



INSTRUCTIONAL PACKAGE

Clinical Education I

Effective Term
Summer 2026

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Part I: Course Information

Effective Term: Summer 2026

COURSE PREFIX: PTH 234

COURSE TITLE: Clinical
Education I

CONTACT HOURS: 40 hours/week x 5 weeks

CREDIT HOURS: 3 hours

RATIONALE FOR THE COURSE:

This course allows the student insight into the practice of physical therapy by working directly under the supervision of a licensed physical therapist (PT) or physical therapist assistant (PTA). The course has scheduled rotations through a clinic offering the student an opportunity to put into practice the skills and techniques taught in previous course work.

COURSE DESCRIPTION:

This course provides basic clinical experiences for the physical therapist assistant student within a physical therapy setting.

PREREQUISITES/CO-REQUISITES:

A grade of C or higher in all previous PTH courses.

HIPPA Training

Purpose: To ensure confidentiality of patient protected health information to which students have access in the course of their clinical education experiences. The ACCE will review and reinforce training regarding HIPPA standards and regulations to all students involved in the clinical educational experiences. Students will sign a Confidentiality Form that states the date of the training. Signed forms will be kept in the student's permanent file. A student who does not receive HIPPA training will not be allowed to participate in clinical education experiences.

OSHA Training

Purpose: To protect the student from health hazards associated with blood borne pathogens. To prepare students for clinical education experiences which require that students are in compliance with Occupational Health and Safety Administration guidelines. Students will attend an annual OSHA/Blood Borne Pathogens training session. The ACCE will arrange and provide Blood Borne Pathogens instruction to all students enrolled in clinical education annually. Students will sign a form with the date of the training. Forms will be maintained by

the ACCE in the student's permanent file.

Students who do not complete OSHA/Blood borne Pathogen training will not be able to participate in clinical education experiences.

CPR Certification

Purpose: To ensure that all students are certified in Cardiopulmonary Resuscitation (CPR) prior to entering a clinical education experience. All students must complete a CPR certification course prior to entering a clinical education experience and provide documentation of same. The student is responsible for any expenses related to CPR training. A student who does not submit appropriate documentation to verify CPR certification prior to scheduled clinical education experiences will not be permitted to participate in the clinical education portion of the program.

REQUIRED MATERIALS:

- Roy SH, Wolf SL, Scalzitti, DA. *The Rehabilitation Specialist's Handbook* 4th Ed. Philadelphia, PA: F. A. Davis Company; 2013.

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

ADDITIONAL REQUIREMENTS:

Liability Insurance

All students must be covered by liability insurance before being allowed to enter the clinic. Proof of insurance must be documented before the student will be admitted to clinic and must be kept in the clinic papers folder.

Health Requirements

As a Physical Therapist Assistant student, you are involved in clinical instruction. You may be at risk for exposure to infectious or communicable diseases, including but not limited to illness common in childhood (measles, mumps, rubella, and chicken pox), hepatitis B, and tuberculosis. It is important that you have a current physical and documentation for common vaccinations received in childhood, along with a negative TB results (must provide documentation of negative TB results in past year), current flu vaccination, current status for hepatitis B vaccinations and a Tdap (tetanus, diphtheria, and pertussis) shot to meet the standards of fieldwork centers. This requirement is for your health and safety and that of the patients/clients served by the institution.

BACKGROUND CHECK AND DRUG TESTING REQUIREMENTS:

Procedure: All clinical sites require the student to pass criminal background investigation and drug testing prior to or at the beginning of the clinical assignment. In addition, students may be

required to take a drug test at any time during a clinical rotation.

Student Travel

Students can expect to travel to a variety of clinical sites within a 100-mile radius of HGTC. Students are responsible for their individual travel to and from the HGTC campus or to any assigned clinical experience or field trip, see policy # 8.1.1. Field Trips/Student or Group Travel.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.

Access to myHGTC portal for student self-services.

College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION

Students enrolled in online courses will be required to complete identity verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

Part II: Student Learning Outcomes

After successfully completing the Horry-Georgetown Technical College Physical Therapist Assistant Program, the graduate will be able to achieve the program learning outcomes. The student is advised to view the program learning outcomes in the Student Manual. Reviewing the outcomes will assist the student in understanding how the terminal course objectives achieve the program learning outcomes.

Use the direct link below to find the Student Manual.

[Student Manual](#)

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

After successful completion of this course, the student will be able to meet the following terminal behavior outcomes:

1. The student will review the plan of care established by the physical therapist prior to initiating patient/client intervention with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
2. The student will provide safe interventions as directed in the plan of care and supervised by the

- physical therapist with guidance from clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following an activity for the purpose of sharing information and/or validating decision making)
3. The student will complete documentation that follows professional guidelines, healthcare system, and physical therapy facility policies with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 4. The student will respond effectively to patient/client and environmental emergencies in the work setting with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 5. The student can expressively and receptively communicate in a culturally competent manner with physical therapists, patients/clients, family members, and caregivers, other health care providers, students, interdisciplinary team members, administrators, payers, and consumers with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 6. The student can educate others about the role of the physical therapist assistant.
 7. The student participates in learning and development activities to ensure continued competence with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 8. The student participates in and responds to self-assessment with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 9. The student participates in the clinical education 100% of the time.
 10. The student adheres to federal and state legal practice standards and institutional regulations related to patient/client care and fiscal management with only confirmation from the clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following and activity for the purpose of sharing information and/or validating decision making)
 11. The student acts in a manner consistent with the Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for Conduct of the Physical Therapist Assistant with only confirmation from the clinical instructor. (i.e. Student confers with the clinical instructor prior to, or following and activity for the purpose of sharing information and/or validating decision making)
 12. The student can modify his/her behavior during patient or colleague interaction with guidance from clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 13. The student places patient's/client's needs above the physical therapist assistant's self-interests with guidance from clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 14. The student exhibits compassion, caring, and empathy in providing services to patients/clients with guidance from clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 15. The student promotes active involvement of the patient/client in his or her care with guidance from clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 16. The student identifies, respects, and acts with consideration for the patient's/client's differences, values, preferences, and expressed needs in all physical therapy activities.
 17. The student demonstrates behaviors, conduct, actions, attitudes, and values consistent with the roles, responsibilities, and tasks of the physical therapist assistant with guidance from clinical

- instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
18. The student supports and participates in organizations and efforts that promote physical therapy with guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 19. The student demonstrate integrity in all interactions with patients/clients, family members, caregivers, supervising physical therapists, coworkers, other health care providers, students, other consumers, employers, and payers with guidance from clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 20. The student values and supports the physical therapy profession in society and demonstrates citizenship guidance from clinical instructor. (i.e. Student needs verbal cueing or physical assistance from the clinical instructor)
 21. Student will collect data to quantify the patient's/client's response to interventions as directed and supervised by the physical therapist with guidance from the clinical instructor. (I.e. Student needs verbal cueing or physical assistance from the clinical instructor)

STUDENT UNIT LEARNING OUTCOMES PER MODULE

Weekly student learning outcomes will vary to meet the overall course learning outcomes per clinical site. The student will develop an individual plan of action with his or her clinical instructor to meet the course learning outcomes.

****Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

Part III: Grading and Assessment

The evaluation section should include broad areas and the percentage dedicated to each area. This should be consistent for all sections of the course. Specifics of evaluations, i.e., the number of tests, project details should be included in the Instructor’s Course Informational Sheet.

As the College’s Grading System and policies are written as percentage, if using a point system, please express as a percentage, as well.

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students’ performance will be assessed, and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

Clinical Performance Assessment	50%
Clinic Project	25%
Additional Assessments	25%
Weekly Journal	
Weekly Log Sheet	
Self-Assessment of the Clinical Assessment Tool	

Weekly Summary Form of Goals
 APTA Student Assessment of the Clinical Experience
 APTA Student Assessment of the Clinical Instructor
 Thank You Letter

Total 100%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

GRADING SYSTEM:

A= 90%-100%

B= 80%-89%

C= 75%-79%

D= 69%-74%

F= 68% and below

State the College's or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean's approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information**

Sheet.

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.
3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they

are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at disabilityservices@hgtc.edu or 843-796-8818 (call or text).

COUNSELING SERVICES:

HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the [Counseling Services webpage](#).

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5228

Melissa.Batten@hgtc.edu

Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

Building 200, Room 205B, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

Student and prospective student inquiries concerning Title IX and its application to the College or any student decision may be directed to the Vice President for Student Affairs.

Dr. Melissa Batten, VP Student Affairs

Title IX, Section 504, and Title II Coordinator

Building 1100, Room 107A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

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Melissa.Batten@hgtc.edu

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Jacquelyne Snyder, VP Human Resources

Affirmative Action/Equal Opportunity Officer and Title IX Coordinator

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PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).