



INSTRUCTIONAL PACKAGE

PTH 270

Special Topics in Physical Therapy

Effective Term

Spring 2021

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 202020

COURSE PREFIX: PTH 270

COURSE TITLE: Special Topics in Physical Therapy

CONTACT HOURS: 3/week

CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course introduces clinical reasoning and steps to patient documentation and introduces the student to the basic pathophysiology, management and physical therapy interventions of the cardiopulmonary system. The course also introduces specialty topics within the field of physical therapy including pediatric care and women's health.

COURSE DESCRIPTION:

This course provides opportunities for specialized study of selected topics in physical therapy.

PREREQUISITES/CO-REQUISITES:

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

REQUIRED MATERIALS:

- American College of Sports Medicine. *ACSM's Guidelines for Exercise Testing and Prescription* 10th Ed. Philadelphia, PA: Wolters Kluwer; 2017.
- Roy SH, Wolf SL, Scalzitti, DA. *The Rehabilitation Specialist's Handbook* 4th Ed. Philadelphia, PA: F. A. Davis Company; 2013.
- Fairchild SL, O'Shea RK, Washington RD. *Principles & Techniques of Patient Care* 6th Ed. St. Louis, MO: Elsevier, Inc.; 2018.
- Goodman CC, Fuller KS. *Pathology for the Physical Therapist Assistant* 2nd Ed. St. Louis, MO: Elsevier, Inc.; 2017.
- First Hand Student Kit American Physical Therapy Association
- Scrubs

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

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

ADDITIONAL REQUIREMENTS:

None.

April 2020

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.
Laptop or Tablet

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification 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 for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette](#).

Part II: Student Learning Outcomes

PROGRAM LEARNING OUTCOMES

After successful completion of 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 clinical handbook. 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 clinical handbook.

[Handbook](#)

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

1. Compare and contrast cardiopulmonary pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.
2. Review the medical record and physical therapy documentation to select, implement, and modify a therapeutic exercise program for a cardiopulmonary patient within the parameters of the physical therapist plan of care.
3. Communicate adequately and appropriately, both verbally and non-verbally, in a

manner that fosters confidence, and reflects an understanding of socioeconomic, cultural, and psychological differences.

4. Demonstrate compliance with the scope of practice of a Physical Therapist Assistant in both legal and ethical dimensions.
5. Accurately and timely documents components of data collection in SOAP note format, including specific treatment parameters, application techniques, and treatment outcomes with correct billing for reimbursement.
6. Classify and interpret pathologies included in special topics of the physical therapy profession (ie: Women's Health, Pediatric, Temporomandibular Joint) in regards to anatomy, clinical presentation, diagnostic tests and procedures, management, assessment and long term effects.
7. Be able to recognize the need for referral for other emotional and psychological conditions beyond the scope of practice of physical therapy.
8. Appropriately explain the structure, culture and purpose of the American Physical Therapy Association (APTA).
9. Describe and outline the general history and course of development of the physical therapy profession.

STUDENT UNIT LEARNING OUTCOMES PER MODULE

Lecture Objectives: After successful completion of the classroom activity, the student will be able to meet the following instructional objectives:

*Modules can change per discretion of the instructor.

Module #1

Lecture

Materials Covered: D2L Content, History of the Profession in PT at the APTA Learning Center, Reading Assignments from APTA Website

Assessments: Written Exam, Assignments

1. Acknowledge important people and events throughout the historical development of the PT profession.
2. Discuss the history of the PT profession in the United States and recognize events that shaped the PTA role in the profession.
3. Identify the vision of the APTA and recognize its impact.
4. Identify the benefits of membership to the APTA as a student PTA.
5. Identify current practice issues and recognize the effect on the PTA.
6. Identify the role of the organizations included within the APTA structure as well as outside organizations related to PT

Module #2

Lecture

Materials Covered: Fundamentals of Tests and Measures for the PTA Chapters 1-3; APTA web pages Documentation (Student APTA Membership Required)

Assessment(s): Lecture Exam

1. Describe the role of the physical therapist assistant in the physical examination of patients and the supervisory role of the physical therapist on the healthcare team.
2. Identify various individuals with whom a physical therapist assistant may have communications related to a given patient scenario and how clinical reasoning is utilized.
3. Accurately describe the significance and purpose of the physical therapy medical record and the elements of documentation within the patient/client management model.
4. Accurately identify the American Physical Therapy Association's guidelines in regards to physical therapy documentation.
5. Explain the importance of accurate documentation by the physical therapist assistant.
6. Identify tasks that must be documented by the PT and those that can be documented by the PTA.

Materials Covered: APTA Documentation Web Pages. Student APTA Membership required

1. Review the Office of Inspector General: Importance of Documentation Video on the APTA website and discuss the importance of quality care and accurate documentation in the healthcare setting.
2. Review the APTA Guide to Physical Therapist Practice and explain its use and purpose.
3. Identify patient/client interventions utilizing the physical therapist assistant problem-solving algorithm and communicate appropriate outcomes.
4. Examine the elements of documentation within the patient/client management model and discuss the key components of each utilizing provided sample documentation.
5. Discuss the importance of thorough documentation and risk management in the healthcare setting.

Module #3

Lecture

Materials Covered: APTA Web Pages Documentation: ICF-APTA student membership required

Assessment(s): Lecture Exam

1. Explain the importance of the World Health Organization (WHO) in the development of the International Classification of Functioning, Disability, and Health (ICF).
2. Accurately define terminology used in the International Classification of Functioning, Disability, and Health (IFC) as well as the terminology used in the Nagi framework.
3. Correctly differentiate between indemnity health insurance, managed care plans, Medicare,

Medicaid, Worker's Compensation and the Health-Care Reform Law and the Affordable Care Act (ACA).

4. Accurately describe the Medicare requirements for supervision of students in the clinic and discuss proper procedures to follow when billing for Medicare physical therapy services part A and B.

5. Accurately describe health care settings where physical therapy is offered.

Materials Covered: APTA Web Pages Documentation: ICF-APTA student membership required

6. Following a demonstration from the instructor, the student will be able to accurately review a case study and use the International Classification of Functioning, Disability and Health (ICF) framework as a template for describing the patient's abilities and disabilities as it relates to the patient's level of function.

7. Review a case study and identify appropriate timed and untimed charges for an outpatient Medicare part B.

8. Review a case study and identify appropriate individual, concurrent and group therapy minutes for a skilled Medicare Part A rehab patient.

Module #4

Lecture

Materials Covered: APTA Web Pages Ethics & Professionalism

Assessment(s): Lecture Exam

1. Accurately discuss the Patient's Bill of Rights and its importance to the Physical Therapy profession.
2. Correctly summarize the Standards of Ethical Conduct for the PTA and the Guide for Conduct of the Physical Therapist Assistant.
3. Correctly define ethics and analyze how caregiver's ethics can affect patient care.

Materials Covered: APTA Web Pages Ethics & Professionalism

4. Discuss legal, ethical, and safety case scenarios and choose the appropriate action.
5. Use the Realm-Individual Process-Situation (RIPS) Model of Ethical Decision-Making to assist in resolution of an issue or problem encountered in the healthcare setting.

Module #5

Lecture

Materials Covered: Principles & Techniques of Patient Care-Chapter 1 Sections: HIPPA, Advance Health Care Directives, Informed Consent, Safety Considerations and Chapter 13 General Aspects of the ADA. APTA Web Pages: Documentation: Risk Management (APTA Student membership required); South Carolina LLR Web Page-SC PT Practice Act

Assessment(s): Lecture Exam

1. Distinguish among laws, regulations, and policies, as well as the processes by which they are made.

2. Identify resources that Physical Therapists and Physical Therapist Assistants may use to gain information about laws, regulations, and policies that affect the physical therapy practice.
3. List the main points of Title I of the American with Disabilities Act and its effects on businesses and employers.
4. Describe the Occupational Safety and Health Administration and its role in health care.
5. Describe the Advance Health Care Directives and its role in health care.
6. Describe Informed Consent and its role in health care.

Materials Covered: APTA Web Pages Risk Management

1. Discuss clinical practice operation issues such as strategic plans, policy and procedures, budgets, quality assurance, and risk management.
2. Write the policies and procedures for a physical therapy department.
3. Design an appropriate quality assurance plan to resolve an identified problem related to quality of physical therapy service.

Module #6

Lecture

Materials Covered: Fundamentals of Tests and Measures for the PTA Chapters 3 and 8

Assessment(s): Lecture Exam

1. Identify information found in the S, O, A, and P portions of a SOAP note.
2. Give an example of subjective information.
3. Give an example of objective information.
4. Give an example of assessment information.
5. Give an example of plan information.

Materials Covered: Fundamentals of Tests and Measures for the PTA Chapters 3 and 8

1. Correctly document subjective data collected during an interview process of a peer.
2. Correctly document objective data from case scenarios/role playing.
3. Correctly document assessment and plan information following role playing with a peer.
4. Correctly document a late entry or addendum to a daily note and appropriately correct medical errors in the patient record.

Module #7

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V; ACSM's Guidelines for Exercise Testing and Prescription Chapters 1, 2, 5 and 6

Assessment(s): Lecture Test

1. Review the normal structure and function of the cardiovascular system and list the normal

values for adult and pediatric heart rate, blood pressure, and respiration rate.

2. Explain the response of the cardiovascular system to aging.
3. Identify signs and symptoms of cardiovascular disease.
4. Identify gender differences as it pertains to the cardiovascular system.
5. Discuss the basic physiology and benefits of aerobic exercise and accurately explain the physiological response a normal adult should exhibit to aerobic exercise or activity in terms of heart rate, blood pressure, and respiration rate.
6. Discuss the general principles of exercise prescription for aerobic (cardiorespiratory) exercise.

Materials Covered: Principles & Techniques of Patient Care Chapter 3; The Rehabilitation Specialist's Handbook Section V; ACSM's Guidelines for Exercise Testing and Prescription Chapters 3, 4 & 5; Fundamentals of Tests and Measures for the PTA Chapter 6

1. Locate pertinent information in the medical chart that a PTA must review prior to treating a patient with cardiac or pulmonary disease and explain why communication with nursing is necessary.
2. Explain the use of field tests, a multi-stage test, Graded Exercise test, to measure physical fitness.

Module #8

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Coronary Artery Disease (Arteriosclerosis, Atherosclerosis)
 - a) Identify the anatomy involved in a pathology or condition.
 - b) Identify the contributing factors for the development of a pathology or condition.
 - c) Define how a pathology or condition is managed medically.
 - d) Define how a pathology or condition is assessed and managed by a physical therapist.
 - e) Identify the PTA's role in the management of the pathology or condition.
 - f) Define the long-term effects of a pathology or condition.
 - g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Module #9

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Angina Pectoris, Hypertension, and Myocardial Infarction

- a) Identify the anatomy involved in a pathology or condition.
- b) Identify the contributing factors for the development of a pathology or condition.
- c) Define how a pathology or condition is managed medically.
- d) Define how a pathology or condition is assessed and managed by a physical therapist.
- e) Identify the PTA's role in the management of the pathology or condition.
- f) Define the long-term effects of a pathology or condition.
- g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Module #10

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V, ACSM's Guidelines for Exercise Testing and Prescription Chapter 9

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Congestive Heart Failure, Orthostatic Hypotension, Myocardial Disease (myocarditis, cardiomyopathy) and Trauma

- a) Identify the anatomy involved in a pathology or condition.
- b) Identify the contributing factors for the development of a pathology or condition.
- c) Define how a pathology or condition is managed medically.
- d) Define how a pathology or condition is assessed and managed by a physical therapist.
- e) Identify the PTA's role in the management of the pathology or condition.
- f) Define the long-term effects of a pathology or condition.
- g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Module #11

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Arrhythmias, Valvular Heart Disease (Mitral Stenosis, mitral regurgitation, mitral valve prolapse), and Aneurysm.

- a) Identify the anatomy involved in a pathology or condition.
- b) Identify the contributing factors for the development of a pathology or condition.
- c) Define how a pathology or condition is managed medically.
- d) Define how a pathology or condition is assessed and managed by a physical therapist.
- e) Identify the PTA's role in the management of the pathology or condition.

- f) Define the long-term effects of a pathology or condition.
- g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Materials Covered: The Rehabilitation Specialist's Handbook Section V; ACSM's Guidelines for Exercise Testing and Prescription Chapter 9; Fundamentals of Tests and Measures for the PTA Chapter 6

Assessment(s): Lab Activity, Documentation Assignment

1. Describe the continuum of cardiac rehabilitation, including exercise programming and patient progression through each phase of cardiac rehabilitation.
2. Reviews a mock physical therapist plan of care and acknowledge a mock patient's goals.
3. Recognize absolute and relative indications for terminating exercise in cardiac rehabilitation mock patients.

Module #12

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 9, The Rehabilitation Specialist's Handbook Section V

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Peripheral Vascular Disease (PAD, thrombosis, pulmonary embolism, chronic venous insufficiency, Raynaud's Disease and Raynaud's Phenomenon).
 - a) Identify the anatomy involved in a pathology or condition.
 - b) Identify the contributing factors for the development of a pathology or condition.
 - c) Define how a pathology or condition is managed medically.
 - d) Define how a pathology or condition is assessed and managed by a physical therapist.
 - e) Identify the PTA's role in the management of the pathology or condition.
 - f) Define the long-term effects of a pathology or condition.
 - g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.
 - h) Explain and interpret the use of the Ankle Brachial Index (ABI).

Module #13

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI

Assessment(s): Lecture Test

1. Explain the normal structure and function of the respiratory system.
2. Explain the response of the respiratory system to aging.
3. Identify signs and symptoms of pulmonary disease.

4. Describe the clinical presentation of a patient who has pulmonary disease.
5. Identify the most common physical diagnostic tests and procedures performed for a patient who has pulmonary disease.
6. Identify the most common therapeutic interventions for a patient who has pulmonary disease.

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI; Fundamentals of Tests and Measures for the PTA Chapter 6

7. Describe pulmonary auscultation, normal breath sounds, abnormal and adventitious breath sounds.

Module #14

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Pneumonia, Cystic Fibrosis, Pulmonary Embolism and Cor Pulmonale.

- a) Identify the anatomy involved in a pathology or condition.
- b) Identify the contributing factors for the development of a pathology or condition.
- c) Define how a pathology or condition is managed medically.
- d) Define how a pathology or condition is assessed and managed by a physical therapist.
- e) Identify the PTA's role in the management of the pathology or condition.
- f) Define the long-term effects of a pathology or condition.
- g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Materials Covered: Principles and Techniques of Patient Care Chapter 11; The Rehabilitation Specialist's Handbook Section VI; Fundamentals of Tests and Measures for the PTA Chapter 6

2. Accurately identify and describe manual/mechanical airway clearance techniques (e.g., percussion, vibration, shaking) within the parameters of the physical therapist plan of care.

Module #15

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI; ACSM's Guidelines for Exercise Testing and Prescription Chapter 9

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Obstructive Diseases (COPD, chronic bronchitis, emphysema, and asthma).

- a) Identify the anatomy involved in a pathology or condition.

- b) Identify the contributing factors for the development of a pathology or condition.
- c) Define how a pathology or condition is managed medically.
- d) Define how a pathology or condition is assessed and managed by a physical therapist.
- e) Identify the PTA's role in the management of the pathology or condition.
- f) Define the long-term effects of a pathology or condition.
- g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI; ACSM's Guidelines for Exercise Testing and Prescription Chapter 3; Fundamentals of Tests and Measures for the PTA Chapter 6

1. Perform a pulmonary function test (PFT) and explain the purpose and results with knowledge of the pulmonary system (IPE activity with Respiratory Students)
2. Integrate knowledge of pulmonary disorders to implement therapeutic exercise for a patient with pulmonary dysfunction provided a mock physical therapist evaluation.
3. Appropriately respond to a mock patient's concerns related to therapeutic exercise by utilizing active listening skills during the mock scenario.

Module #16

Lecture

Materials Covered: Pathology for the Physical Therapist Assistant Chapter 11, The Rehabilitation Specialist's Handbook Section VI

Assessment(s): Lecture Test

1. After successful completion of this module, the student will be able to meet the following objectives for: Restrictive Diseases (Pulmonary Fibrosis, chest wall trauma, atelectasis, pulmonary edema, acute respiratory distress syndrome, pneumothorax, pleural effusion, pleural fibrosis)
 - a) Identify the anatomy involved in a pathology or condition.
 - b) Identify the contributing factors for the development of a pathology or condition.
 - c) Define how a pathology or condition is managed medically.
 - d) Define how a pathology or condition is assessed and managed by a physical therapist.
 - e) Identify the PTA's role in the management of the pathology or condition.
 - f) Define the long-term effects of a pathology or condition.
 - g) Compare and contrast pathologies or conditions with regards to anatomy, contributing factors, clinical presentation, diagnostic tests and procedures, management, assessment, and long term effects.

Module #17

Lecture

Materials Covered: The Rehabilitation Specialist's Handbook Section V and VI

Assessment(s): Lecture Exam

1. Discuss the indications, contraindications and precautions of airway adjuncts and airway suctioning procedures for patients with airway and lung disease.
2. Discuss the indications, contraindications and precautions of mechanical ventilation for patients with pulmonary dysfunction.
3. Explain the role of the physical therapist assistant in management of a patient who is on a mechanical ventilator.
4. Explain the effect of medications used in management of cardiopulmonary pathology on therapeutic exercise response.
5. Identify normal and abnormal electrocardiogram tracings and discuss the physical therapy implications.
6. Communicate effectively with other healthcare professionals for effective patient management.

Module #18

Lecture

Materials Covered: Rehab Specialist Handbook Section VIII.

Assessment (s): Lecture Test

1. Identify common pathologies and physical therapy interventions in a pediatric population.
2. Outline successful methods in maintaining attention during interventions in a pediatric population.

Module #19

Lecture

Materials Covered: Kisner & Colby Therapeutic Exercise Textbook- Chapter 25. Rehab Specialists Handbook Section X.

Assessment: Lecture Test

1. Identify common pathologies and physical therapy interventions in relation to women's health including pregnancy, pelvic floor dysfunction, etc.

Module #20

Lecture

Materials Covered: Lippert's Clinical Kinesiology and Anatomy.

Assessment: Lecture Test

1. Identify common pathologies and physical therapy interventions in relation to the temporomandibular joint.

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

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*

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

EVALUATION*

Tests	60%
Assignments/Discussions	18%
Class Participation	2%
Final Exam	20%
	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= below 68%

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 of 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 **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 appointments using TutorTrac, visit the Student Services tab in WaveNet. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



CENTRAL 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!
2. Use the [Online Resource Center \(ORC\)](#) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.
5. **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).

STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L

- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, 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. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators 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).

INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

Student and prospective student inquiries concerning Section 504, Title II, 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 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

EEO and Title IX Coordinator

Building 200, Room 212A, Conway Campus

PO Box 261966, Conway, SC 29528-6066

843-349-5212

Jacquelyne.Snyder@hgtc.edu