to Maintain Academic Standing: Students must earn a minimum overall grade of 75 in all PTHA class, lab, and core courses in order to remain in the PTA Program. Students are encouraged to access and monitor all course grades by utilizing Blackboard course gradebooks.

The course grades on Blackboard will be considered the first level of notification of possible impending failure of the course. The student is responsible for seeking additional help from course instructors if grades fall below average. If a student earns a final grade below 75 in any of the PTHA courses, the student will not be allowed to proceed in the program and will fall under the Re-Admission Policy. All prerequisites must be met for the student to progress in the PTA curriculum.

The second level of notification of impending failure will be considered if a student's performance is weak or unsatisfactory (course average of 74 and below) at mid-term; he/she will be formally notified via the "Early Concern Letter" and required to meet with the PTA Director and/or faculty to discuss areas of concern. At this time, the "Student Success Action Plan" will be developed and completed by the student and instructor(s) as a means to set goals meant to guide student remediation. In all instances, program faculty will be available for assistance upon student request. All discussion presented during the meeting will be documented and signed by all parties. The student's signature on the "Student Success Action Plan" indicates that the student contributed and agrees with the action plan as well as requires all goals for success are met. This document will be revisited at various times during the semester to ensure the student is progressing towards established goals. This document will be kept confidential and placed in the student's personal folder.

*For questions regarding material in a specific PTHA course, the student should consult the instructor who is teaching that material.

*For concerns dealing with clinical matters, the Clinical Instructor and/or the Director of Clinical Education (DCE) should be consulted.

Students are encouraged to observe faculty posted office hours as much as possible; and appointments made with PTA Program faculty when possible. Faculty should be called after hours **only in case of emergency**.

MEDICAL CONDITIONS POLICY

In the event that a student has surgery or experiences a significant change in medical status, the student must notify the PTA program director immediately. The director may request that the student have permission from his/her medical physician to participate in class, laboratory, or clinical experiences. If there is obvious decline in a student's health, he/she will be asked to see a physician for precautionary purposes. In the event a student's health becomes a barrier for success in class or clinicals, he/she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues and acquisition of a physician's release indicating his/her ability to participate (100%) in class, lab activities, and clinicals (without restriction). If, upon re-entry the student experiences a subsequent change in medical status, the student will be asked to withdraw from the program. The opportunity for a second re-entry will be determined by the Program Director, faculty and Dean of Health Sciences. Availability of space and the student's academic/clinical standing, prior to withdrawal, will determine re-admittance.

PREGNANCY POLICY

Students who are, or become, pregnant during their studies in the program must inform the program director of her status at the earliest possible time. Pregnancy is a condition that is a contraindication to the reception of several physical therapy modalities and techniques; and as such would limit the person's ability to participate in certain lab situations which could impact the student's grades. Pregnancy could also affect a student's full participation in clinic courses. In the event the student's pregnancy/delivery becomes a barrier for completion of course and/or clinical work, she may be advised to withdraw from the program. The student may petition for re-entry after resolution of health issues or delivery and

acquisition of a physician's release indicating her ability to participate (100%) in class, lab activities, and clinicals (without restriction).

The student who is pregnant MUST provide the program director with a physician's diagnosis and release indicating her ability to participate in class, lab, and clinical activities **without restriction at 100%** (the student shall present the appropriate course objectives to the physician for his/her consideration).

While the student who is pregnant is attending her clinical rotations, she must provide each clinic with an updated Physician's release indicating that she is able to participate at 100%, without restriction, as a student PTA. The release shall be based on the objectives of the clinical course and clinic facility policy and shall be updated as the student advances in her pregnancy.

Accelerated or delayed completion of required clinical hours may be requested by the student, but the final decision regarding the feasibility of such an alternative schedule rests with the DCE and the Program Director. The student may be advised to withdraw from the program and, based on the student's academic/technical standing, petition for re-entry after the birth of the baby. The program is not obligated to locate a clinical site for any person considered to be "at-risk" or at a less than 100% participation level.

Upon delivery of the baby and return to the program's activities, the student is required to submit a final clearance from the Physician allowing for a full return to all expected activities.

SEXUAL HARASSMENT POLICY

The PTA Program follows the NTCC Policy on Sexual Harassment. The Sexual Harassment policy can be found on the NTCC website at www.ntcc.edu in the student handbook. While participating in clinical courses complaints of sexual harassment should be reported immediately to the PTA program director. The student should also follow the clinical facilities policy for reporting sexual harassment.

SOCIAL MEDIA AND ELECTRONIC DEVICES

According to the Merriam/Webster Dictionary, social media is defined as "forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content [such as videos and pictures]" (merriam-webster.com, 2015). Forms of electronic devices and communication may include computers, smartphones, texting, emails, and websites for blogs and social media formats. Examples of social media formats include but are not limited to LinkedIn, Twitter, Facebook, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, YouTube, Vine, Instagram, Snapchat, etc.

In both the healthcare and educational fields, distribution of sensitive and confidential information is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act (FERPA), whether discussed through traditional communication channels, video recording, text, or social media. Information that is communicated through these types of channels are circulated through social interaction using highly accessible publishing techniques that are web-based and may cross traditional boundaries between professional and

personal relationships. Therefore, students should ensure that personal, professional, and institutional information is protected.

Sending information on electronic devices and publishing information on social media sites may become public for anyone to see and can be traced back to the author. Information garnered from social media sites include information that is shared and information that is gathered through electronic tracking (Privacy Rights Clearinghouse, 2015). These forms of communication provide little control regarding how this information may be used by others. Therefore, students should be aware that “*private*” social media sites do not exist because search engines can turn up posts years after the original publication date, comments can be forwarded or copied, and archival systems save information, including deleted postings through a variety of authorized and unauthorized individuals and organizations (Privacy Rights Clearinghouse, 2015).

If you identify yourself as a student of the NTCC Physical Therapist Assistant Program or a prospective/future student of the PTA program through posting, personal web pages, social media accounts, etc., you **MUST** ensure that ANY content you publish and/or acknowledge is consistent with your professional ethics and is compliant with all confidentiality and privacy laws. You should always consider the legal liability of each post you make and the posts that are made on your site, as well as on the sites of others. Additionally, students must also be aware of the electronic and social media policies of the institutions/entities that are contracted with NTCC for practicum/clinical so that these policies are not violated.

As a Physical Therapist Assistant Program Student, it is your responsibility to:

Protect confidential, sensitive, and proprietary information; do not post confidential or proprietary information about the college, program faculty and staff, students, peers, clinical facilities, clients/patients, employees, or others you may come in contact with while in the role as an NTCC Physical Therapist Assistant student. ***Protect all private and confidential information related to you and to others.*** Be responsible for what you post and protect yourself and others!

Be aware that you are associated with NTCC, the Physical Therapist Assistant Program and the Health Sciences Department when engaging in online social networks. Regardless of how you identify yourself, be it personal or as a student, ensure that your profile and related content is consistent with how you wish to present yourself to colleagues, clients/patients, and potential employers. **Employers consistently conduct Web searches on job candidates before extending offers.** Be sure that what you post today will not come back to “inconvenience” you in the future.

Refrain from using NTCC or the Physical Therapist Assistant Program inscriptions/symbols, such as logos and graphics, on personal social media sites. Do not use NTCC’s name to promote a product, cause, or a political party candidate. NTCC and/or Physical Therapist Assistant logos and/or graphics may be used for School sanctioned events (posters, fliers, postings, or others) but must be **approved** by the Physical Therapist Assistant Program Director and Director of Student Activities and Multicultural Affairs.

Upon entering the classroom or the practicum/clinical site, all cell phones will be placed in the vibrate/silent mode. Cell phones/electronic devices for emergencies only must be used outside of patient areas. Any social use of cell phones/electronic devices will only be used at break times or before/after classroom or practicum/clinical hours. Computers located in UHS 246 are for class use only. **Students**

accessing social medial sites during class time will have their course grade reduced by 1 letter grade for each infraction.

Violations of client/patient privacy with an electronic device will be subject to HIPAA procedures and guidelines. Consequences will result in **TERMINATION** from the Physical Therapist Assistant Program. Each student is legally responsible for individual posting and may be subject to liability if individual postings are found to be defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information from music, videos, text, and any other media. Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

References: Privacy Rights Clearinghouse (2015). Fact Sheet: 35 Social Networking Policy: How to be Safe, Secure and Social. Retrieved from <https://www.privacyrights.org/social-networking-privacy>. Merriam-Webster Dictionary (2015). Retrieved from <http://www.merriam-webster.com/>

COMMUNICABLE DISEASE POLICY

All students will receive thorough instructional material on communicable diseases such as AIDS, Tuberculosis, meningitis, MMR, Hepatitis B Viruses, etc. throughout the program. It is the program's intention to inform all students of the possible potential for acquiring such conditions.

When or if a student is identified as being infected with any communicable disease, the following steps are to be taken to ensure the health of the NTCC community, and of the patients with whom the student would be in contact. This policy is also designated to protect the student who is infected.

1. The student must notify the program director in writing and verbally of the disease contracted and his or her physician's name and number. The student will not be allowed to attend class or clinical at this time.
2. The program director will contact the Health Service director of NTCC.
3. The Health Service director will confer with appropriate public health officials and/or current literature for guidance as to protocol concerning the disease report and inform the program director.
4. The program director will contact the student as to when the student may return to campus or clinical practicum. The program director will adhere to public health guidelines dictated by the Health Services Director.
5. The student will supply the program director and DCE documentation from the treating or advising physician stating that he/she may return to campus or clinical practicum.
6. Every effort will be made to work with the student to keep the student current with his/her classes or clinical practicum.