

### Course Syllabus

COURSE: PTHA 2462 Clinical 3 (4:0:20)  
SEMESTER: Spring  
CLASS TIMES: Monday - Friday 8:00AM – 5:00PM (possibly other times/days as assigned by clinical site)  
LAB TIMES: Monday - Friday 8:00AM – 5:00PM (possibly other times/days as assigned by clinical site)  
INSTRUCTOR: Kevin Beaugh, PT, MPT  
OFFICE: Levelland Campus, Allied Health Building, AH103F  
OFFICE HOURS: BY APPOINTMENT on Monday & Wednesday 9:00AM-11:30AM  
OFFICE PHONE: 806-716-2518  
E-MAIL: [kbeaugh@southplainscollege.edu](mailto:kbeaugh@southplainscollege.edu)  
Facebook: <https://www.facebook.com/South-Plains-College-PTA-270314052992426/?ref=bookmarks>

*"South Plains College improves each student's life."*

### GENERAL COURSE INFORMATION

\*It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.\*

### COURSE DESCRIPTION

This course includes a work-based learning experience (in a clinical setting) of specialized occupational theory, concepts, knowledge and skills necessary to reach competence in physical therapy practice. Direct supervision is provided by a clinical professional (either a PT or PTA licensed by the state).

### COURSE PRE-REQUISITES

PTHA 1301, PTHA 1405, PTHA 1413, PTHA 1321, PTHA 2409, PTHA 1431, PTHA 2435, PTHA 2260, PTHA 2461

### STUDENT LEARNING OUTCOMES

At the completion of the semester students will:
<ol style="list-style-type: none"><li>1. Demonstrate interpersonal professionalism through work ethic, attendance, and communication with clinical instructor and course instructor.<ol style="list-style-type: none"><li>a. Demonstrate "full-time" attendance of clinical experience. "Full-time" =<ul style="list-style-type: none"><li>• Monday – Friday, 8A-12P and 1P-5P, unless otherwise arranged with clinical instructor and course instructor, for a total minimum of 280 hours.</li><li>• Weekend days in addition to the above or in equal-time replacement of the above, as arranged by clinical instructor and course instructor</li></ul></li><li>b. Demonstrate willingness to contribute to clinical site's/clinical instructor's professional atmosphere by accepting additional clinical time (e.g. starting earlier than 8A, having a reduced lunch break, ending later than 5P).</li><li>c. Demonstrate open communication with clinical instructor and course instructor regarding attendance of clinical experience.</li></ol></li><li>2. Demonstrate correct/safe patient handling techniques as directed by CI.<ol style="list-style-type: none"><li>a. Demonstrate correct/safe transfers.</li><li>b. Demonstrate correct/safe patient positioning.</li></ol></li><li>3. Teach patient functional skills as directed by CI.<ol style="list-style-type: none"><li>a. Demonstrate correct gait training</li><li>b. Demonstrate correct use of wheel chair.</li><li>c. Demonstrate correct use of assistive device.</li><li>d. Educate patients/caregivers in ADLs.</li><li>e. Demonstrate correct use of body mechanics.</li></ol></li></ol>

<p>4. Demonstrate correct/safe use of physical agents as directed by CI.</p> <ol style="list-style-type: none"> <li>Demonstrate correct/safe use of massage techniques</li> <li>Demonstrate correct/safe use of superficial heat modalities.</li> <li>Demonstrate correct/safe use of deep heat modalities.</li> <li>Demonstrate correct/safe use of cold modalities.</li> <li>Demonstrate correct/safe use of compression.</li> <li>Demonstrate correct/safe use of traction.</li> </ol>
<p>5. Formulate basic therapeutic exercise programs as directed by CI.</p> <ol style="list-style-type: none"> <li>Apply appropriate therapeutic exercise interventions for diagnosis as directed by the established plan of care.</li> </ol>
<p>6. Design appropriate therapeutic interventions based on plan of care as directed by CI.</p> <ol style="list-style-type: none"> <li>Develop appropriate therapeutic interventions based on diagnosis.</li> <li>Modify therapeutic interventions using clinical reasoning and sound decision making.</li> <li>Explain rationale for chosen interventions.</li> </ol>
<p>7. Adhere to regulations, and laws pertaining to physical therapy.</p>
<p>8. Recognize economic, environmental, social, and cultural needs of patients, caregivers, and peers within the physical therapy clinic setting.</p> <ol style="list-style-type: none"> <li>Modify interactions to meet the need of the patient.</li> <li>Modify the intervention to meet the needs of the patient/caregiver.</li> </ol>
<p>9. Explain outcome assessment related to course content.</p> <ol style="list-style-type: none"> <li>Evaluate outcomes of chosen interventions based on plan of care.</li> <li>Identify equipment and resources necessary for discharge.</li> <li>Formulate a functional home exercise program including ADLs.</li> <li>Provide input to the supervising physical therapist about outcomes.</li> </ol>
<p>10. Apply generic abilities related to course content. (<i>Generic Abilities adapted from the Physical Therapy Program, University of Wisconsin-Madison, May et al. Journal of Physical Therapy Education, 9:1, Spring, 1995.</i>)</p> <ol style="list-style-type: none"> <li><i>Commitment to Learning</i> – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding.</li> <li><i>Interpersonal Skills</i> – Demonstrate the ability to interact effectively with patients, families, colleagues, other health care professionals, and the community. Demonstrate the ability to effectively deal with cultural and ethnic diversity issues.</li> <li><i>Communication Skills</i> – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes.</li> <li><i>Effective Use of Time</i> – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources.</li> <li><i>Use of Constructive Feedback</i> – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction.</li> <li><i>Problem-Solving</i> – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.</li> <li><i>Professionalism</i> – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively.</li> <li><i>Responsibility</i> – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes.</li> <li><i>Critical Thinking</i> – Demonstrate the ability to question logically; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.</li> <li><i>Stress Management</i> – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors.</li> </ol>
<p>11. Describe basic concepts related to the APTA <i>Guide to Physical Therapist Practice</i>.</p> <ol style="list-style-type: none"> <li>Integrate basic concepts presented in the APTA <i>Guide to Physical Therapist Practice</i> related to course content.</li> <li>Identify the parameters of the scope of practice of the PTA related to course content.</li> </ol>

## COURSE OBJECTIVES

At the completion of this course the student will have:
<ul style="list-style-type: none"><li>• Demonstrate interpersonal professionalism through work ethic, attendance, and communication with clinical instructor and course instructor.</li></ul>
<ul style="list-style-type: none"><li>• Demonstrate correct/safe patient handling techniques as directed by CI.</li></ul>
<ul style="list-style-type: none"><li>• Teach patient functional skills as directed by CI.</li></ul>
<ul style="list-style-type: none"><li>• Demonstrate correct/safe use of physical agents as directed by CI.</li></ul>
<ul style="list-style-type: none"><li>• Formulate therapeutic exercise programs as directed by CI.</li></ul>
<ul style="list-style-type: none"><li>• Design therapeutic interventions based on plan of care as directed by CI.</li></ul>
<ul style="list-style-type: none"><li>• Adhere to regulations, and laws pertaining to physical therapy.</li></ul>
<ul style="list-style-type: none"><li>• Recognize economic, environmental, social, and cultural needs of patients, caregivers, and peers within the physical therapy clinic setting.</li></ul>
<ul style="list-style-type: none"><li>• Explain outcome assessment related to course content.</li></ul>
<ul style="list-style-type: none"><li>• Apply generic abilities related to course content.</li></ul>
<ul style="list-style-type: none"><li>• Describe basic concepts related to the APTA <i>Guide to Physical Therapist Practice</i>.</li></ul>

## EVALUATION METHODS

Written assignments, Physical Therapist Assistant Clinical Performance Instrument, and other projects as assigned.

## ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Cheating** - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

**Plagiarism** - Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

## VERIFICATION OF WORKPLACE COMPETENCIES

Physical Therapist Assistants are expected to know how to read a physical therapy evaluation and plan of care and provide treatment (including the use of biophysical agents) based on their training.

## BLACKBOARD

**Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.**

## FACEBOOK

The PTA Program has a Facebook page (link indicated above). In addition to the South Plains College website, this Facebook page may be used to keep students up-to-date on program activities, weather delays, South Plains College announcements and will help with program recruitment. "Liking" the South Plains College PTA Program Facebook page is not mandatory, nor are personal Facebook accounts, in order to access this page.

## **APPLICABLE SCANS and FOUNDATION SKILLS**

Applicable Foundation Skills and SCANS Competencies are listed below. Refer also to Course Objectives listed above.

### **SPECIFIC COURSE INFORMATION**

#### **TEXT AND MATERIALS**

None

#### **ADDITIONAL CLASSROOM ITEMS**

Students should attend Clinical 3 prepared as instructed by their clinical instructor. An Internet-enabled device will be useful for accessing web-based resources, Blackboard, etc.

#### **ATTENDANCE POLICY (\*READ CAREFULLY)**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined below.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students are expected to attend their clinical experience "full-time" in order to successfully complete each clinical experience. "Full-time" is defined as at least Monday through Friday, for all hours that the student's clinical instructor (or designated alternate clinical instructor) are in attendance (minimum expectation is that this will be from 8A-12noon and from 1P-5P), for a total minimum of 280 hours. An alternate clinical instructor may be designated if the primary clinical instructor's schedule for the day does not provide for at least 8 working hours.

When an unavoidable reason for absence from all or part of a clinical experience day arises, such as illness, travel difficulties from inclement weather or car trouble, or other activity approved by clinical instructor and course instructor, the student is required to arrange with the clinical instructor and the course instructor to make up the time missed. It is the student's responsibility to arrange with the primary clinical instructor to complete make-up of time missed within a reasonable period of time as determined by the course instructor, and to communicate the plan developed with the clinical instructor to the course instructor for approval. Up to one missed day (8 hours) may be made-up by accumulating extra time (i.e. arriving early, reducing lunch break time, or ending day later), as long as this extra time is used for additional clinical-related activities, outside of what the original day included/required (working with an additional patient, practicing skills, etc. – NOT completing daily documentation, reviewing charts of patients on the day's caseload, treatment planning for patients on the day's caseload, etc.). Time missed in excess of 1 day or 8 hours must be made-up by adding additional time to the student's clinical experience schedule.

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting. The student may be administratively withdrawn from the course when absences become excessive as defined below.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in this course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the

student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

([http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class\\_Attendance](http://catalog.southplainscollege.edu/content.php?catoid=47&navoid=1229#Class_Attendance))

**Due to the importance of the patient care information being taught, the instructor of this course defines excessive absences as missing a second clinical day without having a plan to make it up. A student who meets this criteria will be administratively dropped from the course by the instructor.**

- Tardies: arriving any time after the clinical instructor has indicated the student should arrive or not returning from an approved break by the time indicated by the clinical instructor. Having more than one tardy will result in initiation of a learning contract to plan against future tardies. Failure to follow the learning contract and/or failure to avoid further tardies may result in discontinuation or failure of clinical experience and need to remediate.
- Work schedule is not an excuse for missing class.
- Any exceptions to this policy must be discussed on an individual basis with the course instructor and the PTA Program Director. (i.e. student hospitalization, immediate family member death, etc.)

### **ASSIGNMENT POLICY**

All assignments must be completed by the assigned due date. Late and/or incomplete assignments will not be accepted and a grade of zero will be recorded. See the instructor for more specific information.

### **COMPUTER USAGE**

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College.

**ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USERNAME AND PASSWORD.**

### **COMPUTER LAB USAGE**

The computer lab(s) on any campus may be used by students during scheduled open hours.

### **EXAMS**

There are no exams for this course. Student performance will be assessed by the clinical instructor using the PTA CPI, and will be graded using the attached rubric.

### **GRADING POLICY**

A minimum of 75% on all assignments is required to receive a passing grade for that assignment. Students must earn an overall grade of 75% or better for each course section to pass that section.

**Final semester grades will be based on the following:**

Assignments	30%
CI Final PTA CPI Assessment	70%

<b>Grading Scale:</b>	90-100	A
	80-89	B
	75-79	C
	74 or below	F

## **COMMUNICATION POLICY**

Electronic communication between instructor and students in this course will utilize each student's indicated preferred email address, and may also utilize text messaging. Students are encouraged to check email on a daily basis, and respond to emails within 24 hours. Students will have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing Blackboard or their email should immediately contact their instructor for direction. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on Blackboard.

## **CAMPUS CARRY**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

## **PREGNANCY ACCOMMODATIONS STATEMENT**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

## **STUDENT CONDUCT**

Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development. A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense guide the actions of each member of the college community both in and out of the classroom. Students are subject to federal, state and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.

Students are expected to follow the ethics and rules of professional conduct as outlined in the student handbook. Unprofessional conduct on the part of a student as outlined in the student handbook results in dismissal from the PTA program.

Any student who fails to perform according to expected standards may be asked to withdraw.

Rules and regulations regarding student conduct appear in the current Student Guide.

## **SPECIAL REQUIREMENTS (\*Read Carefully)**

- Students must complete the Acknowledgment Quiz found in the “Course Information” folder on Blackboard to indicate that the student has read and understands the content of syllabus, topics outline, assignment calendar, PTA Program and Clinical Experience handbooks, grievance policy, and appeals process. **This is due by the end of the day on Sunday of Week 1.**
- **Cell Phones/Tablets/Computers** – Internet-enabled devices should ONLY be used for clinical purposes while the student is attending clinical. It is expected that the student will excuse him- or herself, and conduct personal business (including phone calls, text messaging, social media usage, instant messaging, chatting, etc.) outside of clinical time. Devices are expected to be silenced during clinical time. If a phone sounds during clinical or a student is found to be conducting non-class/lab-related activities, the student’s clinical instructor provide appropriate guidance and will document on PTA CPI.
- **Clinical Dress Code** – Students are expected to follow the dress code of the student’s assigned clinical site. Student should be prepared to wear SPC PTA Program polo shirt and black or khaki slacks and SPC name badge until otherwise informed by the student’s clinical instructor.

## **COURSE DISCLAIMER**

You may not apply what you are learning to the general public. You are a student PTA and are learning physical therapy techniques. You will be practicing these skills on each other when you are in lab under the course instructor’s supervision. If you are presently working in a clinic you cannot practice these skills on patients. Once you have passed the class, you still cannot practice the acquired skills in a clinic. You will only be permitted to apply these skills to the general public under a clinical instructor’s supervision once you begin your clinical internships.

Additionally, enrollment in this course does not guarantee a passing grade, successful completion of the PTA curriculum, or passing NPTE-PTA and resultant licensure. Your successful completion of all courses, passing NPTE-PTA, and completion of State Board of PT requirements is necessary to work as a PTA.

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## **ACCOMMODATIONS**

### **NON-DISCRIMINATION**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **DIVERSITY STATEMENT**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **DISABILITIES STATEMENT**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

## ON-CAMPUS HEALTH CONSIDERATIONS

It is the policy of South Plains College that as a condition of on-campus enrollment, all students will engage in safe behaviors to avoid the spread of contagious disease in the SPC community. Such behaviors specifically include the strong recommendation that all students receive all available vaccinations (flu, COVID, etc.) AND properly wear CDC-compliant face coverings while in clinical site building, including hallways and restrooms. Student must abide by clinical site health and safety policies.

If you are experiencing any of the following symptoms, please do not attend clinical and either seek medical attention or get tested for COVID-19 :

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to clinical without further assessment from DeEtte Edens, BSN, RN if symptoms have improved and they are without fever for 24 hours without the use of fever-reducing medication. Student must abide by clinical site policies for returning to clinic after illness.

The student assumes all consequences, ramifications, and responsibilities for the behavior that the student chooses with regard to transmission of any contagious disease, including COVID.

## FOUNDATION SKILLS

### **BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks**

F-1 **READING**—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.

F-2 **WRITING**—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 **ARITHMETIC**—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 **MATHEMATICS**—approaches practical problems by choosing appropriately from a variety of mathematical techniques.

F-5 **LISTENING**—receives, attends to, interprets, and responds to verbal messages and other cues.

F-6 **SPEAKING**—organizes ideas and communicates orally.

### **THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason**

F-7 **CREATIVE THINKING**—generates new ideas.

F-8 **DECISION-MAKING**—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

F-9 **PROBLEM SOLVING**—recognizes problems, devises and implements plan of action.

F-10 **SEEING THINGS IN THE MIND'S EYE**—organizes and processes symbols, pictures, graphs, objects, and other information.



F-11 **KNOWING HOW TO LEARN**—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 **REASONING**—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty**

F-13 **RESPONSIBILITY**—exerts a high level of effort and perseveres towards goal attainment.

F-14 **SELF-ESTEEM**—believes in own self-worth and maintains a positive view of self.

F-15 **SOCIABILITY**—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 **SELF-MANAGEMENT**—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 **INTEGRITY/HONESTY**—chooses ethical courses of action.

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**The Secretary's Commission on Achieving Necessary Skills (SCANS) COMPETENCIES**

**RESOURCES**

C-1 **TIME** - Selects goal-relevant activities, ranks them, allocates time, prepares and follows schedules.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

**INFORMATION**

C-5 **ACQUIRES AND EVALUATES INFORMATION**

C-6 **ORGANIZES AND MAINTAINS INFORMATION**

C-7 **INTERPRETS AND COMMUNICATES INFORMATION**

C-8 **USES COMPUTERS TO PROCESS INFORMATION**

**INTERPERSONAL**

C-9 **PARTICIPATES AS A MEMBER OF A TEAM** - contributes to group effort.

C-10 **TEACHES OTHERS**

C-11 **SERVES CLIENTS/CUSTOMERS**—works to satisfy customer's expectations.

C-12 **EXERCISES LEADERSHIP**—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 **NEGOTIATES**—works toward agreements involving exchanges of resources; resolves divergent interests.

C-14 **WORKS WITH CULTURAL DIVERSITY**—works well with men and women from diverse backgrounds.

**SYSTEMS – Understands Complex Interrelationships**

C-15 **UNDERSTANDS SYSTEMS**—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 **MONITORS AND CORRECTS PERFORMANCE**—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 **IMPROVES OR DESIGNS SYSTEMS**—suggests modifications to existing systems and develops new or alternative systems to improve performance.

**TECHNOLOGY**

C-18 **SELECTS TECHNOLOGY**—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 **APPLIES TECHNOLOGY TO TASK**—understands overall intent and proper procedures for setup and operation of equipment.

C-20 **MAINTAINS AND TROUBLESHOOTS TECHNOLOGY**—prevents, identifies, or solves problems with equipment, including computers and other technologies.

**COURSE CALENDAR AND APPLICABLE RUBRICS**

**Class Assignments Calendar**

Title	Due Date	Time Due
ClockShark Clock In/Out	<b>DAILY</b>	<b>START &amp; END OF WORK DAY</b>
Facility and CI Contact Information	Monday, March 20 <sup>th</sup>	11:59P
Acknowledgement Quiz	Sunday, March 26 <sup>th</sup>	11:59P
PTA CPI Student Information Update	Sunday, March 26 <sup>th</sup>	11:59P
Clinical Reflection Journal – Week 1	Sunday, March 26 <sup>th</sup>	11:59P
Clinical Reflection Journal – Week 2	Sunday, April 2 <sup>nd</sup>	11:59P
Clinical Reflection Journal – Week 3	Sunday, April 9 <sup>th</sup>	11:59P
Clinic Visit	Friday, April 14 <sup>th</sup>	11:59P
PTA CPI Midterm Assessment	Friday, April 14 <sup>th</sup>	<b>6:00P</b>
Clinical Site Evaluation (Midterm)	Sunday, April 16 <sup>th</sup>	11:59P
Clinical Reflection Journal – Week 4	Sunday, April 16 <sup>th</sup>	11:59P
Clinical Reflection Journal – Week 5	Sunday, April 23 <sup>rd</sup>	11:59P
Clinical Reflection Journal – Week 6	Sunday, Apr. 30 <sup>th</sup>	11:59P
Clinical Site Directory Contribution	Sunday, Apr. 30 <sup>th</sup>	11:59P
PTA CPI Final Assessment	Friday, May 5 <sup>th</sup>	<b>6:00P</b>
Clinical Skills Checklist	Friday, May 5 <sup>th</sup>	<b>6:00P</b>
Clinical Reflection Journal – Week 7	Sunday, May 7 <sup>th</sup>	11:59P
Clinical Site Evaluation (Final)	Sunday, May 7 <sup>th</sup>	11:59P
Student Assessment of Clinical Education	Sunday, May 7 <sup>th</sup>	11:59P
Clinical Instructor Assessment	Sunday, May 7 <sup>th</sup>	11:59P

PTA CPI GRADING RUBRIC

CLINICAL 3

points earned by clinical instructor's FINAL PTA CPI rating

Skill #	Beginner	Between Beginner and Advanced Beginner	Advanced Beginner	Between Advanced Beginner and Intermediate	Intermediate	Between Intermediate and Advanced Intermediate	Advanced Intermediate	Between Advanced Intermediate and Entry Level	Entry Level	With Distinction	Points Earned
	0%	0%	0%	0%	60%	75%	80%	90%	100%	105%	
1	0	0	0	0	42	52.5	57	64.3	71.4	75	
2	0	0	0	0	42	52.5	57	64.3	71.4	75	
3	0	0	0	0	42	52.5	57	64.3	71.4	75	
4	0	0	0	0	42	52.5	57	64.3	71.4	75	
5	0	0	0	0	42	52.5	57	64.3	71.4	75	
6	0	0	0	0	42	52.5	57	64.3	71.4	75	
7	0	0	0	0	42	52.5	57	64.3	71.4	75	
8	0	0	0	0	42	52.5	57	64.3	71.4	75	
9	0	0	0	0	42	52.5	57	64.3	71.4	75	
10	0	0	0	0	42	52.5	57	64.3	71.4	75	
11	0	0	0	0	42	52.5	57	64.3	71.4	75	
12	0	0	0	0	42	52.5	57	64.3	71.4	75	
13	0	0	0	0	42	52.5	57	64.3	71.4	75	
14	0	0	0	0	42	52.5	57	64.3	71.4	75	

TOTAL GRADE : 0

Midterm PTA CPI grading based on completion in a timely manner : 100% earned if submitted on time; 10% off for each day late

0%