



PTAP 260 Seminar Section Name Section Credit Hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Study of career related topics including obtaining licensure and developing a career plan.

Prerequisites: Take PTAP-140 and PTAP-160.

Terms offered: Fall and Spring

Section-specific Course Description:

Course Level Objectives

Course Learning Outcomes

Upon successful completion of the course, the student will be able to...

1. Write and present a research topic based on current literature related to physical therapy.
2. Recognize types of inappropriate behaviors such as abuse, neglect, and harassment.
3. Assess quality assurance related to physical therapy care.
4. Recognize organizational structure related to physical therapy care.
5. Review finances related to physical therapy care.
6. Describe the use of the PTA MACS during clinical rotations.
7. Demonstrate an understanding of licensure requirements.
8. Develop a career plan.
9. Explain outcome assessment related to course content.

10. Practice using Professional Behaviors Student's Self-Assessment criteria related to course content.
11. Describe basic concepts related to the APTA Guide to Physical Therapist Practice.

Specific Learning Objectives

Upon successful completion of the course, the student will be able to:

1. Write and present a research topic based on current literature related to physical therapy.
 - 1a. Write a 5-10 page paper on a research topic based on current literature from a variety of sources.
 - 1b. Present a research topic with a handout using software such as PowerPoint.
2. Recognize types of inappropriate behaviors such as abuse, neglect, and harassment.
 - 2a. Define types of abuse or neglect such as physical, emotional, substance, and sexual.
 - 2b. Differentiate between risk factors, common symptoms, and reporting processes.
 - 2c. Evaluate strategies to avoid sexual harassment.
3. Assess quality assurance related to physical therapy care.
 - 3a. Define productivity in terms of patient-related and non-patient related activities.
 - 3b. Identify external review organizations that provide quality assurance.
 - 3c. Describe the implications of poor resource management.
4. Recognize organizational structure related to physical therapy care.
 - 4a. Evaluate the role and relationship of all employees on an organizational chart.
 - 4b. Describe informal and formal methods of communication in an organization.
 - 4c. Describe the effect an organization's culture and group dynamics on physical therapy care.
5. Review finances related to physical therapy care.
 - 5a. Describe the components of a budget for a physical therapy facility.
 - 5b. Describe methods of payment for physical therapy services.
 - 5c. Describe various coding systems.
 - 5d. Relate an intervention to a billable code.

- 5e. Identify health care policies affecting patient care in various practice settings.
- 5f. List the intrinsic rewards of providing pro bono services.
6. Describe the use of the PTA CPI during clinical rotations.
 - 6a. Demonstrate the use of the PTA CPI to document the successful completion of the clinical rotations.
7. Demonstrate an understanding of licensure requirements.
 - 7a. Identify any license requirements and state regulations for physical therapy for the state where the student plans to seek employment as a PTA.
 - 7b. Complete mock license exams.
8. Develop a career plan.
 - 8a. Write a cover letter and resume.
 - 8b. Perform a mock interview identifying personal strengths and weaknesses.
 - 8c. Develop a 5-year career plan identifying areas of continuing education and professional development such as becoming a clinical instructor.
 - 8d. Identify community organizations, agencies, and advocacy groups that offer volunteer opportunities.
9. Explain outcome assessment related to course content.
 - 9a. Identify equipment and resources necessary for discharge.
 - 9b. Finalize a functional home exercise program including ADLs.
 - 9c. Provide input to the supervising physical therapist about outcomes.
10. Practice using Professional Behaviors Student's Self-Assessment criteria related to course content.
 - 10a. Commitment to Learning – Demonstrate the ability to self-assess, self-correct, and self-direct. Identify needs and sources of learning. Seek new knowledge and understanding.
 - 10b. Interpersonal Skills – 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.
 - 10c. Communication Skills – Demonstrate the ability to communicate effectively (i.e., speaking, body language, reading, writing, and listening) for a varied audiences and purposes.

10d. Effective Use of Time – Demonstrate the ability to obtain maximum benefit from a minimum investment of time and resources.

10e. Use of Constructive Feedback – Demonstrate the ability to identify sources and seek out feedback and to effectively use and provide feedback for improving personal interaction.

10f. Problem-Solving – Demonstrate the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

10g. Professionalism – Demonstrate the ability to exhibit appropriate professional conduct and to represent the profession effectively.

10h. Responsibility – Demonstrate the ability to fulfill commitments and to be accountable for actions and outcomes.

10i. Critical Thinking – Demonstrate the ability to question logically; to identify, generate, and evaluate elements of a logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

10j. Stress Management – Demonstrate the ability to identify sources of stress and to develop effective coping behaviors.

11. Describe basic concepts related to the APTA Guide to Physical Therapist Practice.

11a. Integrate basic concepts presented in the APTA Guide to Physical Therapist Practice related to course content.

11b. Identify the parameters of the scope of practice of the PTA related to course content.

Required Texts and/or Materials

Ptaexam: The Complete Study Guide

9781890989354

Scott M. Giles

Scorebuilders

2020

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

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

Lecture Exams

Proctoring fees may apply if taking exams offsite. SmarterProctoring/ProctorU fee rates will apply. Pricing is subject to change and is based on ProctorU fees.

Current Fee Rates for Virtual Proctored Exams:

- 1-hour exams: \$17.00
- 1.5 hour exams: \$21.00
- 2-hour exam: \$25.00

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.

Grading

Final grades are calculated based on the following...

Grading

PTA Grading Scale:

A	92 – 100%
B	84 – 91%
C	76 – 83%
D	68 – 75%
F	< 67%

GRADE BREAKDOWN

1. The course grade is determined by a mix of formative and summative assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as specified in the Syllabus.
2. Students are expected to complete all assessments (e.g., online discussion boards, assignments, quizzes, lecture exams, lab practicals) as scheduled in the course syllabus. If an assessment is not completed as scheduled.

3. When determining the overall grade for courses with lecture and lab components, the lecture component is 65% and the lab component is 35%.

Course Time Commitment

In order to be successful in this course, you will need to set aside a minimum of 8 hours per week.

Canvas Participation and Expectations

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 (i.e., 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.

Late work is not accepted once the flex option has been used.

Failure to Meet Class Participation Expectations:

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'.

Online communication expectations ("Netiquette"): (Please refer to SJC online services for further information)

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).

General Attendance Guidelines

1. For planned situations, the student is expected to discuss 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.
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. 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.
6. Failure to comply with the outlined Professional Development Plan will result in a Student Conduct Violation and will be reported as outlined in the SJC Student Handbook.

Instructor Response Times & Regular Interaction Expectations

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.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

To be added

Program Handbook

Please see Canvas PTA Program Handbook

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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring

platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.