



VOLUNTEER STATE COMMUNITY COLLEGE

PTA PROGRAM STUDENT HANDBOOK

Revised 12/2019

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Welcome

Welcome to Volunteer State Community College, Physical Therapist Assistant Program! We congratulate you on your decision to continue your education and trust that this decision will enrich your life and expand your future. This Program integrates classroom and clinical teaching to qualify the graduate as a skilled mid-level technical health care worker in the Physical Therapy profession. The students and faculty are charged to work together to achieve the Program goals and, therefore, to contribute to the growth and advancement of the profession. This Handbook will give you a sense of the College and Department to ensure that you have important information to guide you to success in your academic endeavors. Read it carefully and **keep it available for future reference**. The faculty and staff of the Department wish you the best of luck during your time at Volunteer State. We will be happy to answer your questions. Feel free to call on us when we can help. This Handbook represents the policies and procedures, curriculum and philosophy of the faculty of the Department of Physical Therapy. Thank you to the faculty, students and staff who have provided information and direction in the development of this handbook.

Revised and approved by PTA faculty December 2019.

Program Accreditation

Volunteer State Community College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679-4501) to award the Associate Degree.

The Physical Therapist Assistant Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (111 North Fairfax Street, Alexandria, VA. 22314, telephone 800-999-2782).

The Physical Therapist Assistant (PTA) Program Director will submit all required accreditation fees and documentation, including reports of graduation rates, performance on state licensing examinations, and employment rates in a timely manner. The PTA Program Director will also notify the Commission on Accreditation in Physical Therapy Education (CAPTE) of expected or unexpected substantive change(s) within the program, and of any change in institutional accreditation status or legal authority to provide post-secondary education in a timely manner.

The PTA Program Director will be responsible for the program meeting compliance with accreditation criteria within two years of any cited deficiencies.

The Program Director is responsible for the maintenance of accurate information on the Program's website including, but not limited to, accreditation statement and status of the Program, CAPTE logo and current student outcomes.

The faculty and students of the PTA Program abide by the following statement:

"Volunteer State Community College, a Tennessee Board of Regents institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, age, disability, political affiliation, sexual orientation or status as a qualified veteran with a disability or veteran of the Vietnam era."

PTA Program, Mission, Philosophy and Goals

Mission: The Physical Therapist Assistant Program offers an Associate Degree and seeks to graduate individuals who are competent and qualified to assume roles in the health care field as Physical Therapist Assistants. The program is committed to excellence in serving the ever-changing needs and interests of the Physical Therapy community of Middle Tennessee. The program supports the practice of Physical Therapy as a vocation to strengthen the healthcare workforce and economic development of Middle Tennessee.

Philosophy: The philosophy of the Physical Therapist Assistant Program supports and assists the implementation of the philosophy and purposes of Volunteer State Community College. In support of the College's mission statement, the Program believes education is a partnership with the Physical Therapy community to enhance student learning. The faculty encourages the development of the individual through optimum learning experiences in the classroom and clinical settings. The Program and the Physical Therapy community provide rich learning experiences and resources that enable students to develop competencies necessary for practice as a Physical Therapist Assistant.

Program Description:

Physical therapist assistant (PTA) programs in Tennessee's state community college system are accredited two-year associate degree programs that prepare graduates to perform selected components of patient treatment and assessment under the direction and supervision of the physical therapist in an ethical, legal, safe, and effective manner. These PTA programs combine general education courses, physical therapy lecture and laboratory courses, and clinical education to produce competent, caring, quality oriented physical therapist assistants who are prepared for taking the National Physical Therapy Examination (NPTE) and for entering the field of physical therapy with the required knowledge, skills, and behaviors of an entry-level PTA.

Program Outcomes

Physical Therapist Assistant Graduates of Tennessee's state community college system will:

1. Support the diverse physical therapy healthcare needs of Tennessee communities through employment as physical therapist assistants working under the supervision of physical therapists.
 - a. 90% of graduates will be employed in a variety of physical therapy settings within one year of passing the licensure exam
2. Demonstrate entry-level competence as physical therapist assistants as evidenced by successful completion of the National Physical Therapy Examination (NPTE) and qualification for state licensure.
 - a. National licensure ultimate pass rate for the Program is at least 85% over a 2 year average
3. Identify career development and lifelong learning opportunities as physical therapist assistants in contemporary physical therapy practice.
 - a. Students/graduates who participate in continuing education will indicate they attend continuing education courses at least once per year.
 - b. The program requires 100% student membership in the APTA

Admission and Appeals Process

ADMISSION STATUS

Class size is limited to 32 seats, therefore students are admitted to the technical year of the PTA Program with one of three Admission Statuses:

Admission: The student has met all admission requirements, including pre-requisite course work, with a grade of “C” or better (ENGL 1010, AHC 101, PSYC 1030 & Fine Arts), a grade of B or higher is required in the Math and Sciences (Math 1130 or Math 1710, BIOL 2010, BIOL 2020, AHC 1100 and AHC 115) and has submitted all necessary documentation. To earn an interview for admission to the program it is required that the student must complete all 27 hours of prerequisite courses required for the Associate of Applied Science Degree in the Physical Therapist Assistant curriculum and maintain a minimum 3.0 GPA in these courses. A grade of B or higher is required in the Math and Sciences (Math 1130 or Math 1710, BIOL 2010, BIOL 2020, AHC 1100 and AHC 115) to be considered for the program. Please also note that there are physical requirements needed for successful clinical practice and entry to the workforce. See below

PHYSICAL DEMANDS NEEDED FOR SAFE PRACTICE

Lifting 50 pounds with frequent lifting and carrying of objects weighing up to 25 pounds is a minimum requirement for working in a PT department. Walking, standing, bending, stooping and sitting for prolonged periods are also required. Full use of gross and fine motor skills of the upper and lower extremities is a requirement for safely performing the job duties of a PTA

The above skills are considered to be the minimum physical requirements needed in order to safeguard a patient while under the care of a PT or PTA.

Conditional: At the time of admission, the student lacks documentation. At the time of admission, the student will be advised of the conditions of admission through the admission letter and forms. Continuation in the program is subject to meeting specified conditions. *NOTE: For all admission years after 2006, all admissions are conditional until the successful completion of a student background check.*

Alternate: In the event any student declines admissions.

APPEALS PROCESS (SCREENING AND SELECTION)

The appeal process by a student is as follows:

- A. An applicant should submit, in written form, a statement regarding his desire for an appeal to the Selection Committee’s decision regarding his status within a program. This statement should be forwarded to the Dean of Allied Health; copies will be forwarded to the chairperson of the Selection Committee, the Program Director, the academic advisor (if different from the Program Director). This appeal **MUST** be submitted within ten days of receipt of the letter denying admission.
- B. Within one week of receipt of above, a written response will be forwarded to the student from the Dean of Allied Health.
- C. If the student wishes to continue the appeal, the student should submit written documentation to the Vice President of Academic Affairs. All appeals should be made in writing and should include all pertinent information as appropriate to the appeals process.

Conduct and Professionalism

Every PTA student is a representative of VSCC and is responsible for following the VSCC Student Handbook. Each student is also to work within the Tennessee Board of Physical Therapy's State Practice Act. All students are held accountable to the APTA's Standards of Ethical Conduct of the Physical Therapist Assistant. This document may be found in Appendix B of the PTA Student Handbook. Students enrolled in the PTA Program are expected to maintain a high standard of professionalism at all times in the classroom, lab, and clinical. Students will be evaluated using the Professional Development Skill Rating in Appendix C.

Classroom courtesy is to be evident at all times and includes: respect for the Instructor and fellow classmates, the avoidance of student-to-student conversations during lecture and the avoidance of disturbing activities. It is *vital* to be supportive of fellow classmates and encourage class participation. Negative behaviors directed at the Instructors or fellow students will not be tolerated. Students may be excluded from class for exhibiting behavior which interferes with the educational process. An Instructor may remove a student from class or lab for disruptive behavior. Students who are removed from class will sacrifice all work done after their departure. If disruptive behavior causes a student to be removed from class more than once, disciplinary action, including possible removal from the Program, will be initiated. All students have the right to learn in a positive and controlled environment without disruptions.

ACADEMIC DISHONESTY

Plagiarism, cheating, and other forms of dishonesty are prohibited. Students who are guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the Instructor of the class. In addition to other possible disciplinary sanctions which may be imposed per recommendations of a specially called Advisory Committee meeting, the Instructor retains the authority to assign an "F" or a zero (0) for the exercise, exam or entire course. Cheating includes but is not limited to:

- Plagiarism
- Copying off someone else's examination/test
- Cueing of a classmate during examinations, including laboratory testing
- Obtaining copies of exams without Instructor's permission
- Using unauthorized data, notes or equipment (including programmable calculators) during an examination.
- Copying assignments from a classmate
- Knowingly and intentionally assisting another student in any of the above

Dress Code

Dress code for classes is as follows: When the program invites a guest speaker, students are expected to be dressed in business casual attire: If you are uncertain of attire, discuss it with a faculty member BEFORE wearing it to class. During lab, lab clothes are to be worn in place of business casual. During labs, you will wear your lab clothes for all courses with labs. Lab clothes may be requested at other times by faculty members. All clothes must be clean, neat, and fit well. No exceptions. When students are in contact with professionals outside of the PTA faculty, (guest speakers, employer's day etc.), students are expected to dress professionally. This policy helps to prepare you to be professional in your clinical settings. We have lockers for your books and lab clothes, so be prepared at all times. Any disregard of the dress code will result in student being sent home to change, forfeiting class for that period of time.

Participation Policy

A sound base of knowledge, competencies, and skills are required for effective patient care. A student in the PTA program is here for the purpose of preparing himself/herself to assume a responsible role as an Entry-level PTA. Being absent from class decreases a student's ability to learn the skills necessary to graduate as an Entry-level PTA and pass the State Board Examination. Essentially, the PTA Program is the student's first employment opportunity as a PTA, and it should treat it as such.

Students in this program are required to participate in all lectures, labs and seminars. When a student is absent from class it affects not only their ability to learn and practice new skills; it also affects their lab partner's ability to learn and practice new skills. **PLEASE READ THE FOLLOWING POLICIES CAREFULLY TO ENSURE THOROUGH UNDERSTANDING.**

EXCUSED ABSENCES

The only acceptable reasons for absence from class are sickness or a documented family emergency. Absence for any other reason will be considered unexcused and the student will not be allowed to make up the assignments that were missed. Any student who is absent from class for two or more consecutive class days must bring in a doctor's excuse or documentation of a family emergency. Every effort should be made to participate in **all** scheduled classes, labs and seminars.

TARDINESS

Tardiness is disruptive to the entire class and will not be tolerated. Every student is expected to arrive on time, be in their seat, quiet and ready to begin class at the time that the class is scheduled to start. Students are expected to return from breaks on time and stay for the full class period. If the class is a lab class, the student will be dressed in their lab clothes and ready to begin at the time that the lab is scheduled to start. Being routinely tardy or absent is indicative of a problem that might carry over to employment. Potential employers use participation and punctuality as two indicators of dependability and employability.

NOTIFICATION OF ABSENCE OR TARDINESS

All classroom absences or tardiness MUST be reported to the PTA program prior to the designated class time (phone 615-230-3332 or 615-230-3336). This policy holds true for each day absent or tardy.

EXCUSED ABSENCE / TARDINESS FORM

If a student is absent or tardy, it is their responsibility to obtain an excused absence / tardy form, fill it out and return it to the Instructor along with any supporting documentation of the reason for the absence / tardiness. *The absence / tardiness will be considered unexcused until this is done. A tardy student will be considered absent (unexcused) until the tardy form has been submitted to the Instructor. No assignments will be accepted until the absent / tardy form has been submitted.*

CONSEQUENCES OF ABSENTEEISM OR TARDINESS (COUNSELING OR PROBATION)

Students who have more than one excused absence/tardy per semester, or a single unexcused absence/tardy, may be counseled and placed on a probationary status at the discretion of the Program Director or Academic Coordinator of Clinical Education (ACCE). Students who are placed on probation will be given clearly defined expectations of behavior and penalties for failure to comply with the expected behaviors.

CONSEQUENCES OF ABSENTEEISM OR TARDINESS (LOWERING OF GRADE)

In addition, having more than one excused absence/tardy per semester, or a single unexcused absence / tardy, can result in the lowering of the semester's grade in the classes that were affected. If tardiness becomes a recurring issue, the Program Director or ACCE may implement a policy whereby points are subtracted from the

next test grade when a student is tardy. In this event, one point will be deducted for each minute the student is tardy.

CONSEQUENCES OF ABSENTEEISM OR TARDINESS (DISMISSAL FROM THE PROGRAM)

Having more than one excused absence/tardy per semester, or a single unexcused absence / tardy could result in the student being dropped from that class and a letter grade of "F" will be assigned. If a student is dropped from any course, he/she will be required to immediately withdraw from all courses, labs and clinical practice. Absence due to hospitalization or other extenuating circumstance will be taken into consideration. If the situation warrants consideration, the student may be allowed to continue in the class provided that all make-up work is completed within the time frame set by the Instructor.

The student is responsible for contacting the Instructor regarding materials handed out in class, assignments made during class, and make-up assignments for any classes missed. Students are responsible for collecting materials handed out in class upon return. Absence from class does not relieve the student from the responsibility for completing course work.

CLINICAL SITE PARTICIPATION (See clinical handbook)

Students are required to be in the clinic as scheduled. The policy for clinical site participation is a continuation of the policy described above. The clinical site is considered part of the semester and a student's participation at the clinic will be combined with their didactic participation. The only acceptable excuse for absence is illness or a documented family emergency. Any student who will be absent for two consecutive class days must provide documentation to support this. If a student is dismissed from clinical education for any reason, you are automatically dismissed from the PTA program. **Any absence from the clinical site must be made up prior to a grade being awarded.**

NOTIFICATION OF TARDINESS / ABSENCE DURING A CLINICAL AFFILIATION

Except under extreme emergency, or due to unforeseen, last-minute events, the student **MUST** report absences to the CI **and** the ACCE one hour prior to their scheduled arrival time. No absence will be considered excused unless it is reported to **both** the ACCE and the Clinical Instructor. **Failure to notify the ACCE of an absence / tardy (excused or unexcused) prior to the scheduled arrival time will result in counseling. Repeated failure to give prior notice of an absence / tardy to the ACCE may result in dismissal from the Program.**

The PTA Program may not always follow the VSCC academic calendar and, at times, students may be required to begin classes early or end classes late.

INCLEMENT WEATHER POLICY

VSCC will normally remain open as scheduled regardless of weather conditions. However, should generally prevailing hazardous ice and snow conditions dictate that school will be closed for the day, or part of the day, area TV and radio stations will be notified. In addition, you may check the VSCC website for this information. If VSCC is open, but the student is unable to safely make the commute to the college, the ACCE or Program Director must be notified. It is not necessary to notify the Program when missing class or laboratory due to inclement weather if VSCC is closed. Even though the college may be open in full or in part, students should not endanger their lives or safety by attempting to reach campus when their local road conditions prohibit safe travel. If VSCC is closed during the time that the student is scheduled to be at the clinical site, the student **MUST** call the clinical site at least one hour prior to their scheduled arrival time notifying the clinical instructor of their inability to attend. Students will be responsible for any academic work which is missed due to absences caused by severe weather conditions, and it is the individual student's responsibility to take the initiative to make up class work.

OUTSIDE ACTIVITIES / GUEST LECTURERS

During the Program, outside activities and guest lecturers will be arranged. Students are expected to participate in the outside experiences / guest lectures. Some of these experiences will occur off the VSCC campus. These experiences are an important portion of the educational program. In addition, exams could incorporate information presented by guest lecturers or at outside activities.

MEDICAL RELEASE

Any student recovering from an illness or surgical procedure must report this to the Program Director or ACCE. The student must be medically cleared to resume participation in all Program activities without restriction and must present the appropriate paperwork to the Instructor. This also includes pregnancy and delivery. Pregnant students must bring a release from their physician to participate in class, lab, and/or clinical activities.

An inability to fully participate in classroom, laboratory, or clinic activities will affect the student's grade. Any student expecting to experience a prolonged recovery process that will interfere with a clinical rotation must discuss this with the ACCE in order to plan a make-up clinical assignment.

Internet/Email Policy

Students are expected to have an internet connection and email account available for their use on a daily basis. Program Faculty will use email to communicate with students, especially when students are in the clinical setting. Students should respond to all emails (or voicemails) within one business day (24 hours) after the email (or voicemail) is delivered. Failure to adhere to this policy may result in counseling.

In addition, most courses and assignments will be delivered through My Volstate Online and students will be expected to demonstrate computer proficiency in order to utilize the course.

Required Documents

MEDICAL DOCUMENTATION

Once a student has been accepted into the Physical Therapist Assistant program, the student must submit the following to the ACCE in the summer semester by 1st day of class (May 20, 2019) unless otherwise specified.

1. Completed Medical Health / Emergency Contact Form
2. Copy of Hepatitis B injection record (all three doses must be completed on the appropriate schedule)
3. Copy of negative TB skin test performed within the last year. The clinical sites will require this to be current so if it becomes more than a year old before the time you will finish your clinical placements then you will be required to get another skin test performed. In addition, some sites require that this be done more frequently than once per year.
4. Copy of MMR vaccination or proof of immunity through a titer
5. Copy of Varicella vaccination or proof of immunity through a titer
6. Copy of Professional Liability Insurance policy (see below)
7. Copy of CPR Certification (see below)
8. Satisfactory results of background check (due by May 20, 2019). You must keep a copy of your background check to provide to clinical facilities.
9. Negative 10 panel drug screen (due May 20, 2019). In addition, a negative drug screen is required within 30 days of each clinical.

10. You will need to provide a copy (front and back) of your insurance card first day of class. Any changes in carrier or policy must be reported to the ACCE.
11. Proof of student membership in APTA (TBD on first day of class)
12. Flu vaccine during the Fall semester

As mandated by the clinical education centers, all PTA students are required to meet all the health compliance requirements in order to attend and participate in clinical education courses. This includes; but is not limited to immunizations, titers, basic life support certification (adult and infant), tuberculous screenings, criminal background checks, 10-panel drug screenings, and any of other site-specific requirements. Students cannot attend clinical education courses until all health compliance requirements have been met, documented, and approved by the Clinical Coordinator.

During the course of the program, several health compliance requirements may expire. It is the student's responsibility to maintain compliance with all requirements for the entire duration of the program. Failure to maintain compliance may result in the student not being allowed to attend clinical courses.

In addition,

PROFESSIONAL LIABILITY INSURANCE

The contract between VSCC and the clinical facilities requires the PTA student to carry professional liability insurance while in clinical education. Each student must purchase professional liability (malpractice) insurance. Students are required to provide proof of this coverage for inclusion in their permanent records. This insurance information may be released to the specific clinical education sites.

CPR CERTIFICATION

All students must have Basic Life Support for the Health Care Provider certification by the American Heart Association. There will be a scheduled time to take the certification during lab at the student's expense (\$60.00). Since some health care facilities are required to recertify every 12 months, **ALL** PTA students, to remain in the PTA Program, must have a valid CPR certification card that meets these requirements. **There are no exceptions to this policy.** While the student may obtain this certification from any provider (as long as the certification does not interfere with the class schedule) the program will schedule a course available to the PTA students **at the expense of the student.** If the student is already certified, the certification period must extend through the end date of the last clinical rotation or the student will be required to get recertified.

Laboratory and Classroom Policies

The PTA classroom and laboratory will be the students' "second home" for the technical year. All PTA classes meet in Annex Bldg. 100. Open lab time will be available in the laboratory as the schedule permits. It is strongly recommended that you attend open lab sessions in order to practice the skills that you need to be checked off on. Students whose grade/grades are in jeopardy (making below a 75%) will be required to attend open lab. Check with program faculty to determine the hours when the lab is free for the students to use as individuals or in small groups. If the lab door is found locked during these times, a key can be obtained from any Program Faculty member. Students cannot, at any time, bring friends or family into the classroom or lab without permission from Faculty in advance.

Please note that the laboratory is not a student lounge. **No food or drink is permitted in the lab in any time.** Drinks are permitted in the classroom; food is not permitted in the classroom unless approved by an Instructor.

CELL PHONES

Cell phones must be in the vibrate mode during class. **Texting during class instruction or laboratory instruction is strictly prohibited.** Violation of this rule will result in everyone being required to deposit their cell phones in a designated cell phone bin/area at the beginning of each class/lab. During tests all cell phones will be deposited in a designated cell phone bin/area. Students should answer cell phones during class **only** if an emergency is anticipated, and **only after leaving the room.** Should cell phone usage interfere with the learning of the individual or other members of the class, the Instructor retains the right to require cell phones to be turned off during class time. Computers used during class must be used for class-related material only.

SAFETY REGULATIONS IN THE CLASSROOM AND LAB

Safety and use of common sense is of utmost importance to protect yourself, your classmates, and your patients. This includes using appropriate precautions for infection control, electrical and other equipment safety, body mechanics, spills and other hazards on floors, and chemical safety. You need to develop good safety habits from the first day you enter the Program. Safety precautions will be taught for each piece of equipment and each procedure used. Material Safety Data Sheets (MSDs) contains information about the characteristics of chemicals used in the laboratory. These sheets are kept in a notebook labeled MSD in the lab. Each sheet provides information on the level of chemical hazard and possible intervention. If you do not understand, or have questions regarding equipment or procedures, ask your Instructor. Please report any equipment that appears unsafe. **HORSEPLAY IS NOT ALLOWED.** In case of an emergency event on campus, please follow instructions on the overhead pager. Safety guidelines are located in a binder in the classroom.

HIPAA & BLOODBORNE PATHOGENS

For the safety of all PTA students in regards to patient care, all students will be expected to participate in HIPAA training & Bloodborne Pathogens training during the first week in the PTA Program. Each student will be required to take a quiz following both trainings.

PHYSICAL DEMANDS NEEDED FOR SAFE PRACTICE

Lifting 50 pounds with frequent lifting and carrying of objects weighing up to 25 pounds is a minimum requirement for working in a PT department. Walking, standing, bending, stooping and sitting for prolonged periods are also required. Full use of gross and fine motor skills of the upper and lower extremities is a requirement for safely performing the job duties of a PTA

EQUIPMENT

Equipment is available in the laboratory for student use. Electrical equipment is to be used only when a faculty member is available in the office or laboratory area. For the purposes of this policy, electrical equipment is defined as any equipment which requires an electrical connection or battery to function and includes superficial heat and cold equipment. Students may use other laboratory and non-electrical equipment for study if a PTA program staff member is present in the building. The equipment meets all applicable legal requirements for health and safety and accessibility. The equipment is inspected and maintained routinely on an annual basis (see calibration documents).

Students may be permitted to use some small non-electrical lab equipment such as a goniometer, or non-laboratory equipment such as books or audiovisual materials outside the classroom. The student must obtain permission to borrow materials from their class Instructor. Materials must be signed out by an Instructor and signed back in by an Instructor. The student assumes financial liability for any borrowed resources that are damaged or are not returned for any reason.

When using lab equipment:

- All equipment should be assessed for damage prior to use

- Do not operate any equipment which, you suspect, is not in a safe condition
- Unplug electrical cords to therapeutic equipment, when not in use. Always unplug equipment by pulling on the plug, **not** the cord.
- Use equipment safely and only when authorized
- Practice universal precautions by sanitizing equipment before applying it to your lab partner.
- Be sure that all equipment is in the “off” position before applying it or removing it from your “patient”.
- Do not remove any Biomedical and/or repair tags from any equipment
- Report to the instructor or program director any equipment that you suspect to be
- Be sure that all parts of the equipment used is put back together and placed in the proper location.
- Clean and put away all models, videos, and equipment after each use.

LABORATORY/CLASSROOM COMPUTER USE POLICY

The computers in the PTA laboratory/classroom are for the use of faculty and students for activities directly related to the PTA Program. Students should refrain from using the computer for personal activities. Priority is always to be given to faculty members or students using the computer for instructional activities. Because the computer is provided by VSCC for PTA student use, students must exercise appropriate judgment in exploring the Internet. No student should be exploring a web site if the student would be embarrassed to have another person, such as a faculty member or the College President, also looking at the screen. Additional computers are available in the LRC/Library. In addition, laptop computers will be allowed in class only as long as they are not interfering with class learning and participation

LABORATORY CLASS PRACTICE

- Students are required to practice all techniques on a laboratory partner before using the techniques to treat patients. Students are, therefore, required to serve as the simulated patient for other students. Just as students will be expected to protect the dignity of patients, student dignity will be protected during laboratory practice. Just as it is necessary to expose portions of a patient’s body for effective treatment, students will need to expose portions of their body during laboratory sessions. All non-invasive procedures will be practiced in the laboratory, and each student grants permission to be a laboratory subject in the program. **Do not expect to be reminded to change into lab clothes; come to lab prepared. You must be dressed to participate during every lab assignment.**

Dress code for lab is:

- Shorts and t-shirt for males
- Shorts, t-shirt and swimsuit tops that fasten in the back and provide appropriate coverage in the front, or sports bras for females
- **No flip flops or sandals permitted in lab.** Only tennis shoes for safe ambulation and transfers.
- All long hair is to be tied back for health and safety purposes. Hair is to be neat and clean at all times
- Fingernails must be no longer than the ends of the fingers.
- Large, easy-to-read watch with a second hand
- Small earrings and plain wedding bands are permitted.
- Wear your lab clothes to lab every day that lab is scheduled.
- No facial piercings are allowed in lab or clinic

Accommodations for Religious Beliefs

Policy Statement:

Volunteer State Community College acknowledges the diversity of its students and respects the rights of students to observe their religious beliefs and practices. VSCC will endeavor to provide reasonable accommodations relating to religious beliefs and practices in response to a formal written student request. However, accommodations cannot be guaranteed in instances where such would create an undue burden on faculty, a disproportionate negative effect on other students who are participating in the scheduled educational activity, or jeopardize patient care.

Procedure:

Students beginning new programs or courses of study in a particular college will be advised by that college as to college-, program- or course-specific procedures that should be followed to obtain an accommodation for religious practices or observances. Students are encouraged to be proactive in reviewing college-, program- and course-specific assignments/activities in advance of matriculation/registration to determine whether these requirements might in some way conflict with their religious beliefs, practices or observances. Should such conflicts be in evidence, students should discuss possible options with the appropriate college official or faculty member. Reasonable accommodations may not be feasible in instances where there is a direct and insurmountable conflict between religious beliefs or observances and requirements of a given program.

It is the student's responsibility to make arrangements with the Program Director as soon as possible, but no less than 30 days in advance of the religious holiday during which the student is requesting to be absent. It is also the student's responsibility to meet all course obligations. Such requests are required for any and all educational activities scheduled for the date(s) in question, e.g. classroom exercises, laboratory assignments, exams, clinical/experiential assignments, etc. Finally, students are obligated to abide by the policies and procedures on religious practices and observances of any given patient-care institution (i.e., hospital, clinical setting) in which they are completing a portion of their educational experience. If a potential conflict between a student's religious beliefs, practices or observations and institutional policy is identified, the student is to bring such to the attention of the Program Director as soon as possible.

College Policy Statement:

ADA Statement

It is the student's responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act/Amendments Act (ADA/AA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting the [Disability Services website \(http://www.volstate.edu/disability\)](http://www.volstate.edu/disability), or visit the office which is located in Room 176, Ramer Administration Building.

Equal Opportunity Statement

Volunteer State Community College, a Tennessee Board of Regents Institution, is an equal opportunity institution and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation, or status as a qualified veteran with a disability or veteran of the Vietnam era.

Affirmative Action Educational Institution

No person shall be excluded from the participation in, be denied the benefit of or be subjected to discrimination under any program or activity of the College because of race, color, national origin, age or handicap. It is the Program Director's responsibility to negotiate with a student the parameters of reasonable accommodations. The accommodations should be no more difficult than the originally scheduled activity or assignment. Program Director or the Academic Clinical Coordinator of Education (ACCE) are not obligated to provide materials or experiences to students that would not normally be provided to all other students. In the event a student and instructor or ACCE cannot reach an agreement regarding reasonable accommodations, the student may request a review of the request by a designated college official. The decision of the designated college official will be final.

Grading Policies

PRACTICAL LAB EXAMINATION POLICY

In the lab courses, in order to assure competence and performance in an effective manner, each practical examination will have specific performance-based criteria designated by the Instructor(s) of the course. All skills are assessed by the instructors during labs and a skills check-off list must be completed prior to taking a practical exam. Critical safety elements are identified on the skills check-off form in red bold italics and on the lab practical rubrics for each course. In order to ensure **safety**, each practical examination will have certain criteria that are printed in *red bold italics* on the check-off sheet. Failure to achieve a 75% or above on each of the other performance criteria will result in the student failing the practical examination. After consultation with the course Instructor, students who fail practical examinations with a score of lower than a 75% will be required to retake the examination within 5 academic days or by the end of the given course, whichever comes first, for a maximum score of a 75%. Failure to perform **competently and effectively** a second time will result in failure of the course. No student may pass any course with a failing grade on any performance practical.

GRADING AND EVALUATION OF STUDENT PERFORMANCE

Throughout the program, students are expected to pass all exams with a minimum of 75% or greater. Any student scoring below a 75% on any exam will be required to remediate to assure that they have grasped the knowledge. A test score that is below a 75%, is the score by which the course average is calculated. Should they not achieve a minimum of 75% on the final course grade, they are withdrawn from the program.

Each Instructor is responsible for assigning grades for courses or portions of courses taught. All work turned in

for a grade including, but not limited to, tests, case studies, research papers, opinion papers, etc. will be graded not only on content but also on spelling, grammar, and legibility. Specific grading policies are identified in each course syllabus. Faculty members have adopted the following general definitions of the five letter grades used in the PTA Program.

For a grade of "A": The student consistently exceeds performance levels basic to acceptable progress in the program.

For a grade of "B": The student consistently meets performance levels basic to acceptable progress in the Program and frequently exceeds basic performance levels.

For a grade of "C": As the course progresses, the student may sometimes meet or exceed basic performance levels but sometimes fails to meet basic performance levels. By the end of the unit or course, the student demonstrates at a level adequate for advancement or graduation and adequate for patient safety.

For a grade of "P": (For the clinical setting). The student will meet all requirements for the clinical course work, including participation, submission of required written materials and satisfactory evaluation by the clinical Instructor. A student must be at entry level by the 3rd clinical rotation

For a grade of "F": The student has failed to achieve the performance level necessary for advancement and/or necessary to achieve patient safety.

For a grade of "I": At the end of a term, the student is making progress sufficient to continue in the Program, but because of illness or family emergency has not demonstrated performance at the acceptable level.

The grade of "I" will subsequently be changed to one of the other four grades per College policy.

The grade of "D" is not assigned in any course within the technical program.

GRADING SCALE

Unless otherwise noted in the individual course syllabus, all PTA Program courses will abide by the following grading scale:

- A = 90-100
- B = 80-89
- C = 75-79
- F = Less than 75

STUDENT GRIEVANCE POLICY RELATED TO GRADE CHANGE - DUE PROCESS

Students may appeal a grade received in a course after the grade has been posted and after they have attempted to reconcile the matter with the instructor of record. In the event that the original instructor is not available to review a grade, the student should contact the appropriate division dean for the course in question who will seek out an instructor with expertise in the discipline to review the request. The appeal of a posted grade must be initiated during the term immediately following the term in which the grade was posted. (Summer term will not be considered in determining the following term.) The student shall submit a letter of request and documentation, via the Office of Records and Registration, to the Academic Integrity Committee for a ruling. Students will be notified by the chair of the **Academic Integrity Committee** via the Office of Records and Registration regarding the decision. A copy of the notification will be retained as part of the student's education record.

If the student or the faculty member wishes to appeal the decision of the Academic Integrity Committee, or the

time limitation to submit an appeal has expired, an appeal may be made to the Vice President of Academic Affairs except in cases where the change of grade results in a grade of “W”. Appeals regarding grades of “W” may be made to the Vice President of Student Services. The appeal must be in writing, should include all information appropriate to the appeal, and must be submitted within ten (10) calendar days after notification of the Academic Integrity Committee decision. The appropriate Vice President will submit to all concerned parties a written decision concerning the appeal within ten (10) calendar days. Decision timeframes for institutional decision makers may be extended due to extenuating circumstances with notice to all involved parties.

Deadlines

Students are expected to meet Program deadlines for submission of papers, projects and other course requirements. Assignments are due at the beginning of class. Points may be deducted if the completed assignment is not turned in at the beginning of class. Unless otherwise stated by the individual Instructor, reading and audiovisual assignments are to be completed before the class period in which they will be discussed. **Pop quizzes may be given over reading or audiovisual assignments before the topic has been discussed in class.**

Unless approval is obtained in advance, the Instructor may reduce grades by one letter for each day that an assignment is late. Chronic tardiness in meeting deadlines is reason for counseling and/or disciplinary action.

Clinical Education

CLINICAL LEARNING EXPERIENCES

In order to obtain the minimal competency level, the student must participate adequately in the clinical experience. Schedules of clinical assignments will be distributed to students in advance. Students are expected to contact their clinical site two weeks prior to their first day at the clinic. When contacting the clinical site, the student should confirm the dates of the rotation, the hours and days they will be working, the address of the site and the dress code. This information should be submitted to the ACCE. **Please be sure to confirm any weekends you will be working, if applicable, and what days off will be taken during the week when this occurs. This is necessary in order for the ACCE to efficiently schedule site visits.** The date and time of each student’s site visit will be given to the student in advance. It is the student’s responsibility to confirm (on the first day at the clinic) that the date/time will be acceptable. The student will either call or email the ACCE to confirm this appointment by the end of their first day. No exceptions.

Students may not be allowed to progress to any clinical component unless all preceding academic work is successfully completed. For example, unless students successfully complete PTAT 2100, PTAT 2210, PTAT 2530 and PTAT 2460, the student may be denied entry into the first clinical rotation.

Clinical learning experiences are an honor and a privilege and shall be treated as such. While in the clinic, students will treat clinical Instructors with respect, will identify themselves as students to all staff and patients and will honor the patient’s right to refuse treatment by students. Students are required to wear name tags identifying them as PTA students at all times while in the clinical setting. These will be available on campus and you will receive instructions on how to obtain these prior to your first clinical assignment.

Additional information on clinical experiences is found in the clinical course syllabi. Failure to successfully complete any clinical education experience may, and probably will, delay graduation. While the academic faculty has the final authority to assign grades, the clinical faculty input is heavily considered. Please keep in

mind that the clinical site may have a different participation policy than that set forth by the Program. You will be required to abide by whichever policy is most conservative.

ASSESSING AND DOCUMENTING STUDENT PROGRESS IN THE CLINICAL SETTING

The Clinical Performance Instrument (CPI), developed by the APTA, is used by clinical Instructors during the Fall and the two Spring clinical experiences. This method of documentation has been effective in measuring the progress, or lack of, in a concise and accurate manner.

GRADING CRITERIA FOR CLINICAL EDUCATION

Grading criteria for each clinical education experience is determined by the length of the rotation, the particular areas of concentration, and its placement within the curriculum. The CI must provide the ACCE with written documentation to support grading decisions. The CPI is reviewed with all students prior to its use in the Fall clinical experience so that they each have a clear understanding of the grading criteria and the consequences of failing to meet the grading criteria. Students will be assessed by the Clinical Instructor in accordance to the guidelines of the APTAs Clinical Performance Instrument. Clinical Instructors rate the student's skill at midterm and the end of the clinical rotation on the CPI. The ACCE will determine the final grade based on the numeric line and will assign a grade from 0-100% based on the CI's and students final assessment. Students must pass the clinical with a grade of 75 or greater. However, if any skills are not meeting the minimum level of competency by midterm, or the Clinical Instructor has concerns about the safety and skill level of the student, they are to immediately call the school's ACCE. The ACCE will then have an on-site meeting or conference call with both the Clinical Instructor and the student to help resolve the issue. If the issue has not resolved, the ACCE will make a decision about placing the student in an additional clinical experience based on availability and the discretion of the ACCE.

PLANS FOR REMEDIATION

There may be times when the student's performance is not at the level expected by either the CI or the ACCE. The CI is encouraged to discuss issues with the student, plan together to address it, resolve the problem and relate this progression to the ACCE. The information should be documented in the assessment tool. If this does not result in the desired behavior, a written contract may be indicated that would clearly state the problem areas or behaviors, the expected change, and the consequences if there is no change. This document will be signed and dated by the student, the CI, and the ACCE and all parties will be given copies. There are no surprises and the course of action is well-defined.

STUDENTS IN JEOPARDY

Because the failure of a clinical education course is taken very seriously at VSCC, the following steps are employed if a student is in jeopardy of failing. A "Counseling Form" will be completed outlining the details of why the student is being counseled and what the plan of action will be. This form will be discussed with, and signed by, the student, CI and ACCE. Upon follow-up, if the student has not met the goals defined in the Action Plan on the Counseling Form then a "Notification of the Potential for Dismissal from a Clinical Site" form is provided to the student to inform them, in writing, that their current level of performance is jeopardizing their future in the program. This form is signed by the Clinical Instructor, the student and the ACCE.

CLINICAL SITE GRIEVANCE

If a student has a grievance related to a clinical site, the student must contact the site's Clinical Instructor and/or the Program's ACCE or Program Director within three (3) working days. The ACCE may involve the Program Director or the Dean of Allied Health, as well as the site's Physical Therapy Department Director, depending on the nature of the problem. The Program Faculty will make every effort to resolve the student's problem, within the confines of their authority. A sub-committee consisting of Advisory Board members may be asked to hear evidence from the involved parties, evaluate the situation, and offer a recommendation to program faculty. Program Faculty will notify the student of any decision or action to be taken, within three (3) working days of

the reported incident.

The student may appeal the decision, in writing, within three (3) working days, to the Dean of Allied Health. The Dean will gather information from all parties involved and render a decision within ten (10) working days after the appeal is submitted.

The student may appeal the Dean's decision to the Vice President of Academic Affairs within three (3) working days after notification of the decision. Within ten (10) working days, the Vice President of Academic Affairs will submit a written decision to the student and all concerned parties.

If a clinical site has a problem with a student's conduct at the site, the involved parties must first approach the site's Clinical Instructor and the program's ACCE in an effort to resolve the problem. The same resolution process and time periods will be followed as outlined above.

CONFIDENTIALITY

Patient Information: Students are to keep all information about patients/clients strictly confidential. All information is to be treated in a professional manner. Information is to be shared only to the benefit of the client, and only if explicit permission has been granted by the client. The client's name must not be used in case studies or reports completed in class. Initials (not the client's) or a pseudonym are to be used. Information that includes identification of the client should not be shared with anyone except the clinical facility. Students are required to follow facility policy when sharing information within the facility. Failure to maintain confidentiality may result in disciplinary procedures in the program and legal action on the part of the client.

Facility Information: Students are also advised that they may become aware of facility business practices while doing a clinical rotation. This information **MUST** be treated as confidential and **MUST NOT** be shared with other students or facilities. Sharing such information may result in disciplinary action on the part of the Program. In addition, a student should remember that discussing this information with another site may be deemed unprofessional and could adversely affect their ability to gain employment after graduation. This does not prevent the student from discussing such issues with a faculty member.

Student Information: Students should be advised that pertinent performance issues may be given to Clinical Instructors before that clinical rotation. This information will only pertain to necessary skills needed to pass the rotation and will not include personal issues that do not concern safety or performance on site. If the ACCE decides that additional information needs to be relayed to the next Clinical Instructor, the student and ACCE will have a conference prior to the clinical rotation.

All student information and records are considered confidential and may not be given to anyone other than the student, designated clinical instructor or CCCE, or academic institution faculty/administration without written permission from the student. Background checks/drug screens are delivered directly to the facility via student or testing agency. Specific academic information will not be shared with the clinical facility. Facilities are informed that students have passed all required courses and they are competent and safe to enter the clinical experience. Course syllabi for each clinical will be given to the CCCE.

Disciplinary Offenses

A student may be placed on clinical suspension or be immediately dismissed from the clinical education site by the Clinical Instructor or ACCE, or may be placed on disciplinary probation or be immediately dismissed from the PTA Program for any of the following reasons:

1. Insubordination to clinical or college personnel.
2. Failure to comply with the policies, rules and regulations of the clinical site or the college.

3. Unprofessional conduct – see the APTA’s Standards of Ethical Conduct of the Physical Therapist Assistant.
4. Unauthorized schedule changes.
5. Leaving the Clinical Site while on the time clock and/or without notifying the CI.
6. Falsifying documents, including but not limited to time logs, patient examination logs, medical records, etc.
7. Failing to immediately report any adverse or unusual incident involving a patient.
8. Any action that places a patient or coworker in jeopardy of injury or causes injury.
9. Use of drugs or alcohol while at a clinical site.
10. Other infractions as outlined in the policy manual.

Responsive action can be, but is not limited to, any of the following:

1. Additional clinical hours.
2. Written apologies addressed to clinical site staff and/or college staff.
3. Written work assignments.
4. Clinical probation with defined probationary terms. Failure of the student to agree to probationary terms may result in dismissal from the program.
5. Dismissal from all clinical education sites for the remainder of the semester. The student will be required to make up all missed time at a later date.
6. Dismissal from the PTA Program.

Refer to the Program’s Grievance Policy for appeal procedures.

For additional regulations concerning student conduct, refer to the Volunteer State Community College Student Handbook.

Graduation

When students have successfully fulfilled all of the course and credit hour requirements of the PTA curriculum and taken the ETSP examination, they will be eligible for graduation with an Associate of Applied Science degree. An application for graduation must be submitted by October 31st of the second year of the program. Although students will be reminded of this requirement, it is the student’s responsibility to file an application for graduation and to pay the graduation application fee.

Other requirements which must be submitted before a student is fully eligible for graduation are listed in the College Catalog. The catalog also describes the method used to determine grade point averages, the requirements for Honor Roll, Dean’s list, and graduation honors, plus academic and other regulations related to graduation. Faculty advisors are prepared to assist students in understanding these policies and procedures. Measurements for caps and gowns must be completed prior to entering the first clinical of the spring semester to ensure delivery. For more information about graduation go to: <https://www.volstate.edu/graduation>

Employment Opportunities

EMPLOYER’S DAY

Each year, the PTA Program invites employers to come to the VSCC campus to speak with students in the second year of the Program. Participation by second year PTA students is MANDATORY, even for those who already have employment. Employer’s Day is a wonderful opportunity to begin networking in the Physical Therapy

field. **Faculty do not guarantee this day will secure a job for you** but is offered for networking and a chance to practice your interview skills

JOB PLACEMENT AS A GRADUATE PTA

The College is not responsible for job placement after graduation from the PTA program.

LICENSURE

To practice as a Physical Therapist Assistant in Tennessee, practitioners must be licensed by examination. To be eligible to take the examination, an applicant must be at least eighteen years (18) of age, of good moral character, and a graduate of a school that is accredited by the Committee on Accreditation of Physical Therapy Education (CAPTE).

Any student who has any concerns about present or past use of drugs (even legal), about past medical care, or about past arrests or current charges should discuss these concerns with a faculty member so the student can obtain necessary documentation before the time to file application for licensure.

Graduates are responsible for the costs associated with licensure.

Remediation following Graduation

The PTA Program is committed to the success of its graduates including their success with the National Physical Therapy Examination (NPTE). In addition to the NPTE preparation work that occurs prior to graduation(/testing?) and in support of the Tennessee Board of Physical Therapy's remediation requirements, the program proposes the following remediation plan for graduates who are not successful with the NPTE.

1. The graduate must obtain a copy of their detailed examination Performance Report from the FSBPT and provide a copy to the program director. The program director will review the report, in accordance with the program director's time schedule, and assist the graduate in identifying their primary areas of weakness(es) in correlation with the PTA curricular content
2. The program director will inform the graduate of appropriate and applicable remediation resources which may include:
 - a. Review courses – this may include the annual Scorebuilders' course utilized by the program at the graduate's expense,
 - b. Review manuals, mobile applications, and other resources specific to the NPTE for PTAs,
 - c. Test taking analysis and strategies for comprehensive examinations, and
 - d. Analysis of the graduate's preparation methodologies and suggestions for change for the graduate's development of a revised study plan based upon these findings.
3. The program director may schedule further meetings with the graduate when possible and as determined necessary by the program director in accordance with his/her availability for review of the graduate's progress and compliance with the remediation plan.
4. The program director will provide the graduate with a Clinical Observation Verification and Self-Assessment Form to the graduate who seeks remediation assistance. This form may be used by the graduate to verify and document the required clinical observation associated with their remediation. The graduate is solely responsible for securing the clinical observation location(s) and the completion of this form.

Class Officers

The PTA Class will be divided into four teams. These teams will select one member to represent the team on the governing council. The four council members will convene a meeting with the entire class weekly, or as needed, to discuss any problems, concerns, or issues taking place in the class or program. The council will decide among themselves who will function as president. Any issues brought to the council by the class will be discussed and a solution decided upon. If no agreement is met, the issue will then be taken to a faculty member along with a list of possible solutions chosen by the class and council, for a final decision. Majority rule of the council or the class will rule. If the issue is brought to a faculty member for resolution, the decision of the faculty member will stand.

Student Conferences

Individual student conferences with a program faculty member will be scheduled as needed. One or more conferences per semester will be scheduled if needed. The conferences will include such topics as the general strengths and weaknesses of the student, plus progress in the program and/or clinical sites. Conferences with the student and the clinical faculty will be scheduled as needed for the above purposes. A general policy of the program is that each student is visited at least once in each clinical rotation. Occasionally the student and clinical faculty member may be contacted by telephone rather than an on-site visit being conducted. In the event of faculty concerns about a student's performance in any aspect of the program, additional conferences will be conducted. Written documentation of the outcome of such conferences will be provided to the student and maintained in the student's program file.

Professional Associations

Student PTAs are eligible for "student affiliate" membership in the American Physical Therapy Association. Student affiliate membership in the APTA is a requirement for the program in order for the student to have access to research material, APTA professional resources, and professional meetings and educational materials. Some of the benefits of membership include receipt of journals, professional bulletins, opportunities to attend professional meetings, and involvement in the Association prior to job entry. An APTA member in good standing can apply for the APTA group professional liability insurance from the APTA's appointed agent. Upon graduation, student members will be offered full membership at reduced rates for two years. Membership applications are available from the Program Director. Students must be APTA members to be eligible for national awards.

Costs: Miscellaneous

In addition to the considerable intellectual and emotional investment made, each student will also incur financial expenses. The basic college expenses for tuition, vehicle registration for on-campus parking and application for graduation are outlined in the college catalog. Additional expenses include the expense of traveling to the college and to assigned clinical facilities. A few of these facilities may charge a fee for parking.

Texts, workbooks and booklets required for the technical courses for the entire program will amount to approximately \$1000-\$1350.

Other approximate costs may include, but are not restricted to:

1.	APTA dues (optional)	\$80.00
2.	Professional Liability Insurance	\$13.00
3.	Academic PEAT (2 exams)	\$99.00
4.	PEAT (2 exams)	\$99.00
5.	Scorebuilders Study Guide	\$85.00
6.	Scorebuilders NPTE Review Course	\$109.00
7.	Scorebuilders Online Academic Advantage	\$50.00
8.	Scorebuilders Content Master App	\$30.00
9.	Uniforms, name tags	\$10.00-\$100.00
10.	Travel to and from clinical facilities	\$900.00
11.	FSBPT exam, State license & Testing Center	\$743.00
12.	College tuition, & fees	\$7758.00
13.	Supplies (lab kit)	\$75.00
14.	Criminal background check	\$46.50
15.	Drug Screen	\$31.00
16.	Textbooks	\$1350.00
17.	Textbooks (Apps, Non-PTA textbooks)	\$300.00
18.	CPR re-certification or certification (AHA BLS)	<u>\$60.00</u>

Approximate Total: \$11,928.50

Housekeeping Duties

Just as in the clinic, the student is responsible for keeping the class/lab in proper order. The class/lab area must be in order **before** the students leave. Each student is responsible for cleaning their immediate area and helping to maintain a safe, clutter-free environment. All equipment, models, texts, etc., must be used appropriately and put in their proper place. Used laundry must be put in the laundry basket after **every** lab and must be laundered weekly. Mats must be wiped down once a week. Place all waste in appropriate containers. Aluminum cans and plastic bottles go in the recycling containers. There is also a recycling container available for paper.

Students will be assigned to one of four teams. Each team will be assigned one of the following duties:

- 1) laundry
- 2) kitchen
- 3) lab
- 4) classroom

It is your team's responsibility to see that all duties are carried out on a weekly basis. Duties will periodically be rotated. Please check the information board regularly to determine which area your team is responsible for. **Do not wait to be reminded of your duties.** Habitual non-compliance may result in lowering of a course grade and added responsibilities.

Smoking/Smokeless Tobacco

After January 1, 2016, Volunteer State Community College will prohibit the use of tobacco on any campus property to all students, faculty, staff, contractors and visitors. The use of tobacco or vaping (e-cigarette) products is prohibited in college buildings and on college grounds, including parking areas, walkways and buildings. This does include any vehicles located on campus property on campus locations in Gallatin, Springfield and Livingston.

Prohibited tobacco products include:

- Cigarettes
- Cigars
- Tobacco Chew or Snuff
- Clove Cigarettes
- Electronic Cigarettes (Vaping)
- And all other products that are smoke able substances and/or use tobacco

The tobacco-vaping-free policy is a part of Vol State's commitment to creating a healthy and sustainable environment for all members of our campus community and is designed to be positive and health directed. Individuals noticing violations of the policy should strive to be non-confrontational and respectful to tobacco or vape users when communicating our policy. Additionally, tobacco or e-cigarette users are expected to adhere to the policy and likewise be respectful to the remainder of campus. Enforcement of the policy will be achieved primarily through education, awareness and a spirit of cooperation.

Vol State is not requiring faculty, staff and students to quit using tobacco products; however, we do expect the policy to be followed while on Vol State property, and we are offering support to our students and employees who wish to stop using prohibited products.

Accidents

Should a student be involved in an accident of any kind or be injured while on campus or at a clinical affiliation site, the incident is to be reported to the Physical Therapist Assistant Program office as soon as possible.

Library

Reference material will be assigned as needed to obtain the minimal acceptable competency level. A limited number of references are available in the PTA Library. Do not remove reference materials without approval of the Program Director. See the College Catalog concerning the college library services, and the library catalog for a list of available resources.

Copier

Copiers are available in the Library/LRC. If a student needs copies for a project directly related to a classroom project (e.g. copies of the architectural barrier project to be distributed to classmates), the student should discuss these needs with a faculty member. The faculty member may provide such copies at his/her discretion. Please do not ask faculty or staff to make copies of class notes.

Withdrawals / Dismissal

WITHDRAWALS

A student should request a conference with the Program Director/ACCE if considering withdrawal from the program. Consult the VSCC Catalog for the withdrawal procedure.

DISMISSAL

Program dismissal may result from:

1. Failing one course may result in dismissal from the program or, at the discretion of the PTA faculty, may result in a remediation plan. A remediation plan is a written contract developed by the faculty and the student that has specific, measurable outcomes which, if met, will allow the student to progress to the next instructional component. The plan will include timelines and outcomes if the student does not meet expectations.
2. A student who receives the grade of "F" in any PTA course will not be allowed to enroll in the subsequent semester. If the student wishes to return to the PTA Program, the student must reapply for admission. If readmitted, the student will be required to audit courses which were passed and demonstrate current knowledge and skills appropriate for progression into the next courses. The student is advised that in the reapplication process, admission is not automatic. The student will have to compete with the current applicant pool. The reasons for failure to successfully complete the courses failed will be considered by the admissions committee.

NOTE: In the event of an illness or family emergency, a faculty member will award the grade of "I" for a student who has not met satisfactory performance in a course by the end of the semester. What must be done to remove the incomplete will be documented in writing with a copy to the student, a copy to the student's program file, and a copy to the Program Director. At the Program Director's discretion, the student may be allowed to progress into the next semester with the "I" still on the student's record. Even if the student demonstrates acceptable performance in the subsequent semester, the student will be dismissed from the program unless the student meets the requirements to remove the grade of "I" with a passing grade. **Note:** A grade of "I" will not be awarded if the student's performance at the time of the illness or emergency was not at a passing level.

3. Unethical, unprofessional, or illegal conduct: Student performance will be judged by the same standards that govern the practice of licensed PTA. Ethical standards, as established by the APTA, will be utilized in judging professional and ethical standards. Violation of any law that governs the conduct of health care workers will be considered illegal conduct. **Falsification of any medical record or any record related to the student's performance will be considered reason for dismissal.** Students are advised that faculty members are obligated under both legal and ethical standards to report any and all illegal and unethical acts to appropriate authorities including illegal acts not directly related to patient care.
4. Failure of any individual clinical rotation: Failure of any full-time, 4 or 5-week clinical rotation may result in failure of that clinical education course and dismissal from the program.
5. Any act of commission or omission that endangers a patient's health or well-being or the well-being of another student or a faculty member is reason for immediate dismissal from the program.

6. Excessive absences or tardiness from academic or clinical course meetings. Students must follow the clinical participation policies. Students are to notify the appropriate individuals if absence from a class or clinical is necessary (see policy under Participation). In the event the faculty members become concerned about the student's participation/punctuality, a conference will be held between the student and Program Director and appropriate faculty members. Expectations about participation/punctuality plus consequences resulting from further absences/tardiness will be developed in writing with copies distributed to the student.
7. Violation of any policy of the college, program, or clinical facility may result in written notification. A second violation of that policy after receipt of written notification may result in dismissal from the program.
8. Plagiarism or any use of another student's work in completing any course or program requirement. Any form of cheating or plagiarism may result in dismissal from the PTA Program.

A student dismissed from the PTA Program may follow the Student Grievance Policy in order to appeal dismissal.

APPEALS PROCESS FOR READMISSION

Students may appeal the decision of the Admissions Committee for readmission. The appeal must be made in writing to the Dean of Health Science within ten days of the receipt of notification of dismissal. Following the decision of the Dean of Health Science, if the student remains dissatisfied, an appeal may be made in writing to the Vice President of Academic Affairs. All appeals should be made in writing and should include all pertinent information as appropriate to the appeal process.

Schedule

Semester and holiday schedules appear in the College Catalog. Class/laboratory schedules will be given to the student at the beginning of each semester. Clinical learning experience schedules will be announced after the previous clinical evaluation has been reviewed. Because of the demands of the clinical schedules, PTA classes generally do not follow the college calendar. Daily schedules can fluctuate and will be posted well in advance if any changes are occurring. Students will not be allowed to stay in the building to study late, after faculty has left for the day.

Disability Statement

It is the student's responsibility to self-identify with the Office of Disability Services in order to receive accommodations. Only those students with appropriate documentation will receive services. Disability Services is located in the Wood Campus Center, Suite 206B.

Non-Discrimination

Volunteer State Community College, a Tennessee Board of Regents institution, is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, or veteran status in its programs and activities.

Volunteer State Community College is committed to respecting the rights and understanding the points of view of all members of the community, and considers diversity an integral part of both the social and intellectual climate, on and off campus. The College values inclusion across a range of measures, including dimensions of race, ethnicity, and country of origin; gender identity/expression and sexual orientation; socio-economic status; age; physical, cognitive, and sensory abilities; religious or ethical value system; political beliefs; and familial status, among others.

Complaints/Due Process

Complaints that fall outside due process include, but are not limited to, complaints from clinical education sites, employers of graduates, and the general public. All such complaints must be addressed. Some complaints may require an investigation into the situation surrounding the complaint. This is done to ensure a fair and reasonable resolution of the complaint.

Procedures for filing a complaint:

1. The person filing the complaint will send the written complaint to the Program Director within 48 hours of the event. The Program Director will respond to the complaint in writing within five business days of receipt of the complaint.
2. If the complaint is not resolved with the Program Director, then the written complaint should be sent to the Dean of Health Sciences within 2 business days of the response. The Dean of Health Sciences will respond to the complaint in writing within five business days.
3. If further resolution is required, then the written complaint must be submitted to the Vice President for Academic Affairs. The Vice President will work with all parties to bring resolution to the complaint.

Records of complaints will be maintained by the Program Director for a period of five years.

Please note that the PTA program has a national accrediting body outside of Volunteer State Community College. Formal complaints of concern may be made to: Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314; phone: (703) 706-3245; accreditation@apta.org).

PTA Program Calendar 2020-2021

May 18 th	First Day of Classes	PTA Summer Semester
July 4 th	Independence Day	No Classes
August 17 th	Fall Semester	
September 7 th	Labor Day	No Classes
October 31 st	Last Day to Submit Graduation Application	
November 2 nd	Fall Clinic Begins	
November 25 th – 27 th	Thanksgiving Holiday	No Classes
December 9 th	Last Day of Fall Clinical	
December 14 th	Begin Christmas Break	No Classes
January 4 th	Begin Spring Semester	
February 11 th & Feb. 12 th	Scorebuilders	
February 15 th	First Day of Spring Clinical I	

March 19 th	Last Day of Spring Clinical I	
March 22 nd – 26 th	Spring Break	No Classes
March 29 th	First Day of Spring Clinical II	
April 30 th	Last Day of Spring Clinical II	
May 3 rd or May 4 th	Scorebuilders Exam	
May 5 th	Tentative Date for New Student Interviews	
TBA	Graduation Rehearsal	
TBA	Graduation & Pinning Ceremony	

These dates are subject to change

Appendix A

Code of Ethics for the Physical Therapist (effective July 1st, 2010)

Preamble

The Code of Ethics for the Physical Therapist (Code of Ethics) delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the American Physical Therapy Association (APTA). The purposes of this Code of Ethics are to:

1. Define the ethical principles that form the foundation of physical therapist practice in patient/client management, consultation, education, research, and administration.
2. Provide standards of behavior and performance that form the basis of professional accountability to the public.
3. Provide guidance for physical therapists facing ethical challenges, regardless of their professional roles and responsibilities.
4. Educate physical therapists, students, other health care professionals, regulators, and the public regarding the core values, ethical principles, and standards that guide the professional conduct of the physical therapist.
5. Establish the standards by which the American Physical Therapy Association can determine if a physical therapist has engaged in unethical conduct.

No code of ethics is exhaustive nor can it address every situation. Physical therapists are encouraged to seek additional advice or consultation in instances where the guidance of the Code of Ethics may not be definitive.

This Code of Ethics is built upon the five roles of the physical therapist (management of patients/clients, consultation, education, research, and administration), the core values of the profession, and the multiple realms of ethical action (individual, organizational, and societal). Physical therapist practice is guided by a set of seven core values: accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility. Throughout the document the primary core values that support specific principles are indicated in parentheses. Unless a specific role is indicated in the principle, the duties and obligations being delineated pertain to the five roles of the physical therapist. Fundamental to the Code of Ethics is the special obligation of physical therapists to empower, educate, and enable those with impairments, activity limitations,

participation restrictions, and disabilities to facilitate greater independence, health, wellness, and enhanced quality of life.

Principles:

Principle #1: Physical therapists shall respect the inherent dignity and rights of all individuals.

(Core Values: Compassion, Integrity)

1A. Physical therapists shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapists shall recognize their personal biases and shall not discriminate against others in physical therapist practice, consultation, education, research, and administration.

Principle #2: Physical therapists shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

(Core Values: Altruism, Compassion, Professional Duty)

2A. Physical therapists shall adhere to the core values of the profession and shall act in the best interests of patients/clients over the interests of the physical therapist.

2B. Physical therapists shall provide physical therapy services with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapists shall provide the information necessary to allow patients or their surrogates to make informed decisions about physical therapy care or participation in clinical research.

2D. Physical therapists shall collaborate with patients/clients to empower them in decisions about their health care.

2E. Physical therapists shall protect confidential patient/client information and may disclose confidential information to appropriate authorities only when allowed or as required by law.

Principle #3: Physical therapists shall be accountable for making sound professional judgments.

(Core Values: Excellence, Integrity)

3A. Physical therapists shall demonstrate independent and objective professional judgment in the patient's/client's best interest in all practice settings.

3B. Physical therapists shall demonstrate professional judgment informed by professional standards, evidence (including current literature and established best practice), practitioner experience, and patient/client values.

3C. Physical therapists shall make judgments within their scope of practice and level of expertise and shall communicate with, collaborate with, or refer to peers or other health care professionals when necessary.

3D. Physical therapists shall not engage in conflicts of interest that interfere with professional judgment.

3E. Physical therapists shall provide appropriate direction of and communication with physical therapist assistants and support personnel.

Principle #4: Physical therapists shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, research participants, other healthcare providers, employers, payers, and the public.

(Core Value: Integrity)

4A. Physical therapists shall provide truthful, accurate, and relevant information and shall not make misleading representations.

4B. Physical therapists shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).

4C. Physical therapists shall discourage misconduct by healthcare professionals and report illegal or unethical acts to the relevant authority, when appropriate.

4D. Physical therapists shall report suspected cases of abuse involving children or vulnerable adults to the appropriate authority, subject to law.

4E. Physical therapists shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.

4F. Physical therapists shall not harass anyone verbally, physically, emotionally, or sexually.

Principle #5: Physical therapists shall fulfill their legal and professional obligations.

(Core Values: Professional Duty, Accountability)

5A. Physical therapists shall comply with applicable local, state, and federal laws and regulations.

5B. Physical therapists shall have primary responsibility for supervision of physical therapist assistants and support personnel.

5C. Physical therapists involved in research shall abide by accepted standards governing protection of research participants.

5D. Physical therapists shall encourage colleagues with physical, psychological, or substance related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.

5E. Physical therapists who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

5F. Physical therapists shall provide notice and information about alternatives for obtaining care in the event the physical therapist terminates the provider relationship while the patient/client continues to need physical therapy services.

Principle #6: Physical therapists shall enhance their expertise through the lifelong acquisition and refinement of knowledge, skills, abilities, and professional behaviors.

(Core Value: Excellence)

6A. Physical therapists shall achieve and maintain professional competence.

6B. Physical therapists shall take responsibility for their professional development based on critical self-assessment and reflection on changes in physical therapist practice, education, healthcare delivery, and technology.

6C. Physical therapists shall evaluate the strength of evidence and applicability of content presented during professional development activities before integrating the content or techniques into practice.

6D. Physical therapists shall cultivate practice environments that support professional development, life-long learning, and excellence.

Principle #7: Physical therapists shall promote organizational behaviors and business practices that benefit patients/clients and society.

(Core Values: Integrity, Accountability)

7A. Physical therapists shall promote practice environments that support autonomous and accountable professional judgments.

7B. Physical therapists shall seek remuneration as is deserved and reasonable for physical therapist services.

7C. Physical therapists shall not accept gifts or other considerations that influence or give an appearance of influencing their professional judgment.

7D. Physical therapists shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7E. Physical therapists shall be aware of charges and shall ensure that documentation and coding for physical therapy services accurately reflect the nature and extent of the services provided.

7F. Physical therapists shall refrain from employment arrangements, or other arrangements, that prevent physical therapists from fulfilling professional obligations to patients/clients.

Principle #8: Physical therapists shall participate in efforts to meet the health needs of people locally, nationally, or globally.

(Core Values: Social Responsibility)

8A. Physical therapists shall provide *pro bono* physical therapy services or support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapists shall advocate to reduce health disparities and health care inequities, improve access to health care services, and address the health, wellness, and preventive health care needs of people.

8C. Physical therapists shall be responsible stewards of health care resources and shall avoid over-utilization or under-utilization of physical therapy services.

8D. Physical therapists shall educate members of the public about the benefits of physical therapy and the unique role of the physical therapist.

Appendix B

Standards of Ethical Conduct for the Physical Therapist Assistant (this revision effective July 1st, 2010)

Preamble

The Standards of Ethical Conduct for the Physical Therapist Assistant (Standards of Ethical Conduct) delineate the ethical obligations of all physical therapist assistants as determined by the House of Delegates of the American Physical Therapy Association (APTA). The Standards of Ethical Conduct provide a foundation for conduct to which all physical therapist assistants shall adhere. Fundamental to the Standards of Ethical Conduct is the special obligation of physical therapist assistants to enable patients/clients to achieve greater independence, health and wellness, and enhanced quality of life.

No document that delineates ethical standards can address every situation. Physical therapist assistants are encouraged to seek additional advice or consultation in instances where the guidance of the Standards of Ethical Conduct may not be definitive.

Standards:

Standard #1: Physical therapist assistants shall respect the inherent dignity, and rights, of all individuals.

1A. Physical therapist assistants shall act in a respectful manner toward each person regardless of age, gender, race, nationality, religion, ethnicity, social or economic status, sexual orientation, health condition, or disability.

1B. Physical therapist assistants shall recognize their personal biases and shall not discriminate against others in the provision of physical therapy services.

Standard #2: Physical therapist assistants shall be trustworthy and compassionate in addressing the rights and needs of patients/clients.

2A. Physical therapist assistants shall act in the best interests of patients/clients over the interests of the physical therapist assistant.

2B. Physical therapist assistants shall provide physical therapy interventions with compassionate and caring behaviors that incorporate the individual and cultural differences of patients/clients.

2C. Physical therapist assistants shall provide patients/clients with information regarding the interventions they provide.

2D. Physical therapist assistants shall protect confidential patient/client information and, in collaboration with the physical therapist, may disclose confidential information to appropriate authorities only when allowed or as required by law.

Standard #3: Physical therapist assistants shall make sound decisions in collaboration with the physical therapist and within the boundaries established by laws and regulations.

- 3A. Physical therapist assistants shall make objective decisions in the patient's/client's best interest in all practice settings.
- 3B. Physical therapist assistants shall be guided by information about best practice regarding physical therapy interventions.
- 3C. Physical therapist assistants shall make decisions based upon their level of competence and consistent with patient/client values.
- 3D. Physical therapist assistants shall not engage in conflicts of interest that interfere with making sound decisions.
- 3E. Physical therapist assistants shall provide physical therapy services under the direction and supervision of a physical therapist and shall communicate with the physical therapist when patient/client status requires modifications to the established plan of care.

Standard #4: Physical therapist assistants shall demonstrate integrity in their relationships with patients/clients, families, colleagues, students, other healthcare providers, employers, payers, and the public.

- 4A. Physical therapist assistants shall provide truthful, accurate, and relevant information and shall not make misleading representations.
- 4B. Physical therapist assistants shall not exploit persons over whom they have supervisory, evaluative or other authority (e.g., patients/clients, students, supervisees, research participants, or employees).
- 4C. Physical therapist assistants shall discourage misconduct by healthcare professionals and report illegal or unethical acts to the relevant authority, when appropriate.
- 4D. Physical therapist assistants shall report suspected cases of abuse involving children or vulnerable adults to the supervising physical therapist and the appropriate authority, subject to law.
- 4E. Physical therapist assistants shall not engage in any sexual relationship with any of their patients/clients, supervisees, or students.
- 4F. Physical therapist assistants shall not harass anyone verbally, physically, emotionally, or sexually.

Standard #5: Physical therapist assistants shall fulfill their legal and ethical obligations.

- 5A. Physical therapist assistants shall comply with applicable local, state, and federal laws and regulations.
- 5B. Physical therapist assistants shall support the supervisory role of the physical therapist to ensure quality care and promote patient/client safety.
- 5C. Physical therapist assistants involved in research shall abide by accepted standards governing protection of research participants.
- 5D. Physical therapist assistants shall encourage colleagues with physical, psychological, or substance related impairments that may adversely impact their professional responsibilities to seek assistance or counsel.
- 5E. Physical therapist assistants who have knowledge that a colleague is unable to perform their professional responsibilities with reasonable skill and safety shall report this information to the appropriate authority.

Standard #6: Physical therapist assistants shall enhance their competence through the lifelong acquisition and refinement of knowledge, skills, and abilities.

- 6A. Physical therapist assistants shall achieve and maintain clinical competence.
- 6B. Physical therapist assistants shall engage in life-long learning consistent with changes in their roles and responsibilities and advances in the practice of physical therapy.
- 6C. Physical therapist assistants shall support practice environments that support career development and life-long learning.

Standard #7: Physical therapist assistants shall support organizational behaviors and business practices that benefit patients/clients and society.

- 7A. Physical therapist assistants shall promote work environments that support ethical and accountable decision-making.

7B. Physical therapist assistants shall not accept gifts or other considerations that influence or give an appearance of influencing their decisions.

7C. Physical therapist assistants shall fully disclose any financial interest they have in products or services that they recommend to patients/clients.

7D. Physical therapist assistants shall ensure that documentation for their interventions accurately reflects the nature and extent of the services provided.

7E. Physical therapist assistants shall refrain from employment arrangements, or other arrangements, that prevent physical therapist assistants from fulfilling ethical obligations to patients/clients.

Standard #8: Physical therapist assistants shall participate in efforts to meet the health needs of people locally, nationally, or globally.

8A. Physical therapist assistants shall support organizations that meet the health needs of people who are economically disadvantaged, uninsured, and underinsured.

8B. Physical therapist assistants shall advocate for people with impairments, activity limitations, participation restrictions, and disabilities in order to promote their participation in community and society.

8C. Physical therapist assistants shall be responsible stewards of healthcare resources by collaborating with physical therapists in order to avoid over-utilization or under-utilization of physical therapy services.

8D. Physical therapist assistants shall educate members of the public about the benefits of physical therapy.

NOTE: No policy in this document supersedes the official policies and procedures of Volunteer State Community College. The student is referred to the College Catalog and Student Handbook for clarification of this manual and for additional policies.

Appendix C

Professional Development Skill Rating

Name:

Scale: 4 – Always, 3 – Usually, 2 – Inconsistently, 1 – Needs work, 0 –Never

A. Communication skills:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Listens and speaks at appropriate times | 4 | 3 | 2 | 1 | 0 |
| 2. Gives and receives feedback appropriately | 4 | 3 | 2 | 1 | 0 |
| 3. Demonstrates appropriate non-verbal behavior | | | | | |
| a. Posture, gestures, facial expressions | 4 | 3 | 2 | 1 | 0 |
| 4. Writes effectively and professionally | 4 | 3 | 2 | 1 | 0 |

B. Responsibility for learning:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Arrives on time and is ready to learn for class and lab | 4 | 3 | 2 | 1 | 0 |
| 2. Pays attention during instruction; positive, motivated | 4 | 3 | 2 | 1 | 0 |
| 3. Satisfactorily makes up assignments on own initiative | 4 | 3 | 2 | 1 | 0 |
| 4. Completes assignments fully and on time | 4 | 3 | 2 | 1 | 0 |

C. Interpersonal skills:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Cooperates with peers, faculty, staff | 4 | 3 | 2 | 1 | 0 |
| 2. Displays functional level of self-confidence | 4 | 3 | 2 | 1 | 0 |
| 3. Displays honesty with self and peers | 4 | 3 | 2 | 1 | 0 |

- 4. Relates tactfully, diplomatically, with empathy to others 4 3 2 1 0
- 5. Respects cultural diversity 4 3 2 1 0
- 6. Demonstrates ability to work productively with authority figures 4 3 2 1 0

D. Problem solving skills:

- 1. Uses resources and time effectively 4 3 2 1 0
- 2. Maintains open minded to new perspectives 4 3 2 1 0
- 3. Logically evaluates the facts 4 3 2 1 0
- 4. Demonstrates critical thinking and recognizes biases 4 3 2 1 0
- 5. Can self-assess and self-correct 4 3 2 1 0

E. Professionalism:

- 1. Maintains appropriate hygiene and attire 4 3 2 1 0
- 2. Assumes responsibility for own activities 4 3 2 1 0
- 3. Demonstrates respect for peers/faculty/self 4 3 2 1 0
- 4. Demonstrates ability to be a cooperative & contributing member of the class and the profession 4 3 2 1 0
- 5. Displays integrity in academic and professional matters 4 3 2 1 0

F. Stress management skills

- 1. Demonstrates ability to manage own time by meeting deadlines, prioritizing self and tasks 4 3 2 1 0
- 2. Works to achieve lifestyle balance as student 4 3 2 1 0
- 3. Demonstrates ability to be flexible with unexpected situations 4 3 2 1 0
- 4. Manages personal emotions maturely 4 3 2 1 0
- 5. Demonstrates ability to modify behavior in response feedback 4 3 2 1 0

RECEIPT AND ACCEPTANCE OF RESPONSIBILITY

This Handbook of policies and procedures has been prepared to assist you in successful completion of the PTA Program. We expect you to become familiar with information contained in this Handbook and to keep it available for reference.

If you have difficulty understanding anything in this Handbook, in the VSCC Catalog or VSCC Student Handbook, please request clarification from your faculty advisor.

By signing this statement, I acknowledge receipt of the VSCC PTA Program's Student Handbook and accept my responsibility to observe the policies and procedures outlined in this booklet and in other VSCC Documents. I understand that I am bound to the policies and procedures outlined in this Handbook.

Student's Signature _____

Date _____

Print Name _____

(TO BE RETAINED IN STUDENT'S PTA PROGRAM FILE FOR THREE YEARS AFTER THE STUDENT GRADUATES OR LEAVES THE PROGRAM.)
