FLORIDA GATEWAY COLLEGE
NURSING AND HEALTH SCIENCES
PHYSICAL THERAPIST ASSISTANT PROGRAM

Functional Anatomy and Kinesiology
PHT 1175C section 001 FALL 2019

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OFFICE HOURS: Monday: 12:00-5:00
Tuesday-Thursday: 3:00-5:00

COURSE NUMBER: PHT 1175C section 001

COURSE TITLE: Functional Anatomy and Kinesiology

CREDITS: Semester Credits: 4 hours
Lecture hours per week: 3; Lab hours per week: 3
Class Hours: Lecture Thursday 8:30 am to 11:30 am
Class Hours: Lab Thursday 12:00 pm to 2:45 pm

PRE-REQUISITES: Acceptance into Phase II of the PTA Program

CO-REQUISITES: None

REQUIRED TEXT:

1. Lippert, Lynn S., Clinical Kinesiology and Anatomy, 6th edition
2. Clarkson, Hazel M., Musculoskeletal Assessment: Joint Motion and Muscle Testing, 3rd Edition

RECOMMENDED TEXT:
Biel, Trail Guide to the Body, 5th. Ed
Biel, Trail Guide to the Body: Student Workbook, 5th Ed.

COURSE DESCRIPTION:

Functional Anatomy and Kinesiology begins with the basic anatomical information and then, advances into how these separate anatomical parts work together in Physical Therapy. Information previously learned in Anatomy and Physiology classes, in Phase I of the PTA Program, will be reviewed and expanded in the areas of skeletal, muscular and nervous

systems. Emphasis on the ability to palpate major muscles and identify attachments will be a part of this course. During coordinated lectures and laboratory sessions the student will study the principles of osteokinematics, arthrokinematics, and kinetics. The physiology of muscle contraction, physical laws of motion, biomechanical forces of motion, and the application of mechanical principles to the musculoskeletal system will be integrated into therapeutic exercises in physical therapy.
The student will be able to understand anatomical terminology, types of motion; the skeletal system, articular system, muscular system, nervous system, kinetics, biomechanics, and muscle attachments in order to combine the information for treatment assessment. All the information acquired in this course will be expanded and applied in all future PHT courses.

The course offers an in depth study of the aspects of human motion as well as the mechanical components and relationships of joint movement. Principles of kinesiology are applied to gait, posture, and movement analysis. Musculoskeletal structures are correlated to MMT and goniometry; the neurological system is correlated to sensory assessment. This course requires a great degree of **self-study** for learning the basic data. Prerequisites: Acceptance into Phase II of the PTA Program; Lab Fee: $25

EXPECTED PROGRAM OUTCOMES:

1. Demonstrate ethical and legal practice that is consistent with the American Physical Therapy Association's Standards of Conduct for the Physical Therapist Assistant and the Values Based Behaviors for the Physical Therapist Assistant.

2. Demonstrate the knowledge and skills necessary to provide comprehensive patient/client management and implement a comprehensive plan of care established by the physical therapist.

3. Demonstrate competence in the implementation of selected components of interventions identified in the plan of care established by the physical therapist.

4. Demonstrate competence in the performance of components of data collection skills essential for carrying out the plan of care by administering appropriate tests and measures before, during, and after interventions.

5. Participate in the healthcare environment as a member of a patient/client-centered interprofessional collaborative team.

Specific Course Objectives: Upon completion of this course the student will be able to:

1. ***Introduction to Kinesiology, Skeletal and Articular Systems, and Palpation (PO #2)***
   1.1 Identify and use appropriate terminology pertinent to kinesiology. C
   1.2 Recognize and identify the various types of bones, joints, and boney landmarks. C
   1.3 Describe and demonstrate the major planes and axes of the body and the joint motions that occur in each. C, P
   1.4 Palpate and verbally identify bony landmarks of the upper and lower extremities during goniometric measurements. P

2. ***Arthrokinematics and the Muscular System (PO #2)***
   2.1 Correlate the relationship between arthrokinematics and osteokinematics and how these principles relate to patient treatment techniques. C
   2.2 Differentiate between active and passive insufficiency and relate how these principles apply to patient treatment. C
   2.3 Identify the different types of muscle contractions and muscle roles and relate how this applies in patient care. C
   2.4 Differentiate between open and closed kinetic chain activities and demonstrate examples of each type. C, P

3. ***Introduction to Goniometry and Manual Muscle Testing (PO # 1, 2, 4, and 5)***
   3.1 Define and recognize capsular patterns, open and closed pack positions, and normal and abnormal end feels for joint motions. C
   3.2 Demonstrate proper manual muscle testing and grading of the trunk and extremity muscles. P
   3.3 Demonstrate proper goniometric and functional measurement of the cervical spine, upper extremities, and lower extremities. P
   3.4 Provide appropriate verbal cues and instructions to the patient during goniometric assessment and manual muscle testing. A, P
   3.5 State the normal range of motion norms for all joints of the body. C
   3.6 Document findings in a logical, organized, format utilizing proper medical terminology in the SOAP note style.

4. ***Basic Biomechanics and Physics Principles (PO #2)***
   4.1 Relate basic physics principles to the application of human movement. C
   4.2 Define terms related to the study of biomechanics. C

5. ***Upper Extremity (Shoulder girdle, shoulder, elbow, wrist, and hand) (PO #2)***
   5.1 Identify origin, insertion, action, and innervation of the upper extremity. C
   5.2 Identify nerves of the upper extremity. C

6. ***TMJ, Neck, Trunk, and Respiratory System (PO #2)***
   6.1 Identify origin, insertion, action, and innervation of the trunk musculature. C
   6.2 Identify nerves of the brachial plexus, lumbar plexus, and sacral plexus. C

7. ***Lower Extremity (Pelvic girdle, hip, knee, ankle, and foot) (PO #2)***
   7.1 Identify origin, insertion, action, and innervation of the lower extremity. C
   7.2 Identify and locate primary ligaments of the upper and lower extremities. C, P
   7.3 Identify nerves of the lower extremity. C

8. ***Nervous System (PO #2)***
   8.1 Locate and discuss major components of the central and peripheral nervous systems. C
   8.2 Identify key dermatomes and myotomes of the body. C

9. ***Gait and Posture (PO #2)***
   9.1 Describe the basic components of normal posture. C
   9.2 Describe the key components of the gait cycle. C

PLEASE NOTE- IMPORTANT:
Children are not permitted to accompany parents to class, lab, or clinical settings. If you have any type of problem, which is interfering with your success in completing this course, please talk to an INSTRUCTOR! This can help to assure your success in this program. Instructors are here to help you achieve your goals!

METHODS OF INSTRUCTION:

Lecture/class discussion	Demonstrations	Lab participation
Reading assignments	Guest lectures	Case Studies
Individualized research	Student presentations	Visual Aids

APPLICABLE LEARNING RESOURCES:

1. Simulated Lab and Models
2. Published Materials
3. Videos
4. Student Success Lab
5. Net Tutor
6. Internet resources
7. The American Physical Therapy Association (APTA)

GRADING SYSTEM:

A	92-100
B+	90-91
B	83-89
C+	81-82
C	75-80
D+	73-74
D	67-72
F	66 or less

Rules for Rounding

- For scores ending with .5, .6, .7, .8, or .9, scores will be rounded up.
  Example: 91.6 will be rounded up to 92
- For scores ending with 0, .1, .2, .3, or. 4, scores will be rounded down.
  Example: 91.2 will be rounded down to 91

METHODS OF EVALUATION:

Weekly Tests	20%
Unit Exams	50%
Final Comprehensive Exam	20%
Midterm Lab Practical Examination	5%
Final Lab Practical Examination	5%

1. Lecture assessments include:
    a. Weekly tests
    b. Unit exams
    c. Final exam
2. Lab Practical Exams include:
    a. Goniometry
    b. Manual muscle testing
3. Skill Check Off Sheets include:
    a. Goniometry
    b. Manual muscle testing

Weekly Tests/Exams

Testing is frequent and students can expect either a test or exam on a daily basis. Content on tests/exams may come from course required textbooks/materials and may include questions regarding material covered in class lectures, lecture Power Points and/or videos shown in class. As information in the healthcare area changes frequently, the faculty provide the most current information in their lectures, and as such that material may be on the tests/exams. The faculty are preparing the student for the up-to-date information that may be on the NPTE licensure exam.

If a student will miss a test/exam, the student is required to notify the instructor ahead of time. With approval of the instructor, a student can make-up only **one** lecture test and will have to do so before the next class (**NO EXCEPTIONS**). Make-up tests may be alternative assessments including fill in and short answer type questions. There will be **no** make-ups allowed for a Unit Exam, Final Exam, or Lab Practical Exam.

Students are required to spread out in the room during tests/exams. Desks must be clear other than a pencil and pen and testing materials provided by instructor. Hats, smart watches, and cell phones are prohibited during testing. It is the student's responsibility to use the restroom before testing as bathroom breaks are not permitted during testing.

Unit Exams

1. Unit exams are scheduled throughout the semester and noted on the course outline.
2. Unit exams are comprehensive in nature.
3. There are **NO** make-ups for missing a unit exam.

Post-Assessment Review for Tests and Exams

1. At the end of each day, the instructor will hold a post-assessment review over the test/exam of that day.
2. Students are to come into the room <u>without</u> cell phones, smart watches, book bags, purses, recorders, pencils, or pens.
3. Students should remain in their desks during the review.

4. The instructor will review the answers and rationale for selected questions. This is not a time for arguing validity of test items. Students will be dismissed and excluded from test reviews if persistent disruption occurs.
5. The instructor will remain at the post-assessment review as long as needed to answer all questions. It is the student's responsibility to remain at the post-test review until he/she has received clarification on all missed questions.

Final Exam

1. Final exams are comprehensive in nature.
2. There are **NO** make-ups for missing a Final Exam.

Laboratory Skill Check-Off Guidelines:

Lab Skill Check-Off forms document the interventions that students learn in the classroom and laboratory sessions of procedural courses. Each skill contains all of the subcomponents and required actions necessary to safely and properly perform the skill. Content related to the skill is presented during the lecture and/or lab portion of the course and demonstrated by the instructor for proper technique. These general guidelines will be followed in classes containing skill check-off forms:

1. Students will work with a partner to practice techniques per the Skill Check-Off Sheet, including all components of the technique.
2. During scheduled lab times, students are responsible for asking the instructor to observe and assess skills to demonstrate basic competency of techniques. Additional lab time may be scheduled at the instructor's discretion to complete check offs.
3. Students are encouraged to make use of any open lab time to practice techniques and may seek out assistance of the instructor for additional review of techniques.
4. Students will be checked off by the instructor once they have demonstrated basic competency in the safe application of a skill.
5. Students will not be checked off on any task in which they are unprepared or unsafe.
6. Students must be checked off by the instructor in all skills that will be included in a lab practical examination prior to taking any practical exam.

Safety is an important factor in the application of all interventions and will be considered in assessment check-offs. *Students will not be checked off on any intervention that is performed in an unsafe manner*. Critical Safety Elements are identified within the skill check-off sheets as **bolded** items. Failure to perform any critical safety element will result in additional practice time under the direction and supervision of the instructor. If a student is unable to safely perform any skill, they will not be checked off on that skill. The lack of this indication of basic competency prevents the student from taking the lab practical examination and will result in dismissal from the program.

Lab Practical Exams

1. The primary method of assessment for the lab portion of the course is the lab practical examination (LPE).

2. This exam assesses the student's proficiency in the skills practiced in the lab portion of the course.
3. The student will select a patient scenario from a random sampling, prepare the treatment area, and treat the patient as if this was their first treatment together.

4. Safety is an important factor in the application of all interventions and will be considered during the practical examinations. *Students will not pass any intervention that is performed in an unsafe manner*. **Critical safety elements** are identified on the test rubric sheets as **bolded** items. Failure to perform any critical safety element during the assessment will result in failure of the practical examination. Students who fail as a result of a critical safety element will be retested at another time. Failure on second attempt will result in dismissal from the program.
5. The student is required to pass the LPE in order to pass the class. Should a student not pass the LPE on the first attempt, the student will be given 1 additional opportunity to correct a failed LPE. **If a student fails on their first LPE attempt, the student cannot achieve a grade of higher than 75 (C) on their second attempt**.
6. There are **NO** make-ups for missing a Lab Practical Exam.

Written Assignments and Homework

These are indicated within the syllabus schedule. At times, changes in the syllabus may become necessary and your instructor will notify you ahead of time. All written assignments/homework are due at the **beginning of class** on the date due. Late assignments, if accepted, will receive reduced credit or no credit as noted on the Assessment Rubric **or** as follows:

- If submitted after the beginning of class but by the end of the day: student will receive HALF credit
- If submitted the following day, the student will receive **NO** credit

Service Learning

At various times in the curriculum, students will be required to participate in activities that promote professional behaviors and service to the college and community that align with the mission and values of the college, the program, and the profession of physical therapy. It is expected that students will adhere to the same professional behaviors noted in the Professionalism section of the course syllabus and the PTA Student Handbook during any and all Service Learning activities. At the conclusion of any Service Learning activity, students may be required to submit a Summary of Experience as well as a Survey/Assessment of the Activity. Students will be supervised by faculty member(s) and those faculty member(s) will submit an Assessment of the Student.
Assessment of the Service Learning Activities may include but is not limited to any of the following:

1. Survey completed by the faculty member(s) supervising the activity
2. Survey completed by participants involved in the activity
3. Survey completed by representatives of the organization for which the activity was performed
4. Student submission of a Summary of the Experience

Each assessment method is designed to align with course objectives, the Values Based Behaviors for the Physical Therapist Assistant (APTA), and the Evaluative Criteria for Physical Therapist Assistant Programs (CAPTE).

GRADE DETERMINATION IN DIDACTIC COURSES:

Lecture Courses

The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, weekly tests, unit exams, midterm exams, final exams, participation, assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

The student will receive a course syllabus and outline for each course. These will indicate exams, reading assignments, and lecture topics. The course grading system is explained in each course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lecture courses with a minimum of 75 (C) to progress in the program.

Lab Courses

The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, lab practical examinations, participation, and assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

The primary method of assessment in lab courses is the lab practical examination (LPE). The LPE will be given to assess the student's proficiency in all of the laboratory skills taught/learned in the course. In the LPE, the student will select from a series of case study cards. The student will read the case study card, prepare the treatment area, and treat the patient as if this was their first treatment together. The "PTA" is responsible for proper introduction, preparation of area, treatment, and closing. The treatment section should also include proper explanation and rationale for the patient as outlined on skill check off forms.

The student is required to pass the LPE in order to pass the class. Should a student not pass the LPE on the first attempt, the student will be given 1 additional opportunity to correct a failed LPE. **If a student fails on their first LPE attempt, the student cannot achieve a grade of higher than 75 (C) if they pass on their second attempt.** This policy is in place to insure that a student who passed on the first attempt does not receive a numerical grade lower than a student who failed on the first attempt. In the event that the student does not pass the LPE, the student will fail the class and the student's progression in the program will be halted. See the Promotion through the Program section for further details

The student will receive a course syllabus and outline for each course. These will indicate exams, reading assignments, and lab topics. The course grading system is explained in each

course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lab courses with a minimum of 75 (C) to progress in the program.

Combined Lecture/Lab Courses

A number of the PTA courses are combined (C) and include both lecture and lab. The total number of points that the student earns in a course determines the letter grade in the course. Points can be earned in a variety of weighted categories which include, but are not limited to, announced and unannounced quizzes, weekly tests, unit exams, midterm exams, final exams, lab practical exams, participation, assignments, which could include papers, reports, journal writing, written case histories, documentation, article reviews, etc.

Successful completion of combined courses requires that students achieve a minimum grade of 75 in both the lecture portion **and** the lab portion of the course, **independent** of one another. The cumulative average in the class is not sufficient to pass the class as each portion must be successfully completed independent of one another. The following shall apply:

Lecture portion

The student is required to pass the lecture portion of the course with a 75 or better in order to pass the class. If the student is unable to achieve a 75 this will result in a failing grade for the class, regardless of the overall cumulative course average. Both the lab and lecture portions of each class must be passed (75) for the student to receive a passing grade (C) in the class. For an average less than 75 in the lecture portion of the class, a course grade of no better than D will be issued. If the student fails a class, the student's progression in the program will be halted. See Promotion through the Program section for further details**.**

Lab portion

The primary method of assessment for the lab portion of the course is the lab practical examination (LPE). The student is required to pass the LPE in order to pass the class. Should a student not pass the LPE on the first attempt, the student will be given 1 additional opportunity to correct a failed LPE. **If a student fails on their first LPE attempt, the student cannot achieve a grade of higher than 75 (C) on their second attempt**. This policy is in place to insure that a student who passed on the first attempt does not receive a numerical grade lower than a student who failed on the first attempt.

In the event that the student does not pass the LPE, the student will fail the lab portion of the class. If the student fails the lab portion of any PTA class, this will result in a failing grade for the class**,** regardless of the overall cumulative course average. Both the lab and lecture portions of each class must be passed (75) for the student to receive a passing grade (C) in the class. For an average less than 75 in the lab portion of the class, a course grade of no better than D will be issued. If the student fails a class, the student's progression in the program will be halted. See Promotion through the Program section for further details**.**

The student will receive a course syllabus and outline for each course. These will indicate exams, reading assignments, and lab topics. The course grading system is explained in each

course syllabus and includes the methods of evaluation that will be used in each individual course. Students must pass all lab courses with a minimum of 75 (C) to progress in the program.

CUMULATIVE COURSE GRADES BELOW 75% ARE UNACCEPTABLE FOR CONTINUATION IN THE PTA PROGRAM.

PROGRAM POLICIES AND PROCEDURES FOR CLASSROOM CONDUCT AND ATTENDANCE

Classroom Conduct:

Disturbances of any kind in class or lab are not acceptable behavior and will not be tolerated. Carry out personal conversations either before or after class or lab. If you need to speak with an instructor before or after class, please be aware that students with appointments will be given first priority. Sleeping in class will be considered an unexcused absence from class. The student is expected to come to class or lab prepared and ready to actively participate. As a Florida Gateway College student, you have certain responsibilities in the classroom to uphold. This includes not causing a class disruption with the use of an everyday electronic device. Students who are continually distracted by their electronic devices are unable to engage fully in the classroom environment. Cell phones usage must be conducted outside of classrooms & laboratories.

1. Breaks are provided between classes and during class as necessary.
2. Family and friends may not be treated while a student is enrolled in the PTA program unless prior permission obtained.
3. Students may practice procedures in the laboratory when it is not being used for class after they have had adequate classroom instruction on the equipment.
4. Refreshments are allowed in the laboratory and classroom; however the student is responsible for cleaning his/her area after eating/drinking. *This privilege will be revoked if cleanliness is not maintained.*
5. Students are expected to be on time and prepared at the beginning of class and remain in class the entire session unless prior permission granted.
6. Web surfing, email, chatting, texting, instant messaging, playing games or gaming, etc. are not permitted during class time. Chatting, emailing, or instant messaging during class time is no more acceptable than talking on a cell phone during class time.
7. The use of prohibited electronic devices during assessments (quizzes, tests, exams, etc.) will be considered cheating and will result in receiving a 'zero' for the assignment.
8. It is expected that all students demonstrate professional behaviors during scheduled class time. These behaviors are reflected through adherence to class policies and procedures, arriving to class on time and prepared, participating in class, and dressing appropriately for lab and the lab practical examinations.
9. Any evidence of a breach of the Standards of Ethical Conduct for the Physical Therapist Assistant is grounds for dismissal from the program. Program termination due to an ethical violation prohibits a student from readmission to the program.

Professionalism:

It is expected that all students demonstrate professional behaviors during scheduled class time and any on/off campus event in which the student is representing the College and/or the Program. These behaviors are reflected through, but not limited to the adherence to class

policies and procedures, arriving to class or Service Learning activities on time and prepared, participating in class, dressing appropriately for lab, lab practical examinations, and Service Learning activities. Professional behaviors in class mirror those behaviors expected in the clinical setting including, but not limited to the following:

1. Adhering to all policies and procedures of the College, the Program, and the classroom.
2. Adhering to the Standards of Ethical Conduct for the Physical Therapist Assistant.
3. Demonstrating professional conduct consistent with the Standards of Ethical Conduct and Values Based Behaviors for the Physical Therapist Assistant.
4. Responding effectively and appropriately to feedback from faculty, students, and others.
5. Demonstrating effective communication with faculty, students, and others.

Dress Code:

Students are expected to wear clothing and accessories that do not cause any disruption to the teaching and learning process.

<u>During the laboratory classes</u>:

Correct laboratory attire consists of shorts, short sleeved or sleeveless shirts, and flat shoes, such as gym shoes. During the electro modalities and diathermy labs, it is necessary that all laboratory attire be free from metal hooks, wires, rivets, or tabs in the fabric. **The student is expected to be in proper laboratory attire for all laboratories unless otherwise advised by the instructor to allow adequate access to the body for performance of learned techniques.** The student should be well groomed and clean. Hair should be kept out of the face. Fingernails are to be kept short and clean. Modest earrings, wedding, engagement or class rings are permitted. Students may not be admitted to lab without appropriate dress. Professional attire required to be worn during all lab practical examinations.

Classroom Attendance Policies:

Attendance:

Regular attendance is required in all Physical Therapist Assistant Program lectures and labs as participation is critical to the learning process and promotes student success in the program. The following shall apply:

1. Regular attendance for the full class or lab period is expected and is a course requirement.
2. Attendance will be recorded and maintained by each instructor each day of class.
3. Attendance may also be recorded after breaks or before the end of the class period.
4. In the event of an absence, students are required to notify the instructor prior to class time.
5. In the event that a student will arrive late for class, students are required to notify the instructor prior to class time.
6. The student is responsible for adhering to the class attendance policy.
7. The instructors will determine the validity of all absences.
8. In the event of an absence, students are responsible for any material covered during lecture or lab.

9. Students who regularly miss class and exceed the allowable absences will be dismissed from the program regardless of academic standing.
10. A Professionalism Bank will be utilized to track adherence to classroom attendance policies, including absences and tardiness.

Tardiness:

A health care practitioner must display promptness. Additionally, tardiness in class or lab disturbs both the instructor and other members of the class and is considered markedly inconsiderate and rude.

1. Tardiness is defined as not being in the classroom at the beginning of the scheduled class time, after breaks, **OR** leaving prior to the end of the scheduled class time.
2. Students who are habitually tardy or leave class or lab early will be counseled first by the instructor and then referred to the coordinator of the PTA program; continued tardiness may be grounds for dismissal from the PTA program.

Excused Absences:

1. Absences due to extenuating circumstances (e.g., death in the immediate family) are considered excused but must be cleared with the instructor or the Program Coordinator on an individual basis. "Immediate family" is considered mother, father, husband, wife, child, sister and brother. Failure to notify the instructor or the coordinator prior to class will result in an unexcused absence. **NOTE: Car/Traffic problems are not considered extenuating circumstances.**
2. Absences due to illness may be considered excused, but the instructor must be notified prior to class. Failure to notify the instructor prior to class will result in an unexcused absence.
3. Students must notify instructor by phone, text, or email in advance of the absence and have a valid reason for being absent.

Unexcused Absences:

1. Failure to notify the instructor by phone, text, or email prior to class in the event of an absence. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.
2. Failure to notify the instructor by phone, text, or email prior to class in the event of arriving more than 30 minutes late for class. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.
3. Missing more than 30 minutes of class in a day (arriving late, leaving early, or returning from breaks late) will result in an unexcused absence.

Procedures for Absences/Tardiness:

1. In the event that a student will be **absent** from class, the instructor must be notified prior to class time. Failure to notify the instructor will result in an **unexcused** absence.
2. At times, situations arise that prevent a student from arriving to class on time (i.e. flat tire, delays due to traffic incident involving others, etc.). Anytime a student will be late, they must notify the instructor prior to the beginning of class. In addition to the points deducted

for lateness (as noted below), an additional ½ point will be deducted for failure to notify the instructor. Asking another student to notify the instructor vs. contacting the instructor directly is not acceptable.

3. Missing more than 30 minutes of class in a day (arriving late, leaving early, or returning from breaks late) will result in an **unexcused absence** and points will be deducted from the Professionalism Bank accordingly.
4. In the event of a quiz or an exam on the day of a student absence, the following will be applied:
    a. A missed test must be made up on the student's first day back on campus. This must be arranged with the instructor.
    b. Students may only make up one missed test per class per semester.
    c. Make up tests may be different from the originally scheduled /test.
    d. Students making up a test will not be eligible for any bonus points.
    e. There are no make ups allowed for Unit Exams, Midterm Exams, Final Exams, or Lab Practical Exams.

Lab Duties Policies and Procedures:

A log is maintained within the PTA lab related to maintenance and cleaning of the following equipment: 1) hot pack machine; 2) cold pack machine, and 3) paraffin wax bath. Students participate in the maintenance of temperature logs and cleaning schedules for this equipment. The hot pack machine and the paraffin wax machine are emptied, cleaned, and refilled each year prior the beginning of the Basic Patient Care course.

At the beginning of each term a Laundry and Lab Duty Schedule will be provided to students. Each week a team of two students will be responsible for the duties associated with maintaining the lab. It is the team's responsibility to determine the delineation of duties. The following duties must be performed:

1. Soiled laundry must be washed, folded correctly, and restocked in the linen closet.
2. The temperature of the hot pack and cold pack machines must be checked and documented.
    a. Temperatures should be documented **weekly** (Monday morning) when the hot packs and cold packs **ARE NOT** being used.
    b. Temperatures should be documented **daily** (in the morning) when the hot packs and cold packs **ARE** being used.
3. The temperature of the paraffin wax bath should be checked and documented **daily** during the period of time it is in use during the Basic Patient Care class.
4. The hot pack machines should be adequately filled.
5. The lab is to be neat and clean. No trash should left in the lab at the end of the day.
6. Straighten pillows and bolsters on the mat tables.
7. Put away supplies use for lab practice (i.e. ace wraps, ES supplies, goniometers, etc.).

8. Turn off all electrical equipment (i.e. coffee maker, treadmill, upper body ergometer, etc.).
9. Tables and chairs should be returned to their normal positions.
10. Check the refrigerators weekly for spoiled or out of date food.

Points will be deducted from the Professionalism Bank in the event that the assigned duties have not been completed. It is the responsibility of the team to work out how the duties will be shared and to follow up with the instructor if another student is not participating in the duties.

Professionalism/Attendance/Dress Code/Lab Duties Bank:

Students have a Professionalism Bank for each technical course within the program. Each course Bank starts with 5 points from which points may be deducted for failure to adhere to classroom or program policies.

Deductions will occur in the event of the following:

- Each time a student arrives late, leaves early, or returns from a break or lunch late (lecture, lab, lab exams, Service Learning)
    - Up to 10 minutes: ½ point
    - 10-30 minutes: 1 point
    - More than 30 minutes: 2 points
- Failure to notify instructor of lateness or absence will result in a ½ point deduction in addition to the points that are deducted for lateness or absence.
- Unexcused absences will result in a 2 point deduction.
- Cell phone use during class or phone not turned off without prior approval will result in a 1 point deduction.
- Using laptops/tablets for any activity other than taking notes will result in a 1 point deduction.
- Talking in class or other classroom disruption will result in a 1 point deduction.
- Not dressing appropriately for lab or a lab practical examination will result in a 1 point deduction.
- 1 point will be deducted from both students' banks if any of the required lab duties are not performed.

If point deductions occur, the following shall apply:

1. As issues arise, students will be counseled by the instructor and reminded of the policies and procedures.
2. Should a student's Bank balance reach 2 points, the student will be required to meet with the Program Coordinator.
3. Should a student's Bank balance reach 0 points, the student will be dismissed from the Program.

COLLEGE WIDE POLICIES AND PROCEDURES

The Student Success Center (SSC)

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty. The Success Center has over 60 computers with internet and limited free printing for students. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center. Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available. Please stop by Building 059 for the current tutor schedule. The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. Proctored tests are available in the SSC by instructor approval only. SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan. If you have any questions please call (386)754-4479 or 754-4413, or email sandi.tomlinson@fgc.edu.

SSC also provides 24 hour online tutor services through Tutor.com. This service is accessed directly through students' Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

- Monday – Thursday 8 am to 6 pm (All year)
- Friday 9 am to 4:30 pm (Fall/Spring)
- Saturday 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386)754-4437, 754-4305, or 754-4307, or by email at robert.dawsonjr@fgc.edu

GradesFirst

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor's information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

Resource Information

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.** If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**. It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website (www.fgc.edu) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see Academic Calendar). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Advising Services, Building 014).
3. Submit the form to the Director of Financial Aid or one of the Director's designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

Academic Honesty

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

Equity and Diversity

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty.

Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.
After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.
Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102
Phone: (386) 754-4393
Email: disability.services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and School Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.