



SAN JACINTO COLLEGE  
SOUTH CAMPUS

PHYSICAL THERAPIST ASSISTANT  
(PTA) PROGRAM

STUDENT HANDBOOK

Revised: July 2023

## Table of Contents

Introduction of Physical Therapist Assistant Student Handbook.....	5
Faculty/Staff Directory.....	5
Program and College General Information.....	6-8
Mission Statements.....	6
Vision Statements.....	6
Values.....	7
Program Outcomes.....	9
Exit Level Competencies.....	10
Accreditation.....	11
Advisory Board.....	12
Admissions Committee.....	12
PTA Curriculum Outline.....	13
Required Abilities & Behaviors.....	14-15
Value-Based Behaviors in Physical Therapy: Core Values.....	16
PTA Program Specific Information.....	16
Admissions.....	17-18
Non-Discrimination Policy.....	18
Criminal Background Check.....	18
Drug Screening.....	18
Transfer Policy for Prior Enrollment at Another PT or PTA program.....	19
Withdrawal Policy.....	20
Dismissal Policy.....	21
Readmissions.....	22

<b>Program Requirements</b> .....	23-25
American Physical Therapy Association (APTA) Membership.....	23
Cardiopulmonary Resuscitation (CPR).....	23
Immunizations.....	24
Healthcare Insurance.....	25
Student Agreement.....	25
Instructional Program Policies.....	26-27
Class Attendance & Make-Up.....	28
<b>Grading</b> .....	28
Late work.....	28
Rule of Rounding.....	28
Extra Credit.....	28
<b>Lab Checkoff Skills</b> .....	29-30
Lab Exams.....	31-33
Clinical Course Grades.....	33
Testing Procedures.....	34
Performance Counseling Reports.....	35
Curriculum Completion in Designated Time.....	35
Community Service Projects.....	35
Clinical Courses.....	36
Student and Applicant Files.....	36
Student Responsibilities.....	37
Course Enrollment.....	37
Employment While Enrolled in the PTA Program & Clinicals.....	37-38

Notification of Unlawful Behavior.....	38
Suspected Substance Abuse.....	38
Use of Laboratory Facilities.....	39-40
Completion Requirements .....	41
Summer Skills Checkoffs.....	41
<b>Professional Behavior.....</b>	<b>42-46</b>
Cellular Phones and Personal Electronics.....	42
Appearance and Grooming.....	42
Academic Dishonesty.....	43
Patients with Communicable Diseases/HIPAA .....	44-46
Health Safety.....	47
Health Insurance.....	48
<b>Student Resources.....</b>	<b>49-53</b>
Tuition/Financial Aid.....	49
Computer Lab.....	49
Library Facilities.....	49
Learning Success (Tutoring).....	50
Counseling Services.....	50
Campus Communication.....	50
Food Services.....	50
Parking.....	51
Accessibility Services.....	51-52
Bookstore.....	52
Advising.....	52

Emergency Procedures.....	52-53
Health Science/College Policies and Procedures .....	53
Complaint Process/Grievance Procedure.....	53
Grievance Procedures for Discrimination.....	53
Sexual Harassment.....	54
Title IX: Sex Discrimination and Sexual Misconduct.....	54
Change of Personal Information.....	55
PTA Program Policy Statement .....	55
<b>Appendices</b> .....	<b>55</b>
A.    Withdrawal Notice form	
B.    Orientation Agreement form	

## Introduction to the Physical Therapist Assistant Handbook

This manual states and describes the policies, procedures, and expectations of students enrolled in the Physical Therapist Assistant Program at San Jacinto College. These policies and procedures are extensions of those outlined in the current San Jacinto Community College District Student Handbook SJC Student Handbooks

The PTA program reviews and updates the PTA Student Handbook annually. Throughout the academic year, the faculty and program director keep notes on policies and procedures that need to be added or changed. Every new policy applied to the Physical Therapist Assistant Program is cross-referenced with the institutional policies. Significant additions or changes are presented to the Advisory Board Committee for approval. Changes are then made to the manuals and updated links are provided at the beginning of the following academic year.

## FACULTY/STAFF DIRECTORY

### **Core faculty:**

Kendall Gill, PT, DPT  
PTA Program Director  
Phone: 281-929-4697  
Phone: 281-998-6150 ext. 3790  
[kendall.gill@sjcd.edu](mailto:kendall.gill@sjcd.edu)

Mina Cauthen, PTA, BA  
Director of Clinical Education  
Phone: 281-998-6150 ext. 3519  
[mina.cauthen@sjcd.edu](mailto:mina.cauthen@sjcd.edu)

### **Senior Administrative assistant:**

Jamie Ward  
Phone: 281-998-6150 ext. 3350  
[Jamie.Ward@sjcd.edu](mailto:Jamie.Ward@sjcd.edu)

### **Program Information**

San Jacinto College – South Campus  
Science/Allied Health S-1.251i  
13735 Beamer Road  
Houston, TX 77089  
Phone: 281-988-6150 ext. 3350  
Fax: 281-929-4634  
[SJC PTA Website](#)  
Email: [ptaprogram@sjcd.edu](mailto:ptaprogram@sjcd.edu)

## **PROGRAM and COLLEGE General Information**

### **MISSION STATEMENTS**

#### **College**

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

#### **PTA Program**

The mission of the Physical Therapist Assistant Program is to provide successful and competent clinicians who possess the knowledge, skills, and attitudes necessary to succeed in the profession in a variety of health care settings under the direction of a Physical Therapist. The graduate will have a commitment to self-directed lifelong learning and be of service to the community.

### **VISION STATEMENTS**

#### **College**

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

#### **PTA Program**

The Physical Therapist Assistant Program will develop educational excellence in physical therapy and bring to the program students from diverse backgrounds, locations and cultures. All students will have the opportunity to explore their unique interests with the support and encouragement of staff and faculty. Our desire is to create an environment to instill critical thinking, ethical behavior, and compassionate treatments in the classroom and on clinical rotations.

## Values

### College

Integrity: We Act Honorably and Ethically

*We conduct ourselves in ways that are professional, instill confidence, and promote trust.*

Inclusivity: We Grow Through Understanding

*We respect and learn from the diversity of our cultures, experiences, and perspectives.*

Collaboration: We Are Stronger Together

*We believe in the power of working together.*

Innovation: We Embrace New Possibilities

*We anticipate change, explore opportunities, and create continuously evolving solutions.*

Accountability: We Are Responsible Individually and Collectively

*We take ownership for our commitments and outcomes.*

Sense of Community: We Care for Those We Serve

*We demonstrate concern for the well being and success of our students, our communities, and our people.*

Excellence: We Strive for Outstanding Results

*We take risks, we assess our work, and we aspire to improve the quality of everything we do.*



## PTA Program

Integrity: In every class and clinical experience, students will demonstrate professional behaviors and ethical conduct.

Inclusivity: In all our activities, we identify value and act with consideration for all individuals.

Innovation: Our progressive thinking is expressed in the classroom and clinical rotations by adapting and exploring the field embracing new learning experiences.

Collaboration: Working with students, faculty, clinical partners, we learn and grow from each other's life experiences to advance understanding and development of a clinician.

Accountability: We strive to be accountable to our students, the college, our clinical sites and the community.

Sense of Community: Through community service and Student Engagement and Activities (SEA), we provide numerous opportunities for the student to develop a sense of community for the betterment of themselves and others.

Excellence: We strive to have not only outstanding classes and resources at the college but also at each clinical and healthcare facility.

## **PTA PROGRAM OUTCOMES**

### **OUTCOMES OF PTA PROGRAM GRADUATES:**

1. Graduates of the PTA program will perform as entry level physical therapist assistants in a variety of health care settings under the direction and supervision of a physical therapist.
2. Graduates of the PTA program will demonstrate behaviors consistent with lifelong learning.
3. Graduates of the PTA program will function as contributing members of the community and society.
4. Graduates of the PTA program will provide physical therapy treatment in an ethical and culturally competent manner.
5. Graduates of the PTA program will function as an effective member of the healthcare team.
6. Graduates of the PTA program will provide physical therapy treatment based on contemporary standards.

Ensuring the PTA PROGRAM OUTCOMES are achieved, the PTA program will:

- Provide a curriculum of academic and technical courses which will provide the foundation for the graduate to benefit from further study in the profession of physical therapy.
- Provide an atmosphere of technical support that is conducive to student success.
- Provide seamless transitions from technical students to licensed physical therapist assistants.

The Faculty Will:

- Enhance pedagogy and the profession of physical therapy.
- Model a commitment to service to the community and the profession.

The PTA program is in harmony and tightly connected in student success and in creating transitions to the workforce, thereby enriching the quality of life in the communities served by San Jacinto College. The Physical Therapist Assistant Program is committed to an educational environment that will promote students who will possess the knowledge, skills, and attitudes necessary to succeed as a physical therapist assistant in a dynamic health care environment. The PTA program believes the students should have an educational environment that is led by instructors who are imaginative and competent. The instructors should provide the students with knowledge and skills, but also open channels of interest and occupation. We prepare our students to become active physical therapist assistants in the local workforce to enrich the lives of patients/ community members that they treat.

For a comprehensive list and description of the skills for an entry level PTA graduate, please refer to [APTA Minimum Required Skills of PTA Graduates at Entry Level](#).

## **EXIT LEVEL COMPETENCIES**

Graduates of the Physical Therapist Assistant Program will possess a strong base of knowledge of the history of the profession and of the American Physical Therapy Association including the evolution of the role of the physical therapist assistant, legal and ethical standards, and the structure and benefits of the professional organization. Graduates will also possess an understanding of the health care system including the relationship of the physical therapist assistant to others on the health care team, the organization of physical therapy services, and the process and value of continuous quality improvement.

Graduates will recognize an understanding of societal factors such as cultural, economic, psychosocial, ethical, legal and demographic influences as being important in providing effective patient care. They will interact with patients and their families in a manner which provides the desired psychosocial support including the recognition of cultural and socioeconomic differences and the impact of these influences on outcome. They will consider the patient and family as part of the team. Graduates will work in a variety of environments with a diverse population and will understand the need to adapt appropriately. They will understand and respect the roles of others on the health care team. They will understand their roles and responsibilities and interact with others on the health care team appropriately. They will use support staff legally and appropriately.

As health care providers, the graduates will value ethical practice, service to the profession and community, and preservation of the rights and dignity of individuals. They will respect the client's rights to confidentiality, privacy and choice. They will appreciate learning as a lifelong process and seek out opportunities to acquire or refine skills and knowledge.

Graduates will be able to perform the functions of an entry level physical therapist assistant in an ethical, legal, safe and effective manner. They will be able to implement a comprehensive treatment plan developed by a physical therapist which may include any of the skills included in the curriculum or for which they have been trained. They will be able to perform appropriate assessments to assist the supervising therapist to monitor patient progress. They will demonstrate effective written, verbal, and nonverbal communication with patients and their families, the supervising physical therapist and other colleagues, other health care providers, and the public. Graduates will use critical thinking and problem-solving skills in performing their duties and communicate their observations to the supervising physical therapist in a timely manner. They will document relevant information in a format approved by the facility, participate in discharge planning as appropriate, and participate in teaching others as appropriate.

## **Accreditation**

The Physical Therapist Assistant Program strives to promote congruent mission, vision and values statements with our college. Professionalism is the cornerstone of our program and our vocation. Our philosophy is reiterated in the American Physical Therapy Associations' Code of Ethics for the Physical Therapist, Standards of Ethical Conduct for the Physical Therapist Assistant, Guide for Professional Conduct, and Guide for Conduct of the PTA, at [www.apta.org](http://www.apta.org). The PTA program complies with the Executive Council of Physical Therapy and Occupational Therapy Examiners. San Jacinto College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The PTA Program at San Jacinto College is accredited by the Commission on Accreditation in Physical Therapy Education.

### **American Physical Therapy Association (APTA)**

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

(703) 684-APTA (2782)

[www.apta.org](http://www.apta.org)

### **Executive Council of Physical Therapy and Occupational Therapy Examiners**

1801 N. Congress Avenue, Suite 10.900

Austin, TX 78701-3942

(512) 305-6900

[www.ptot.texas.gov](http://www.ptot.texas.gov)

### **Commission on Colleges of Southern Association of Colleges and Schools**

1886 Southern Lane

Decatur, GA 30033-4097

(404) 679-4501

[www.sacscoc.org/](http://www.sacscoc.org/)

### **Commission on Accreditation in Physical Therapy Education**

3030 Potomac Ave., Suite 100

Alexandria, Virginia 22305-3085

(703) 706-3245)

<http://www.capteonline.org>

## **Advisory Board**

The Program's Advisory Board is composed of Physical Therapist, Physical Therapist Assistants, and administrators from various hospitals, academic settings, outpatient clinics, rehabilitation centers, and home health agencies in the Greater Houston Area. The committee meets on a biannual basis to review and discuss the needs, progress, and future of the program.

## **Admissions Committee**

The Program utilizes a selective admission process due to the academic rigor and the desire for student success, which includes graduation from the program, passing of the licensure examination, and future employment. Application requirements can be found on the program's website and are discussed during all Program Information Sessions. The Admission Committee handles the selective admission process. The Admissions Committee is composed of the PTA Program Director, Director of Clinical Education, program faculty, and Department Chair as needed. The Administrative Assistant for the PTA Program accepts all applications and submits the completed files to the Program Director for further admission process. The PTA department conducts interviews under faculty direction. The program receives approximately 100 applicants annually. The top 24 students are selected from a numeric scoring system and are invited to be a member.

## CURRICULUM OUTLINE

<b>Pre-Requisites</b>	<b>Credits</b>
ENGL 1301 – Composition I	3
BIOL 2301 – Human Anatomy & Physiology I (Lecture)	3
BIOL 2101 – Human Anatomy & Physiology I (Lab)	1
BIOL 2302 – Human Anatomy & Physiology II	3
BIOL 2102 – Human Anatomy & Physiology II (Lab)	1
MATH 1314 – College Algebra or higher	3
<b>First Term</b>	
PTHA 1305 – Basic Patient Care Skills	3
PTHA 1313 – Functional Anatomy	3
PTHA 1321 - Pathology for the PTA	3
PTHA 1201 – The Profession of Physical Therapy	2
<b>Second Term</b>	
PTHA 2301 – Essentials of Data Collection	3
PTHA 1431 – Physical Agents	4
PTHA 2409 – Therapeutic Exercise	4
<b>Third Term</b>	
PTHA 2217 – Issues in Healthcare	2
PTHA 1360 – Clinical I – PTA	3
PTHA 2205 – Neurology	2
PSYC 2301 – General Psychology	3
<b>Fourth Term</b>	
PTHA 2431 – Management of Neurological Disorders	4
PTHA 2435 – Rehabilitation Techniques	4
PTHA 2239 – Professional Issues	2
<b>Fifth Term</b>	
PTHA 2460 – Clinical II – PTA	4
PTHA 2461 – Clinical III – PTA	4
*Humanities or Fine Arts	3
Associate of Applied Science	Degree Total
	66

### ***Courses that meet Humanities requirements:***

*\*English 2322, 2323, 2327, 2328, 2332, 2333; Philosophy 1301, 2306; Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Music 1306, 1307, 1310*

The program is a total of 66 credit hours and the student is awarded an A.A.S. degree upon completion of the program.

## Required Abilities, Behaviors, and Values

The following skills are required in the Physical Therapist Assistant program. If a student is unable to meet these skills secondary to a disability, the PTA faculty will meet to determine if adaptations can be made to ensure successful completion of the program. A student may need to withdraw from the PTA program if the following physical and mental requirements cannot be met with or without appropriate modifications.

- A. **Communication:** Adequate verbal, reading, and writing skills to communicate in English in an effective and prompt manner.
- B. **Visual Acuity** for the ability to:
  - i. Read paper, computer-generated materials, and instrument panels.
  - ii. Monitor patients' adverse reactions to treatment.
  - iii. Make visual observations regarding the patient's posture, exercise performance, and functional abilities.
  - iv. Make adjustments to equipment.
- C. **Hearing Acuity** for the ability to: perceive normal voice to respond and detect monitor signals, alarms, and sounds of instruments.
- D. **Adequate Smell** to assess the status of a patient and to maintain a safe practice environment.
- E. **Digital Dexterity:** Adequate fine touch discrimination to palpate anatomical sites and to determine pathological changes in soft tissue.
- F. **Motor coordination** to operate equipment and perform manual treatment and assessment techniques
- G. **Physical Abilities:** Maintain and assume a variety of positions which require movement of the trunk and neck in all directions
  - 1. Climbing 2. Bending 3. Crouching 4. Stooping
    - i. Adequate strength to transport, move, or lift, and guard patients requiring all levels of assistance during transfers, gait training (including stair training), and other appropriate activities. Specifically, a student must be able to:
      - I. Safely lift up to 50 lbs. independently
      - II. Safely lift up to 200 pounds with assistance
      - III. Safely push and pull up to 200 lbs.
    - ii. Demonstrate strong bilateral grasp during joint mobilization /manipulation and manually resisted exercise, bilateral gross and fine motor control and strength to perform therapeutic massage, find motor control to manipulate testing instruments/equipment/writing instruments/computers
    - iii. Manually palpate various structures during data collection and intervention procedures.
    - iv. Balance self and provide support and balance to patients on a variety of surfaces including level and uneven ground, ramps, curbs, and stairs.
    - v. Have sufficient endurance to continue performing a variety of exertional activities for up to 8-12 hours with occasional rest breaks.
    - vi. Respond quickly to emergency situations by lifting/pushing/pulling patients, applying force to perform CPR, assisting with transporting patients.

**H. Interpersonal and Behavioral Ability:**

- i. Able to complete treatment modalities or procedures within time allotted for patient.
- ii. Able to complete required tasks/functions effectively under stressful conditions.
- iii. Able to utilize problem-solving skills and exercise sound judgment.
- iv. Able to adapt to changing environments in a mature, sensitive, and effective matter.
- v. Able to interact with peers, patients, families, and health care workers.



## Values-Based Behaviors in Physical Therapy: Core Values

All students in the Physical Therapist Assistant (PTA) Program are expected to exhibit the following core values:

- **Altruism** is the primary regard for or devotion to the interest of patients/clients, assuming responsibility of placing the needs of the patient/client ahead of the physical therapist assistant's self-interests.
- **Compassion and Caring:**
  - i. Compassion is the desire to identify with or sense something of another's experience; a precursor of caring.
  - ii. Caring is the concern, empathy, and consideration for the needs and values of others.
- **Continuing Competence** is the lifelong process of maintaining and documenting competence through ongoing self- assessment, development and implementation of a personal learning plan, and subsequent reassessment.
- **Duty** is the commitment to meeting one's obligations to provide effective physical therapy services to individual patients/clients, to serve the profession, and to positively influence the health of society.
- **Integrity** is steadfast adherence to high ethical principles or standards; truthfulness, fairness, doing what you say you will do, and "speaking forth" about why you do what you do.
- **PT/PTA Collaboration**
  - i. The PT/PTA team works together, within each partner's respective role, to achieve optimal patient/client care and to enhance the overall delivery of physical therapy services.
- **Responsibility** is the active acceptance of the roles, obligations, and actions of the PTA, including behaviors that positively influence patient/client outcomes, the profession, and the health needs of society.
- **Social Responsibility** is the promotion of mutual trust between the physical therapist assistant, as a part of the profession, and the larger public that necessitates responding to societal needs for health and wellness.

## Admissions

- A. Applicants must meet the College's general admission requirements. Complete applications must be submitted by March 1 for enrollment in the following Fall semester. Admission to the program is based on a points system. A breakdown of the point system can be found on the website. The top applicants will be invited for an interview (which includes a written essay) and students with the greatest number of points will be offered acceptance.
- B. Applicants must complete a total of at least 40 hours\* of observation in a physical therapy setting. Preference is given from at least two settings acquiring a minimum of 20 hours from an in-patient setting, and 20 hours from an outpatient setting. Submit three forms of recommendation (one must be from a licensed PT or PTA).
- C. Meeting the criteria does not guarantee admission to the PTA program.

### **Steps to complete admission:**

1. Apply for admission into San Jacinto College at [www.sanjac.edu/apply](http://www.sanjac.edu/apply)
  2. Submit Official Transcripts from colleges/universities other than San Jacinto to the Office of Enrollment Services at San Jacinto South. Submit all transcripts (unofficial copies are acceptable) in your PTA application packet.
  3. Upon completion of the transcript evaluation, provide a copy of your unofficial San Jac GPS to the PTA program with your application and other required materials.
  4. Complete PTA Program application form and submit after January 15th. The deadline for all application documents is March 1st. All program application forms are available at [SJC PTA Website](#)
  5. Submit Hours of Observation Form. A total of 40 hours is required. Preference is given for the hours to be equally divided between inpatient (20 hours) and outpatient (20 hours) experiences.
  6. Submit 3 recommendation forms (only 3). It is required that one of the letters be from a PT or PTA. Each form must be completed and placed in a separate envelope. The person completing the form must sign the seal of the envelope. All 3 sealed and signed envelopes must be included in the PTA program application packet.
  7. All required forms must be submitted in one envelope via mail or hand delivery by March 1st.
  8. If eligible, complete the interview process.
  9. If eligible, complete criminal background and drug screen.
- Deferral of Admission: Accepted students who would like to apply for deferral must make an appointment and meet with the Program Director stating their reason for requesting deferral. Granting a deferral is not guaranteed, but such requests that involve medical conditions affecting the student and military commitments are supported by the admissions committee. If approved, the applicant will need to inform the program by March 31st of the next application period their intent to remain a candidate for the incoming fall class. If deferred matriculation is declined, a new application would be required for any subsequent terms of entry. Only one deferral will be considered per applicant.

- If a student is denied acceptance into the PTA program, he or she has the right to request an email or 5-minute conversation by a member of the PTA department in order to review his or her application to determine appropriate actions to develop a stronger application up to 60 days from the time the letters are sent out. Emails from the Program Director can be requested by those selected for interviews. Information regarding essay and interview points is held confidential by the PTA department. If the student's application consists of weakness in the area of forms of recommendation, the student will be notified; however, the student will not be allowed to see the forms.

## Conditional Acceptance

Conditional acceptance is granted by the program until a **criminal background check with drug screen** results are known, and any remaining course grades to be submitted.

- a. Students will be given an access code linked to Castlebranch to set up both the criminal background and urine drug screen. Students are responsible for associated fees.
  - i. Any student who receives unsatisfactory results on these tests will need to complete the Request for Criminal History Evaluation Form available on the ECPTOTE's website at [www.ecptote.state.tx.us](http://www.ecptote.state.tx.us) and submit it to the Board for review. As mandated by the Legislature, it will cost the individual with the criminal history \$50.00 for this review.

## Non-Discrimination

Admission to the PTA program at San Jacinto College is open to everyone to provide educational and employment opportunities without discrimination because of race, color, religion, sex, age, national origin, veteran status, or disability. Refer to the San Jacinto College website for details concerning the PTA program admissions requirements. Student selection information for the PTA program at San Jacinto College can also be found on the program website.

## Transfer Policy for Students Previously Enrolled in Another PT or PTA Program

Students who wish to transfer from a physical therapist program or another physical therapist assistant program must meet the following criteria:

- A. A student requesting to transfer must meet all of the admission requirements of San Jacinto College and the San Jacinto College PTA program.
- B. There must be space available in the Physical Therapist Assistant Program at San Jacinto College. Enrollment is limited to 24 students.
- C. The student must submit two current letters of reference. One letter must be from the Director of the program the student is transferring from and must state that the student is in good standing and is eligible to return to the program. The other letter must provide a statement of good character and be from a professional.
- D. The student must be transferring from a CAPTE accredited program or from a program that has CAPTE candidate status.
- E. The student must be eligible to graduate on the expected date of graduation for the class he or she is applying to be a part of.
- F. The San Jacinto College PTA faculty will review the curriculum of the previously attended PT or PTA program to determine compatibility with the curriculum of the San Jacinto College PTA program. If it is determined that the programs are not compatible, the student may be denied transfer acceptance.
- G. The San Jacinto College PTA faculty will review the grades of the coursework (including clinical experiences) completed at the previously attended PT or PTA program to determine which courses in the San Jacinto College PTA curriculum that the student will need to complete. PT and PTA program curriculums vary significantly, and the student may be required to take courses that cover content they have previously taken in another course.
- H. If a student is accepted and has been approved for completion of coursework from the prior PT or PTA program, the student must pass a written exam and lab exam (if applicable) with a grade of 75% or greater for each PTHA course that is approved for completion. The most recent written final and final lab examination will be used for each course. These tests must be taken prior to registration in future PTHA courses.

## Withdrawal Policies

- A. The Physical Therapist Assistant Program Director has the right to initiate the administrative withdrawal of any student whose attendance, conduct, scholastic standing, or lack of aptitude for the profession of physical therapy makes it inadvisable for the student to continue in the program. This right exists regardless of grades. **The primary concern of the program and the college shall be patient safety and competence of practice.**
- B. A Withdrawal Notice form (**Appendix A**) will be completed on all students who leave the program, regardless of the reason for the student leaving. Students considering withdrawal from the program should talk to the program director for withdrawal and readmission information. It is the responsibility of the student to process withdrawal online through SOS and have to the college's established withdrawal deadline.
- C. In order for a student to be eligible for readmission into the program, he or she must meet with the program director upon withdrawal from the program (regardless of reason for withdrawal). This meeting will include documentation on Progress Counseling form of what he/she will do to help ensure a passing grade if readmitted and/or what he or she will do in order to rectify the situation that caused the withdrawal. The Withdrawal Notice form (**Appendix A**) must also be complete in order for the student to be eligible for readmission.
- D. Students who withdraw from the program that are eligible for readmission into the program must re-enter the program by the next academic year. Students who are withdrawn longer than one academic year must repeat all PTHA courses. Any student who withdraws must re-apply and will be held under the program's admissions standard criteria with all applicants.
- E. Students returning to the program will pay college fees and liability insurance as appropriate.
- F. Students may only fail or withdraw from academic based PTHA courses during one academic semester. Failure or withdrawal of academic based PTHA courses upon readmission will result in removal from the PTA program, unless otherwise determined by the program director. Situations that may be considered by the program director include but are not limited to illness, family hardship, and natural disasters.
- G. Clinical based PTHA courses (PTHA 1360, PTHA 2460, and PTHA 2461) – Students may not voluntarily withdraw from a clinical without approval by the Program Director and DCE. Situations that may be considered for an Incomplete by the program director include but are not limited to: illness, family hardship, and natural disasters. Academic failure on a clinical, with an average below a "C", will result in removal from the program. If Skill #22 is not satisfied on any clinical, then the student might be eligible for remediation if the remaining skills keep the student in good academic standing.
- H. If a student withdraws from a PTHA course or courses, they are removed from the program by the end of the semester. He or she must re-apply and will be held under the program's admissions standard criteria with all applicants. (See Readmissions policy p.41).

## **Administrative Withdrawal (Dismissal) Policy**

**Immediate dismissal** from the program may follow documented evidence of:

1. Willful lying or deceit.
2. Verbal or physical abuse of patients, classmates, faculty, or staff.
3. Falsification of records.
4. Academic Dishonesty - cheating, plagiarism, stealing.
5. Patient neglect of any kind.
6. Failure to acknowledge and honor patient's rights.
7. Failure to submit written clinical requirements when due.
8. Misuse of drugs and/or alcoholic beverages.
9. Unprofessional conduct. Unprofessional conduct may include but is not limited to the use of abusive or profane language or gestures; sexual, social, or ethnic slurs; loud, boisterous, or disruptive behavior.
10. Lack of aptitude for physical therapy.
11. Inability to render safe competent patient care.
12. Refusal of a clinical agency to allow a student to affiliate in that agency.
13. Any fighting/physical or verbal confrontation with any person.
14. Breach of confidentiality.

A course instructor must report any of the above-documented evidence to the program director. If action to dismiss the student is taken, the Chair of Health Sciences must be notified.

## Readmission

- A. If a student is not allowed to continue in the program because of unacceptable grades or if the student voluntarily withdraws, the student must wait until the next application period to re-apply. Admittance into the program will be dependent on all readmission policies and will be on a competitive basis with new applicants.
- B. A student is only allowed to be admitted 2 times unless extenuating circumstances are applicable. Extenuating circumstances are at the discretion of the program director.
- C. For a student to apply for readmission, he or she must submit a written request for readmission and include documentation of what he/she did to help ensure a passing grade next admittance or rectify the situation that caused the withdrawal. This documentation should reflect completion of the actions discussed with the program director on the Performance Counseling form (department internal drive). This written request must be approved by the program director in order for the student to continue with the readmissions process. The program director will notify the student in writing whether the student has permission to continue with the readmissions process.
- D. If at any time, space becomes available in the program, the program director has the right to make the decision to allow students to apply for re-admission. (Space is limited to 24 students.) The student must inquire with the program director if space is available and proceed with writing a written request as defined above in section C.
- E. If a student is granted permission to proceed with the readmissions process, the PTA admissions committee will meet to determine if the student will be readmitted into the program. The student will be notified in writing of the decision of the PTA admissions committee.
- F. If multiple qualified students are applying for readmission simultaneously and space is limited, they will apply on a competitive basis. The PTA admission team will meet to determine the best qualified applicants who will be chosen to be readmitted into the program. Documentation of plan to insure future passing grades, prior class participation and performance, grades, and character will be considered.
- G. If an applicant is granted readmission, they must repeat any PTHA course that he/she received a grade of a C or lower.
- H. An applicant that is granted readmission must pass a written exam and lab exam (if applicable) with a grade of 75% or greater for each PTHA course that was completed with a grade of B or better to be exempt from repeating that course. The most recent written final and final lab examination will be used for each course. These tests must be taken prior to registration in future PTHA courses.

NOTE: These requirements are subject to change according to the requirements of the Physical Therapist Assistant Student Handbook applicable during the academic year when readmission is sought.

**STUDENTS MUST COMPLETE THE READMISSION PROCESS IN COORDINATION WITH THE PROGRAM'S STANDARD ADMISSIONS DEADLINES.**

## Program Requirements

### American Physical Therapy Association APTA Membership

#### **American Physical Therapy Association**

The national physical therapy organization (APTA) serves physical therapist and physical therapist assistants by providing educational opportunities, updates of recent developments in the field, evaluations of political issues directly affecting the profession, and posting of available job openings around the country and in your area.

Membership in this organization also gives you membership in the State (Texas Physical Therapy Association, TPTA, [www.tpta.org](http://www.tpta.org)) and the local organization (Southeastern District, SED, information can be found at [www.tpta.org](http://www.tpta.org), follow links to districts).

This membership gives you access to national, state, and local publications on physical therapy as well as web access to evidenced based research with all of the newest research on physical therapy and treatment techniques in physical therapy.

All this information will help you be better informed about your profession.

The SJC PTA program faculty support the profession association and are active in the local chapter. While membership may be obtained once the student is admitted into the program, SJC PTA Program **requires students to join the APTA by completing the application and submitting the application fee during their 3rd semester as part of PTHA 2217 Issues in Health Care as the contemporary course content is derived from the APTA publications.**

The telephone number for the American Physical Therapy Association is 1-800-999-APTA and the website is [www.apta.org](http://www.apta.org). Follow the student link to membership.

Another positive aspect of APTA membership is a chance to attend district, state, and national conventions. Each year, as able, time is allocated in the PTA schedule for the class to attend the Texas Physical Therapy Association Annual Conference. Attendance to the conference provides an opportunity to increase your knowledge of the profession and make professional contacts beneficial to you upon graduation.

### Cardiopulmonary Resuscitation (CPR)

All students are required to have current training in basic life support for the healthcare provider, which covers cardiopulmonary resuscitation and automated external defibrillator use (two-year card). The Heartsaver courses offered by the American Heart Association do not fulfill this requirement.



## Immunizations

All PTA students must present evidence of meeting the following immunization **requirements before beginning the clinical practicum in order to participate in PTHA 1360, 2420, & 2461**. The individual cost for immunizations is the responsibility of the student.

- **Tetanus, Diphtheria, and Pertussis (TDaP)** – one dose within the last ten years.
- **Measles/Mumps/Rubella (MMR)** – proof of either:
  1. MMR vaccine (two doses), or
  2. blood test (titers) proving immunity.
- **Tuberculosis skin test (Mantoux)** – must be done within the past year and must be repeated annually (or more frequently if required by a specific clinic site). If positive, the student must have a chest x-ray within the past two years to confirm no active case of tuberculosis.
- **Hepatitis B series** – proof of either:
  1. hepatitis B vaccine (three doses), or
  2. blood test (titers) proving immunity
- **Tuberculosis skin test (Mantoux)** – must be done within the past year and must be repeated annually (or more frequently if required by a specific clinic site). If positive, the student must have a chest x-ray within the past two years to confirm no active case of tuberculosis.
- **Hepatitis C** – Blood titer proving negative antibody
- **Varicella (Chicken Pox)** – proof of:
  1. physician-documented history of disease,
  2. varicella vaccine (two doses), or
  3. blood test (titers) proving immunity.
- **Bacterial Meningitis** – proof of vaccination is only required for students < 22 years old.
- **Influenza (Flu)** – annual vaccination is required during the fall semesters

Students will upload documentation of the above immunizations, into their individual student files for approval by CastleBranch (<https://discover.castlebranch.com>) Students are responsible for maintaining original documents regarding their immunizations, proof of personal health insurance, and CPR.

- **Covid** – San Jacinto College **does not** require vaccination, nor will we ask for verification. Vaccination status will not impact the clinical lottery placement. However, **clinical sites may require vaccination and proof**. The student is to supply the clinical site proof upon request or await delayed clinical placement due to their personal decision on vaccination status.
- Prior to accepting clinical students, many centers require additional drug testing, criminal background checks, and/or particular immunizations. It is the responsibility of the student to check facility information to ensure that requirements have been met, otherwise the student will not be able to advance in the program and be removed.

## **Health Insurance**

All students are required to have healthcare insurance. Proof of Personal Health Insurance is required by the end of the 2nd semester required for clinical placement. Students may be enrolled in a group plan through an employer or may be on another family member's plan. If not, they can seek coverage by a qualified insurance plan through the federal health insurance marketplace/health exchange, Medicaid, or HealthLink. Any healthcare costs incurred while the student is in the program are the student's responsibility. Students may be asked by individual clinic sites for proof of coverage.

## **Student Agreement**

Students will be held accountable for the policies and procedures as outlined in the most current copy of the Physical Therapist Assistant Student Handbook. Students must sign the Orientation Agreement form (Appendix B) in order to participate in the Physical Therapist Assistant Program.

## INSTRUCTIONAL PROGRAM POLICIES

Students are expected to function according to guidelines in the yearly San Jacinto Community College Student Handbook and College Catalog. In addition, specific program policies are as follows:

### Class Attendance

- A. Students are required to attend all lecture and laboratory periods. Each instructor keeps an accurate record of each student's attendance. An instructor has full authority to drop a student for excessive absences. A student may be asked to drop the course upon the accumulation of 10% absences of the total number of course hours. Students are expected to notify the course instructor in advance that they will be late or will be missing class. Notification does not excuse the student from the consequences of missing class (see B, C, D and E below).
- B. Tardies: The instructor will close the door at the beginning of class. The doors lock and will not be opened until the scheduled break. Student will not be allowed admittance once the door is closed. When a student leaves more than 5 minutes prior to the end of the scheduled class, it is considered an early leave. Three late arrivals, 3 early leaves, or 3 combined late arrivals/early leaves is equal to one full absence of that class.
- C. **For every unexcused absence in a given class (lecture or lab), one full point will be deducted from the student's final course grade.**  
For example, if a student's final course grade is a 91% and he or she has 3 late arrivals and one full absence, the final course grade will be an 89%:  
91% - 1 point (for 3 late arrivals) – 1 point (for one full unexcused absence) = 89% = B as the final letter grade.  
**Excused absences:** If the student turns in a physician's letter of excused absence, the instructor may not deduct points from the student's final course grade for the absences noted on the physician's letter.
- D. It is the student's responsibility to make up the missed class work; however, the course instructor may make the decision on how the course work will be made up. Make up work must be turned in as soon as the student returns to class.  
**10% per day will be deducted for late work.**
- E. **Make-Up Exams** Students must inform the instructor of the need to take the exam, and the instructor must determine the time and place. The exam will be taken in reserved room with a proctor present or at the college's testing center (Building S.6). When using the Testing Center, the instructor must make the test available providing 24-hour advanced notice per SJC policy. The student must come prepared with pen/pencil and picture identification to take the make-up exam in the testing center. Failure to follow the guideline will result in a grade of zero, which will be calculated into the average grade for that unit of study.

- F. At the discretion of the instructor, the student may be required to supply a physician's statement regarding fitness to return to school and assume duties.
- G. Clinical Absences: The student is required to notify 1st the DCE, and 2nd the affiliating agency when unable to attend as assigned. Refer to the Physical Therapist Assistant Clinical Handbook (in clinical handbook on corresponding blackboard course) for further detail on the clinical attendance policies.
- H. Community Service: Students are required to attend scheduled community service activities. The student is required to notify the affiliating agency and the PTA faculty when unable to attend as scheduled. The student will be responsible for rescheduling service opportunities in order to meet the requirements of the community service project (and ultimately the course in which the community service project is a part of).
- I. Students are expected to engage in laboratory and clinical experiences, including the role of students as subjects or as patient-simulators in laboratory and clinical experiences as appropriate. Students are explicitly instructed to exclude themselves from engaging as the role of the patient if the student has any precautions or contraindications to the procedure after first notifying the instructor.
- J. Students are expected to make themselves aware of any school closings related to weather or disasters. They are encouraged to participate in the SJC Alert Me.

## **Computer Use**

The use of portable laptop computers and smart tablets are not to be used during lecture or lab times. The use of email and the internet are not tolerated during instructional time. At times, the instructor may allow use during group work or during lab sessions for electronics to be utilized. The expectation is for the student to use pen and paper in the classroom setting. Portable laptop computers, cell phones, personal electronics must be turned off and placed at the front of the classroom away during testing.

## Grading

The following grade equivalency is established for all PTHA courses:

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = Below 60%

A grade below “C” is not acceptable in the PTA program. Therefore, grades of “D” and “F” are not passing and are not acceptable. Faculty will determine the details of the grading system for the specific course at the beginning of each course. This information will be located on the syllabus of each course under Grading Formula. Each PTHA course must be passed with a minimum of “C” based on the instructor’s Grading Formula. Each semester’s courses must be completed with a satisfactory grade of a “C” or better before progressing to the next level.

- A. If a student does receive a grade below “C” in a non-PTHA course, he or she will be required to retake the course and earn a “C” or better prior to graduation. If a student receives a grade below “C” in a PTHA course, they will be removed from the program and given the option to reapply to the program. (See Readmission policy 23).
- B. Grading will be performed using the **Rule of Rounding** for passing grades > 70. Grades will be carried to the first decimal place, using the hundredths place to determine whether to round up or to round down. If the digit in the hundredth place is less than 5, the number will be rounded down; if the digit in the hundredth place is 5 or greater, the number will be rounded up. A number will only be rounded once. Example: 79.56 = 80; 85.33 = 85.
- C. Test scores will not be rounded until the final course grade calculation.
- D. The instructor may delete questionable test items and the grade will be based on the remaining items. The course instructor will determine if a question is improperly constructed.  
Example: 50 questions - 1 improperly constructed question = 49
- E. **Extra Credit:** The course instructor may provide students with assignments for extra credit to improve a course grade, however extra credit must not be awarded on written exams, lab checkoffs, or lab exams.
- F. The weight of each component of the final course grade can be found in the syllabus of each course under Grading Formula.
- G. The grading system for non-PTHA courses will be determined by the specific department responsible for the course. Students must receive a final grade of “C” or better in all non-PTHA courses.

## Laboratory Skill Check-Offs Grading

The instructor must supply the students with the checkoff list (including grading criteria) of the lab skills within the first two weeks of the lab course.

For each lab skill checkoff, there are a given number of skill components. Each component is worth a set amount of points.

Grading Scale Rating	3	2	1	0
Definition	Excellent: performed the skill independently, safely, and with optimal effectiveness	Competent: performed the skill independently, safely, and effectively	Needs Improvement: performed the skill safely, but with compromised effectiveness and/or needed cueing	Unacceptable: unable to perform the skill in a safe and effective manner. Student NOT competent with skill

The grade on each skill will be determined by the percentage of points earned. For example, if a skill has 20 components, up to 60 points can be earned. If a student earns 51 points, their grade on the skill will be  $51/60 = 85$

- A. For each course with a laboratory section, (\*with the exception of PTHA 1313) students must demonstrate proficiency on a given list of skills where proficiency is defined as fulfillment of the following three criteria:
- i. **Must make a 75 base score on all check offs.** Additional attempts beyond first attempt will incur penalty points. A 2nd attempt penalty is 30 point deduction; a 3rd attempt penalty of base score deducted. The final grade is recorded from the base score and penalty points imposed. 1st attempt, he or she must receive a 75 or higher. If a 2nd attempt is required, the base score will need to be 75 or higher, and a 30 point penalty imposed. (Example, on 2nd attempt, base score 85 - 30 pt. penalty = 55 in gradebook. If a student requires a 3rd attempt, base score to be 75 or higher, penalty of base score. Grade of 0 recorded in gradebook. 4<sup>th</sup> attempt follows 3<sup>rd</sup> attempt scoring.
  - ii. **Critical Safety and Skill Elements which are marked with \* - Student must earn 2 points (minimum).** These skills have been deemed by the PTA faculty as essential for safety for both the patient and the therapist, and necessary to complete skill. Additionally, the marked essential skills must be met in order for a student to progress safely and effectively through the curriculum.
  - iii. **Demonstration of an overall understanding of how to complete the skill.** This is at the discretion of the course instructor. If the instructor

observes that the student requires significant time or hesitates significantly between steps of the skill and is unable to answer questions related to the skill and/or converse with the instructor about the skill, it may be determined that the student is unable to demonstrate an overall understanding of how to perform the skill.

- B. A student is allowed 4 attempts to complete a lab skill with proficiency. If a student does not demonstrate proficiency, they will be able to retest that skill the same day. All check-offs must be completed with a level of proficiency by the 4th attempt in order to pass the course.  
If on the 4th attempt the student is unable to complete the skill checkoff with proficiency, he or she will receive an F for the course and will be removed from the program and given the option to reapply to the program (See Readmission policy p. 22).
- C. The student may not take a midterm lab exam or final lab exam until all laboratory skills checkoffs associated with that lab exam are completed with proficiency.
- D. Grading of all skill check-offs will be documented and initialed by the course instructor and the student.
- E. The average of all skill check offs will be used in the calculation of the final score which will be worth 5% of the total grade.

## Laboratory Exam Grading

**(The instructor must supply the students with the grading sheet for the lab exam at least one week prior to the lab exam.)**

- A. For each laboratory exam, the same familiar laboratory skill check off format is used and grading formula.
- B. **A student is allowed 3 attempts to complete a lab exam with proficiency.** If on the 3rd attempt, the student is unable to complete the lab exam with proficiency (with a base score of 75 before penalty points deducted) he or she will receive an F in the course, will be removed from the program, and be given the option to reapply to the program (See Readmission Policy p.25).
- C. The weight of the laboratory exams for the student's final course grade is determined by the course instructor and can be found in each course syllabus under the Grading Formula.

### **PROCTORING Lab Checkoffs and Lab Exams**

- A. The instructor proctoring a lab checkoff or lab exam has an obligation to utilize the scoring rubrics fairly for each student and complete all information on the scoring rubrics.
- B. Critical Safety and Skill Elements (marked with \* on the grading rubrics for lab checkoffs and exams):
  - i. If the student does not earn 2 points for a critical skill (by meeting the expectations of the critical skill without guidance), the instructor is to stop the checkoff or lab exam before the student moves on in an unsafe manner. The instructor is to inform the student what critical skill is missing or demonstrated incorrectly and ensure the student verbalizes an understanding of the importance of and the correct way to demonstrate the critical skill.
  - ii. The instructor must make a written comment on the grading rubric explaining why the student did not earn full credit (2 points) for the critical skill.
  - iii. The instructor must inform the student of the need to repeat the lab checkoff or lab exam secondary to not demonstrating competency in the skill and arrange the time.



C. Non-Critical Skills

- i. If the student does not earn 2 points on a non-critical skill (by not meeting the expectations of the skill without guidance), the instructor may interrupt and cue the student that an aspect of the skill is missing or demonstrated incorrectly. If the student is able to make the appropriate change in the implementation of the skill or exam without further instruction, the student will earn 1 point (meets expectations with minimal guidance from instructor). If the student is NOT able to make the appropriate change in the implementation of the skill or requires further instruction to do so, the student will earn 0 points (clearly does not meet expectations, or effectiveness of treatment is compromised, further instruction/practice is needed).
- ii. The instructor must make a written comment on the grading rubric explaining why the student did not earn minimal skills credit (2 points) for any skill in which 2 points is not earned.

D. Complete grade/signature of proficiency:

- i. **Lab Checkoffs:** The instructor is to tally the total points earned by the student and document the final grade. If the final grade is a 75% or higher and all critical skills were demonstrated with 2 points, the instructor is to date and initial that the student has demonstrated proficiency in the skill. The student must also initial. If the grade is less than 75%, the instructor must document (initial) on the scoring paper that the student has been informed of the need to repeat the lab checkoff secondary to not demonstrating competency in the skill
- ii. **Lab Exams:** The instructor is to tally the total points earned by the student and document the final grade on the scoring rubric. If the final grade is a 75% or higher and all critical skills were demonstrated with 2 points, the instructor is to record the grade in their grade book. If the grade is less than 75%, the instructor must document the deficit and set up a time to repeat the lab exam secondary to not demonstrating competency in the skill.

E. Notification of Grading Policy for Lab Checkoffs and Lab Exams:

- i. **Lab Check Offs:**
  - a. The course instructor is to post the lab checkoffs on Blackboard including the cover page which includes the grading policy for the checkoffs. (or provide the students with a printed packet) within the first two weeks of any lab course.
  - b. Prior to the first lab checkoff, the instructor must verbally review the grading policy found in this manual for lab checkoffs.

**ii. Lab Exams**

- a. The course instructor is to post the lab exam (midterm and final) scoring rubrics at least 1 week prior to the scheduled date of the lab exam.
- b. Prior to any lab exam, the course instructor must verbally review the grading policy found in this manual with the class.

**Clinical Course Grades**

- A. Students will be evaluated in the following clinical courses:  
PTHA 1360 - Clinical I  
PTHA 2460 - Clinical II  
PTHA 2461 - Clinical III
- B. Clinical evaluations will consider the student's ability to apply theory to practice, conduct, appearance, interpersonal relationships and demonstrated competence in clinical performance via use of the PTA MACS.
- C. See PTA Clinical Handbook for detailed information on clinical course grades. The PTA Clinical Handbook can be found on the program's website at [www.sanjac.edu/PTA](http://www.sanjac.edu/PTA) under the tab "other important documents".

## Testing Procedures

A. Classroom – Exams and Quizzes. We, as faculty, do not employ examination procedures because we think students are inclined to cheat. In fact, we expect PTA students will not cheat. It is our intention to facilitate a classroom atmosphere that encourages and facilitates academic honesty. In order to do this:

- a. Students should have a space (seat) between each other.
- b. All backpacks and belongings including water bottles and hats will be placed at the front of the room.
- c. Cell phones and all smart devices will be placed on silent and placed in a bin at the front of the room. Cell phones and personal electronics will be collected and stowed during testing. If a student is expecting a very important contact during a test, he or she may ask permission of the course instructor to hold his or her phone and notify him or her if a call or message comes in. The course instructor has the right to deny a student this privilege.
- d. Each student is permitted to bring in several pens and pencils as well as a highlighter.

Questions during the exam will only be for clarity. Faculty may address the whole class to clarify a test question.

B. Lab Exam - During lab exams students may be asked to be an untrained assistant playing the role of a patient.

- a. Under no circumstances should observing/participating students give verbal and non-verbal cues to the student being tested.
- b. These actions are considered as dishonest and unethical and could result in a zero for the student playing the role of the patient as well as the student being tested.

C. Online – Exams and Quizzes. Require Respondus Lockdown Monitor and camera for which student will be subjected to recording for review by the instructor. Timed questions and parameters are set by the instructor.

## **Performance Counseling Forms**

- A. A Performance Counseling form (secured internal drive) will be utilized when an instructor has any concerns regarding the student's status in the course, even if the student is not in danger of failing. Performance can take the form of behaviors and professionalism, midterm performance, absences, incomplete work, or student nearly failing a course. The student and instructor must schedule a meeting to discuss the performance and determine a written action plan to improve the student's status in the course. Both the student and instructor must sign the written action plan. A student's signature on the counseling form does not indicate that the student agrees with statements made on the form, only that the student has had an opportunity to read the form and to make comments.
- B. An action plan may include, but is not limited to: tutoring, assigning a mentor, locating resources to assist with study habits and learning style assessment, making modifications to outside responsibilities, and initiating formal counseling (which may include reference to the counseling center).

## **Curriculum Compliance/Failure to Complete the PTA Program in the Designated Time.**

- A. Students must take courses as sequenced in the curriculum. They may take non-PTHA courses prior to when scheduled in the curriculum, but no later than in the planned curriculum.
- B. Students must be eligible to graduate from the PTA program by the end of Summer of the anticipated graduation year of their cohort. If the student cannot finish their clinical rotations by that time, the student must retake and pass with a minimum of 70% the final exams of all PTHA classes prior to being placed in their clinical rotation.

## **Community Service Projects**

- A. Students are expected to participate in a community service project each year as described in the Community Service Project Outline (see Blackboard for corresponding course).
- B. Students are expected to volunteer 20 hours of their time during the first-year coursework portion of the program (throughout the Fall and Spring semesters) at one location and 10 hours of their time during the second-year coursework portion of the program (throughout the Fall semester).
- C. During each semester, one course will be designated to include a paper and presentation related to the service-learning project.
- D. Details of the project will be reviewed by each course instructor

## Clinical Courses

Students are to abide by all policies and procedures as outlined in the PTA Clinical Handbook and those reviewed with clinical orientation. PowerPoints found on Blackboard when you are enrolled for the Clinicals I-III.

## Student and Applicant Files

- A. All applicants' files are kept for 1 year in file cabinets held within the locked offices of the PTA Department and Health Science Division with access limited by the Chair, the PTA faculty and PTA Administrative Assistant.
- B. All tests, quizzes, papers and other graded work of every student will be kept in the students' files. These files are kept in locked offices of the PTA Department and Health Science Division with access limited to PTA faculty and PTA Administrative Assistant.
- C. Students may only access these files under the direct supervision of the course instructor (or by another instructor or faculty member as determined by the primary course instructor).
- D. Students may not photocopy, take pictures, or in any way rewrite any items from their files.
- E. Student files will be kept on record for a minimum of 3 years after withdrawal or graduation from the PTA program. Files are shredded prior to purging.

## Student Responsibilities

Believing that learning is an internal, individual response, dependent on many predictable and unpredictable variables, the faculty see their main role as stimulators, facilitators, and resource persons for the learner. **The student, therefore, is seen as having responsibility for his/her own learning and must be a self-directed active learner.**

It is important to recognize that the PTA curriculum is carefully designed as a continuum. It is expected that the student will master the material from prerequisite courses and be able to use that material in subsequent courses. Therefore, students should independently review any content as needed to successfully complete other courses.

**Students are responsible for adhering to all policies and procedures within the San Jacinto College Student Handbook (SJC Student Handbooks), the Physical Therapist Assistant Student Handbook, and the Physical Therapist Assistant Clinical Handbook ([www.sjcd.edu/pta](http://www.sjcd.edu/pta)). Failure to comply with the policies and procedures of these manuals will result in the student being withdrawn from the PTA program.**

Students are expected to promote health and wellness and the field of physical therapy. They are to be committed to the profession and are encouraged to become members of the American Physical Therapy Association and to participate in professional opportunities outside of the classroom (i.e. TPTA Student Conclave; a membership required by third term)

### Course Enrollment

- A. Students are expected to enroll and pay for all classes prior to the start of classes. Failure to do so may result in the student being unable to participate in the given course which will result from failure to progress in the program/a need to withdraw from the program.
- B. PTHA class enrollment will be limited to 24 students for lecture courses and 12 students for laboratory courses.

### Employment While Enrolled in PTA Program

- A. The student has the right to work while enrolled in the academic portion of the Physical Therapist Assistant Program, although students are discouraged from working full time.
- B. Due to Covid-19, students need to be prepared that they might not be allowed other employment while on clinicals.
- C. Working students are expected to maintain grades and clinical performance and no allowances will be made for failure to maintain program criteria.

D. Students must not display their school identification at any time while working in any setting (as volunteers or for monetary remuneration).

### **Notification of Unlawful Behavior**

If a student has any encounter with the police or law or is committed of a misdemeanor or any level of crime while in attendance of the PTA program, it is his or her responsibility to notify the program director immediately. The PTA faculty will meet and determine the appropriate actions that will be taken regarding the situation on an individual basis.

\*\*Failure to notify the program director within 5 days may result in dismissal from the PTA program.

### **Suspected Substance Abuse**

If a student is suspected of being under the influence of any substance during any school related activities including but not limited to class, laboratory, field trips, the student must be immediately sent home. It is the responsibility of the instructor who is in charge to assist the student in finding safe transportation home (i.e. classmate, family, friend, or taxi cab). The instructor in charge must then notify the Program Director.

Refusal to take a drug screen or a positive drug screen will result in dismissal from the PTA program.

## Use of Laboratory Facilities

- A. Laboratory Safety Rules are posted in the PTA laboratory
- B. When in the laboratory for scheduled labs or independent practice, students must abide by the following rules:
  1. A faculty member or authorized, licensed physical therapist or physical therapist assistant must be present in the department. Independent laboratory practice outside of class must be scheduled with the appropriate instructor.
  2. Students will refrain from practicing laboratory activities until after they have received the appropriate instruction.
  3. Students will observe all safety precautions for each laboratory procedure as instructed in class.
  4. Containers of liquid shall not be placed on top of any electrical equipment at any time.
  5. Spills must be cleaned up immediately.
  6. When using the plinth as a desk, a hard surface, such as a clipboard or notebook, must be used to prevent puncturing vinyl.
  7. Students who have questions regarding the functioning of any piece of equipment shall immediately contact the faculty member in charge.
  8. All injuries and unsafe practices must be reported to the instructor immediately.
  9. Students with a pre-existing condition in which performing a laboratory procedure could be potentially harmful shall assume the responsibility of informing the laboratory instructor immediately so that proper accommodations can be made.
  10. Students **must** clean up their area before they leave for the day. No drink containers or food wrappers should be left behind.
  11. All plinths should be cleaned before and after class. Two chairs and one rolling stool should be placed by each plinth at the end of class.
  12. All San Jacinto College policies must be followed.
- C. Students are expected to engage in laboratory and clinical experiences, including the role of students as subjects or as patient-simulators in laboratory and clinical experiences as appropriate. Students are explicitly instructed to exclude themselves from engaging as the role of the patient if the student has any precautions or contraindications to the procedure.



- D. If the student is injured or exposed to a communicable disease while engaged in the laboratory setting, the student must notify the course instructor immediately. A Safety/Incident Report from the internal drive will be completed and sent to the Safety, Health, Environment and Risk Management Office. A copy will be made and placed in the student's file. The instructor must also complete the Departments Investigation of Incident report found on the internal drive under Forms/Documents under the Safety Forms and Links folder, "*Department Investigation of Incident*" and email it to [safety@sjcd.edu](mailto:safety@sjcd.edu) promptly.
- E. The student's signature on the Orientation Agreement form (**Appendix B**) will be required as documentation of providing consent to serve as a "patient" for demonstration by the faculty and for classmates in laboratory practice.
- F. **Laboratory Equipment Inspection:** Inspection and calibration of all modalities are performed on an annual basis and records of results of tests and calibrations are kept in the PTA department. Tags are placed on each piece of equipment tested by a qualified vendor. Any faulty equipment will be fixed or replaced and calibrated prior to being used in the lab.
- G. When available by the manufacturer, manuals for appropriate laboratory equipment are kept in a notebook that is available to all students and faculty in the PTA department (lab).
- H. **Open Lab:** Open lab hours are posted by the instructor on Blackboard, or on the lab board. Students must have supervision during open lab. They must not practice any procedure they have not already been taught in prior classes.
- I. Laboratory supervisor/student ratio will be no greater than 1 instructor per 16 students at any time.
- J. Students are to inform a faculty member of any potential hazard in the lab area such as a wet floor, frayed electrical wires, broken equipment, etc. This also includes any exposure of body substances.
- K. **Attire in the laboratory:** Students are expected to dress appropriately for lab. Either the professional attire of scrub top and pants, or shorts with elastic waistband and t-shirts are appropriate. Shorts must not be excessively short (>6") and must be loose enough to allow palpation of hip musculature. Women should also wear a halter top or sports bra in order to provide adequate exposure to the shoulders and back. Tennis shoes are required for proper body mechanics and movement every lab. If lab clothing is deemed inappropriate by the lab instructor, the student will be notified and required to have appropriate lab clothing in order to participate in the next lab period.
- L. **Attire in the classroom:** Black scrubs, class polo, or PTA class sponsored T-shirts. Closed toe shoes are expected.
- M. **Off-campus Lab Activities:** Prior to attending an off-campus lab, students must complete the Emergency Contact/Medical Consent Form and the Student Travel Instructional form. Both are obtained from Educational Student Engagement & Support (SES), [SES Forms](#). Once signed, the SPTA club officer or advisor will submit to SEA.

## Completion Requirements

- A. All general academic courses are included the PTHA degree plan for full time study for the required five semesters; however, due to the selective admission criteria many general academic course are taken prior to the start of the program to earn points for the application process. Four (4) required general education courses must be completed with a C or better to fulfill the application criteria and requirements of the degree plan. These courses include: BIOL 2301/2101, BIOL 2302/2102, ENGL 1301. The other two courses required for the completion of the Associates of Applied Science, PSYC 2301 and a 3 credit Humanities/Fine Arts Elective may be taken during the program but must be completed by the final semester to ensure timely graduation.
- B. Students must complete all programs courses  $\geq 70\%$ . Please see the course syllabi for specific requirements.
- C. Students will not be allowed to repeat any academic course in the curriculum due to failure, as they will be dismissed from the program. Clinical failure could result in dismissal from the program if the underlying issue is lack of professionalism of not adhering to the values of the PTA. If the student is lacking skills, the program can implement a remediation plan and then show proof of competency. A student cannot repeat a clinical more than once and remain in the program.
- D. Students who fail a course must follow the re-admission process and comply with all requirements to continue in the program.
- E. **Failure in 1 course or withdrawal** (personal or by Program Director) from any course in the program will result in dismissal from the program.
- F. The entire PTA curriculum must be successfully completed within **2 years** of the entry date to be eligible for licensure. If the program cannot be successfully completed within the two-year time line, the student will need to re-apply to the program, and if accepted, follow the readmission procedures. Upon successful completion, an Associates of Applied Science degree is awarded to the student.
- G. All students must have an updated PTA Program degree plan completed by the end of the final fall semester. Graduation Requirements in accordance with San Jacinto College policies can be located at the following website:  
<https://www.sanjac.edu/apply-graduation> and <https://www.sanjac.edu/student-services/educational-planning/student-handbook>

## Summer Skills Checkoffs

Prior to the start of PTHA 1360 (Clinical I), all students must demonstrate competency (Pass/Fail) in skills deemed necessary by the PTA faculty and the Program Assessment. These skills may include, but are not limited to, guarding with transfers, gait training, and use of electrical stimulation and ultrasound. Remediation may be implemented at this time with a Performance Counseling session and plan outlined.

## **PROFESSIONAL BEHAVIOR**

### **Cellular Phones and Personal Electronics**

- A. The use of cellular phones and personal electronics during scheduled classes (in the classroom or laboratory) is not tolerated. Electronics and phones are to be turned off or on silent mode and put away.
- B. If a student is expecting a very important contact, he or she must notify the instructor before class regarding the nature of the situation. The phone must be kept on vibrate or silent mode and the student must quietly step out of the classroom to handle the call.
- C. All cell phones and personal electronics will be collected and stowed during testing. If a student is expecting a very important contact during a test, he or she may ask permission of the course instructor to hold his or her phone and notify him or her if a call or message comes in. The course instructor has the right to deny a student this privilege.
- D. Laptop computers and smart tablets are not to be used during lecture or lab times. The use of email and the internet are not tolerated during instructional time. At times, the instructor may allow use during group work or during lab sessions for electronics to be utilized. The expectation is for the student to use pen and paper in the classroom setting. Cell phones, personal electronics must be turned off and placed at the front of the classroom during testing.

### **Appearance and Grooming**

PTA students are expected to present themselves in a professional manner in the classroom, laboratory, and clinical settings. Personal cleanliness and hygiene are essential for engagement with others in the healthcare setting. PTA faculty will counsel students when necessary. Failure of the student to follow these guidelines after counseling may result in dismissal from the PTA program.

- A. Hygiene should include daily bathing and brushing teeth. Fragrances or perfumes should be minimal. Offensive body odors will not be tolerated, including the lingering smell of tobacco on skin, hair, breath or clothing.
- B. Moustaches/beards must be neatly trimmed and not be >1" beyond jawline.
- C. Hair must be a natural color, clean and trimmed. Students with long hair must be able to tie hair back so that it does not fall loosely over shoulders and face.
- D. Fingernails must be clean, filed smoothly, and not extend beyond ¼" the fingertips.
- E. Simple jewelry such as wedding bands/rings, watch, small chain necklace, and small stud earrings are acceptable. Oversized jewelry is not acceptable. Piercings anywhere other than the ear are not acceptable.
- F. While on clinical rotations, students are expected to follow these guidelines, the guidelines written in the PTA Clinical Handbook (which can be found on Blackboard when enrolled), and the policies of the clinical site.

## Academic Dishonesty

Students are expected to refrain from academic dishonesty including:

- A. Cheating: Includes but is not limited to:
  - i. Copying from another student's test paper/homework/quiz.
  - ii. Using any unauthorized assistance in taking quizzes, tests, or examinations.
  - iii. Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes".
  - iv. Dependence upon the aide of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments.
  - v. The acquisition, without permission, of tests or other academic material belonging to a member for the San Jacinto College faculty or staff.
- B. Plagiarism: Offering the work of another as one's own without proper acknowledgment.
- C. Collaborating with others if contrary to stated guidelines for course/assignment.
- D. Providing students who have not yet completed an assignment/exam with information related to the assignment/exam.
- E. Abiding or abetting another person in committing any form of academic dishonesty.
  - o The course instructor controls the options of seating arrangement, movement, leaving the room, and stopping an exam for violation of the honesty policy.
  - o All books, papers, notebooks, and personal belongings will be placed at the front of the classroom or other designated area (but not on the table top or desktop where the test is being taken) before entering a testing situation.
  - o Identification of any evidence of information found on, or in the immediate vicinity of the individual during a testing situation that is suggestive of academic dishonesty will be collected by the course instructor. Identification of such materials may provide grounds for dismissal of the individuals involved from the PTA program.
  - o If a course instructor identifies evidence of information suggestive of academic dishonesty, he or she must report it to the program director. The student will receive a grade of zero on the given assignment or exam. The PTA faculty will meet to determine appropriate disciplinary action for the individual student. This may result in termination from the program.

## Patients with Communicable Diseases/Confidentiality/HIPAA

- A. Caring for patients with a communicable disease is an occupational/professional challenge in health care. Students will be instructed in protocols and procedures to reduce their risk for acquiring an infection or communicable disease. However, all areas of health care practice have inherent risks and no area is completely risk free. Students will be trained in **Universal Precautions** and will be required to sign documentation (in clinical handbook on Blackboard) that they have received training prior to the start of their clinical course.
- B. All patients have the right to confidentiality of all records and all communications, written or oral, between patients and health care providers. Students will not reveal (to anyone other than their instructors) any confidential information that may come to their knowledge in the course of their work/studies. Students will hold in confidence all personal matters committed to confidentiality and all family affairs coming to their knowledge in the practice of their profession. Students will be dismissed from the program for breach of confidentiality.

## Confidentiality and Privacy Laws

The Family Educational Rights and Privacy Act (commonly referred to as “FERPA”) affords all students certain rights and privacies with respect to their own education records. The college and program abide by this law and will not disclose any information about a student or his or her academic performance with any other person unless the student gives written permission.

The Health Insurance Portability and Accountability Act of 1996 (commonly referred to as “HIPAA”) provides data privacy and security requirements for safeguarding medical information. Students must adhere to confidentiality requirements in providing patient care at any healthcare facility to which they are assigned. The student may not access, use, disclose, or reproduce any confidential patient information other than what is required for the strict purposes outlined in the student’s clinical duties. The student agrees to this policy by signing the Confidentiality Agreement. This document is maintained in the student’s file in the program director’s office.

All students receive instruction in the role of the physical therapist assistant (PTA) according to Texas Practice Act and Rules,

1. Appropriate guidelines for supervision of the PTA and physical therapy aid in various clinical settings.
2. American Physical Therapy Association Standards of Ethical Conduct for the Physical Therapist Assistant.

Students will be trained in **HIPAA policies** throughout the program and reinforced during clinical orientation. They will sign the clinical orientation form (**in clinical handbook Appendix** ) that they have received training prior to the start of their clinical course.

## HIPAA Guidelines for Clinicals

Per Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines, students cannot report this information in fieldwork assignments such as case studies presentations:

- Name
- Location - includes anything smaller than a state, such as street address
- Dates - all, including date of birth, admission and discharge dates
- Telephone numbers
- Fax numbers
- Electronic e-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate and/or license numbers
- Vehicle identification numbers and license plate numbers
- Device identifiers and their serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code.

For written reports, the following information **can** be shared:

- Age (age 90 and over must be aggregated to prevent the identification of older individuals)
- Race
- Ethnicity
- Marital Status
- Codes (a random code may be used to link cases, as long as the code does not contain, or be a derivative of, the person's social security number, date of birth, phone/fax numbers, etc.)

Students, as well as therapists, often keep "working files" in their desk. This is still allowed under HIPAA guidelines; however, this information must be locked in a file cabinet when not in use and must be shredded when no longer needed.

## HIPAA Guidelines for Social Media

There is no better way for PT as a profession to be widely recognized than using social media, but it must be done responsibly. Respect must be given to foremost to clients' privacy, to the profession and the fieldwork sites or potential future employers.

The above HIPAA guidelines also apply to the social media sites that the students use to communicate with their families, friends, and colleagues. It is a HIPAA violation to mention a client/patient with enough information that the person might be identified, even if you avoid personal health information (PHI). The legal consequences for violations may be severe.

It is important that you avoid posts or photos on Facebook about your clinical experiences. Here are some specifics; names of supervisors, comments or criticism about the sites or information about what is happening at sites are not appropriate on Facebook, Twitter or other public social network sites.

Be aware of your clinical site's social media policy, applicable privacy laws and ethical tenets. Some facilities do online research on students and prospective employees. The students must self-monitor their online presence and know that only accurate and appropriate information is available.

Stating where you are on a clinical is permitted, but you compromise your own privacy from clients, patients and staff.

- Students need to exercise the similar precaution regarding FSBPT licensure exam content. FSBPT exam candidates sign a security agreement, which includes that they will not: *“disclose or discuss NPTE content with anyone verbally, in writing, or through any other method of communication including on the Internet, through email accounts, or through any social media”*

If students share information about the licensure exam on social networking sites, they are subject to potential legal consequences.

## Student Physical Therapist Assistant Club (SPTA club)

All students enrolled in the Physical Therapist Assistant Program are permitted to be members of the SPTA club as long as they abide by the bylaws of the SPTA club.

Students are encouraged to be actively involved in the SPTA club including participation in fund raisers and club activities.

1. For each activity the club does, an [Activity Registration Form](#) must be completed and submitted to student life.
2. Prior to participating in any student activity, each participant must complete the [Emergency Contact Form](#).
3. He or she must complete and sign the [Student Organization Travel form](#).

## Health Safety

- A. Students are responsible for their own medical needs regardless of injury or exposure to communicable disease occurring in the laboratory or on clinical.
- B. Students with a pre-existing condition in which performing a laboratory procedure could be potentially harmful shall assume the responsibility of informing the laboratory instructor immediately so that proper accommodations can be made.
- C. The student's signature on Orientation Agreement Form (**Appendix B**) will be required as documentation of providing consent to serve as a "patient" for demonstration by the faculty and for classmates in laboratory practice.
- D. If students need to make appointments for physician care, they are expected to schedule such appointments so that they do not conflict with class or clinical experience hours.
- E. If the student is injured or exposed to a communicable disease while engaged in activities or procedures in the laboratory setting, the student must notify the course instructor immediately. [SJC Incident Report](#) will be completed and sent to the Safety, Health, Environment and Risk Management Office. A copy will be made and placed in the student's file. The instructor must also complete the Departments Investigation of Accident Report found on the internal drive under Forms/Documents under the Safety Forms and Links [Department Investigation of Incident](#) and email it to [safety@sjcd.edu](mailto:safety@sjcd.edu) as soon as possible.
- F. If the student is injured or exposed to a communicable disease while on clinical, the clinical instructor and PTA faculty will be notified immediately. The student will follow the policy and procedure of the affiliating agency.

### **G. Accommodations for changes in Health Conditions**

The Physical Therapist Assistant Program is a physically and mentally demanding profession. Critical skills are needed for the successful navigation of core experiences and include the ability to observe, communicate, perform motor functions, as well as to understand, integrate core knowledge and skills, and to behave appropriately in varied educational and professional situations.

**Other Health conditions:** In some instances, a student may be pregnant or have an injury, communicable disease, or short term impairment that temporarily prevents the student from attending class or participating in required program activities.

Students with a temporary health condition or a change to a health condition that affects their ability to attend a class or clinical or to satisfy a program requirement shall report to their instructor as promptly as possible, but no later than the first day of returning to class or clinical. The student shall provide documentation from his or her health provider (such as a return to school/clinical form) identifying necessary restrictions and expected duration of the conditions or restrictions to the Program Director.

- H. Students are **NOT** to discuss personal medical problems with physicians while on duty in their clinical courses.



## **Health Insurance**

All students are required to have healthcare insurance. Proof of Personal Health Insurance is required by the end of the 2nd semester for clinical placement.

Students may be enrolled in a group plan through an employer or may be on another family member's plan. If not, they can seek coverage by a qualified insurance plan through the federal health insurance marketplace/health exchange, Medicaid, or HealthLink. Any healthcare costs incurred while the student is in the program are the student's responsibility. Students may be asked by individual clinic sites for proof of coverage.

## Student Resources

### Tuition and Financial Aid

The cost of the PTA program is the same for any student at San Jacinto College with additional costs associated with: insurance, background checks, drug screen, immunizations, CPR certification, and additional travel expenses for clinical rotations. Uniforms may need to be purchased for some clinical rotations. All costs for the PTA program are at the student's expense. Tuition information can be found on the college's website at [PTA Tuition](#)

Financial aid information may be found on the college's website at [Financial Aid](#).

Students are also encouraged to contact the financial aid office at 281-998-6150 x3829 for further information.

### Computer Lab

SJC has a dedicated lab in S.12. Having access to a computer with basic software has become a necessity for college students. Here at San Jac, we understand that, and have your computing needs covered with our state-of-the-art Interactive Learning Centers, or ILCs for short.

ILCs are open to students, staff, faculty, and administrators, and are equipped with hundreds of the latest PCs and printers, which are upgraded regularly. Once you get your account you will have access to the internet, Microsoft Office, Blackboard and other software programs required by your San Jac instructors. You'll be able to create assignments, reports, spreadsheets, run statistical analyses, and much more.

If you need help, we have student assistants, tutorials, a help desk and media support available. There's also a Cyber Café, access to a copier, and our campus bookstores offer software and other items to assist with your computing needs.

PTA students also have the use of 4 dedicated computers for their use with a printer in the lab S.1.217 to be used during class hours.

### Library

- A. Students have access to The San Jacinto College Library and its resources.
- B. PTA students will receive an orientation to the library in the first semester of the program in PTHA 1305 Basic Patient Care Skills.
- C. Students also have access to specific texts in the laboratory for immediate use during lab and open lab hours. These resources must not be removed from the lab.
- D. Students may also utilize the faculty library texts in the PTA lab and offices if they request further information. Students must have faculty obtain these texts from the faculty library.

## Learning Success Center

San Jacinto College provides free tutoring on a variety of subjects. Tutoring is FREE and is here to benefit you. Check the Student Success Centers at San Jacinto Tutoring ([www.sanjac.edu/tutoring](http://www.sanjac.edu/tutoring)) for available hours.

South Campus 281-998-6150, Ext. 3868.

## Counseling

- A. All students are free to seek counsel at any time throughout the program for personal, academic, and/or professional matters. They may contact any faculty member, the program director, or the San Jacinto College Counseling services at building S.6. Please check [Counseling](#) or contact 281-998-6150 x 3444.
- B. The program director and any course instructor may determine if academic counseling is appropriate for a student at any time. If this decision is made, counseling for the student will be initiated.
- C. Whenever counseling regarding program performance is initiated, a Performance Counseling form (department internal drive) is completed. This includes a written planned corrective action (which may include reference to the counseling center). It is completed by the appropriate faculty member and is signed by the program director. Students will be aware of such documents and asked to acknowledge them by signature. This applies to any situation that influences the student's continuance in school. One copy of this document is held in the student's file in the PTA department, one copy is given to the student, and another copy is given to the course instructor.
- D. Except for dismissal reasons, students will receive documented counseling with time to correct the deficiency prior to notice of the need to withdraw.

## Campus Communication: SJC Alert Me

Provides San Jacinto College with another communication tool to keep students, faculty, staff, and the community informed during threatening situations and weather-related closings. [SJC Alert Me](#)

## Food Services

**South Cafe'**- Student Center S.11

Monday – Friday

Breakfast - 7:30am - 9:30am

Lunch - 10:30am - 1:30 pm

## **Food Market**

Provides enrolled students food resource from Houston Food Bank. [Food Market | San Jacinto College](#)

## Parking/Transportation

Parking is free and drivers must adhere to public roadway laws and college regulations. To obtain a parking permit go to the Business Office S.6 or the Campus Police Station in S.12.

- Students – San Jacinto College picture ID or a State issued ID, San Jacinto College ID (G#), and the license plate number of the vehicle you will be placing the permit on.
- Motorcycle – San Jacinto College picture ID or State issued ID, San Jacinto College ID (G#), and vehicle license plate number.
- Persons with Disabilities – A student or employee sticker will be required and the appropriate issued placard or license plate at all times.

## Accessibility Services

- San Jacinto College does not discriminate on the basis of disabilities in admission or access to its educational programs. The College complies with Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act. Students with disabilities may be eligible for certain accommodations, such as additional testing time, registration assistance, or interpreting services. The College's Accessibility Services Office assists students who may need accommodations. Inquiries about accessibility services may be addressed to [accessibility.services@sjcd.edu](mailto:accessibility.services@sjcd.edu) or by visiting the Educational Planning Counseling & Completion (EPCC) office on campus.
- On occasion, reasonable accommodations maybe requested by otherwise-qualified candidates to meet the technical standards required for the program. Requests for accommodations will be granted if the requests are reasonable, do not cause a fundamental adulteration of The Physical Therapist Assistant Program, and do not cause an undue hardship on the College, are consistent with the standards of the profession, and are recommended by the College's Accessibility Services Office. The College's Accessibility Services Office evaluates requests for accommodations from students who register with that office. Depending on the type of disability, the ASO will make every effort to recommend an appropriate accommodation for academic success.
- Students with learning disabilities, physical impairments, psychiatric disorders, and attention deficit hyperactivity disorder may be eligible for accommodations in the classroom. In order for a student to be eligible for accommodations, he or she must obtain documentation of the disability and complete the application. [Accessibility Services Application](#)
- This application must be submitted to Accessibility Services (located in the Education, Planning, Counseling, and Completion office of Building 6, room 4218).

- The Accessibility Services counselors will meet to determine approval (or disapproval) of the students' requests for accommodations and provide the student with a letter of approval.
- It is the responsibility of the student to obtain the letter of approval and give a copy to the course instructor for each course (even if the student has previously been taught by the instructor). The course instructor will keep the letter of approval secured in the student's file for the given course.
- It is the responsibility of the course instructor to provide the approved accommodations.
- If a student is approved to have increased time to take a written test, the student is to report to the testing center for the test.
- It is the responsibility of the course instructor to make the test available at the testing center following SJC policy which entails providing the exam 24 hours in advance.
- Students should report to the testing center prepared with pen, necessary paper, and student identification.

## **Bookstore**

Barnes and Noble is located in the Student Center (S.11) and carries textbooks, supplies, electronics, study guides, San Jac apparel and more. Barnes & Noble [shop for your books online](#), and even sell them back for cash at the end of the semester.

## **Advising**

Program advising is done by the PTA Program Director.

All PTA students must apply for graduation through their SOS account and ensure they have met the requirements to graduate.

## **Emergency Procedures**

For immediate response to an emergency on campus San Jacinto College Police Department should be notified immediately by dialing extension **5555** or **281-476-9128**.

**Active Shooter:** The recommended action is Run, Hide, Fight. Attempting to overcome the armed subject with force is a last resort. Wait for the "all clear" from uniformed law enforcement before re-entering any building.

**Medical Emergencies:** If an injury or illness occurs, evaluate the situation. If you feel it is an emergency, notify San Jacinto College Police.

**Fire/Explosion:** If you see a fire, immediately pull the closest fire alarm manual pull station and evacuate the building.

**Bomb Threat:** Follow directions from the police. Evacuate only if directed to do so. Do not attempt to move or disturb the suspected device.

Abuse/Assault: If you are a victim or a witness to any physical and/or mental abuse on campus, notify Campus Police as soon as possible

### **Health Science/ College Policies Complaint Process/Grievance Procedure**

All formal complaints regarding the Physical Therapist Assistant Program related to patients, students, or faculty must be written and can be submitted to the Program Director's or Department Chair of Health Science. The recipient will evaluate the complaint and work towards a resolution for all parties involved.

If the program director is unable to make a resolution, he or she will seek advice from the Health Science department chair and the dean of Natural and Health Sciences.

Students in the PTA program are to follow the Policy and Grievance Procedures as outlined in the San Jacinto Community College District Student Handbook. Grievances must be filed in writing with the dean of student development on the South campus and must describe the actions, policies, or practices, which the student believes to be discriminatory. Grievances should be filed no later than 30 days after the occurrence of the alleged discrimination. A student may be asked to meet with those persons who would be involved in correcting the actions, policies, or practice that he or she believes are discriminatory. The dean of student development will notify the student in writing of his or her agreement or disagreement with the grievance and of any corrective actions taken to restore the student's rights. If the decision of the dean of student development does not satisfactorily resolve the student's concerns, the student may appeal the grievance.

### **Grievance Procedures for Discrimination**

It is the policy of San Jacinto College to provide an educational, employment, and business environment free of discrimination based on race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status. Trustees, administrators, faculty, staff, and other agents of the College will not engage in conduct constituting unlawful harassment or discrimination. The College strives to maintain a learning environment free of harassment. The College will promptly investigate all allegations of harassment and take appropriate disciplinary action against individuals who engage in unlawful behavior. Disciplinary action may include dismissal of employees or expulsion of students.

As a student at San Jacinto College, you may not be discriminated against on these bases in: Admission to programs of study; Access to enrollment in courses; Career placement services; Counseling and guidance materials; test, and practices; Technical Education.

## **Title IX: Sex Discrimination and Sexual Misconduct**

San Jacinto College prohibits all employees and students from engaging in sexual harassment, sexual violence, and other behaviors of a sexual nature that are hostile, unwelcome, or intimidating. This prohibition encompasses conduct occurring on-campus or in connection with a College activity or program. Prohibited conduct that occurs off-campus is also encompassed by these rules if the conduct creates a sexually hostile environment on campus or in a college activity or program or adversely affects another student's educational opportunities at the College.

Students who believe that they have been subjected to sexual misconduct (sexual assault, sexual harassment, dating violence, domestic violence, intimate partner violence or stalking) are encouraged to report their complaint to the SJC Campus Police Department (281-476-9128) as soon as possible after the incident occurs. Reports of sexual misconduct involving another student also may be directed to the Compliance & Judicial Affairs Office by submitting an Online Incident Report at [www.sanjac.edu/incident-report](http://www.sanjac.edu/incident-report) or by calling 281-478-2756. Reports of sexual misconduct involving an employee should be reported to the Human Resources Department by calling 281-991-2648

Existing disciplinary and complaint procedures, found in the Student Handbook, will serve as the framework for resolving allegations of sexual misconduct against students. Students found guilty of sexual misconduct will be subject to campus disciplinary sanctions. If an investigation substantiates that an employee engaged in sexual misconduct, the employee is subject to disciplinary action, up to and including termination, as provided in Board policy. In addition, any employee or student may face criminal prosecution for violations of applicable state and federal laws.

During an investigation or any disciplinary proceeding, the rights of both the respondent and the reporting party shall be respected, and the confidentiality of proceedings will be maintained to the extent permitted by law. The existence of the College's policies and procedures is not intended to diminish or alter the rights that the respondent and reporting party have under civil law or the criminal law.

All sexual misconduct policies and complaint procedures can be found in the Code of Student Conduct and the Complaint Procedures sections of the Student Handbook.

In accordance with Texas House Bill No. 699 and the Campus Save Act/Clery Act, San Jacinto College provides an orientation/training on the College's campus sexual misconduct policy for incoming freshman during their first term of enrollment.

The College will take appropriate preventative, corrective, and/or disciplinary action for any condition or behavior that violates this policy or the rights and privileges it is intended to protect. Please refer to the San Jacinto College District Student Handbook located on the college website at [www.sanjac.edu](http://www.sanjac.edu).

## **Change of Personal Information**

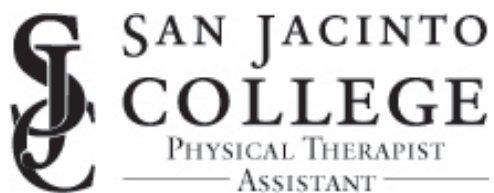
It is the responsibility of the student to inform the PTA department concerning all changes in personal information at any point throughout the program. This should be done immediately after any change occurs.

- A. Name change requires notifying Enrollment services and showing proof of either driver's license or marriage certificate.
- B. Address changes should be updated through the students' SOS account.

## **Appendices**

- A. Withdrawal Notice form
- B. Orientation Agreement Form





## WITHDRAWAL NOTICE

STUDENT'S NAME: \_\_\_\_\_

DATE FIRST ENROLLED: \_\_\_\_\_ DATE OF WITHDRAWAL: \_\_\_\_\_

### REASON FOR WITHDRAWAL:

- \_\_\_\_1)      ACADEMIC FAILURE
- \_\_\_\_2)      FINANCIAL REASONS
- \_\_\_\_3)      FAMILY/PERSONAL PROBLEMS (EXCLUDING HEALTH)
- \_\_\_\_4)      EXCESSIVE ABSENTEEISM DUE TO ILLNESS
- \_\_\_\_5)      EXCESSIVE ABSENTEEISM. REASONS OTHER THAN ILLNESS
- \_\_\_\_6)      CHANGE OF RESIDENCE
- \_\_\_\_7)      OTHER REASON – SPECIFY: \_\_\_\_\_
- \_\_\_\_8)      REASON UNKNOWN

WITHDRAWAL PROCESS EXPLAINED: 1. SOS 2. EPCC YES \_\_\_\_ NO \_\_\_\_

COMMENTS:

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
Program Director, Physical Therapist Assistant Program

San Jacinto College  
Physical Therapist Assistant Program

**Orientation Agreement**

**Please read this document thoroughly. If you agree to the statement, initial on the line next to each statement on the left. Please read the consequences of refusal to each statement. Sign and date at the bottom. This form is due no later than the first class day in the first semester of the program.**

\_\_\_\_\_ 1. I consent that my written work or projects may be showed to other students for the purpose of learning although my grades will remain confidential.  
*(If the student does not agree/initial the statement above, the student work will not be shared. However, please understand that sharing of written work and projects is an important part of the learning process in the PTA program.)*

\_\_\_\_\_ 2. I agree to voluntarily participate in lab activities which include being a “patient” and to have palpation activities performed on me by other students or faculty. I am aware that it is my responsibility to notify my instructor of any injury, condition, or cultural/personal beliefs for which I should be excluded from acting as a patient. This is for my safety.

*(If the student does not agree/initial the statement above, he or she will be counseled by the PTA Program Director. Participation in the lab activities as a “patient” is necessary for the learning of hands on skills. With agreement of the statement above it is understood students may refuse particular activities as a result of injury, condition, or cultural/personal beliefs. In such cases, the student must collaborate with the course instructor.)*

\_\_\_\_\_ 3. I agree to adhere to attendance policies by attending class/lab daily as well as any fieldwork responsibilities. If I am unable to attend class/lab and or a fieldwork experience, I will follow proper protocol. *(If the student does not agree/initial the above statement, the student will be held accountable for their actions per the policies set forth in the student handbook.)*

\_\_\_\_\_ 4. I understand that as a student in the Physical Therapist Assistant Program, I will be videotaped and photographed at times either for school activities. I consent to be videotaped and photographed.

\_\_\_\_\_ I do not consent to be videotaped or photographed.  
*(If the student does not agree/initial the statement above, the program will ensure that the student is not videotaped or photographed.)*

\_\_\_\_\_ 5. I agree to allow my name, address, phone numbers, and email to be given to my instructors and clinical sites for the purpose of communication regarding PTA education.  
*(If the student does not agree/initial the statement above, the program will not put that student’s information on the class contact information sheet that is handed out*

*to all students in the program and will keep the students address, phone numbers and email confidential.)*

\_\_\_\_\_6. I agree that a program representative may release information regarding my academic standing during the time I was a student in the Physical Therapist Assistant Program for the purpose of completing documents for Accreditation.

*(If the student does not agree/initial the statement above, the program will do its best to remove the identity of the student.)*

\_\_\_\_\_7. I consent that the results for my criminal background check, drug screen, and immunization records may be released to fieldwork affiliation sites for the purpose of a PTA student completing all clinicals.

*(If the student does not agree/initial the statement above, he or she will be removed from the program. The criminal background check is part of the requirements of the admissions process and may also be required to participate in particular clinical experiences.)*

\_\_\_\_\_8. I understand the curriculum layout for the PTA program as well as the importance of completing clinicals to satisfy the requirements needed to graduate. *(If a student does not agree/initial the statement above, they will be counseled by the PTA program director.)*

\_\_\_\_\_9. I agree that the program may release information regarding my academic standing during the time I was a student in the Physical Therapist Assistant Program for the purpose of giving a reference letter by standard mail, email, fax, or phone calls for a potential job position. This will only be done if the student requests a reference letter. *(if the student does not initial the statement above, the program will not release academic standing of the PTA student to anyone.)*

\_\_\_\_\_10. I will allow the PTA Program to submit my Social Security number to any state board of physical therapy examiners that requests this information. Many states, including the state of Texas, require the program director to submit a letter of program completion that includes the student's name and social security number in order for the student to be eligible for a physical therapist assistant license in that state. SS# \_\_\_\_\_ - \_\_\_\_\_

*(If the student does not agree/initial the statement above, he or she will be responsible for communicating with the state board of physical therapy examiners and presenting the social security number in the method that the state determines appropriate.)*

\_\_\_\_\_11. I have read the student handbook in its entirety and asked questions of the faculty of the PTA program and understand all of the contents related to my progression as a student in the PTA program. *(If the student does not agree/initial the above statement, they will be counseled by the PTA program director as well as determine if they need to withdraw from the program.)*

**I have initialed the statements to which I agree and understand the consequences of each of the statements for which I did not agree to/initial. The PTA program seeks to make accommodations to students in order to provide optimal learning experiences. However, in some circumstances we are unable to make complete accommodations and require cooperation of the students.**

---

**Print Name**

---

**Student Signature**

---

**Faculty Member Signature**

---

**Date**