



PTAP 221 Career Readiness Section Name Section Credit Hours Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course will discuss career development, lifelong learning opportunities, and the professional expectations in the role of a Physical Therapist Assistant. This course will focus on career planning; legal practice standards; federal and state regulations related to client/patient care and fiscal management; and providing services to meet the expectations of clients/patients, members of the physical therapy profession, and other providers as necessary in a manner that is consistent with the Guide for Conduct of the Physical Therapist Assistant and Standards of Ethical Conduct as outlined by the American Physical Therapy Association (APTA).

Prerequisites: Take PTAP-141 PTAP-151 PTAP-161;

Terms offered: Fall and Summer

Section-specific Course Description:

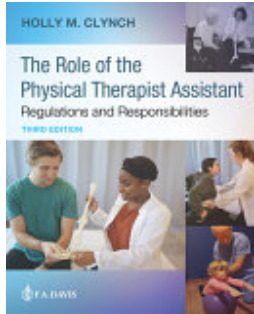
Course Level Objectives

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

1. Examine individual learning styles and personality types and assess how these relate to success in careers.
2. Create a plan that identifies strengths and weaknesses, career development and lifelong learning opportunities.
3. Describe aspects of organizational planning and operation of the physical therapy service.
4. Determine a course of action in response to legal and ethical situations presented by case scenarios within the scope of practice of a Physical Therapist Assistant.

5. Participate in professional and community organizations that provide opportunities for volunteerism, advocacy, and leadership.

Required Texts and/or Materials



The Role of the Physical Therapist Assistant

9781719643146

Holly M. Clynch

2022-12-05

3rd

*image
not
available*

PTAEXAM

9781890989453

Scott M. Giles

2022-01-01

American Physical Therapy Association (APTA) Membership

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Course Requirements

Students will do the following activities:

- Abide by SJC, PTA Program, & Course Policies
- Abide by APTA Standards of Practice for Physical Therapy

- Abide by the APTA Guide for Conduct of the PTA
- Actively Participate in courses
 1. Check-in to the course regularly to ensure you are reading announcements, checking emails, etc.
 2. Complete all assignments (e.g., lab skills, peer-assessments, assignments, exams, presentations, etc.) in accordance with the course syllabus
 3. Critically analyze tasks offering realistic and constructive input
 4. Effectively communicate with classmates and instructors when questions arise
 5. Schedule meetings with the instructor or other college resources when requiring additional assistance
- Ensure that all technology is working for success in this course
- Contact tech support if problems arise with technology

Other Classroom Policies and Expectations

Professional Behaviors

The San Juan College Physical Therapist Assistant Program is committed to pursuing excellence in a professional scope of practice. In accordance with the American Physical Therapy Association (APTA), the expectation is that each student abides by the APTA Standards of Practice for Physical Therapy. This includes but is not limited to abiding by the guidance set forth by APTA in the following documents:

- Standards of Ethical Conduct for the Physical Therapist Assistant
- Guide for Conduct of the Physical Therapist Assistant
- Values-Based Behaviors

To attain and maintain professional expectations outlined in the documents listed above, each student will be required to complete a Professional Portfolio. The professional portfolio will be a compilation of documents outlined in each course that demonstrate professionalism throughout the PTA Program.

Late Work

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

The PTA faculty recognize that sometimes “life happens.” In these instances, the student may use their allotted 2 “flex days.” These days allow the student to submit an assignment(s) up to two (2) days late without penalty. For example, the student can use two (2) flex days on one assignment that is two (2)

days late. Alternatively, the student can use one (1) flex day on one (1) assignment that is one (1) day late, and then one (1) flex day for another assignment. The student does not need to give the instructor a reason: email them indicating the number of flex days needed. Flex days cannot be used for group assignments or assignments with a partner as it would impact another student's grade. These "flex days" do not apply to exams or group projects that will impact another student's grade.

Once the student has exhausted their two (2) flex days, late point deductions will occur for any assignment submitted after the deadline. A 10-percent deduction will occur each day that passes beyond the due date and up to 72 hours. Assignments submitted more than 72 hours after the due date will receive no higher than 50% of the assignment (e.g., 24 hours = 90% max, 48 hours = 80% max, 72 hours = 70% max, beyond 72 hours = 50% max). Instructors reserve the right to award a zero for assignments beyond 72 hours.

Please let the instructor know if the student experiences extenuating circumstances (e.g., hospitalization) that prohibit them from submitting their assignments on time. The instructor will evaluate these instances on a case-by-case basis.

Netiquette

Netiquette, or network etiquette, refers to the guidelines and recommended practices for online communications. In a nutshell, it is the etiquette for the Internet, and should be used for all class communication for the course: email, chatting, blogging, discussion forums, messages, etc.

Even though portions of this class are online, students are expected to conduct themselves in a manner that is respectful and upholds a supportive, mutually beneficial learning environment.

Netiquette provides excellent guidelines for online behavior that facilitates the productive and thoughtful exchange of ideas. Some of the basic tenets of Netiquette include:

- Be respectful. Remember that you are communicating with actual people. Always be courteous and show respect, especially when there are differences of opinion. Remember the golden rule: treat others as you would like to be treated!
- Think before you post. Be aware of who may be able to view your posting, and how your post may be interpreted. Try to maintain a fair and objective tone.
- Stay on topic. Make sure your communication is related to the subject at hand and does not wander off-topic.
- Write clearly. Even though the online environment may seem more informal than your face-to-face class, this is still an academic course and intelligible: mature communication is expected. Correct spelling and grammar are required: proper composition and punctuation are expected.
- Use appropriate language and style. Profanity or offensive wording will not be tolerated. You should avoid using ALL CAPS and repeated punctuation (???? or !!!!).

- Be considerate of others. Do not make derogatory, condescending, or harassing remarks. Communication should be well-intentioned, well-articulated, and aimed at fostering a positive learning environment. Be aware of how sarcasm may be misinterpreted by your readers.
- Allow for misunderstandings. Keep in mind that writing often conveys the incorrect tone or intention in the absence of nonverbal communication. You should make allowances. What you may perceive as rudeness may be unintended.
- Cite your sources. If you post work that is not your own, be sure to reference your sources.

Grading

Final grades are calculated based on the following...

To be added

PTA Grading

Scale:

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

Coursework Completion

Coursework is designed to meet outlined program outcomes. Program outcomes are geared toward the success of program students and graduates to meet entry-level PTA expectations. For these reasons, it is expected that each student submit all coursework to receive a final grade in the course.

Grade Breakdown

1. The course grade is determined by a mix of formative and summative assessments (e.g., APTA modules, 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, etc.) as scheduled in the course syllabus. If an assessment is not completed as scheduled, the grade may be impacted as outlined in the syllabus.

Course Time Commitment

To be successful in this course, most students will need to set aside a minimum of 8 hours per week for assignment completion and/or study time to practice skills and prepare for exams (lecture or lab exams).

Canvas Participation and Expectations

Setting up for success:

1. Create a quiet location designated for your studies. Ensure access to a fully charged computer with good internet connectivity and access to your textbooks.
2. Plan for unexpected situations (e.g., internet issues, computer problems). By planning for these situations, it will help to avoid panic mode later.
 1. If experiencing slow internet connection, plugging in directly to your router may help to avoid delays.
 2. Identify back-up locations for studying or alternate computer-use (e.g., office, library, etc.)
 3. Know your college resources that are available to you in case you need assistance (e.g., helpdesk, instructor, program support staff, student support services, classmates, etc.).
 1. Print the Syllabus – many of these resources are listed on this document
 2. Username and Password – Ensure you are able to login to Canvas safely and regularly
 3. Print the Course Schedule (also located on the syllabus) for weekly assignments and important due dates
 4. Create connections with your classmates – Names and email addresses may be helpful to have in case panic mode sets in.
 5. Identify your support system
3. Students are expected to login to canvas on a regular basis. The most successful program students login on a daily basis. However, it is advised to check into each course at the start of the week, mid-week, and at the end of the week for updates at a minimum.
 1. Canvas Notifications - It is strongly advised to update your canvas settings to notify you of course updates. You may select your best form of contact (e.g., text, email, etc.) for this notification system. For an explanation on how to set up this notification system, go to the following Canvas Help page link: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-manage-notifications-for-a-single-course-as-a-student/ta-p/430>

Participation and Attendance Policy

ATTENDANCE POLICY

This PTA Program Attendance Policy supplements the college's attendance policies 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, or 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 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. For strictly online classes, attendance is defined as logging into the course in Canvas and completing the required activities according to the outlined schedule.
 4. For online hybrid classes with on-campus labs, missing one lab day is equivalent to missing one full week of content and skill and will not be tolerated. Labs run at a fast pace with a specific schedule that will not be altered. For unplanned situations, please refer to #2 above.
 5. Coursework that may be missed on the date of the requested absence is the student's responsibility and should be arranged to be completed and submitted at the regularly scheduled deadline or before the scheduled absence. Alternatively, coursework that may be missed on the date of the requested absence is the student's responsibility and may qualify for "flex days" as outlined in the late work policy. If the exact assignment cannot be rescheduled, the instructor may offer a similar assignment of equal value that meets the intended objectives in its place.
 6. The instructor of record retains the right to determine if any absence (planned or unplanned) is excused or unexcused.
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1. 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 by the disciplinary action procedures outlined below which may result in dismissal from the program. Disciplinary action procedure for unexcused absences:

- 1.1. 1st offense: The instructor will attempt to contact the student which will result in a verbal warning and will be followed up with a written warning.
 - 1.2. 2nd offense: A professional development plan will be initiated by the Program Director and discussed with the student.
 - 1.3. 3rd offense: Meeting with the Instructor and the Program Director may result in dismissal from the PTA Program.
2. Failure to comply with the outlined Professional Development Plan will result in Student Conduct Violation and will be reported as outlined in the SJC Student Handbook.

Instructor Response Times & Regular Interaction Expectations

I will make every effort to get back to you within 48 hours except weekends and holidays. All exams, assignments, and lab videos will be graded with feedback provided one week after the due date. If this cannot be accomplished, all students will be notified by email communication or course announcements. 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 PTAP Community > 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.