

**SYLLABUS - PART II**  
**EDISON STATE COMMUNITY COLLEGE**  
**Health Sciences Department**  
**PTA 215S Tests and Measures**  
**3 CREDIT HOURS**

**Primary Instructor:** Sara Young, PT, DPT; MPT College of Mount St Joseph 2003, DPT College of Mount St Joseph 2008, DHSc University of Indianapolis 2024; will be instructing all lecture content

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

**Office:** 108

**Phone:** 937-381-1517

**E-mail:** [syoung4@edisonohio.edu](mailto:syoung4@edisonohio.edu)

**Office Hours**

Sara will post office hours on her office door. Please call or contact me to make an appointment if you would like to meet with me 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:** Tuesday and Thursday 8:30-12:45 pm

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

**All Readings and Homework must be completed prior to the next class period. 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.**

**Text**

**Required:**

Kisner and Colby: Therapeutic Exercise, 8<sup>th</sup> ed., F.A. Davis, 2022.

Pierson, FM; Principles and Techniques of Patient Care, 7<sup>th</sup> ed., Elsevier, 2022.

O'Sullivan, SB: Physical Rehabilitation, 8<sup>th</sup> ed., F.A. Davis, 2024.

**Recommended:**

Guide to Physical Therapist Practice, 3.0 online edition. American Physical Therapy Association. <http://guidetoptpractice.apta.org/>

L. Mosby's Medical Dictionary, 10<sup>th</sup> ed., 2016. Or Taber's Cyclopedic Medical Dictionary, 23<sup>rd</sup> ed., F. A. Davis, 2019.

**Other Resources:**

[www.apta.org](http://www.apta.org) – American Physical Therapy Association

[www.otptat.ohio.gov](http://www.otptat.ohio.gov) – Ohio OT, PT and AT Licensure Board

[www.ohiopta.org](http://www.ohiopta.org) – Ohio Chapter of the APTA

**Weekly Schedule of Class and *Lab* Topics**

| WEEK              | TOPIC                                                                                                        | READINGS<br>Prior to class                                                                                                                                                                                          | Assignments/projects/skill<br>checks/quizzes                                                                            | DUE                                                                                                           |
|-------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>1<br/>8/25</b> | <b>Aerobic Exercise<br/>Capacity<br/>Vitals<br/>Chest Expansion<br/><br/>Anthropometric<br/>measurements</b> | <b>Read</b><br><b>K=Chapter 7</b><br><b>Review</b><br><b>P= Chapter 3</b><br><b>O=Chapter 2, Chapter 12 pp</b><br><b>451-458 (503-514, 6<sup>th</sup> ed),</b><br><b>Chapter 13 pp 502-515 (552-</b><br><b>571)</b> | <b>Aerobic Exercise Paper</b><br><br><b>Journal 1</b>                                                                   | <b>Due (9/8)</b><br><br><b>Due Thursday</b><br><br><b>Student Wellness Center</b><br><b>Resources Due 9/3</b> |
| <b>1<br/>8/27</b> | <b>Anthropometric<br/>measurements and<br/>Vitals continued<br/>Case study</b>                               | <b>O= Chapter 4 pp 118-119 (132-</b><br><b>134, 6<sup>th</sup> ed)</b><br><b>P= Chapter 10 pp 278</b><br><b>P=Chapter 11 pp 306-309</b>                                                                             | <b>Practice for Skills check</b><br><b>Aerobic Capacity/Vitals</b><br><br><b>Journal 2 and ICF case</b><br><b>study</b> | <b>Journal entry due</b><br><br><br><b>Due by Tuesday (9/1)</b>                                               |
| <b>2<br/>9/1</b>  | <b>Aerobic Skills check<br/><br/>Begin Wounds Lecture</b>                                                    |                                                                                                                                                                                                                     |                                                                                                                         | <b>Journal 2 and ICF Case</b><br><b>Study due</b>                                                             |

| <b>WEEK</b>        | <b>TOPIC</b>                                                                                         | <b>READINGS<br/>Prior to class</b>                                                                                                           | <b>Assignments/projects/skill<br/>checks/quizzes</b>                                                     | <b>DUE</b>                                                                                                             |
|--------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
|                    |                                                                                                      |                                                                                                                                              |                                                                                                          |                                                                                                                        |
| <b>2<br/>9/3</b>   | <b>Aerobic and<br/>Anthropometric Quiz</b><br><br>Wounds Lecture<br><br>SPTA Club Luncheon<br>12 - 1 | P= Chapter 11 pp 291-300<br>P=Chapter 11 pp 310-312<br>O= Chapter 14                                                                         | <b>Wound Assignment</b><br><b>Braden Scale Assignment</b><br>(in week 3)                                 | <b>Due Thursday (9/10)</b><br><b>Due Thursday (9/10)</b><br><br><b>Student Wellness Center<br/>Resources Due today</b> |
| <b>3<br/>9/8</b>   | <b>Wound Lab</b>                                                                                     |                                                                                                                                              | <b>Wound Dressing Open<br/>Book Quiz (Due 9/15)</b>                                                      | <b>Aerobic Exercise Paper<br/>Due Today</b>                                                                            |
| <b>3-<br/>9/10</b> | <b>Wound Skill check</b><br><br><b>Pain and Special Tests</b>                                        | O= Chapter 25<br><br>O= Chapter 4 pp 128-131 (151-<br>155, 6 <sup>th</sup> ed)                                                               | <b>Braden Scale and Wound<br/>Assignment</b><br><br><b>Wound and Sterile Field<br/>Skills Check</b>      | <b>Due today</b>                                                                                                       |
| <b>4<br/>9/15</b>  | <b>Wounds Quiz</b><br><br>Special Tests                                                              |                                                                                                                                              | <b>Journal 3</b><br><b>Pain Assignment</b>                                                               | <b>Due Thursday (9/17)</b><br><b>Due Thursday (9/17)</b><br><b>Wound Dressing Quiz due<br/>today</b>                   |
| <b>4<br/>9/17</b>  | <b>Skills Check Pain and<br/>Special Tests</b><br><br><b>Mental Status</b>                           | <br><br>O=Chapter 5, 135-143 (161-<br>168, 6 <sup>th</sup> ed)                                                                               | <b>Skills Check</b><br><br><b>Mental Assessment Case</b><br><br><b>Mini-Mental Status<br/>Assignment</b> | <b>Journal 3 due</b><br><b>Pain Assignment Due</b><br><b>Due Tuesday (9/22)</b><br><br><b>Due Tuesday (9/24)</b>       |
| <b>5<br/>9/22</b>  | <b>Gait</b><br><b>Step and Stride length</b><br><b>Gait special tests</b>                            | O= Chapter 27 p 1176; 1182-<br>1191 (1229-1235, 6 <sup>th</sup> ed)<br><b>Gait</b><br>O= Chapter 7 228-259 (251-<br>277, 6 <sup>th</sup> ed) | <b>Gait Assignment</b>                                                                                   | <b>Mental Status Case due<br/>today</b><br><br><b>Due Thursday (10/1)</b>                                              |

| <b>WEEK</b>       | <b>TOPIC</b>                                                                                                                                                                                   | <b>READINGS<br/>Prior to class</b>                                                                                                                       | <b>Assignments/projects/skill<br/>checks/quizzes</b>                                                                 | <b>DUE</b>                                                                                                          |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>5<br/>9/24</b> | <b>Balance Special Tests<br/>and Tone</b>                                                                                                                                                      | O= Chapter 6 202-219 (226-240, 6 <sup>th</sup> ed)                                                                                                       | <b>Homework Quiz (Gt,<br/>Pain, Special Tests,<br/>Mental Status) Due 10/6</b>                                       | <b>Mini-Mental Status<br/>Assignment due today</b>                                                                  |
| <b>6<br/>9/29</b> | <b>Group 1: Gait and<br/>balance assessments<br/>with adults from<br/>Capabilities (10-12)<br/>Group 2: Group balance<br/>ex at Lincoln Center<br/>(10:30-12:00)</b>                           |                                                                                                                                                          | <b>Journal 4<br/>Balance Assignment<br/><br/>Practice balance<br/>assessments then group<br/>activities 10-12</b>    | <b>Due Tuesday (10/6)</b>                                                                                           |
| <b>6<br/>10/1</b> | <b>Tone Skill Check<br/><br/>Group 1: Group balance<br/>ex at Lincoln Center<br/>(10:30-12:00)<br/>Group 2: Gait and<br/>balance assessments<br/>with adults from<br/>Capabilities (10-12)</b> |                                                                                                                                                          | <b>Gait Assignment &amp;<br/>Journal 4<br/><br/>Practice balance<br/>assessments then group<br/>activities 10-12</b> | <b>Due Today (10/1)</b>                                                                                             |
| <b>7<br/>10/6</b> | <b>Gait Skills Check<br/><br/>Home Assessment<br/><br/>Laboratory values</b>                                                                                                                   |                                                                                                                                                          | <b>Gait Skills check<br/><br/>Home Assessment<br/>Assignment<br/>Lab Values Assignment</b>                           | <b>Balance assignment due<br/>today<br/><br/>Homework Quiz Due (Gt,<br/>Pain, Special Tests, Mental<br/>Status)</b> |
| <b>7<br/>10/8</b> | <b>Special tests, mental<br/>status, gait, and balance<br/>quiz<br/><br/>Balance Skills Check</b>                                                                                              | O = 143-146 (168-172, 6 <sup>th</sup> ed)<br>O= Chapter 3, 5: 147-149(172-176, 6 <sup>th</sup> ed), and Chapter 6: 188-202 (206-226, 6 <sup>th</sup> ed) | <b>Balance Skills Check<br/><br/>Journal 5</b>                                                                       | <b>Home Assessment due<br/><br/>Lab Values Assignment Due</b>                                                       |

| <b>WEEK</b>         | <b>TOPIC</b>                                                                            | <b>READINGS<br/>Prior to class</b>                 | <b>Assignments/projects/skill<br/>checks/quizzes</b>                                                 | <b>DUE</b>                                                                    |
|---------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
|                     | <b>Sensation, Coordination,<br/>Reflexes</b>                                            |                                                    |                                                                                                      |                                                                               |
| <b>8<br/>10/13</b>  | <b>Sensation Skills Check</b><br><br><b>Pharmacology</b><br><br><b>Review for final</b> |                                                    | <b>Sensation Skills Check</b><br><b>Journal 6</b><br><br><b>Pharmacology Med List<br/>Assignment</b> | <b>Journal 5 due today</b>                                                    |
| <b>8-<br/>10/15</b> | <b>Written Final</b>                                                                    |                                                    |                                                                                                      | <b>Journal 6 due today</b><br><br><b>Pharmacology Med List<br/>Assignment</b> |
|                     |                                                                                         | K=Kisner and Colby<br>O= O'Sullivan<br>P = Pierson |                                                                                                      |                                                                               |

### **Evaluation Criteria**

\*Skills Check 7 @ 10 pts = 70 pts  
 Journals 6 @ 5 pts = 30 pts  
 ICF Case Study = 5 pts  
 Aerobic paper = 20 pts  
 Braden Scale = 10 pts  
 Wound assignment = 10 pts  
 Pain Assignment = 5 pts  
 Mini-mental = 5 pts  
 Mental Assess Case = 5 pts  
 Gait Assignment = 5 pts  
 Balance Assignment = 5 pts  
 Home Assessment = 10 pts  
 Lab Values Group = 5 pts  
 Quiz: 15, 20, 15 pts = 50 pts

|                     |                 |
|---------------------|-----------------|
| <b>**Final Exam</b> | <u>= 50 pts</u> |
| Total               | = 285 pts       |

**\*\* 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. Passages 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%.

**\*\*\* 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 5-10 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.

### 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

| Lab or Skill Check                      | Critical Skill Elements                            |
|-----------------------------------------|----------------------------------------------------|
| <b>Skill check # 1 Aerobic Capacity</b> | Safety in patient positioning, safe body mechanics |

| Lab or Skill Check                             | Critical Skill Elements                                                                                                                   |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Skill check # 2 Wound and Sterile field</b> | Safety in patient positioning; safe body mechanics, Communication, Handwashing                                                            |
| <b>Skill check #3 Pain and Special tests</b>   | Safety in patient handling; use of gait belt and safe guarding techniques, Communication, Handwashing                                     |
| <b>Skill check #4 Gait</b>                     | Safety in patient progression; use of gait belt and safe guarding techniques, Communication, Handwashing                                  |
| <b>Skill check #5 Balance</b>                  | Safety in patient positioning, safe body mechanics, use of gait belt and safe guarding/transfer of patient, communication                 |
| <b>Skill check #6-Sensation</b>                | Safety in patient positioning, safe body mechanics, use of gait belt and safe guarding/transfer of patient; accurate monitoring of vitals |

### **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 215S 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](mailto: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).

### 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](mailto: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](mailto:ResourceCenter@edisonohio.edu) or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

### **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](mailto: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](http://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/](http://www.edisonohio.edu/TitleIX/).

### **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](mailto: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. Students who miss more than three (3) class periods during PTA 215 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. Pub Med, 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](http://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: 1973 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](http://www.edisonohio.edu)

Link to the library: [www.edisonohio.edu/library](http://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](http://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](http://www.edisonohio.edu/career)

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

Link to Student Handbook: [www.edisonohio.edu/handbook](http://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/](http://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.

### **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/services-support/registration-records>, located in "Forms" 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 <https://www.edisonohio.edu/services-support/student-resources>.