



INSTRUCTIONAL PACKAGE

PTH 275

Advanced Professional Preparation

Effective Term
Fall/2019

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: 201910

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:

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

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

[BOOKSTORE](#).

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

ADDITIONAL REQUIREMENTS:

Laptop

TECHNICAL REQUIREMENTS:

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

WaveNet and D2L email access.

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:

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.

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

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

PROGRAM LEARNING OUTCOMES

After 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.

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

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

STUDENT UNIT LEARNING OUTCOMES & SCHEDULE

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.

****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*

Assignments	20%
Comprehensive Final Exam	80%
	100%

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

GRADING SYSTEM:

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. The physical therapist assistant Dean has approval that the program grading scale is different from the College, please refer to the Instructor's Course Information Sheet.

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 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, 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 or go to the [Online Resource Center](#) to access on-demand resources any time.



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.

Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, 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, 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.

Inquiries regarding the non-discrimination policies: Students 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, Section 504, Title II, and Title IX Coordinator, Building 200, Room 212A, Conway Campus, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, Jacquelyne.Snyder@hgtc.edu.

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 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.	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.
Dr. Melissa Batten, VP 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, VP 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>1282J</i>
Office Hours/Availability:	<i>Posted in D2L Course Home Page, Office Door, 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 TBA date time
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 8	Assignment 6 : Mock Interview, interview schedule TBD <u>Test:</u> First Monitored Practice Physical Therapists Assistant. Examination.
Week 12	<u>Test:</u> Second Monitored Practice Physical Therapists Assistant. Examination.
Week 15	<u>Test:</u> Third Monitored Practice Physical Therapists Assistant. Examination.
Week 16	<u>Test:</u> Fourth Monitored Practice Physical Therapists Assistant. Examination.

EVALUATION OF REQUIRED COURSE ASSIGNMENTS

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

EVALUATION:

Grade		Weighted Percentage
		20%
*****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.	Total Points	
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.	12	
Assignment 2: Student will submit test score via D2L drop box, include break down of content area, for the practice NPTE and monitored exams.	10	
Assignment 3: Submit a study plan in D2L drop box for National Physical Therapists Assistant Examination.	10	
Assignment 4: Post D2L your opinion on a current topic within the profession of physical therapy and respond to 2 peers. 4 pts = Commendable - Well defined and concise understanding of topic 3 pts = Acceptable - Clear understanding of topic 2 pts = Marginal - Not always clear, too short, too wordy, but meaning of topic can be interpreted. 1 pts = Unacceptable - Incomplete, unclear understanding of topic	4	
Assignment 5: Post in D2L your strengths and weakness as a PTA and identify career development plan and respond to 2 peers. 4 pts = Commendable - Well defined and concise understanding of strengths and weakness and career development plan 3 pts = Acceptable - Clear understanding of strengths and weakness and career development plan. 2 pts = Marginal - Not always clear, too short, too wordy, but meaning of strengths and weakness and career development plan can be interpreted. 1 pts = Unacceptable - Incomplete, unclear understanding of strengths, weakness, and career development plan.	4	
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 exam a remediation session with instructor will be required to develop a study plan prior to the next 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%
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Part III: Face 2 Face (F2F) Course Policies

Classroom Decorum:

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.

Attendance Policy:

As stated in the Course Instructional Package, College policy states student must attend 80% of the class meetings.

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 a lecture:

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

For a 7 week course (Fall and Spring) the allowed number of misses is as follows:

For MWF classes:

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

For MW classes:

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

For TTh classes:

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

For Classes meeting once a week for lecture:

1 absences are allowed for lecture and 1 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 tardies will be counted as one class absence.

Make-up Test Policy:

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

- Examinations: Per the instructor's discretion, a missed examination may be made up with a deduction of 10% of the total score.
- Skill Check Assessments: If not performed on the scheduled day per the course schedule, a maximum score of 7.5 points will be given on the first attempted performance.
- Laboratory Practical Competency Examinations: If not performed on the scheduled day, the maximum score on the first attempt will be a 75% and will be considered the second attempt.
- Late assignments (i.e. Homework and documentation): Per the instructor's discretion, the assignment will have a deduction of 50% of the achieved score and no more than two late

assignments may be accepted.

**The instructor reserves the right for discretion on the above policy on a case by case basis.

Bonus

- Per the instructor's discretion, if a bonus activity is awarded for any assignment, no more than 5% of the total grade will be applied.

Required On-site Meetings: See course Schedule