



## **PTAP 270 Clin Externship-Outptnt section name section credit hours Credits Syllabus**

### Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** This externship is a full-time clinical externship that provides experience in direct patient care in an outpatient/rehab setting. This externship may be completed in any geographical area provided a legal contract is established between the physical therapy facility and San Juan College.

**Prerequisites:** Take PTAP-210, PTAP-230, PTAP-250, and PTAP-260.

**Terms offered:** Fall and Spring

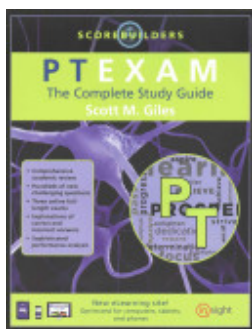
**Section-specific Course Description:**

### Course Level Objectives

1. Complete certifications and specific requirements mandated by the facility.
2. Perform with a minimum acceptable rating of Intermediate for Safety on the CPI.
3. Demonstrate a minimum acceptable rating of Intermediate for Clinical Behaviors on the CPI.
4. Perform with a minimum acceptable rating of Intermediate for Accountability on the CPI.
5. Adapts with a minimum acceptable rating of Intermediate for Cultural Competence on the CPI.
6. Communicate with a minimum acceptable rating of Intermediate for Communication on the CPI.

7. Participate with a minimum acceptable rating of Intermediate for Self-Assessment and Lifelong Learning on the CPI.
8. Demonstrate with a minimum acceptable rating of Intermediate for Clinical Problem Solving on the CPI.
9. Perform with a minimum acceptable rating of Intermediate for Intervention: Therapeutic Exercise on the CPI.
10. Apply with a minimum acceptable rating of Intermediate for Interventions: Therapeutic Techniques on the CPI.
11. Apply with a minimum acceptable rating of Intermediate for Interventions: Physical Agents and Mechanical Modalities on the CPI.
12. Apply with a minimum acceptable rating of Intermediate for Interventions: Electrotherapeutic Modalities on the CPI.
13. Perform with a minimum acceptable rating of Intermediate for Interventions: Functional Training and Application of Devices and Equipment on the CPI.
14. Produce with a minimum acceptable rating of Intermediate for Documentation on the CPI.
15. Participate with a minimum acceptable rating of Intermediate for Resource Management on the CPI.

## Required Texts and/or Materials



**PTEXAM**  
9781890989347  
Scott M. Giles  
Scorebuilders  
2020

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

## Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

- Maintain professionalism & respect
- Check-in to the course regularly to ensure you are reading announcements, checking emails, etc.
- Complete all assignments (e.g., virtual lab skills, self-assessments, peer-assessments, synchronous meetings via zoom, assignments, exams, etc.) in accordance with the course schedule
- Critically analyze tasks offering realistic and constructive input
- Effectively communicate with classmates and instructors when questions arise
- Schedule meetings with the instructor, if requiring additional assistance
- Ensure that all technology is working for success in this course
- Contact tech support if problems arise with technology

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

### **ATTENDANCE POLICY**

This PTA Program Attendance Policy supplements the college’s attendance policies found in the SJC Academic Catalog and SJC Student Handbook. Unless otherwise outlined in the course syllabus, this Attendance Policy applies to all classroom, lab, and clinical experiences. Since absenteeism negatively impacts a student’s ability to learn, students are expected to attend the entire duration of all scheduled activities. Students may need to arrive early to be sufficiently prepared for the learning experience,

especially during clinical rotations. Tardiness is considered an absence. An absence is defined as failing to attend part or all of a scheduled activity (e.g., arriving late to class, returning late after a break, taking an unscheduled break, leaving early, failing to show up). Unexcused absences may result in a grade penalty and/or dismissal from the PTA Program as outlined in the General Attendance Guidelines.

#### General Attendance Guidelines

1. For planned situations, the student is expected to discuss the reason for the requested absence with the instructor as soon as possible, but not later than 48 hours prior to the start of the time of the requested absence.
2. For unplanned situations, the student is expected to notify the instructor as soon as possible. Having a classmate inform the instructor in lieu of notifying the instructor directly is unacceptable.
3. The instructor of record retains the right to determine if any absence (planned or unplanned) is excused or unexcused. Failure to adhere to the Attendance Policy, failure to provide timely notification, and a pattern of absences may result in absences being counted as unexcused and/or the behavior being addressed with a Professional Development Plan.
4. For online or online hybrid classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.
5. Three (3) unexcused absences in a course will result in the student being dismissed from the course at the discretion of the PTA Program Director. For every unexcused absence, the instructor will attempt to contact the student with a verbal warning and will follow-up with a written warning.
6. For online or online hybrid classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.

#### Additional Attendance Guidelines for Clinical Rotations

1. When the absence affects a clinical rotation, the student is expected to notify both the Academic Coordinator of Clinical Education (ACCE) and the Clinical Instructor (CI) as soon as possible.
2. The academic or clinical faculty reserve the right to request that a student leave the facility if the student's condition places him/her at an increased risk to themselves, the patient, and/or others at the facility. Students should use sound judgment when deciding whether to attend a clinical rotation when there are health-related concerns.
3. Clinical education attendance is expected in order to achieve the minimum hours required for the clinical rotation. All clinical absences must be made up at a time mutually agreed upon by the CI, the student, and the ACCE. If a clinic is closed due to a holiday or other event during the scheduled dates of the rotation, the student will not be required to make up the missed time.
4. Students are expected to follow the work schedule of the clinical instructor, not to exceed 50 hours per week. The student may spend time learning from another PT, PTA, or other appropriate health care professional to enhance the learning experience, especially when make-up hours due to absence are needed.

# Other Classroom Policies and Expectations

## **LATE WORK**

Due dates for every assignment are provided on the course syllabus and course schedule (posted in Canvas). Unless otherwise stated, assignments are due according to the course schedule.

The PTA faculty recognize that sometimes “life happens.” In these instances, you may use your allotted 2 “flex.” These days allow you to submit an assignment(s) up to two days late without penalty. For example, you can use 2 flex days on one assignment that is two days late. Alternatively, you can use 1 flex day on one assignment that is one day late, and then 1 flex day towards another assignment. You do not need to provide the instructor with the reason: simply email the instructor how many of your flex days you would like to use. Flex days cannot be used for group assignments or assignments with a partner as it would impact the grade of another student. These “flex days” do not apply to exams or the peer-assessed portion of a virtual lab skill.

Once you have exhausted your 2 flex days, then late point deductions will occur for any assignment submitted after the deadline. A 10 point deduction will occur each day that passes beyond the due date and up to 72 hours (e.g. an 84 would be a 74 on day 1, a 64 on day 2, etc.). Assignments submitted more than 72 hours after the due date will not be accepted and you will receive a 0.

If you experience extenuating circumstances (e.g., you are hospitalized) that prohibit you from submitting your assignments on time, please let the instructor know. The instructor will evaluate these instances on a case-by-case basis.

## Canvas Participation and Expectations

In order to be successful in this course, you are required to check in regularly throughout the week to keep up with communication. Read the announcements for specific requirements and additional information.

## Instructor Response Time

Please feel free to contact me through Canvas email, phone, or visit me on-campus. I will make every effort to get back to you within 48 hours except weekends and holidays. Grades will be released to students upon successful completion and grading of all exams.

# Course Time Commitment

Students are expected to follow the work schedule of the clinical instructor, not to exceed 50 hours per week. Students will need to set aside additional time to complete the Clinical Performance Instrument and other assignments.

## Grading

Final grades are calculated based on the following:

15% CPI Student Self-Evaluation: Midterm

10% CPI CI Evaluation: Midterm

15% CPI Student Self-Evaluation: Final

25% CPI CI Evaluation: Final

10% APTA Student Evaluation: Clinical Experience and Clinical Instruction

10% Scorebuilders Exam 2

15% Academic PEAT 1

The Case Study will be graded according to the posted rubric. For all other assignments completed by the student, the student will receive full credit for submitting the completed assignments by the deadline.

### **CPI CI EVALUATION GRADING**

The Academic Coordinator for Clinical Education (ACCE) is responsible for verifying that all students are capable of the minimum performance expectations for each rotation before assigning a passing grade for the course. For the CPI CI Evaluation: Midterm, the student may be marked by their clinical instructor at any level to receive full credit. For the CPI CI Evaluation: Final, the student is expected to be marked at a minimum of Advanced Beginner for PTAP 230 on the Clinical Performance Instrument by the Clinical Instructor (CI). If the CI rates a student below these anchor ratings on the final CPI evaluation for the course, the student may receive 0% for this assignment and have to repeat the course. The ACCE may take into consideration the following:

- clinical setting;
- experience with patients in that setting;
- relative weighting or importance of each performance criterion;
- expectations for the clinical experience; expectations of the clinical site;

- progression of performance from mid-experience to final evaluations;
- level of experience within the didactic and clinical components;
- whether or not “significant concerns” box or “with distinction” box were checked;
- congruence between the CI’s narrative mid-experience and final comments
- related to the five performance dimensions and the ratings provided;
- additional assignments (eg, journal, in-service education provided); and/or
- site visit information.

\*From the American Physical Therapy Association (2009). Physical Therapist Assistant Clinical Performance Instrument, Alexandria, VA.

### **UNSATISFACTORY CLINICAL PERFORMANCE**

If there is unsatisfactory clinical performance, one or more of the following may occur:

- Development of a learning contract which must be completed to the satisfaction of the ACCE
- Required additional clinical hours at the same facility to improve skills to meet course requirements and objectives if allowed by the SCCE and CI and approved by the ACCE
- Failure of the clinical rotation with or without the option to re-enter per the Re-Entry Policy

### **TERMINATION OF A CLINICAL EXPERIENCE**

The SCCE, the CI, and/or the ACCE reserve the right to terminate the clinical experience at any time. If the student was in Good Standing at the time of termination and the ACCE determines that the termination was due to an undeveloped clinical education site, the student may be removed and placed at another clinical site without the application of the Re-Entry Policy. If the student was in Good Standing at the time of termination and the ACCE determines that the termination was due to the student’s unsatisfactory clinical performance, the student may be eligible to re-enter per the ReEntry Policy. If the student was not in Good Standing at the time of termination, then the student may be dismissed from the program without the option to re-enter.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

Please follow the due dates in the announcements and assignments in Canvas.



# College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

## 1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

## 2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

## 3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

## 4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## 5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## **6. Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## **7. Drop for Non-Attendance and/or Non-Participation**

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

#### **8. Failure to Meet Class Participation Expectation:**

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

#### **9. Grading Policies**

##### **Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))**

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in

the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

## 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)

## Program Handbook

Please see Canvas PTA Program Handbook