



INSTRUCTIONAL PACKAGE

PTH 275

Advanced Professional Preparation

Effective Term
Fall/2018

INSTRUCTIONAL PACKAGE

PART I: COURSE INFORMATION

Effective Term: 201810

COURSE PREFIX: PTH 275

COURSE TITLE: Advanced Professional Preparation

Lecture Hours: 1/week Lab Hours: 0/week

CONTACT HOURS: 1/week

CREDIT HOURS: 1

RATIONALE FOR THE COURSE: Upon completion of the course the student should be able to list goals and set priorities as a Physical Therapist Assistant. Students will be familiar with the State laws for licensure and registration to practice successfully as a Physical Therapist Assistant. Be prepared to seek employment and transition from a student to a competent health care professional.

COURSE DESCRIPTION: This course is the study of the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, and preparation for the PTA National Board Examinations.

PREREQUISITES/CO-REQUISITES: A grade of C PTH 228, PTH 242 and 253

REQUIRED MATERIALS:

Please visit the Bookstore online site for most current textbook information. Use the direct link below to find textbooks.

[BOOKSTORE](#).

1. *PTA exam: The complete study guide*, Scott M. Giles, 2017 Scorebuilders, Scarborough Maine.

ADDITIONAL REQUIREMENTS:

None

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.

WaveNet and D2L email access.

Laptop or Tablet

CLASSROOM ETIQUETTE:

You are expected to treat your fellow students with respect. This means you should limit talking to your neighbor during lecture and do not start to pack up your materials before class is over. Finally, cell phones **MUST** be turned off or put on the vibration mode during class.

During an exam all electronic devices (cell phones, pagers, etc.) must be turned off and stored in a purse or backpack, they may not be visible to the student. The only exception to this policy will be on-call emergency personnel. For those individuals in this situation, please contact your professor on how to handle electronic devices during exams.

Part II: Student Learning Outcomes

PROGRAM LEARNING OUTCOMES

After successful 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 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. Develop an appropriate strategy in preparation for the National Physical Therapists Assistant Examination (NPTAE).
2. Accurately prepare a cover letter and resume for a position as a physical therapist assistant.
3. Participate in a mock interview for a physical therapist assistant employment opportunity.
4. Discuss a current topic within the profession of physical therapy.
5. Discuss the student's strengths and weaknesses as a physical therapist assistant and identify a career development plan.

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:

Module # 1:

Lecture

Material (s) Covered:

- PTA exam: The complete study guide
- Board Course Prep Manual

Assessment(s):

- Study Plan
- Exit Exam Practice Test
- Exit Exam Tests

1. Develop an appropriate strategy in preparation for the National Physical Therapists Assistant Examination (NPTAE).

Module # 2

Lecture

Material (s) Covered:

- Handouts Provided D2L Module 2

Assessment(s):

- Resume
- Cover Letter
- Mock Interview

1. Accurately prepare a cover letter and resume for a position as a physical therapist assistant.
2. Participate in a mock interview for a physical therapist assistant employment opportunity.

Module # 3

Lecture

Material (s) Covered:

- Handout provided in D2L

Assessment(s):

- Discussion Topic D2L
 1. Discuss a current topic within the profession of physical therapy.
 2. Discuss the student’s strengths and weaknesses as a physical therapist assistant and identify a career development plan.

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.

*Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Information Sheet addendum to this instructional package

| Grade | Weighted Percentage |
|---|----------------------------|
| Resume and Cover Letter Practice Test Study Plan Discussion Topic- Strength and Weakness Discussion Topic- Opinion on a current topic within the profession of physical therapy | 20% |
| Test: | 80% |

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 ([ACADEMIC CALENDAR](#)). 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 eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **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, 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 coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
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.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

Student Testing: (If course is offered in multiple format include this section, delete if only F2F sections are offered.)

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 Jocelyn Williams, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals 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, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

Title IX Requirements

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College’s Title IX Coordinators.

*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 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 Associate Vice President for Student Affairs. | Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources. |
| Dr. Melissa Batten, AVP Student Affairs <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 Melissa.Batten@hgtc.edu | Jacquelyne Snyder, AVP Human Resources <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 Jacquelyne.Snyder@hgtc.edu |

INSTRUCTOR'S COURSE INFORMATION SHEET

PART I: INSTRUCTOR INFORMATION

| | |
|-----------------------------------|--|
| Instructor Name: | <i>Dr. Tammy Marcin PT, DPT, MBA, EdD</i> |
| Campus Phone Number: | <i>477-2067</i> |
| College Email Address: | Tammy.Marcin@HGTC.edu |
| Office Location: | <i>1282F</i> |
| Office Hours/Availability: | <i>Posted in D2L Course Home Page and Wavenet</i> |

Part II: Course Schedule and Assessments

Schedule

| | |
|---------|--|
| Week 1 | Guest Lecture: Preparation for National Physical Therapists Assistant. Examination |
| Week 2 | Guest Lecture: resume, cover letter and interview skills |
| Week 3 | <u>Assignment 1A</u> : Draft resume and cover letter, see D2L for submission directions |
| Week 4 | <u>Assignment 2&3</u> : Submit test score, include break down of content area, for a practice NPTE exam and a study plan in D2L drop box. Pictures are not accepted and must be the PDF. |
| Week 5 | <u>Assignment 4</u> : Respond to a D2L post on the discussion board your opinion on a current topic within the profession of physical therapy on the discussion. See grading criteria see the assessment table below – due 5pm |
| Week 6 | <u>Assignment 5</u> : Post in D2L on the discussion boards your strengths and weakness as a PTA and identify career development plan. See grading criteria see the assessment table below- due 5 pm <u>Assignment 1B</u> : Final resume and cover letter submitted Drop Box D2L |
| Week 7 | Assignment 6 : Mock Interview, interview schedule TBD |
| Week 8 | <u>Test</u> : First Monitored Practice Physical Therapists Assistant. Examination. |
| Week 12 | <u>Test</u> : Second Monitored Practice Physical Therapists Assistant. Examination. |
| Week 14 | <u>Test</u> : Third Monitored Practice Physical Therapists Assistant. Examination. |
| Week 16 | <u>Test</u> : Fourth Monitored Practice Physical Therapists Assistant. Examination. |

Assessment

| Grade | | Weighted Percentage | | | | | | | | |
|---|--|--|--|-------------------|------------------------|---|--|--|--|---|
| <p>*****Note assignments in this category are worth 20% of the total weighted grade. See total points for each assignment. Distribute weights is by points across all items in the category.</p> | | Total Points | | | | | | | | |
| <p>Assignment 1 B: See rubric for of the final resume and cover letter uploaded in D2L. If student fails to turn in draft, resume and cover on time 10% will be deducted from final resume and cover letter score.</p> | | 12 | | | | | | | | |
| <p>Assignment 2: Student will submit test score via D2L drop box, include break down of content area, for a practice NPTE</p> | | 10 | | | | | | | | |
| <p>Assignment 3: Submit a study plan in D2L drop box for National Physical Therapists Assistant Examination. If student does not pass first exit exam a second study plan will be required. If additional study plan(s) is required the study plans grade will be averaged for the score.</p> | | 10 | | | | | | | | |
| <p>Assignment 4: Post D2L your opinion on a current topic within the profession of physical therapy and respond to 2 peers.</p> <table border="1"> <thead> <tr> <th>Commendable 4pts.</th> <th>Acceptable 3 pts.</th> <th>Marginal 2 pts</th> <th>Unacceptable 1 pts.</th> </tr> </thead> <tbody> <tr> <td>Well defined and concise understanding of topic</td> <td>Clear understanding of topic</td> <td>Not always clear, too short, too wordy, but meaning of topic can be interpreted.</td> <td>Incomplete, unclear understanding of topic</td> </tr> </tbody> </table> | | Commendable 4pts. | Acceptable 3 pts. | Marginal 2 pts | Unacceptable 1 pts. | Well defined and concise understanding of topic | Clear understanding of topic | Not always clear, too short, too wordy, but meaning of topic can be interpreted. | Incomplete, unclear understanding of topic | 4 |
| Commendable 4pts. | Acceptable 3 pts. | Marginal 2 pts | Unacceptable 1 pts. | | | | | | | |
| Well defined and concise understanding of topic | Clear understanding of topic | Not always clear, too short, too wordy, but meaning of topic can be interpreted. | Incomplete, unclear understanding of topic | | | | | | | |
| <p>Assignment 5: Post in D2L your strengths and weakness as a PTA and identify career development plan and respond to 2 peers.</p> <table border="1"> <thead> <tr> <th>Commendable 4pts</th> <th>Acceptable 3 pts</th> <th>Marginal 2 pts</th> <th>Unacceptable 1 pts</th> </tr> </thead> <tbody> <tr> <td>Well defined and concise understanding of strengths and weakness and career development plan.</td> <td>Clear understanding of strengths and weakness and career development plan.</td> <td>Not always clear, too short, too wordy, but meaning of strengths and weakness and career development plan can be</td> <td>Incomplete, unclear understanding of strengths, weakness, and career development plan.</td> </tr> </tbody> </table> | | Commendable 4pts | Acceptable 3 pts | Marginal 2 pts | Unacceptable 1 pts | Well defined and concise understanding of strengths and weakness and career development plan. | Clear understanding of strengths and weakness and career development plan. | Not always clear, too short, too wordy, but meaning of strengths and weakness and career development plan can be | Incomplete, unclear understanding of strengths, weakness, and career development plan. | 4 |
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| | | | | | | | |
|---|--|--|--------------|--|--|----|-----|
| | | | interpreted. | | | | |
| Assignment 6: Mock Interview; see D2L for the rubric for grading. | | | | | | 12 | |
| <p>Student will complete a monitored physical therapist assistant examination. The student will have three attempts to take monitored physical therapists assistant examination. The student is required to take all three exams. The passing score for each exam is listed below. * The pass score is assigned per test based on recommendation of the vendor for the copyright exam in comparison to passing score of the NPTE. This pass rate does not guarantee a passing score on NPTE but is estimation. The examinations are scheduled (see above schedule). If the student did not pass the 1st or 2nd exam a remediation session with instructor will be required to develop a revised study plan prior to third monitored physical therapists assistant examination.</p> <ul style="list-style-type: none"> • Test 1 passed with a score > 68 % first time: 100 points awarded • Test 2 passed with a score > 62 % second time: 90 points awarded • Test 3 passed with a score > TBA third time: 80 points awarded. • Test 4 passed with a score > TBA third time: 80 points awarded. | | | | | | | 80% |

PART III: FACE 2 FACE (F2F) COURSE POLICIES

Physical Therapist Assistant Program Classroom Attendance Policy:

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

For a 15 week course (Fall and Spring) the allowed number of misses is as follows:

For MWF classes:

9 absences are allowed for lecture and 9 absences from lab, regardless of the reason.

For MW classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For TTh classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

3 absences are allowed for lecture and 3 absences from lab, regardless of the reason.

For a 10 week course (Fall and Spring) the allowed number of misses is as follows:

For MWF classes:

6 absences are allowed for lecture and 6 absences from lab, regardless of the reason.

For MW classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For TTh classes:

4 absences are allowed for lecture and 4 absences from lab, regardless of the reason

For Classes meeting once a week for lecture:

2 absences are allowed for lecture and 2 absences from lab, regardless of the reason.

For a 6 week course the allowed number of misses is as follows:

MTWTH

4 absences for lecture and 4 absences from lab are allowed, regardless of the reason.

MW or TTH

2 absences for lecture and 2 absences from lab are allowed, regardless of the reason

TARDY POLICY:

Students are expected to be on time for class and to stay for the entire session.

A tardy is defined as missing up to 10 minutes of classroom time.

Three tardy will be counted as one class absence.

MAKE-UP TEST POLICY:

See section: EVALUATION OF REQUIRED COURSE ASSIGNMENTS

Makeup Assignments (Examinations, Skill Check Assessments, Laboratory Practical Competency Examinations, Homework and Documentation)

REQUIRED ON-SITE MEETINGS:

Students if you choose to take your test(s) at a site other than an HGTC Testing Center, the center may charge you a fee. Please ask the center about any testing fees before you register to take your exam. These fees will be payable to the center providing the service, not HGTC.