

SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
Health Sciences Department
PTA 101S Introduction to Physical Therapist Assisting
3 CREDIT HOURS
(1 lecture, 2 lab – 1:3 ratio)

Primary Instructor(s): Erynn Hanford, BA Wittenberg University 1994, PTA Clark State Community College 1998, MSHAPI Northeast College of Health Sciences 2022; will be instructing the indicated in-person content. Sara Young, MPT College of Mount St Joseph 2003, DPT College of Mount St Joseph 2008, DHSc University of Indianapolis 2024; will be instructing the indicated in-person content.

Adjunct Instructor: Sara Conrad, PTA, BA (assisting with lab groups during each class)

Office: 108 and 109

Phone: Sara: 937-381-1517 and Erynn: 937-778-7817

E-mail: syoung4@edisonohio.edu and ehanford@edisonohio.edu

Office Hours: Sara and Erynn will post office hours on their office doors. Please call or contact via email to make an appointment if you would like to meet outside of class or office hours. Emails will be returned within 24 hours during school days and within 48 hours on the weekends and holidays.

Class Schedule: Class will be held in-person on Tuesday and Thursday 1:00 – 4:00.

This PTA course consists of 1 hour of lecture and 6 hours of lab.

This syllabus is a guideline for the class progression; however, it is subject to change.

All Readings must be completed prior to the class period. Homework is due at the beginning of the following class period unless indicated otherwise.

Assignments/Projects/ Skill Checks/ Quizzes are listed on the class period where these are due or scheduled.

Unannounced testing may be given at instructor's discretion.

Students must successfully complete this course with a grade of a “C” or better to remain and progress in the PTA program.

Texts

Required:

Pierson FM, Fairchild SL: Principles & Techniques of Patient Care, 7th ed. Elsevier, 2023

Lippert L: Clinical Kinesiology and Anatomy, 7th ed., FA Davis, 2023.

Lippert L: Laboratory Manual for Clinical Kinesiology and Anatomy, 5th ed., FA Davis, 2023.

Optional:

Erickson, ML, McKnight, R. Documentation Basics for the Physical Therapist Assistant, 3rd edition, Slack 2018.

Pagliarulo MA: Introduction to Physical Therapy, 6th ed, Mosby, 2021.

Other Resources:

www.getbodysmart.com- Musculoskeletal learning resource

www.apta.org - American Physical Therapy Association

www.otptat.ohio.gov – Ohio OT, PT and AT Licensure Board

www.ohiopt.org – Ohio Chapter of the APTA

Weekly Schedule of Class and Lab Topics

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
1 Tues 8-25	PTA 101 Overview PT/PTA roles Basic Body mechanics and lift techniques (Sara)	Blueprint for Cultural Competence (PDF in Bb)	Welcome to Class and the PTA Program	Value based behavior assignment Cultural Competence assignment (Due 9/1) P & F – Ch 4 Review Questions
1 Thurs 8-27	Hx, Laws, regulations, and policies	P & F – Ch 4	Lab- P&F Ch 4 Problem solving 1,2	History and Laws/Rules assignment

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
	Basic Physics Part 1 (slides 1-18) (Sara)			Student Wellness Center Resource Assignment (Due 9/3)
2 Tues 9-1	Basics Physics Part 2 (slides 19-39) Practice body mechanics Communication Learning Styles Stress & Professionalism (Sara)	L- Ch 2 7 th ed.	LL- Ch. 2	Stability, COG, Levers LL- Ch. 2 Post lab Questions 5 th ed.
2 Thurs 9-3	Body mechanics Skill Check Basic Transfers (Sara)	P & F – Ch 1		Almost Perfect Self-Assessment Professional Behaviors True color profile - optional
3 Tues 9-8	Basic skeletal system Nervous system (Erynn)	L- Ch. 3 & 5 7 th ed. P&F – Ch 8	LL- Ch. 3 #2,3,4,7 Lab – P&F Ch 8 problem solving	LL Ch. 3 work & Ch. 5 #3&6 Lippert text Ch. 3 review questions #1-4 & Ch. 5 review questions # 3,4,7,9,10 P & F Ch 8 Problem Solving #1
3 Thurs 9-10	Articular System (Erynn) Basic transfer practice (general weakness) (Sara)	L- Ch. 1 p. 7-13, Ch. 4 p. 45-50 & 56	LL Ch. 4 Prelab #3-6, 8; Lab #6; Postlab #6-8 Lippert Ch.3 lab and text questions due today	LL Ch. 4 work & review questions #6,7
4 Tues	Module 1 Test	L- 12 & 13 7 th ed.	LL Ch. 12: 1-4, 6 A,B,C	LL Ch. 12 #3,4,6 & Lippert text Ch. 12 general anatomy #1,5

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
9-15	(Weeks 1-3 except Articular) Shoulder and shoulder girdle (palpations and muscle actions) (Erynn) Basic transfer with shoulder case (Sara)	P & F – Ch 8 (170-172)	Lippert Ch.4 lab and text questions due today	Muscle C & C paper (Due 10/6) Creative Writing Assignment (Due 9/24)
4 Thurs 9-17	Shoulder cont. (nerve mapping and discussion on synergies and antagonists) (Erynn) Documentation: Subjective (Sara)	L- 12 & 13 7 th ed.	LL Ch. 13: #1-4,9 5th ed Practice transfers if time Lippert shoulder girdle lab and text questions due today	LL Ch. 13 #3,4,9 & Lippert text Ch. 13 functional activities #1, 2a, 3a (for 2 and 3 describe both shoulder and shoulder girdle motions)
5 Tues 9-22	Shoulder and Scapula Quiz Positioning/draping and Bed Mobility UE transfer case Documentation: ICF (Sara)	P&F – Ch 5, Ch 8 (p.174-183)	Lippert shoulder lab and text questions due today Ch 5 problem solving 1,2	P & F Ch 5 Self Study Questions
5 Thurs 9-24	Elbow (palpations, muscle actions, nerve mapping,	L- Ch. 14 7 th ed	LL Ch. 14: 1-3 5th ed. Creative writing assignment (Due today)	LL Ch. 14 #3 & Lippert text Ch. 14 general anatomy # 1,3,5,6,9

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
	synergies and antagonists) (Erynn) Documentation: Objective (Sara)			
6 Tues 9-29	Elbow Quiz Wrist (palpations, muscle actions, nerve mapping, synergies and antagonists) (Erynn) Documentation: Assessment (Sara)	L- Ch. 15 7 th ed.	LL Ch. 15: 1-2,5,6 5th ed Lippert elbow lab and text questions due today	LL Ch. 15 #5,6 & Lippert text Ch. 15 general anatomy #4,5 & Lippert text ch. 15 functional activities #1,2
6 Thurs 10-1	Wrist Quiz Hand (palpations, muscle actions, nerve mapping, synergies and antagonists) (Erynn) Documentation: Plan (Sara)	L- Ch. 16 7 th ed.	LL Ch. 16: 1-3 5th ed. UE Transfer SOAP Note	LL Ch. 16 #3 & Lippert text Ch. 16 general anatomy #7,8 & Lippert text Ch. 16 clinical exercise #1
7 Tues 10-6	Hand Quiz Basic transfer skill check		UE Quiz Muscle C & C paper Due today	

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
	UE Review		Lippert wrist/hand lab and text questions due today	
7 Thurs 10-8	UE Quiz Pelvis and Hip (palpations, muscle actions, nerve mapping, synergies and antagonists) (Erynn) Pelvis transfer case THA case (Sara)		LL Ch. 10: 1,4; Ch. 17: 1,2,5 Pelvis transfer case Hip transfer case and write a SOAP note	LL Ch. 10 #4; Ch. 17 #5 & Lippert text Ch. 17 general anatomy #1-3 & Lippert text Ch. 17 functional activity #1 Pelvis SOAP note and Hip SOAP note LE MS C&C (Due 10/27)
8 Tues 10-13	Midterm (content from weeks 1-7, except Pelvis and Hip) Dependent lifts (Sara)	L- Ch. 10, 17 7 th ed.	Lippert pelvis and hip lab and text questions due today	
8 Thurs 10-15	Pelvis Quiz Hip Quiz Knee (palpations, muscle actions, nerve mapping, synergies and antagonists) (Erynn) B TKA case	L- Ch. 18 7 th ed.	LL Ch. 18: 1-2 5th ed Knee transfer case and write a SOAP note Clinical assignment	Lippert text Ch. 18 general anatomy #1,5 & Lippert text Ch. 18 clinical exercise #1

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
	(Sara)			
9 Tues 10-20	Knee Quiz Foot and ankle (palpations, muscle actions, nerve mapping, synergies and antagonists) (Erynn) Trimalleolar case (Sara)	L- Ch. 19 7 th ed.	LL Ch. 19: 1,2,4 5th ed. Ankle transfer case and write a SOAP note Lippert knee text questions due today	LL ch. 19 #4 & Lippert text Ch. 19 general anatomy #2, 3 & Lippert text Ch. 19 functional activity #1 & Lippert text Ch. 19 clinical exercise #4
9 Thurs 10-22	SPTA Club Luncheon 12:30 – 1:30 Mock Lab Practical with 2nd years 1:30-2:30 Vital Signs		Lippert ankle lab and text questions due today	
10 Tues 10-27	Foot and Ankle Quiz Bed mobility and special case transfers (limited spine) Documentation Vital Signs (Sara)	P&F ch 8 <i>P & F Ch. 3</i>	LE MS C&C Due	P&F Ch 8 Self-study activities a,c,d,f,g SOAP note for 1 special case transfer P & F ch 3 Self-Study Activities
10 Thurs 10-29	LE Quiz Sterile field and infection	P&F-Ch. 2	Sterile field/PPE skills check Video on your own	Infection Control Assignment (11/3) Infection Control and Safety Quiz (Due 11/5)

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
	control;Transfers with PPE (Vitals if time) (Sara)			Hand Washing Tally (Due 11/5) Sterile field/PPE Video Skill Check Due 11/5
11 Tues 11-3	Complex transfers skill check Practice for lab practical		Infection Control Assignment Due	
11 Thurs 11-5	Lab Practical UE and LE cases		Lab Practical UE and LE cases Infection Control and Safety Quiz (Due 11/5) Hand Washing Tally (Due 11/5) Sterile field/PPE Video Skill Check Due today	
12 Tues 11-10	MODULE 2 TEST(Documentati on, LE, Transfers, Sterile field, Infection control) Practice Vitals		Module 2 test: Documentation, LE, Transfers, Sterile field, Infection control	HIPPA Quiz Due 11/12
12 Thurs 11-12	Vitals skill check Cervical spine (Erynn) Cervical Transfer Case (Sara)	L- Ch. 8 p. 117- 123, Ch. 9 7 th ed.	Vital signs skills check HIPPA Quiz Due Head and Neck LL ch. 9: 1-4 5th ed.	Head and Neck LL Ch. 9: 4 Transfer SOAP Note

WEEK	TOPIC/Happening This Day	READINGS Read Prior to Class	Due on This Date	Homework (Due the following class unless otherwise specified)
13 Tues 11-17	Thoracic & Lumbar Spine(Erynn)	L- Ch. 9 7 th ed.	Transfer Soap Note Due Lippert Lab Ch. 9 #4 due for head and neck only	Thoracic and lumbar LL Ch. 9: 1-4 & Lippert text Ch. 9 functional activity #1, 2a+b+d+e, 3a+b
13 Thurs 11-19	Transfers with spine precautions and other special circumstances Transfer with lines		Lippert lab Ch. 9 and Lippert text questions due today	Transfer Soap Note
14 Tues 11-24	Cadaver lab	Wright State 12:30 pm @ White Hall	Service-Learning Hours and Write –up Due Transfer Soap Note Due	
14 Thurs 11-26	Schools Closed	Thanksgiving		
15 Tues 12-1	Spine Quiz Muscle Quiz Review day and practice for lab practical			
15 Thurs 12-3	MODULE 3 TEST (Spine and see content outline)		Module 3 test: LE, spine	
16 12-8	Finals Week Final Exam (119)			
16 12-10	Final Lab Practical			
			L-Lippert	E=Erickson - Optional
	P & F= Pierson		<u>LL-Lippert lab</u>	

Evaluation Criteria

Homework	34 points
Muscle C & C x2	20 points
Quizzes Total	159 points
*Lab practical I	25 points
**Module tests = 3	130 points
Skills Checks	55 points
Service Learning Assignment	10 points
In-class Participation	15 points
Test Review x3	15 points
**Midterm + Final	150 points
*Final Lab Practical	45 points
Total Points =	658 points

* Lab Practicals contain critical elements of performance (see below) and are essential for the safety of the patient in treatment. A Failing Grade on a lab practical will be received if the critical safety elements are not observed during the Lab Practical. Also, a grade of 78% is required for passing lab practicals. Passage of all Lab Practicals are required for passage of the course. If a student fails a lab practical for any reason, they will be given a retake for that practical. Only 1 retake will be allowed for each lab practical. If a retake for a lab practical is necessary due to a failure of the original lab practical, a passing retake by the student, regardless of score, will be awarded a 78% on the original practical.

** A MINIMUM TEST SCORE ON THE MODULE TESTS AND THE FINAL IS SET FOR 70% FOR CONTINUANCE IN THIS COURSE. The exams contain critical elements and are designed as preparation for the PTA licensure exam. 1 retake is allowed for each test, however a passing grade on 70% is required in each to pass the class and continue in the PTA curriculum and graduation from the PTA program. If the student retakes the exam and obtains a score higher than 70%, the score for the original exam will be recorded as 70%.

Re-Take Options

Students may complete the re-take within a week of the initial failure

- A second failure will result in immediate dismissal from the program

Students may complete the re-take after 60% of the course has been completed

- A second failure will result in immediate dismissal from the program

- Financial aid will be less impacted
- If you wait until the 60% mark and have multiple re-takes, you will have to pass each to remain in the program

*** Skill Checks contain critical elements of performance (see below); are essential for the safety of the patient in treatment and will be graded for a total of 10 points. A Fail Grade at any Skill Check will require the Student to re-take the failed skill check. A total of 2 attempts will be allowed. If a retake of a skills check is required, the student will receive 78% of that skills check's value. Passage of all skill checks is required for passage of the course. Skills Checks will be treated with the seriousness of lab practicals with the demonstration of the critical skills.

1. In order to pass the skills checks, you **must demonstrate** the critical elements as stated below.

Lab or Skill Check	Critical Skill Element
<i>Lab Safety, Sterile Technique & Isolation skill checks</i>	Standard precautions, handwashing, body mechanics, safety, proper communication.
<i>Final Lab Practical-safety</i>	Use of gait belt, correct body mechanics, safety, communication, handwashing, and control of transfers.

Grading Policy

Number grades will be recorded to the hundredths of a point for homework, quizzes, tests, reports, midterms, and final exams. The final total course point score will be rounded to the closest whole number.

It is expected that students will submit all written assignments on the date and time designated by the instructor. Homework and Written Assignments will NOT be accepted after the designated due date. Graded Assignments will be returned within 10 days of the date the assignment is due.

Grades will be available within one week of taking the exam. No changes in grades will be made after this time.

FINAL GRADE STANDARD

Grade	Percentage	Points
A	93-100	4.0
B	85-92	3.0
C	78-84	2.0

D	70-77	1.0
F	69-below	0.0

Continuation in and graduation from the PTA Program is contingent on the student earning a grade of at least a “C” in each PTA, Physics, and Anatomy and Physiology courses.

AI Mixed Policy

For this course, YOU must be the author of all coursework. You may use AI in some minor or non-substantive ways. The use of AI should be 20-80% (20% AI – 80% student). The use of generative AI tools (such as ChatGPT) is permitted in this course for the following activities:

- Brainstorming and refining your ideas
- Drafting an outline to organize your thoughts
- Checking grammar and style

The use of AI tools is not permitted in this course for the following activities:

- Writing a draft of an assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments

Your use of AI tools must be properly documented and cited to stay within college policies on academic honesty. Any assignment that is found to have used generative AI in unauthorized ways will be reported for academic misconduct. If in doubt about permitted usage, please ask for clarification.

Policy Statements

Non-discrimination Statement

Edison serves a diverse community. As such, diversity is an integral and important part of the campus climate and includes male and female students of various ages, religions, learning styles, sexual orientations, ethnicities and cultures. Edison strives to create an

environment in which all people are valued and supported; differences are understood and respected; and students are prepared for collaboration in a global community. Edison does not discriminate against students on the basis of race, color, creed, religion, age, sex, marital status, sexual orientation, veteran status, national origin, ancestry, citizenship, or disability

All policies and procedures found in the Edison Student Handbook are applicable to this course. Any student who may need assistance due to a disability should contact Coordinator of Disability Support Services in room 160(See below for contact info). Students are expected to be familiar with the policies of the PTA Program as stated in the Edison Community College PTA Program Handbook as well as those policies specific to PTA 101S as follows:

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! You can access the bookstore here: <https://edisonohio.ecampus.com/>

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

HEALTH AND WELLNESS SERVICES

Student Wellness

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it's helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

Support Services Available

Edison State has built a network of health professionals to support students. With these partnerships, students who need support in areas such as:

- Recovery and counseling referral
- Housing
- Food
- Physical well-being

Information and Education

We also provide information and education on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-hazing

Getting Help

If you are struggling and need to speak with someone in person, please reach out to the Dean of Student Affairs, at 937-778-7895, Room 160 (stop at the front desk).

If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/services-support/care-team> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

Emergency Resources

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts

- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.

Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

ATTENDANCE

- A. Each student is responsible for meeting classroom **and** laboratory outcomes in a satisfactory manner. Students are expected to be present in class and campus lab and to be prepared to be an active participant in their own learning. Classroom and lab practice are planned in sequence. Any absences jeopardize your ability to meet the outcomes of the course. Attendance as well as punctuality is critically important. A student missing a class period is required to complete all make-up work within one week if assigned by the instructor. Students who miss more than three (3) class periods in any one course may be administratively dropped from the course.
- B. If an emergency prevents you from attending class on the day of an announced test you are responsible for calling your instructor **prior** to class. Students who do not call prior to an announced test will receive a 20% reduction in the test score. Tests **must** be made up on the first day of return to PTA class.
- C. If an emergency prevents your prompt attendance at a Campus lab experience, you are responsible for calling your instructor and/or clinical site prior to the scheduled experience. It is the student's responsibility to demonstrate that he/she has met the learning outcomes for that experience by satisfactorily completing the alternative assignment for that experience.
- D. Pregnant students should realize that the fetus may be exposed to risks in a clinical or lab facility. These risks should be discussed with your physician.

Learning

Self-directed learning is required to complete readings and identify needs for further information or review. Learning outcomes provide an outline of the course content and are the basis for testing, whether or not a particular outcome is discussed in class. The student is responsible for all terminology used in assigned readings, lectures, labs, vocabulary lists and other related course materials.

All internet sites need to be reputable, professional sites (e.g. PubMed, Medline, Mayo Clinic, and WebMD). For example the student should assess the following for sites referenced:

1. Authority: Who is responsible for the content?
2. Accuracy: What is the source for any factual information cited?
3. Objectivity: Is there any advertising on the page?
4. Currency: When was the information written? When the information was last revised?

Academic Honesty – The academic honesty policy of Edison Community College will be upheld. Academic dishonesty will not be tolerated. See Student Handbook: www.edisonohio.edu/handbook.

Cell Phones – During Class and Lab times, use of cell phones for calls or texting will not be permitted. If special circumstances arise that necessitate having your cell phone available, it is your responsibility to notify the instructor prior to the start of the class. Place all cell phones, beepers, etc on “silence” during class.

Edison Community College contact information:

Address: 973 Edison Dr., Piqua, Ohio 45356

Phone: 937-778-8600; 1-800-922-3722

You can locate Edison’s college-wide policies electronically through the following links.

Edison homepage: www.edisonohio.edu

Link to the library: www.edisonohio.edu/library

- Hours
- Borrowing policies
- Library catalog
- OhioLINK
- Books, databases, newspapers, other library materials

Link to the Learning Center: www.edisonohio.edu/learningcenter

- A place for study groups to meet
- Individual study
- Computer lab work
- Tutoring assistance
- Individual academic counseling

Link to Career Development: www.edisonohio.edu/career

- Clarify career goals
- Explore educational options
- Acquire job search skills

Link to Student Handbook: www.edisonohio.edu/handbook

- Policies
- Procedures
- Where to go for assistance
- Computer Use Policy
- Academic Dishonesty Policy
- Children on Campus

Parking Policy - www.edisonohio.edu/Parking/
Diversity Statement (Core Values – Quick Links)

CORE VALUES

The Core Values are a set of principles that guide in creating educational programs and environments at Edison. They are communication, ethics, critical thinking, human diversity, inquiry and respect for learning, and interpersonal skills and teamwork. The goals, objectives, and activities in this course will introduce or reinforce these Core Values whenever possible.