

# **Handbook for Physical Therapy Students**

## **2021 – 2022**



**Department of Physical Therapy**  
**Missouri State University**

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**VERIFICATION THAT I HAVE READ AND UNDERSTAND THE CONTENTS OF THE  
PHYSICAL THERAPY STUDENT HANDBOOK**

I certify that I have access to the Physical Therapy Student Handbook and I am responsible to read and understand the information in it.

I also understand that it is my responsibility to seek answers to questions that I have regarding information that is not clear to me.

Furthermore, I understand that information for students at Missouri State University is available at <http://www.missouristate.edu> and I am responsible to read and understand that information.

I understand that the Department of Physical Therapy has assigned an advisor to me and that I can seek clarification from my advisor or from any faculty member including the Department Head.

I also understand that information, policies, procedures, regulations, rules, and responsibilities can and do change. Should the policies and procedures change, I will be notified and provided a revised copy containing the changes.

---

Name of Student (please print)

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Signature of Student

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**DATE**



## WELCOME

The Department of Physical Therapy is proud to welcome you to Missouri State University and to our program. We look forward to our next three years together as part of our professional family. You will learn a great deal about life, yourself, your peers, your patients, and about us (faculty and staff). You will be challenged as we expect you to accomplish more than you believe is possible. We are ready to help you attain your goals.

The materials in this *Student Handbook* will help you understand the current policies and procedures of our program and Missouri State University, as well as your responsibilities in the program, university, and professional community. As in all specialized disciplines where patients place their trust and health in your professional abilities, you must meet unique and demanding standards. We shall endeavor to help you meet and when possible, surpass those standards. In addition to the information in this handbook, students are encouraged to familiarize themselves with the policies and procedures of the College of Health and Human Services, Graduate College, and the university from the sources listed below.

Sources of Information	Website
Missouri State University	<a href="http://www.missouristate.edu/student.asp">http://www.missouristate.edu/student.asp</a>
The <i>Undergraduate Catalog</i>	<a href="http://www.missouristate.edu/registrar/undercat.html">http://www.missouristate.edu/registrar/undercat.html</a>
The <i>Graduate Catalog</i>	<a href="http://graduate.missouristate.edu/OnlineCatalog.htm">http://graduate.missouristate.edu/OnlineCatalog.htm</a>
Department of Physical Therapy	<a href="http://www.missouristate.edu/PhysicalTherapy/">http://www.missouristate.edu/PhysicalTherapy/</a>
The Office of the Graduate College	<a href="http://graduate.missouristate.edu">http://graduate.missouristate.edu</a>
The Office of the College of Health and Human Services	<a href="http://www.missouristate.edu/chhs/">http://www.missouristate.edu/chhs/</a>
The American Physical Therapy Association (APTA)	<a href="http://www.apta.org">http://www.apta.org</a>
Missouri Physical Therapy Association (MPTA)	<a href="http://www.mopt.org/">http://www.mopt.org/</a>

## MISSION OF THE DEPARTMENT OF PHYSICAL THERAPY

Through education, research, and service, the Department of Physical Therapy prepares graduates who practice with excellence in urban and rural communities; serve as ethical leaders in an evolving healthcare environment, and who are committed to lifelong personal and professional growth and development.

To meet the mission of the department, graduates from the program will be able to practice with excellence that includes:

- Provide physical therapy services in a manner that is consistent with the American Physical Therapy Association's *Standards of Practice* and the *Guide to Physical Therapist Practice*.
- Employ critically reflective thinking strategies in the provision of physical therapy services and in the pursuit of personal and professional development.
- Effectively function as primary care practitioners with direct access to patients in jurisdictions where allowed.
- Promote wellness and healthy behaviors while providing prevention and rehabilitation.
- Effectively interact, communicate, and practice in collaboration with a variety of health care professionals, patients/clients, family members and others.

- Demonstrate sensitivity to cultural, social, economic, and ethnic diversity during professional and personal interactions with other professionals, patients/clients, family members, and others.
- Develop and conduct appropriate and effective education programs for patients/clients, family caregivers, other healthcare professionals, other students, governmental agencies, and the community.
- Adhere to legal practice standards and practice ethical decision-making that is consistent with the APTA Code of Ethics, Criteria for Standards of Practice, and Guide for Professional Conduct.
- Engage in critical inquiry and embrace the philosophy of learning as both a lifelong endeavor and a professional responsibility.
- Assume leadership roles within the profession and the community, and successfully adapt to a changing healthcare environment.
- Consistently reflect upon the relationship between personal values and professional behavior and modify those values or behaviors as necessary to meet personal, practice, and professional expectations.

## **CORE VALUES IN THE DEPARTMENT OF PHYSICAL THERAPY**

### **Core Values in the Department of Physical Therapy**

**Integrity:** We are steadfast in our adherence to moral and ethical codes. We build integrity when our thoughts are accurately expressed by our words and communication, and when our thoughts and communication are congruent with our actions and activities. Our intentions and actions are honorable and ethically sound, and reflect who we are consistently.

**Respect:** We adhere to principles that lead to the just treatment of people, not based on rigid rules or laws, but based on a desire to guide our lives using the fair application of fundamental standards and principles founded in respect for all people. This includes our faculty, staff, students, patients, family, administrative personnel, clinical partners, and ourselves. We honor and respect them, and ourselves, as individuals with unique talents.

**Wisdom:** We use knowledge wisely and, whenever possible, with complete understanding to have the power of discerning and judging correctly and of discriminating between what is proper and what is improper. We realize that life is a series of choices that create our reality. We understand that the quality of our choices produces the quality of our lives. When our choices are based and guided by ethical principles, we create a fair and responsible society.

**Leadership:** We have the capacity and willingness to lead with service to humanity in mind. We demonstrate steadfastness even in the face of obstacles.

**Service:** We are willing to serve humanity with competence and enthusiasm. We believe that serving humanity is the best way to facilitate positive change in society.

**Accountability:** We are responsible and accountable for our actions. We do not blame others for our inadequacies or poor decisions. We are answerable, liable, and chargeable for our acts and deeds. We take “ownership” of our circumstances and control them to the best of our ability.

**Discipline:** We understand the importance of balancing what we want now with what we want most. We are able to defer gratification, particularly if it means attaining a larger, and fundamentally more important, goal. We are dedicated to constant improvement, which requires self-recognition of our weaknesses and a desire to convert them into strengths.

**Excellence:** We understand that excellence is an individual and collective journey, ever changing and growing with our ability to excel, to be flexible, to be positive in outlook, and to work collectively to reach common goals. We have high expectations of ourselves, even when faced with adversity. Our standards of conduct and achievement are models of excellence for others to emulate.

**Empowerment:** Empowerment fosters self-control and self-motivation. We believe that empowerment leads to proactive interaction whereby we accomplish much more collectively than we could ever accomplish alone. Empowerment may include mentoring, and learning the self-discipline and self-motivation necessary to make empowerment a reality.

**Courage:** Individually and especially collectively, we are not afraid to take calculated and contemplated risks. We have courage and conviction to pursue our visions. We believe in ourselves and in our collective ability to accomplish our visions. We take leadership roles in all aspects of our lives.

### **Professional Behaviors (Generic Abilities)**

Generic abilities are attributes, characteristics, or behaviors that are not explicitly part of the profession's core of knowledge and technical skill, but are required for success in the profession. Ten generic abilities (listed below), identified through a study conducted at UW-Madison in 1991-92, are in concert with our program objectives.

Generic Ability	Definition
Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
Problem-Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
Critical Thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.

## PROGRAM DESCRIPTION

The Commission on Accreditation in Physical Therapy Education (CAPTE) accredits the physical therapy program at Missouri State University. The program is approximately three calendar years in length (9 consecutive semesters) with each new class starting in May of each year and graduating with a Doctor of Physical Therapy (DPT) degree. The program embraces the concept of “adult learning,” where instructors serve as facilitators of the learning and thinking process, and not solely as dispensers of knowledge. Hence, our educational process centers around learning and thinking more than on teaching. Instructors and students share the responsibility of providing and obtaining an effective educational experience that leads to a dynamic exchange of ideas and frequent, competency-based assessments and the thinking processes embodied in the curriculum.

### Outcomes Assessment

Assessment is designed to assist in the development and maintenance of the highest quality programs and services. The information gathered in this process is used by University administrators, department heads, the faculty, and staff to evaluate and improve both academic and non-academic offerings. Because the success of this program requires widespread cooperation from the entire university community, it is the policy of Missouri State University that all students are expected to participate in the assessment process. This participation may include, but is not limited to: the assessment and evaluation of the cognitive, psychomotor, and affective domains, and surveys of the various components of the students’ educational experiences in the Department of Physical Therapy.

## CURRICULUM

### Learning Domains and Program Values

We believe that the process of becoming an effective physical therapist involves attaining competency in: 1) cognitive knowledge, 2) psychomotor skills, and 3) affective (professional) behavior. This is evident in our program’s mission, philosophy, goals, and objectives.

Explicit in our curriculum is the concept that each aspect of this triad (cognitive knowledge, psychomotor skills, and affective [professional] behavior) is equally important for students to develop as they progress through the program. The fact that the affective domain is explicit in our curriculum means that we evaluate students’ behaviors just as we evaluate their skills and knowledge.

It is evident that personal values fundamentally influence behavior (professional and otherwise). We have, therefore, identified 10 core values (see pages 3-4 this document) that are fundamentally important to developing and manifesting professional behaviors that are essential for effective application of cognitive knowledge and clinical psychomotor skills. The principles and applications of values and professional behaviors are interwoven in all courses to facilitate students’ abilities to be successful as professionals.

### Overview of the Curriculum

We follow a hybrid curriculum model. This model includes aspects of a traditional medical model with foundational science courses occurring more at the beginning of the professional program, and aspects of a case-based curriculum via integration of patient problems and cases with clinical application throughout the program, including the foundational sciences. These clinical applications are consistent with those presented in *The Guide to Physical Therapist Practice* [http://iweb.apta.org/Purchase/ProductDetail.aspx?Product\\_code=P-139](http://iweb.apta.org/Purchase/ProductDetail.aspx?Product_code=P-139). In large part, we have chosen this model because we believe that the student must have a basic framework of scientific

knowledge and theory from which to base clinical decisions regarding clinical examination, evaluation, diagnosis, prognosis, and intervention.

Active learning activities (such as participation in small groups, group and individual case-studies, problem solving, peer review, self-assessment, presentations, peer instruction, etc.) require students to engage in higher-level (complex) interactions with both peers and instructors. The activities encourage professional behaviors and provide students with the opportunity to reflect upon their performance, identify areas of need, and develop objectives and strategies for improvement. In addition, we use teaching methods that enhance each student's ability to effectively and efficiently acquire knowledge, and in turn, teach and share this knowledge with peers, as well as to analyze and synthesize knowledge that can lead to asking relevant questions, solving complex problems, and teaching effectively.

Acquiring clinical psychomotor skills is an important component of our curriculum. This aspect of our curriculum is supported by the depth and breadth of the patient management courses, and by the length of our clinical internships. Every student must demonstrate competency in laboratory skills to pass each patient management course and to participate in all clinical internships.

Throughout the curriculum, students are provided with many opportunities to develop professional behavior during interactive lectures, small group discussions, group projects, laboratory sessions, laboratory practical examinations, full-time clinical internships, and interactions with peers, staff, and faculty. Frequent evaluation of the affective foundational core is accomplished using faculty, peer, and self-assessment of professional behaviors that are congruent with the "generic abilities", values, and objectives of the program.

#### Description of Teaching Methods and learning Experiences

Research shows that people learn in a variety of ways. Several classification systems describing how people learn have been studied and published. However, all of these systems recognize that people usually have a preferred "style" of learning (to perceive, process, use, and reflect on) new information.

One system commonly in use describes learning styles according to the primary senses involved in learning. This paradigm identifies three major types of learners: 1) visual learners, 2) auditory learners, and 3) tactile (kinesthetic) learners. While all of us use each of these learning styles, most people have a "preferred" style for receiving and processing information. Hence, for any single person, learning is most efficient and effective when new material is presented in a form that corresponds to his or her learning style.

In a group of people, it is probable that all three styles are represented. A challenge for instructors is to use instructional strategies that facilitate learning for each of the three learning styles. Doing so not only meets the primary needs of each style of learner, but it also presents information from several perspectives, which should improve the academic performance of the class as a whole. When instructional strategies are used that integrate all learning styles, students have an opportunity to experience greater learning success in a variety of situations.

The faculty members in Department of Physical Therapy embrace the philosophy of reaching as many students as possible, and therefore use a variety of teaching and learning strategies. We also are cognizant of our own preferred learning styles and we understand that each of us is generally biased by our style. We strive to overcome this bias by expanding our repertoire of effective teaching strategies to reach each type of learner.

#### Teaching Strategies

The teaching strategies in the curriculum are as follows:

Teaching Strategy	Most Helpful to:
Sequential Presentation	Auditory Learners
Interactive Lectures	Auditory Learners
Small Group Discussions	Auditory Learners
Visual Aids	Visual Learners
Computer Aided Instruction	Visual Learners
Demonstrations and Modeling	Visual Learners
Practicum (Simulations)	Kinesthetic Learners

Yearly Curriculum Schedule

Summer Semester Year 1 (10 weeks classroom)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 707 Medical Human Anatomy	6	PT	-
PTE 711 Professional Issues I	2	PT	-
PTE 712 Clinical Biomechanics	3	PT	-
PTE 713 Embryology	3	PT	-
<b>Total credit hours</b>	<b>11</b>		

Fall Semester Year 1 (15 weeks classroom)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 710 Introduction to PT	3	PT	-
PTE 720 Neuroscience	4	PT	-
PTE 723 Patient Management: Musculoskeletal I	4	PT	-
PTE 726 Clinical Kinesiology	2	PT	-
PTE 740 Research Methods and Design	2	PT	-
PTE 760 Management of Research Projects	1	PT	-
<b>Total credit hours</b>	<b>16</b>		

Spring Semester Year 1 (15 weeks Classroom)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 714 Imaging Analysis in PT	2	PT	-
PTE 721 Professional Issues II	2	PT	-
PTE 722 Physical Agents	2	PT	-
PTE 733 Patient Management: Musculoskeletal II	4	PT	-
PTE 743 Patient Management: Neuromuscular I	4	PT	-
PTE 750 Research and Outcome Analysis	2	PT	-
BMS 752 Medical Physiology	3	BMS	-
<b>Total credit hours</b>	<b>18</b>		

Summer Semester Year 2 (7 weeks classroom; 4 weeks clinical internship)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 732 Electrotherapeutic Modalities and Clinical Electrophysiology	2	PT	-
PTE 753 Patient management: Neuromuscular II	2	PT	-
PTE 760 Management of Research Projects	1	PT	-
PTE 773 Patient Management: Musculoskeletal III	2	PT	-
PTE 737 Clinical Internship I	4	PT	4 weeks
<b>Total credit hours</b>	<b>11</b>		

Fall Semester Year 2 (11 weeks classroom; 6 weeks clinical internship)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 731 Pathophysiology/Differential Diagnosis I	3	PAS	-
PTE 760 Management of Research Projects	1	PT	-
PTE 763 Patient Management: Neuromuscular III	3	PT	-
PTE 764 Patient Management: Exercise Physiology, Nutrition, and Wellness	3	PT	-
PTE 747 Clinical Internship II	6	PT	6 weeks
<b>Total credit hours</b>	<b>16</b>		

Spring Semester Year 2 (11 weeks classroom 6 weeks clinical Internship)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 730 Motor Control	2	PT	-
PTE 741 Pathophysiology Differential Diagnosis II	2	PT	-
PTE 744 Patient Management: Cardiovascular and Pulmonary Problems	3	PT	-
PTE 754 Patient Management; Lifespan	1	PT	-
PTE 760 Management of Research Projects	1	PT	-
ELECTIVE	0-2	PT	-
PTE 757 Clinical Internship III	6	PT	6 weeks
<b>Total credit hours</b>	<b>15-17</b>		

Summer Semester Year 3 (10 weeks classroom)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 756 Patient Management: Integumentary	1	PT	-
PTE 760 Management of Research Projects	1	PT	-
PTE 761 Contemporary Issues in Professional Practice	2	PT	-

PTE 762 Medical Pharmacology	2	PT/per course	-
PTE 767 Health Care Systems and the Physical Therapist	1	PT	-
PTE 765 The Physical Therapist as Educator	1	PT	-
ELECTIVE(S)	0-2	PT	-

**Total credit hours 8-10**

Fall Semester Year 3 (9 weeks classroom; 8 weeks clinical internship)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 760 Management of Research Projects	1	PT	-
PTE 871 Physical Therapy Management and Administration	3	PT	-
PTE 872 Orthotics, Prosthetics, and Assistive Technologies	3	PT	-
PTE 873 Patient Management: Advanced Differential Diagnosis	3	PT	-
Elective(s)	0-2	PT	-
PTE 877 Clinical Internship IV	8	PT	8 weeks

**Total credit hours 18-20**

Spring Semester Year 3 (3 weeks classroom 14 weeks clinical Internship)

Course	Credit Hours	Instruction by	Clin. Internship
PTE 880 Research and Outcome Analysis: Completion and Presentations	1	PT (advisors)	-
PTE 883 Patient Management: Critical Integration and Analysis II	1	PT	-
ELECTIVE (Study Away)	0-2	PT	-
PTE 887 Clinical Internship V	8	PT	8 weeks
PTE 888 Clinical Internship VI	6	PT	6 weeks

**Total credit hours 16-18**

**Total program credit hours = 133**

**Weeks of Clinical Internship = 38**

**Total Semesters = 9**

#### Academic Calendar

Please refer to <http://calendar.missouristate.edu/academic.asp> for the academic affairs calendar for the university. You will receive the calendar for the Department of Physical Therapy from the department secretary. Realize, in order to have the correct number of weeks of clinical internships the calendar may differ somewhat from the remainder of the University.



### Semester Length in the Department of Physical Therapy

The department publishes its own semester calendar and places it in individual student's mailbox or emails each semester calendar to students. To accommodate the desired number of weeks of clinical internships, the semester length is extended for the Spring and Summer semesters.

Semester	Total Weeks	Didactic Weeks	Clinical Internship Weeks
1 (Summer)	10	10	0
2 (Fall)	15	15	0
3 (Spring)	18	18	0
4 (Summer)	11	7	4
5 (Fall)	17	11	6
6 (Spring)	17	11	6
7 (Summer)	10	10	0
8 (Fall)	17	9	8
9 (Spring)	17	3	14
<b>Total</b>	<b>132</b>	<b>94</b>	<b>38</b>

### Classroom Case Presentations and Patient Demonstrations

Case presentations in the classroom may occasionally include the presentation of a patient. This requires an informed consent form that is signed by the patient prior to the presentation. In all cases, patients should give informed consent, which means that they understand the purpose of the presentation and exactly what will happen during the presentation. Moreover, the demonstration - presentation shall end when the patient wishes it to end. Appropriate consent forms can be obtained from the departmental administrative secretaries. This form shall be kept on file in the main departmental office or in the office of the course director.

We respect the dignity and privacy of patients who consent to participate in classroom activities for your benefit. This includes understanding, before class, which questions are allowed and not allowed. In addition, the faculty and students are to be sensitive to the needs of the patient, which include maintaining appropriate draping of the patient throughout presentations, and avoiding comments that would be a source of embarrassment. To avoid questions that potentially could embarrass or upset the patient, each patient shall be given the list of questions prior to the classroom participation so that the patient can exclude questions that he or she does not wish to answer.

### Consent Allowing Student-Peers to Apply Examinations and Treatments in all Laboratory Activities Associated with the Physical Therapy Program: Informed Consent to Participate in Classroom and Laboratory Activities

Students are asked to give informed consent to allow student-peers to apply physical examinations and treatments in all laboratory activities associated with the program. The department subscribes to the fundamental tenet that each individual has the right to make decisions affecting his or her well-being. Generally, individuals should consider, i.e., trade-off or weigh in relation to one another, the risks and potential benefits flowing from their decisions. To do so, students making decisions must have knowledge of the risks and potential benefits associated with what they are learning, specifically as related to the psychomotor domain of learning. The law protects the student's right to give informed consent by requiring the disclosure of information by the party to whom consent is given.

The informed consent form is sent to students upon acceptance to the program and is completed prior to the first day of class. A student can withdraw consent at any time. Such withdrawal may indicate either a global withdrawal of consent, or, withdrawal of consent for a particular technique. Under such a circumstance, the student must inform both the student-peer and the course instructor that consent has been withdrawn. In addition, the student must indicate:

1. The consent being withdrawn (i.e., for what techniques)
2. Time the consent will be reinstated, and
3. If the consent is withdrawn for all students or only for selected students.

Withholding consent does not relieve students of demonstrating competence in all aspects of the course as described in the course syllabus.

Students in this program must demonstrate to the instructor's satisfaction, that they are competent in the skills and techniques necessary to practice physical therapy. Each skill and technique may have risks associated with it. Students are required to understand these risks as a fundamental part of the curriculum. Hence, students take responsibility for learning the risks associated with every intervention (skill or technique) that they are required to learn and demonstrate. Students must be able to effectively communicate the risks to a patient population.

The program reduces risks by:

1. Requiring students to learn material presented in class or by other means as described in each course syllabus
2. Having faculty members demonstrate techniques to the student, and
3. Supervising student activities in laboratories.

#### Laboratory Activities and Supplies

It is often necessary to expose upper and lower limbs, head, neck, chest and abdomen, and the back for laboratory activities. Students are expected to dress according to the type of laboratory activities that are ongoing and as specified in the course syllabus. The dress may be swimsuits, shorts, "halter tops/jogging bras", and T-shirts. Because the laboratory may be cool at times, it is desirable to have a pair of "hospital greens" or a pair of "sweats" available for comfort and ease of changing.

Sheets, towels, pillow cases are used during lab sessions. Students are responsible for laundry on a rotating schedule (washing, drying, folding, and returning items). Students must assume responsibility for keeping all classrooms, lounges, and laboratories neat and orderly at all times. This shall be supervised and enforced by course instructors.

You may be required to purchase various laboratory supplies for several courses. Course instructors will describe required supplies to be purchased in course syllabi. Generally, most of the required items can be purchased from the university store (<http://www.missouristatebookstore.com/>).

#### Policy Regarding Food and Drink in Classroom/Lab

Food and drink are not allowed in any of the classrooms or laboratories. However, food and drink might be allowed under special circumstances with permission from a faculty member.

## ACADEMIC POLICIES AND PROCEDURES

### Attendance Policies in the Department of Physical Therapy

Students in the Physical Therapy Program are expected to attend all (100%) of scheduled class sessions. Unexplained absences from class will result in the lowering of the course grade as determined by the course coordinator. Excused absences include cases of emergency or illness.

### Procedure

- If an acute illness requires absence from class, the student **must** call the instructor (phone number located in the course syllabus) or Department of Physical Therapy (417) 836-6179/-6128 or otherwise leave a message for the instructor and/or any of the Administrative Assistants so that class materials can be held and arrangements made for making up the absence.
- Students who have been absent from classes for a week or less due to illness or hospitalization will, at the discretion of the course director, be allowed an opportunity to make up the work that was missed during the absence.
- However, if a student is absent for more than 2 weeks of didactic work in a semester, he or she may be required to meet with the departmental faculty, or with a committee appointed by the Department Head, to determine whether or not the student should continue in the current semester. Students may re-enter the program if he or she was in **good** academic standing prior to the absences and if the absences were for unavoidable reasons such as severe illness.
- In all cases of dismissal, the student is advised of due process which is outlined in the Handbook for Physical Therapy Students (page 13, under academic grievance) and at <http://graduate.missouristate.edu/catalog/regulations.htm>
- Policies and procedures regarding absence on clinical internships are described in the Department of Physical Therapy *Clinical Education Handbook*.

### Policy on the use of Zoom for Class

In the event of a University and/or community emergency such as a pandemic, zoom classes may be substituted for in person classes per University/Departmental direction. However, zoom sessions is **not** meant to be a substitute for in person classes and effort is expected for the students to attend in person classes. In an event of a student absence from a class due to illness or undue hardship (i.e., death in the family) the instructor of record has the option of providing make up materials for the students, which **may** include zoom sessions.

### Academic Standards in the Department of Physical Therapy

In conjunction with the Graduate College, the Department of Physical Therapy will enforce high academic standards and professional behaviors. In the Graduate College, no course with a grade below "C" may be applied toward a graduate degree or graduate certificate. Additionally, a Physical Therapy student with more than 12 semester hours of "C" earned or a grade of "D" or "F" in any course in the curriculum will be dismissed from the program. Discuss your academic situation with your advisor or with the Department Head frequently if you are concerned or begin to have difficulty with any aspect of the program.

The program has established criteria for evaluating clinical laboratory proficiency to ensure the safety of students and patients. A student must earn a grade of B (80%) or higher on all clinical laboratory proficiency examinations in order to pass the courses. However, an instructor may allow one retake of a failed examination per course. Habitual failure of practical examinations in the same or subsequent semesters may result in dismissal from the program. Each clinical laboratory

proficiency examination contains safety assessments, which must be met in order to pass the examination. These safety criteria will be communicated to the student before the examination. Failure of a clinical proficiency examination includes but is not limited by 1) student not performing the correct procedure, or 2) student disregards patient (student) safety, or 3) the student performs a procedure in a way that could result in bodily harm to the patient or themselves. Each course must be passed and the student must be in good standing in the program before participating in Clinical Education activities.

Student Responsibilities During Clinical Education

Students are accountable for the policies and procedures described in the *Clinical Education Handbook*. Some facilities may have additional requirements for students affiliated with them. Clinical facilities will inform students of their policies, procedures, and responsibilities at the beginning of the clinical internship. Information regarding specific requirements of the clinical facility may also be kept on file by the Director of Clinical Education (DCE). Students must complete assignments given to them by clinicians, as well as those given by the academic faculty. If there is a conflict between the policies and procedures of Missouri State University and the clinical site, the conflict will be arbitrated by the DCE and communicated to the Department Head. The Clinical Education Handbook contains the essential information students need to know about clinical education and their responsibilities during clinical internships.

Grades

Information on grading and credit point system used by the University can be found on <http://graduate.missouristate.edu/catalog/regulations.htm> . All matters regarding grade change, grade appeal and academic grievance are outlined in the Graduate Catalog (<http://graduate.missouristate.edu/catalog/regulations.htm>). The faculty of the department of Physical Therapy have elected not to use the +/- system available through the university.

Grading Scale Used by the Department of Physical Therapy

Grading scales in **non-PTE** (ie., BMS) course syllabi may take precedence over the usual department grading scale below.

Grade	Percentage
A	90 - 100
B	80 – 89.99
C	70 – 79.99
D	60 – 69.99
F	< 59.99

Grade Changes

Grade changes received after the initial grading will not be reflected on your semester grade report. Grade changes will be reflected on your transcript and degree audit, both available at <https://my.missouristate.edu/cp/home/loginf>. In addition, your updated GPA information can be viewed in your Student Folder.

In each instance where an Incomplete (I) grade is assigned, the course instructor shall, at the end of the semester in which the “I” grade is given; indicate what the student must do to complete the course and how the completed work would affect the final grade.

### Grade Appeals and Academic Grievances

The process for grade appeals and academic grievances is explicitly described in the Graduate Catalog (see above), as well as on university websites (<http://graduate.missouristate.edu/catalog/regulations.htm>).

### Requests for Grade Changes Made After an Extended Period

Appeals for changes in a student's academic records, which are not made during the following semester must be submitted to the Office of Academic Affairs. The Scholastic Standards and Revision of Records Committee also considers such appeals (<http://graduate.missouristate.edu/catalog/regulations.htm>).

### Academic Integrity Policies and Procedures

Missouri State University is committed to developing educated persons that accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from and discourages behavior that threatens the freedom and respect each member deserves. Detailed information on these policies and procedures can be found at <http://www.missouristate.edu/academicintegrity/>. Each faculty member will include the consequences of violations of these policies in each course syllabus.

## **PROGRESSION IN THE PHYSICAL THERAPY PROGRAM**

Physical Therapy students do not "repeat" courses as allowed in traditional educational settings (for traditional educational course, see <http://graduate.missouristate.edu/catalog/regulations.htm>). The courses in each successive semester require competence in all material and students in the curriculum progress from one semester to the next as a "cohort group."

The student must earn at least a 'C' in all courses; earning a 'D' or 'F' in any course in the PT curriculum will result in dismissal from the program. Earning **more than** 12 semester hours at a "C" level of competence also will result in dismissal. Student must maintain a 3.0/4.0 grade point average throughout the curriculum. Special provisions for students on clinical internship can be found in the *Clinical Education Handbook*.

### Policy on Dismissal for Unsafe Practice or Unsatisfactory Performance in the Physical Therapy Program

Students whose conduct is a breach of ethics or of standards established by the profession, program, or by the University may be dismissed. Furthermore, a student whose continuation in the program would be detrimental to the health and safety of others will be dismissed. Unsafe Physical Therapy Practice includes activities that violate the Missouri Practice Act (<http://pr.mo.gov/physicaltherapists-rules-statutes.asp>) or activities that violate the *Code of Ethics*<sup>1</sup> and *Standards of Practice*<sup>2</sup> of the American Physical Therapy Association.

In the case of a dismissal from the program, the student will receive written notification from the Department Head.

### Withdrawal Procedures

Detailed information on the process for withdraw from the University and withdraw request forms can be found at <http://graduate.missouristate.edu/catalog/regulations.htm>.

## NONDISCRIMINATION POLICIES

### University Statement of Nondiscrimination

Details found at: ([http://www.missouristate.edu/equity/nondiscrimination\\_statement.htm](http://www.missouristate.edu/equity/nondiscrimination_statement.htm)),

For disability at: <http://psychology.missouristate.edu/ldc/> and <http://www.missouristate.edu/disability/>.

### Technical Standards for the Physical Therapy Program

Technical standards refer to physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the physical therapy curriculum, and the development of professional attributes required by the faculty of all candidates at graduation. The candidate must be able to fulfill the technical standards described herein with or without accommodations. The essential abilities required by the curriculum are described in the following areas:

1. **Observation**: A candidate must be able to observe demonstrations in the classroom and clinical setting and be able to effectively gather and assimilate information from them. A candidate must have sufficient visual and other sensory modalities to accurately observe a patient at a distance and at close range, in order to gather necessary data about the patient such as that needed to describe posture, habitus, mood, activity, and non-verbal communications.
2. **Communication and Perception**: A candidate must be able to communicate effectively and sensitively with patients from different social and cultural backgrounds, and to develop effective professional rapport with other members of the health care team. Communication includes not only speech and nonverbal communications, but also reading and writing. This includes the ability to record examination and diagnostic results clearly, accurately, and efficiently. The candidate must have the ability to take, and document in a patient's record, an appropriate history, treatment descriptions, and comprehensive care plans. Such tasks require the ability to communicate with the patient. In addition, candidates must be able to communicate effectively with patients' family members, physicians, and other members of the health care team. The candidate must be capable of responsive, empathetic listening to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences. The candidate must be able to process and communicate information on the patient's status in a succinct yet comprehensive manner to colleagues and other members of the health care team, and in settings in which time available is limited. Appropriate communication also relies on the candidate's ability to make a correct judgment in seeking or providing supervision and consultation in a timely manner.

The candidate must also be capable of perceiving the signs of disease, especially involving neurological, musculoskeletal, and cardiopulmonary dysfunction, as manifested through the physical examination. Such information is derived from observation and palpation of the body surfaces, palpable changes in various organs and tissues, and auditory information (such as patient's voice and heart tones). The candidate must have the ability to discern skin, subcutaneous masses, muscles, nerves, bones, joints, lymph nodes, blood vessels, and intra-abdominal structures.

3. **Motor**: Candidates must possess sufficient postural control, neuromuscular control, and eye-to-hand coordination to utilize physical therapy equipment and possess sufficient control of the upper and lower limbs to meet the physical requirements for training. A major component of the practice of physical therapy is the assessment and management of movement disorders. Therefore, the candidate must have the ability, within reasonable limits, to safely assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode. The



candidate must also have the ability to move himself or herself and the patient in three-dimensional space to perform motor function tests and treatments. Additionally, the candidate must be able to ensure the physical safety of a patient at all times.

**Intellectual:** The education of a physical therapist requires assimilation of knowledge, acquisition of skills and development of judgment throughout the curriculum (including clinical internships) in preparation for independent and appropriate decisions required in practice. Candidates must have the mental capacity to learn and assimilate a large amount of complex, technical, and detailed information; solve clinical problems through critical analysis, perform measurements, and synthesize and apply concepts and information from various disciplines in order to formulate evaluations, diagnoses, and therapeutic plans. The candidate must have the ability to master information presented in course work in the form of lectures, written material, and projected images. The candidate must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty. These skills may be described as the ability to comprehend, memorize, analyze, and synthesize material. He or she must be able to discern and comprehend dimensional and spatial relationships of structures, and be able to develop reasoning and decision making skills (critical thinking) appropriate to the practice of physical therapy.

4. **Behavioral and Social Attributes:** A candidate must possess the emotional and mental health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the examination and care of patients, and the development of mature, thoughtful, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and have the ability to maintain composure and emotional stability during periods of high stress. They must be able to adapt to changing environments, to display flexibility, and to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, interpersonal skills, interest, responsibility, tolerance, and motivation are all personal qualities that are essential to the role.

## **STUDENT RETENTION SERVICES**

### University Student Retention Services

The University has an extensive retention plan as outlined on the University web at <http://www.missouristate.edu/longrangeplan/diversitytactics.htm> . Components of that plan and associated support services can be utilized by graduate students within the Department of Physical Therapy. These components include but are not limited to:

### Learning Diagnostic Center (LDC)

Located within the College of Health and Human Services (department of Psychology), the LDC provides academic support services to students with learning disabilities and related problems (<http://psychology.missouristate.edu/ldc/>).

### Disability Resource Center

Disability Resource Center helps ensure that students with disabilities have equal access to the programs and services of the University. In addition to offering information and referral services concerning University and community resources, the office reviews documentation of disability and requests for accommodation, determines appropriate means of accommodation, and communicates these to appropriate faculty, staff, and departments. DRC also coordinates a number of academic accommodations, such as sign language interpreters, out-of-class testing, taped textbooks, note takers, adjustable tables, and closed captioning. A primary goal of DRC is to provide a learning environment where students will be evaluated based upon their effort and ability, rather than on disability (<http://www.missouristate.edu/disability/>).

### Writing Center

The Writing Center at Missouri State University provides free assistance for both undergraduate and graduate students on any writing project. The Writing Center serves individuals from every college on the Springfield campus. Trained undergraduate and graduate peer tutors work with writers of all levels and abilities during any part of the writing process: interpreting assignments, discovering ideas, organizing and developing drafts, interpreting audience feedback, and refining editing skills. The Writing Center also provides a support service for students who are non-native speakers of English struggling with first language interference and students struggling with learning disabilities related to the production and interpretation of written discourse. In addition to providing one-to-one consultation, the center offers various resources for those writers who desire self-paced instruction: a small computer lab with word processing capabilities, an extensive library consisting of books on writing and documentation, a variety of handouts on grammar, an on-line tutorial extension, and a comfortable place for writing (<http://www.missouristate.edu/writingcenter/>).

### Counseling and Testing Center

The purpose of the Counseling and Testing Center is to promote students' development and Psychological well-being. Services are provided for individuals with personal-social concerns and life-planning issues. Experienced professional counselors, psychologists, social workers, and graduate students assist clients in resolving conflicts which may interfere with their progress at the University (<http://counselingandtesting.missouristate.edu/>).

### Minority Student Services

The Office of Minority Student Recruitment and Services focuses on the importance of a multicultural educational experience and an appreciation for cultural diversity throughout the University and community. Minority student recruitment and retention, multicultural education and programming, and community outreach promote the development of educated persons by enhancing academic performance, cultural sensitivity, and social awareness. This office is the critical campus resource instrumental in achieving the University's goal of creating a more diverse environment (<http://multicultural.missouristate.edu/>).

### Departmental Retention Procedures

The Department of Physical Therapy employs numerous procedures to ensure that each student regardless of race, creed, color, gender, age, national or ethnic origin, sexual orientation, and disability or health status, has optimal opportunities for success throughout the program, and is retained therein. This helps us to meet the University's mission to produce educated persons <http://www.missouristate.edu/longrangeplan/> and the departmental mission of graduating Physical Therapist who practice with excellence, serve as leaders in a global society where healthcare is constantly changing.

### Advisement

Advisement of each student is an important part of retention. While each student may be advised by various faculty members for various reasons (i.e. research advisement, advisement from DCE etc.), each student is assigned to a formal advisor, who is a member of the core faculty in the Department. This is done to ensure continuity between the student and his or her advisor and to increase the probability of success in the program. Students are encouraged to meet with their advisor during orientation or during the first week of courses, and at the first sign of any difficulty when problems (or potential problems) are very manageable (or avoidable). In addition, students are instructed to meet with their advisor at least two or three times each semester to review progress, perceptions, performance, etc., whether or not they are having difficulty. To ensure that students are treated fairly and equitably, each student may request a re - assignment to a different



advisor, in writing to the Department Head. If your advisor is the Department Head, your request may be submitted to that person, or if you prefer, a faculty member within the department.

### Advisors and Office Hours

Your advisor may call a meeting to discuss your student portfolio. Each faculty member has office hours for course consultation or other matters. It is helpful to make an appointment by telephone, email, or immediately after a class.

### Content Mastery

The Department of Physical Therapy believes that Content Mastery is essential for excellence in clinical practice and that it is an integral part of retention efforts within the program. Therefore, to insure complete content mastery, students may have the opportunity, at the discretion of each instructor, to correct deficiencies in knowledge, professional behaviors, and skills *after* an original assessment. These additional learning opportunities *might* be assigned or made available at the discretion of the course instructors.

### Health Issues

There may be increased risk of complications with certain health issues including pregnancy for a student enrolled in the program. Complications may arise from the activities required to successfully matriculate through the curriculum. Faculty members are not required to alter the content or conditions of their courses for individual students with health issues.

As soon as a student learns of a change in health status, they must notify their advisor, the Director of Clinical Education (DCE), and the Department Head. The, advisor, DCE and the Department Head will discuss all options available to the student. If the student is performing satisfactorily in the program, he/she may elect to remain in school, or take a leave of absence from the program and return to complete the requirements for graduation after the health issue has cleared.

For the student to remain in the program, they must meet with the Department Head, DCE, and his/her advisor to discuss the risks and requirements involved in remaining in the program (Technical Standards description on page 14-15 of the *Handbook for Physical Therapy Students*). Once the student understands the risks, he/she has the responsibility to inform his or her physician of the technical requirements (standards) of the program and obtain a written approval for participation from their physician. Upon submission of the physician's approval to the department; the student is required to sign a statement that he/she understands and accepts the risks involved and will not hold the department, the institution, or the clinical site liable for the possible injuries that may occur. Failure to follow the process described above will result in the student being required to take a leave of absence from the program.

If the student chooses to take a leave of absence from the program, the student must return to the program no later than **a year** from the beginning date of the leave of absence. Because courses are offered only once a year, and because early courses serve as prerequisites for later courses, the student's return to the program may be under an adjusted curriculum plan approved by the faculty. This adjusted curriculum plan may extend the student's time in the program beyond the time spent on leave.

The specifics on the policy on medical or health issues while participating in clinical internship activities can be found in the *Clinical Education Handbook*.

## CONFIDENTIALITY AND INFORMED CONSENT

### Confidentiality

Individuals cannot participate in demonstrations, student laboratory practical examinations, research, take photographs, films, video tapes, transparencies or other such practices that may violate the privacy of the participant without obtaining a written informed consent from the participant, or his/her legal guardian. Informed consent authorization forms are available in the Physical Therapy Department or the facility in which the event(s) or training takes place. Signed Informed Consent forms are to be kept in a secure location in the Department or in the appropriate location in the clinical facility. Information can be released to authorize individuals according to the University, state and federal guidelines.

Students are not allowed to release the name of a person who participates in demonstrations, student laboratory practical examinations, or student research to any other individual, agency or institution; nor to allude to the individual in such a way that his/her identity may be recognized.

In addition to the above guidelines, during each clinical education experience, students must adhere to all policies and/or procedures of the institution regarding confidentiality or privacy.

Each fall semester, the University publishes a printed campus directory that contains information on how to contact faculty, staff, and students. Before the directory is published, the University notifies each student of his/her right to refuse or permit the release of personally identifiable information. Each student must inform the Vice President for Student Affairs, in writing, of any personally identifiable information that is not to be included in the directory. A current directory is also continuously available on the Missouri State University website through the [People and email addresses search feature](#).

### Consent for Peer Review

Students are asked to give consent to allow Peer Review of their work. The consent form reads as follows:

As a student in the Missouri State University Physical Therapy Program, I am aware that practicing health care providers use peer review as a meaningful mechanism to improve quality of patient care. I hereby consent to review of certain elements of my student work by other students. I understand the measures described to provide confidentiality will be taken, but it is still possible that some of my work may be identified as a result of unique characteristics such as handwriting or style, and I consent to any such unintended disclosure in these circumstances. I understand the faculty will retain the information in the same manner as other course materials.

### Permission to Use the Results Obtained from Learning Style Inventory Tests

The student is asked to give consent to, and authorize the use of, the results of the Learning Style Inventory Tests that are completed by the Department of Physical Therapy, Missouri State University. The student gives consent to the faculty members in the Department as follows:

The department shall have the right to use the data generated from these tests to identify the preferred learning styles of, and other characteristics of, its students. The department shall have the right to use these data to assist students with developing effective learning strategies and to facilitate the department's ability to help students learn collectively by employing a variety of teaching and learning strategies at its discretion. The department shall use "raw" or statistically analyzed data in self-studies and for other purposes related to accreditation, program improvement, and student advising. The department shall also use the data for other purposes related to program and course assessment. The department will not release these data to anyone, or any entity, in a format that identifies a specific set of data with, or correlated to, the specific

names of students.

In exchange for this permission, the student acknowledges receipt of potentially good and valuable consideration, which might only be the opportunity to understand his or her individual learning style(s) as identified by the aforementioned tests.

#### Certification of Participant Consent: Designing Competency Examinations and Intervention Strategies for Physical Therapy Students

The benefit of this testing is the likelihood that the program will gain information regarding the procedures required to design an assessment tool for physical therapy programs. Students can benefit from the identification of strengths and weaknesses in their knowledge base because a proposed strategy for improvement is provided or feedback is given to focus students' study strategies. This tool is likely to be beneficial as students begin preparation for the physical therapy licensing examination.

#### Photographs

If you want your photograph to be included in your class picture you must give us permission in writing to take your photograph. If you give us permission, your photograph will also be used for identification purposes during certain courses such as during gross anatomy lab. Individual and/or group pictures are also sent to facilities prior to the start of each clinical experience.

#### Scrapbook

The class may wish to have a "class historian" maintain a scrapbook of class and program activities.

#### Protecting Data and Records

The University does its best to protect its accounts and personally identifiable records from unauthorized access or disclosure through appropriate steps. Students also play a key role in protecting their data and records by not sharing their personal identification numbers (PINs) or account passwords with others. Also, they should remember to log off and close the web browser every time they finish using a web application that requires PIN for access.

#### Disclosure and Publishing Guidelines

Certain types of information have specific disclosure and publishing guidelines, which are outlined below:

##### Image, Voice, or Likeness

In accordance with the University's Privacy Policy, the University makes every effort to obtain releases before publishing images, voices, or likenesses of identifiable human subjects. Failure to obtain releases could infringe on another person's right to privacy. As such, each web site's supervisor should ensure that the identifiable subject(s) featured has/have provided written consent before publishing that person's image, voice, or likeness on an official University web site. This consent is necessary for any image, voice, or likeness, regardless of whether it was obtained through a free information request, personal camera, or other means. If you discover your image, voice, or likeness in one of the University's online publications and would like it removed, please notify the Web Coordinator.

The supervisor of the web site publishing the likeness must provide notice, obtain consent, and keep a record of the consent - unless Photographic Services or the Web Coordinator has already obtained consent for that likeness. For more information, go to <http://www.missouristate.edu/web/privacy.htm>.

A release is necessary for any image, voice, or likeness containing identifiable human subjects

(including students, University employees, or non-University people), regardless of whether the likeness was obtained through a free information request, personal camera, or other means.

Releases aren't necessary when the photo or video's focal point is a building or non-human subject or when the photo or video is of a large group or crowd at an event or game. The Web Coordinator provides some [photos that already have the proper releases](#). You may also contact [Photographic Services](#) to obtain other photos with the proper releases.

Unless Photographic Services or the Web Coordinator have already obtained the needed release, the web site supervisor should provide notice, obtain consent, and keep a record of the consent. To obtain consent, the web site supervisor should have the person complete and sign the Name, Voice, and Likeness Release.

#### Publications and Other Creative Works

As a result of course work associated with the professional Physical Therapy Program, student work may result in a product (publication, presentation, software, etc.) which is shared with the public. The University has policies on intellectual property which can be found at: <http://www.missouristate.edu/web/81466.htm>

### **THE CODE OF STUDENT RIGHTS AND RESPONSIBILITIES**

The Code of Student Rights and Responsibilities of Missouri State University can be found on the university web <http://www.missouristate.edu/judicial/12331.htm>. All students in the program are strongly encouraged to read their rights and responsibilities.

Debates, forums, parades, rallies, demonstrations, peaceful protests and similar activities are permitted by the University as described in the Public Forum Policy found on the University website at <http://www.missouristate.edu/judicial/23804.htm>, or from the Office of Student Life and Development, and must be scheduled through the Office of Student Activities to ensure that adequate facilities are available. Press conferences on University - owned property must be arranged in advance through the News Services Office (<http://www.news.missouristate.edu/>).

Individuals entertaining guests on campus are responsible for their proper identification and conformance to the rules of the University by such guests.

Arrangement for the use of University facilities, including both buildings and grounds, must be made in advance through the Facilities Coordinator in the Student Union. Only student organizations officially recognized by the University may reserve meeting rooms and facilities.

University organizations conducting University - related activities off campus must register them in advance with the Office of Student Activities.

University - sponsored travel must be registered in advance with the Office of Student Activities. Participating students are subject to the same code and rules which are in effect at the University.

The indoor pool at Hammons Student Center is operated during the hours and under the rules published annually by the coordinator of Hammons Student Center. Students are not permitted inside the pool when the pool is closed.

A student's failure to make satisfactory arrangements for the settlement of a University account by the due date may result in a late registration fee, the encumbrance of the student's records, denial of future enrollment, and/or removal from University housing. The term "account" shall mean any debt, fee, fine, or reimbursement, which the student owes the University. Should the student feel

that the notification of indebtedness is incorrect; the student may submit a written appeal, citing the grounds for the appeal, through the Vice President for Student Affairs within 10 school days from the date of notification.

#### Laboratory and Classroom Duties

Departmental facilities are expected to look professional and clean at all times. Everyone must take responsibility for keeping the building, (and all rooms and external areas associated with it), clean and in good condition. Students are periodically assigned "cleaning" duties particularly after using laboratories for practical teaching experiences. Duties include washing, drying, folding, and storing laundry, dusting and polishing PT equipment, cleaning mats, putting equipment away, cleaning sinks, making all areas orderly and clean, and other duties as described by the course instructor or as announced by the department. The department would like each class to discuss how these tasks will be completed. The proposed methodology must be approved by the instructor of each course in which cleaning is necessary.

#### Policy and Ethics for Student Computer and Network Use

##### Authorized Use

Only current students, staff and faculty members, emeritus faculty/staff are authorized users of Missouri State University information technology resources. Other individuals may also become authorized users with guest accounts for purposes consistent with the purpose and mission of the University; examples include someone providing service to the University and visiting faculty.

##### Responsibility

Use of University computer resources is a privilege. As an authorized user, you are responsible for the security and use of your computer accounts. You accept full responsibility for your accounts, your data, and all activity performed on university computing resources by you or through your accounts.

#### University Computer and Technology-Related Policies

You agree to follow all University policies, including Acceptable Use Policy and technology-related policies <http://networking.missouristate.edu/>.

#### Use of Departmental Telephones and Office Equipment

If it becomes necessary to use a departmental telephone for a legitimate emergency, students must first obtain permission from a secretary or faculty member. Students are not allowed to use office supplies or equipment. Copy machines are available in the computer laboratory in the professional building, library and in the Student Union and office supplies are readily available at a multitude of retail establishments.

#### Cell Phone Use in Class

The McQueary College of Health and Human Services has a cell phone policy which is located at the following website <http://www.missouristate.edu/chhs/4135.htm>

#### Address (Local and Permanent)

Students must report their correct addresses at the time of registration and notify the Physical Therapy Department and the Records Office in writing when changes (including telephone number and email address) are made. Please keep the program secretaries informed of changes in address and telephone numbers. It may be necessary to contact you outside of regular hours, and in the event of emergencies or other unforeseen events.

The local address is generally used to contact students when classes are in session. The permanent address is used for grade reports, billing, refunds, and other items sent while classes

are not in session. The local and permanent address may be the same in the case of a commuting student.

### Change of Name

Students who change their name and/or address while in the program should report their new name, address, and any telephone numbers to the Offices of the Registrar, Physical Therapy Department as well as the Director of Clinical Education as soon as possible.

### Securing Personal Items

This program encourages everyone who brings personal items to campus to engrave identification on that item. Items that are engraved are less likely to be stolen and make it easier to identify the owner if they are stolen and recovered. You can check out engravers at each Residence Hall office and at the Safety and Transportation office.

### Professional Dress Code in the Department of Physical Therapy

It is well known that the way you dress influences the way people perceive you. In many cases, it also influences the way you perceive yourself. Students represent themselves, the department, Missouri State University, and the Physical Therapy profession to all persons with whom they come in contact on and off campus. The Physical Therapy Clinic is on the first floor of the McQueary Building and makes it possible, and likely, that patients entering or leaving the building may observe students. Hence, appropriate professional attire is required. Physical Therapy students should convey an impression of competence, reliability, and professionalism in the way that they think, act, and dress.

Attire should be appropriate for the setting as well as the activity. In general, clothing should allow freedom of movement, not require attention to maintain propriety, should maintain modesty, and not impede safety. Examples of appropriate professional dress include:

- Enclosed - type shoes with non-skid or soft soles. No clogs, high heels, tennis or jogging shoes, or boots.
- Clothing that would be acceptable at a PT clinic.
- Appearance should be neat, clean, well-groomed, etc.
- A watch, preferably waterproof, with a second indicator is required.
- Denim is generally not acceptable.
- Clothing worn by the faculty in the Department should provide appropriate examples.

## **POLICIES AND PROCEDURES RELATED TO THE MCQUEARY BUILDING**

### Use of Bulletin Boards in the McQueary Building

Bulletin boards may be used only for approved purposes, check with the departmental administrative assistant. They are not to be used to advertise personal items for sale, etc. You should check the departmental bulletin board for important announcements, such as scholarships and job advertisements.

### Access to Secured Areas in McQueary Building After Hours

In an attempt to reduce the number of thefts on campus and to increase the safety of students, faculty and staff, especially in the academic buildings, it has become necessary for the department of Safety and Transportation to monitor who has access to secured areas after normal business hours. You will be asked to fill out a form each semester to obtain access to the building after hours. For university policy on access to building after hours, go to <http://www.missouristate.edu/safetran/12952.htm>. Make sure the laboratory and class doors are shut and locked before you leave. Security of our building is everyone's responsibility.



### Visitors

Visitors are not allowed in the classroom unless permission has been obtained from the instructor in advance of the arrival of the visitor(s). Generally, visitors are not allowed in the gross anatomy laboratory, or in any laboratory in which body parts are exposed.

### Smoking

Smoking is not allowed in the McQueary building.

## **HEALTH INSURANCE AND ISSUES**

Health insurance is available to students. Physical Therapy students not covered under their parents' or guardians' health insurance plan or who have no coverage of their own, are required to purchase health insurance. Information about University policy on student health insurance and enrolment in Missouri State University Insurance coverage is available on the web (<http://health.missouristate.edu/students/insurance.htm>).

### Health Issues and Wellness

Students will be required to take a physical examination and demonstrate evidence of good health. They must have up-to-date immunizations (MMR, tetanus, and a complete Hepatitis A and B series including a titer demonstrating immunity) and TB skin test that is negative, chest x-ray for individuals that have positive TB skin. Various clinical internships may require additional tests such as urinalysis screening for substance abuse. Our requirements are subject to modification at any time.

Based on the possibility of increased risk for meningococcal disease among segments of the college population students are expected to receive vaccinations to reduce risk for this fatal disease. College health care providers take a proactive role in providing information and access to the meningococcal disease vaccine.

### Magers Health and Wellness Center

Magers Health and Wellness Center is conveniently located on campus near Plaster Student Union and the Baker Bookstore. It is located on the southwest corner of Florence and Monroe Streets, with entrances off the parking lot on Florence and off the North Mall across from Blair-Shannon. The Missouri State University shuttle stops nearby. The center is accredited by the Accreditation Association for Ambulatory Health Care, and provides health care services to students, faculty, and staff. If Magers Health and Wellness Center can't provide the care you need, you will be referred to an appropriate community provider within our preferred provider network. You will not be penalized if the type of specialist you need is not in the network.

An appointment may be made at Magers Health and Wellness Center by calling 836-4000. The clinic is open Monday-Friday, except on University holidays. Magers Health and Wellness Center is closed Saturdays and Sundays. For more information about the health delivery services at the center go to <http://health.missouristate.edu/>.

All medical records are protected for confidentiality and will not be released without a written release signed by the patient. Patients who want a copy of or wish to transfer their medical records should stop by Magers Health and Wellness Center and fill out a medical record release form. After you have filled out a medical release form, records will be available within 24 hours. You may choose to pick up your records in person or Taylor Health and Wellness Center will be happy to mail your records. There is a charge of fifty cents per page for copying of records.

The Wellness Program provides students with educational activities, programs, and resources on a variety of health-related topics. Information and programs are available in the areas of alcohol and other drugs, stress management, general nutrition and weight management, smoking cessation, sexuality issues, physical fitness, and other wellness topics.

Students who are interested in becoming involved in wellness activities and advising the Center's administration on numerous issues are encouraged to join the Student Health Advisory Committee (SHAC). For more information about the above programs, contact the Department Head of Physical Therapy or Director of Clinical Education.

#### Magers Health and Wellness Center Telephone Numbers

Appointments and General Information	417-836-4000
Pharmacy	417-836-4050
Health Education and Wellness Information	417-836-4045
Emergency	911
E-mail	<a href="mailto:health@missouristate.edu">health@missouristate.edu</a>
Facsimile	417-836-4133

#### Magers Health and Wellness Center Parking

Limited parking spaces are available for patient use in the parking lot directly east of Taylor Health and Wellness Center. Please remember to sign the parking register at the reception desk when you check-in or you may be ticketed.

### **FINANCIAL AID, GRANTS, AND SCHOLARSHIPS**

For detailed information on scholarship and financial aid programs and request for application forms at the Springfield Campus, go to <http://www.missouristate.edu/FinancialAid/> or contact the Financial Aid Office at (417) 836-5262 or 1-800-283-4AID. Continue the tradition is a special program for out of state children and grandchildren of Missouri State University graduates.

#### Scholarships for graduate students:

Information on different scholarships/financial assistance for graduate students is available at <http://www.missouristate.edu/FinancialAid/scholarships/default.asp>. You are encouraged to check if you are qualified to apply for any of these scholarships.

### **PARKING INFORMATION**

#### Parking Regulations

Parking regulations are enforced on campus 24 hours a day, seven days a week. Parking permits are required, day and evening, for the fall, spring and summer semesters. Parking on University property is a privilege. Violation of the University Parking Policy and/or these Parking Regulations may result in the loss of campus parking privileges.

Use of the University's parking lot facilities and/or receipt of a parking permit, constitute consent to, and agreement with, the University's Parking Policy and Parking Regulations, and authorizes University action as described therein.

Finding a legal parking space and displaying a valid permit is the responsibility of the vehicle owner/operator. Registration of a vehicle does not guarantee a space to park. *Lack of space is not justification for violation of University parking regulations.*



A copy of the University Parking Policy may be viewed in the Parking Administration Office located at 700 E. Elm. The Parking Appeals Office is located at 700 E. Elm as well. Additionally, the policy may be accessed on the Web at <http://www.missouristate.edu/safetran/11464.htm> .

## **BICYCLE REGULATIONS**

More and more students, faculty and staff are enjoying the easy access that bicycles provide to the Missouri State University campus. Bicycle regulations at the Missouri State University can be found at the following web site: <http://www.missouristate.edu/safetran/11981.htm>

## **STUDENT ACTIVITIES**

### Student Organizations

Student organizations are an integral part of the Missouri State University experience, contributing to the social, intellectual, cultural, recreational, and spiritual needs of the campus, and offering students the opportunity to enhance their educational experience through various activities. The Office of Student Activities, located within the Office of Student Life and Development, is committed to supporting the activities of student organizations and encouraging the participation of the entire campus community in these organizations and the programs of this office. Over 230 student organizations are now registered at Missouri State University, divided into nine categories—departmental, honor societies, professional, religious, service, social, social - Greek, sports clubs, and University organizations. Those who are interested in participating in any of the various student activities on campus should check them out at <http://www.missouristate.edu/activities/>

### Graduate Student Senate

<http://organizations.missouristate.edu/gsc/>

The purposes of the Graduate Student Senate are to enhance communication among graduate students, to be a liaison between students and the Graduate Council , and to promote the general interests of graduate students. The Graduate Student Senate is composed of a student representative from each discipline offering a graduate degree. The president of the Graduate Student Senate is a voting representative on the Graduate Council and is responsible for conveying the ideas, requests, questions, and proposed policies of the Graduate Student Senate. The Graduate Student Senate also provides a representative to the Faculty Senate and has two seats in the Senate of the Student Government Association. The Graduate Student senate solicits students' assessment programs and strives to sponsor activities such as forums or seminars that give students an opportunity for self-development.

Advisor: Dr. Julie Masterson  
Graduate College 836-5335

### Student Government Association

<http://blogs.missouristate.edu/sga/new-sga-website>

Student Government Association (SGA) is the official voice of the students to the administration of Missouri State University. Through organizational and student body representation, SGA collects student opinion on matters concerning fees, discipline, and social activities at Missouri State University to express them to the administration and other students.

SGA represents all students. Students are welcome at any SGA meeting and becoming a Senator is a wonderful and rewarding experience that all students should consider pursuing. SGA believes that the students' voices need to be heard and continuing participation will foster student input.

American Physical Therapy Association Membership - <http://www.apta.org/>

It is mandatory for all physical therapy students at Missouri State University to join the APTA as student members, and to maintain the membership throughout their time of study.

## **ASSOCIATION OF STUDENT PHYSICAL THERAPISTS (ASPT)**

### **Constitution and By-Laws of the Association of Student Physical Therapists**

#### **Article I. Name**

The title of this organization is the Missouri State University Association of Student Physical Therapists. Heretofore referred to as the ASPT.

#### **Article II. Objective**

The primary objective of this organization is to aid Physical Therapy students at Missouri State University in becoming outstanding Physical Therapists and community contributors. To this end, the goals of this organization are to facilitate academic excellence; encourage and develop the core values of the Physical Therapy Department and the University (including integrity, respect, wisdom, leadership, service, accountability, and courage); and provide opportunities for social interaction and community service.

It is the policy of Missouri State University and the ASPT not to discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University.

#### **Article III. Membership**

Membership is automatically granted to any Missouri State University graduate student in Physical Therapy who expresses genuine interest in and supports the primary objective of this organization. Club dues in the amount of \$10 per year will be required for membership. Dues must be collected by the second meeting of the year.

#### **Article IV. Governing Body - Executive Council**

##### Section 1: Elections

Elections for officers of the ASPT will be held each September during the regularly scheduled meeting from new and current members in good standing with the organization. The length of term for each officer will be one year from the date of the August election to the following August. No officer shall maintain the same office for more than two terms.

##### Section 2: Requirements

All officers are required to maintain a 3.0 GPA to remain in their positions. All officers will exhibit behavior befitting leadership in this organization, living by the standard of excellence expressed in the core values of the organization.

##### Section 3: Impeachment

If any member of the Executive Council fails to perform his or her duties as expressed within this document, as determined by a two-thirds majority vote of ASPT members in good standing at the regularly scheduled monthly meeting, he or she will be removed from his or her position on the Executive Council.

#### Section 4 - President

The President shall be responsible for the primary framework of club and officer meetings. In addition, he or she will be the primary liaison between the ASPT and the faculty, University, and community. He or she will also be responsible for providing direction, facilitating discussion, and offering service in leading the organization toward the primary objective. The President will also be responsible for updating the association roster on the Missouri State University Student Organization website. The president is also responsible for introducing the Association of Student Physical Therapists to the first year students at their orientation to ensure their understanding of the organization purpose, membership requirements, and opportunities.

#### Section 5: Vice President of Programming

The Vice President of Programming shall be responsible for overseeing the programming committee within the organization. He or she will also assist the President in administrative duties of the association and will participate in facilitating faculty, University, and community relations. He or she will also be responsible for providing direction, facilitating discussion, and offering service in leading the organization toward the primary objective. In addition, the

Vice President of Programming is responsible for completing paperwork and other duties required to receive SOFAC funding.

#### Section 6: Administrative Vice President

The Administrative Vice President of the ASPT will record and maintain the minutes of executive and association meetings. He or she will also keep and maintain an historical record of the organization. The Administrative Vice President will handle the executive council binder and is responsible for filing ASPT paperwork appropriately including but not limited to: meeting minutes, SOFAC paperwork, attendance records, membership dues records, and volunteer opportunity sign-up sheets.

#### Section 7: Financial Vice President

The Financial Vice President will maintain the financial records and accounts of the association within the Financial Vice President's records binder. He or she will have sole access to the information contained in this binder including available funds, bank account access, and checking information. He or she will also work with the members of a Fundraising/ Service Committee through third year management projects. The third year management project will be responsible for increasing the funds used for the organizational activities, and organizing the charitable functions of the organization. Information regarding their projects will be provided under the Financial Vice President's section in the executive council binder.

#### Section 8: Vice President of Community Relations

The Vice President of Community Relations will develop contact, maintain contact and establish volunteer opportunities with local charities. They will provide multiple volunteer opportunities each academic year. The Vice President of Community Relations will oversee the Public Relations Committee, which will be comprised of one elected member from each physical therapy class. Public Relations Committee members must provide information to Kaya (Katy) Day in the Physical Therapy Department, who will then allow them to post the information on social media websites.

#### Section 9: Faculty Mentors

At least one member of the Department of Physical Therapy will serve as advisor for the organization. He or she will give valued guidance on potential direction for the organization, as well as provide accountability to keep the focus of the organization on its primary objective.

## **Article V: Committees**

### Section 1: Standing Committees

The Executive Council shall appoint standing committees. A Program Committee shall be appointed to organize programs (e.g. guest speakers), travel, records, research and refreshments at meetings. A Service/ Fundraising Committee shall be established to inform the ASPT members of opportunities in community and fundraising events for the association. A Public Relations Committee will be comprised of three elected members as previously mentioned and will serve under the Vice President of Community Relations.

### Section 2: Ad Hoc Committees

The Executive Council shall appoint Ad Hoc committees as dictated by need. Once this need is fulfilled, the committee shall be dismissed.

## **Article VI. Meetings**

The first ASPT meeting of the year must be held within the first two weeks school is in session. Elections for officers will be held during the second meeting, within the first week of September.

Then, the ASPT members will assemble for regularly scheduled meetings with the first week of each month at noon. Due to clinical schedules, meetings may be postponed until the beginning of the following semester. During this hiatus, the Executive Board must remain in contact. The time and day may change to meet the availability of special guest speakers or special events. Additional meetings may be called periodically by the Executive Council at the discretion of the officers of the organization.

## **Article VII. Amendments**

This constitution may be amended at any regular meeting by an affirmative vote of two-thirds of the members present at the meetings. There shall be at least one-half the total membership roster present to ratify any amendment to the Constitution. Notice of the ratification of an amendment will be given at least one meeting in advance of the vote for ratification. (revised 2017)

### Recreation and Intramural Sports

Recreation and Intramural Sports offer three areas of participation. These include Intramural Sports, Fitness/Wellness programs, and the Outdoor Recreation Center (ORC).

<http://www.missouristate.edu/recreation/>

Intramural Sports offer team and individual competition for students, faculty and staff at Missouri State University. Intramural leagues, both competitive and recreational, are organized for men, women and coed teams in softball, volleyball, basketball, flag football, soccer, and roller hockey. Over 25 other individual competitions such as golf, tennis, badminton, and weight lifting are also included in the schedule.

Fitness and Wellness programs are coordinated with Taylor Health and Wellness Center and offer activities for a healthier lifestyle. Aerobics (both floor and water), CPR/First Aid Certification, Yoga, Tai Chi, etc. are just a few of the many activities available.

The Outdoor Recreation Center (ORC), a recent addition to Missouri State University, offers rental of outdoor camping and sports equipment for a nominal fee. Seminars, workshops, and trips are also planned for a wide variety of outdoor topics such as backpacking, caving, rappelling, canoeing, and white water rafting.

The Campus Recreation office is located in Plaster Student Union, on the first floor, in room 131. Office hours are from 8 a.m.-5 p.m., Monday-Friday; contact information: (417) 836-5334; Intramural HOTLINE (417) 836-5333; Outdoor Adventures (417) 836-5904.

## STUDENT SERVICES

### Bear pass

The Bear pass Card is your campus identification card. You should never be on campus without it. In addition to being your ID card, it also serves as a “debit card” that can be used in place of cash at all food service areas on campus, the campus bookstore, two campus convenience stores, and many vending machines and copy machines. The vending machines in the Physical Therapy Building do not have this capability; therefore change and dollar bills are valuable commodities. Other functions are being added on a regular basis. <https://www.missouristate.edu/bearpass/>

### Your Missouri State University Personal Identification Number (PIN)

Missouri State University, in a continuing effort to provide students with better service, makes much of student information available on the university web. Once a student obtains a university PIN, the student can access his/her information from the "My MissouriState". Follow instructions to obtain an account as specified in the website.

### Learning Diagnostic Center (LDC)

See under student retention (Page 14)

### Student Academic Support Services

Student Academic Support Services are designed to offer services that enhance the student's personal experience at Missouri State University. These services include:

#### Career Services

Career counselors assist students with exploring majors and career options, and offer opportunities for students to gain work experience through the Cooperative Education Program, as well as job search assistance. Career counseling is a process that assists individuals in gaining self-understanding, obtaining knowledge about the world of work, and integrating information about oneself and careers. Counselors utilize assessments to gain information and determine career needs. Counseling may include teaching, decision-making, research, and job skills; helping develop a career plan; and providing meaningful resources. An appointment with a career counselor can be made by calling 417-836-5636 or stop by the office in Carrington 309.

#### Counseling and Testing Center

See under student retention (Page 16)

#### International Student Services

International Student Services provides support to international students through activities such as orientation programs, special activities, and assistance with matters relating to Immigration and Naturalization Service policies and procedures. For more information, visit <http://international.missouristate.edu/>.

#### Minority Student Services

See under student retention (Page 16)

#### Multicultural Resource Center

The Multicultural Resource Center, Wells Hall (rooms 302, 304, and 306), 836-5652, promotes diversity and cultural awareness in the University environment and community. One of its major functions is to sponsor workshops and seminars on selected topics of interest. In addition, other resources such as a video library, a collection of books, training materials, newsletters, and magazines gives students access to diverse information on current issues, trends in the job market, and preparation for graduate or professional studies. For more information, go to <http://multicultural.missouristate.edu/>.

### Community Service Opportunities for Students

The role of community service in the development of the educated person is strongly emphasized in the public affairs mission at Missouri State University. Community service typically increases students' sensitivity to the needs of the community and their competency to contribute to society. Those characteristics are fundamental to the leadership roles for which higher education prepares students.

There are over 200 student organizations on campus (<http://studentorganizations.missouristate.edu/guide/>) and some of them focus mainly on community service. Over 30 departmental organizations include community service in their activities. Most of the Greek organizations include community service in their chapter activities as do many of the campus religious organizations. An increasing proportion of all student organizations are including service projects in their activity schedules.

In addition, the University maintains a Campus Volunteer Center at Blair-Shannon 113, where opportunities for volunteers are listed and assistance is offered to students and groups interested in community service. The center is open Monday-Friday 8:00am-5:00pm; contact information: [CampusVolunteerCenter@mail.missouristate.edu](mailto:CampusVolunteerCenter@mail.missouristate.edu) or 417-836-5627.

### The Standard Newspaper

The Standard newspaper is the official student publication that provides students, faculty, and staff with vital news coverage. It is student-managed and edited and published twice per week. This provides valuable practical experience for future journalists and other students interested in journalism.

### Library Services

The Missouri State University Libraries consist of the Meyer Library/Information Center, the Music Library, the Greenwood Laboratory School Library, and the Paul Evans Library at Mountain Grove. A variety of collections and services are available at the Meyer Library. Books, Monographic, journal (both print and online), multimedia, and government document collections on physical therapy are available at the library. In addition, the library offers a number of electronic access services to supplement local holdings. The library's online public access catalog, SWAN, contains a catalog of local library holdings as well as holdings of 55 other academic libraries in the statewide MOBIUS consortium. In addition, CyBear, the library's web site, includes approximately 45 databases, divided among indexing and abstracting services, full text databases, and those that provide tabular or contextual data. A number of these electronic tools have direct applicability to the Physical Therapy program.

### Library – Program Interaction

In addition to materials resources, the University library provides a number of services to individual programs, and there are a number of pathways for communication between the two. The Physical Therapy program has a faculty representative to the library.

The Collection Development and Acquisitions Department, which is responsible for allocating library materials resources, works with the Library Representative from Physical Therapy on the selection and ordering of materials. The Reference Department, under the supervision of Douglas Stele, provides general reference services for faculty and students in the program, provides bibliographic instruction in the use of library resources, and provides inter-library access services. The Instructional Media and Technology Department of the library provides access to multimedia collections, including a large number of videocassettes, provides media equipment and hardware for classes, and provides other specialized media production services.

Physical therapy students receive a thorough introduction to and tour of the Meyer Library during orientation prior to the beginning of their first semester of school. Additionally, in *Professional Issues I*, students are instructed by library personnel in various methods of searching electronic databases for the purposes of literature review and research. Periodically, the library sponsors campus-wide training sessions covering issues of interest to the faculty, and willingly provides such training sessions to individual departments upon request. The Meyer Library is within walking distance of the Physical Therapy Building.

### Library Service Areas

In some cases there is a charge for a particular service. When charges are necessary, they are calculated on a cost-recovery basis.

### Research Assistance and Information

The [Reference Department](#), 836-4535, provides research assistance to students, faculty, and the general public.

### The Reference Desk

1. Suggests research strategies for papers, projects, or assignments
2. Assists patrons with electronic and print resources
3. Provides library orientation and instruction covering subject-based resources and specific online databases; instruction sessions must be scheduled in advance by completing the [online request form](#) or by calling 836-4535.
4. Offers individual consultations by appointment to discuss research needs, and
5. Provides inter-library loan services for Missouri state University patrons

[E-Ref](#) allows you to ask a Reference Librarian a question via e-mail.

A wide and ever-increasing variety of CD-ROM indexes and online [Indexes and Databases](#) is! available.

### Off-Campus Access

In order to access any of the library's licensed databases from off-campus, you must have a current, valid Missouri State University Windows account and password. The library uses a proxy server to verify your status at Missouri State University before allowing access.

### Setting Up Your Computer Account for Home Library Access

You will need the following information to set up your computer account:



1. Missouri State University ID number
2. PIN number
3. Access the Computer Account Management Logon Page and logon
4. Under "Available Resources" place a check mark by "Windows Account" and click the "Add Resources" button to establish your account. A screen will appear with your Windows Account ID and a temporary password (can be used one time only). Print out this page or write down the information. (Note: It may take up to a few hours to process the request.)

After you have established your computer account, you need to change your password. Please follow the steps below:

1. Access the [Change Your Password](#) page
2. Enter your Missouri State University ID number
3. Enter your PIN number
4. Your computer domain (students are in the "copper" domain)
5. Your Missouri State University computer account user ID ([Need a computer account?](#))
6. Access the "[Change Your Password](#)" page to reset your password.

If you continue to have problems, please contact the webmaster with a detailed explanation.

### Checking Out Books

The Circulation Department, 836-4700, checks out and re-shelves books, and maintains the Course Reserves and the Electronic Reserve materials.

### General Information: Circulation

Circulation provides assistance with basic directional information and material location. It is responsible for checking out materials from the General Collection, Folio Collection, Government Documents, Curriculum Resources, Periodical Collection, and the Paperback Collection. It also maintains the constantly growing General and Periodical Collections. Shifting is sometimes necessary in these areas. Please ask at the Circulation Desk for any assistance needed to locate materials.

### Course Reserves

Circulation also maintains the Course Reserve Collection in paper and electronic format. To access Course Reserves, you must have [Adobe Acrobat](#) installed on your computer. You must have the password that only your instructor can provide. Please remember that the password is case-sensitive. You must type the password as the instructor has indicated. Instructors who need additional information concerning [placing materials on reserve](#) can call 836-6164, or contact <http://library.missouristate.edu/meyer/>

### SWAN/MOBIUS/Searches/Recalls

Circulation is the pick-up location on the Missouri State University Springfield campus for [SWAN](#) and [MOBIUS](#) materials. It has an outside book return for use after hours located south of the main entrance to the Library. There are two book returns located at the Circulation Desk for return of materials when the Library is open. It provides searches for materials that patrons are not able to locate in addition to a hold/recall system (available to Missouri State University patrons only) for items already checked out by another patron.

### ID Needed for Checkout/Renewals Online

You must provide identification in order to check out materials from the library. The following forms of ID are accepted from the Missouri State University community: Missouri State University Bear pass, current state or federal ID, driver's license, passport, or military ID. Members of cooperating schools must have their current institution ID and be current in their school's computer system. Loan periods for materials vary depending on your patron status. Materials may be renewed online if there are no holds or other blocks on that item. When you are renewing items online, please note the change in due date. If there is not a new due date, the item was not renewed and fines will accrue. If you have any problems or questions, please call the Circulation Desk at 836-4700.



### Overdue Materials, Fines, and Replacement Fees

Any material returned late is subject to a fine. Materials that are not returned are also subject to replacement fees and processing fees in addition to fines. SWAN and MOBIUS fines/replacement fees are \$120 per item. All Missouri State University charges will be billed to Financial Services if not paid at the Library. Having late items will block your checkout privileges with all libraries including your home library. Please remember that notices are a courtesy. In addition, items returned damaged are subject to supervisor review. We urge our patrons to take advantage of our e-mail notification system, which is much faster than receiving your notices through regular mail! You can sign up for e-mail notification at the Circulation Desk.

### Library Hours and Closing

The Circulation Desk opens and closes with the Library. For a listing of current [library hours](#), please call 836-8383. Circulation will begin closing procedures for the library with two announcements. The first will be made one half-hour before closing; the second will be made 15 minutes before closing. Most library services end with the second announcement. Most lighting is turned off and entry doors are locked 10 minutes before closing. For security reasons, all patrons must leave the library before closing.

### Government Publications, Tax Forms, and Voter Registration

The government documents department at 836-4532, is a depository library for three types of government information: United States, Missouri, and United Nations. Missouri State University students, faculty, and staff, as well as the public, are welcome to use and access any of these government publications. Residents of Greene County may register to vote here, and current Missouri and Federal tax forms are available.

<http://library.missouristate.edu/reference/govinfo.htm>

### Inter-library Loan

Inter-library loan service is available for students and faculty. Inter-library loan service makes it possible for Missouri State University faculty, staff, and students to obtain materials not available in Missouri State University libraries by borrowing them from other institutions.

<http://library.missouristate.edu/services/ill.htm>

### Campus Dining

For on campus dining refer to the following web site: <http://www.dineoncampus.com/missouristate/>

## **ASSISTIVE TECHNOLOGY FOR PATRONS WHO ARE DISABLED**

Information on assistive technology can be found at the following website:

<http://www.missouristate.edu/equity/ats/>

## **EMERGENCY AND SAFETY PROCEDURES**

During orientation, all students are informed about personal safety on campus and the safety features of the Physical Therapy building are explained in detail. In addition, the Physical Therapy Building is wired to accommodate a "card reader" system. This system allows access to the building after 6:00 pm and on weekends only to those individuals who have appropriate "cards". Emergency procedures are explained in the event of an accident on campus, within the McQueary Building, or in the laboratory. The Safety and Transportation department is responsible for most of the emergency and safety issues.

### Public Safety Office

Public Safety Officers are available 24 hours a day to respond to any call for service on the Missouri State University campus. Call extension 6-5510 for assistance.

### Animal Calls

A Public Safety Officer will respond to any call when there is a problem with an animal in an office, classroom, or building. Animal Control is called as needed.

### Gross Anatomy and Physical Therapy Labs

Emergency procedures are explained in the event of an accident in the gross anatomy lab and other Physical Therapy labs, and are posted on the walls in the labs. All of our electrical and mechanical equipment is inspected yearly for safety, by service contracts or through the University. In addition, students are educated regarding the importance of safety in operating and maintaining all equipment.

### Universal Precautions in Anatomy Lab: Policies and Procedures

Prior to any dissection in the gross anatomy laboratory, students receive training in universal precautions in PTE 711: Professional Issues I. Hence, information (such as the dangers associated with body fluids, needles and other sharp objects, infection control procedures, safety, and OSHA's occupational blood-borne pathogens standard) is discussed and demonstrated where appropriate. Students are tested on their knowledge of universal precautions and on the blood-borne pathogens standard before they are allowed to participate in the gross anatomy laboratory. In addition, precautions regarding exposure to tuberculosis are included in this training/orientation. Students receive a certificate of completion for this training. Attendance records for this training are maintained by the course director of PTE 711 and are filed by the administrative secretaries.

### Laboratory and Research Equipment

All faculty and students are instructed to report any difficulties encountered with laboratory equipment, computer equipment, and other mechanical equipment to the departmental administrative secretaries. They in turn notify the appropriate individual to ensure that the equipment is inspected and repaired. For example, if a student or faculty member encounters a problem with an electrical stimulation device, the problem would be reported to the administrative secretary who would, in turn, notify the instructor who is responsible for ensuring that this equipment is inspected, on at least a yearly basis or as needed. Problems with computers are referred to the College's computer services technician.

### Hand Washing Policy

Students are instructed in appropriate methods of hand washing during the first class session of PTE 711: Professional Issues (in conjunction with blood-borne pathogens training) and later in the semester during PTE 710: Introduction to Physical Therapy, in preparation for patient care. Students are provided with excerpts from the CDC recommendations (PB85-923404) for hand washing and practice these methods when involved in patient care or simulated patient care. Attendance records for this training are maintained by the course director of PTE 711 and are filed by the administrative secretaries.

### Hazardous Materials Training

Faculty, staff, and students in the Department of Physical Therapy are required to review *Missouri State University's Hazardous Waste Policy* and review the Department's Material Safety Data Sheets. A notebook containing the Material Safety Data Sheet forms and the Hazardous Waste Policy is located in each of the laboratories (exercise, modalities, gait, research labs, and in the faculty workroom). All faculty, staff, and students sign a form certifying that they have read the Missouri State University Hazardous Waste Policy. These records are kept in a file located at the administrative secretary's desk.

### Liability Protection

Physical therapy students provide their own liability insurance through internship sponsor, professional organizations, or personally. The policy related to Professional Liability Insurance requirements for clinical internships is well described in the *Physical Therapy Student Clinical Education Handbook*.

### Campus Wide Security

Security on campus is a major concern. Security can be improved by actions of the faculty, staff, and students. Students should consult the *Safety and Transportation* web site for suggestions and information related to security: <http://www.missouristate.edu/safetran/>. The Safety office (extension 6-5510) is located in the Missouri State University/SPD Substation at 744 E. Cherry Street. This! office coordinates patrolling the campus, locking buildings, escorting individuals to their car at! night, and general campus safety (e.g., environmental health and safety, fire safety, etc.), crime! prevention, and key control.

The Transportation Office (extension 6-5509) is located in the Transit Operations Center at 700 E. Elm Street. This office coordinates vehicle registration, parking enforcement, vehicle maintenance, the motor pool, the shuttle system, and the Park and Ride. The Department has a close working relationship with the federal, state, county, and city law enforcement network through the Springfield Police Department (SPD).

All Public Safety Officers have the authority necessary to request identification of University members; enforce Missouri State University policies, rules, regulations, and codes; and report any alleged irregularities. In any emergency on campus, contact the Safety and Transportation Department at 836-5510 (6-5510 - if using a campus telephone). If you are unsure of what to do or who to call, contact the Department at 836-5509 (6-5509 if using a campus telephone), or call 911 on a public or personal cell phone.

### Springfield Police Department (SPD)

Commissioned law enforcement at Missouri State University is provided by the SPD. These officers work out of the Missouri State University /SPD Substation located at 636 E. Elm. They are armed and have full police power, including arrest authority and power to search. When the substation officers are not available, you may be referred to SPD Headquarters at 321 E. Chestnut Expressway, 864-1700. Any police service required or desired from the SPD, unless a 911 emergency, should be coordinated through the Missouri State University /SPD substation. The substation can also coordinate services from other city departments as needed. Most requests for police services can be made by calling the Missouri State University /SPD substation at extension 65510. In an emergency, dial 911.

<http://www.missouristate.edu/safetran/7338.htm>

### Inspections

Safety inspections are conducted on a monthly basis inside all academic buildings. The inspections include checking stairways and handrails for any necessary repairs, and hallways for any safety hazards. Also, inspections are made outside the buildings for any broken sidewalks, damaged or broken fences or steps, and trees and shrubs that may have broken limbs or that may require trimming.

### Lighting

All lighting, including exit and emergency lights inside buildings, is inspected on a monthly basis to make sure all are in good working condition. Outside lighting on the buildings, walkways, and streets throughout campus is inspected monthly. The need to repair outside lighting should be reported to Work Control.

### Public Availability of Safety Reports

Under the ruling of U.S. District Court for the Western District of Missouri, security records, including personally identifiable information regarding students, are available for public disclosure and release. The judicial order requires this disclosure under the Missouri Sunshine Law (constructed to protect the name and address of a victim whose identifiable assailant is still at large). Missouri State University has adopted security record access release guidelines that are available from the custodian of records, Carrington Hall #205, between 8 a.m. and 5 p.m., Monday through Friday.

### Annual Security Report

Missouri State University, in compliance with Part II of the Federal Student Right-to-Know and Campus Security Act of 1990 publishes an Annual Security Report. It provides applicants, students, and employees with the University's safety policies, resources, and crime statistics. Copies are available in the Office of Admissions, Office of Student Life and Development, and in the Department of Safety and Transportation. The Annual Security Report is also available on the web at <http://www.missouristate.edu/safetran/SafetyFolder/safety/annual-security.html>.

### Building Access

The Department of Physical Therapy is open from 8:00 a.m. until 5:00 p.m. Monday through Friday. The department is **not** responsible for loss of personal property.

### Elevators

In the event an elevator becomes inoperable, the Safety and Transportation Department contacts the appropriate elevator repair service for immediate repairs.

### Fire Inspections

Fire inspections are conducted on a regular basis in all buildings. Inspections may be made at the request of the Fire Department, when an area of concern is reported to the Safety and Transportation Department or during routine patrol of the building by Safety Officers. Any fire hazard found is immediately reported to the Building Director and to the Work Control Office. Follow-up inspections are conducted to ensure corrections have been made.

Inspections of fire extinguishers are made on the Missouri State University campus. These inspections include a monthly check, an annual maintenance inspection, a six-year maintenance test, and a twelve-year hydrostatic test. Extinguishers may be inspected at intervals that are more frequent when circumstances require it. When an inspection of any extinguisher reveals a deficiency, immediate corrective action is taken. If an extinguisher is out of service for maintenance or recharging, a spare extinguisher replaces it. A log is maintained by the Safety and Transportation Department on all inspections, extinguishers taken out of service, and when they are returned. If a fire extinguisher is used, please contact the Safety and Transportation Department at extension 6-5510 to have the extinguisher refilled.

### Fire Alarms and Evacuations

In the event the fire alarm sounds in a building, everyone is required to evacuate immediately using the nearest stairway exit. Do not use an elevator during the evacuation of a building. Public safety officers and building coordinators will coordinate all evacuations and re-entry into a building. For more information, call extension 6-5510.

### False Fire Alarms and Arson

The University regards false fire alarms and arson as a serious threat to the well-being of the campus community. Tampering with the fire alarm system and/or arson activities is a crime, and the University will file criminal charges against anyone involved in these activities.

### If You Discover Fire

1. Pull the nearest alarm or shout "fire."
2. Alert the occupants to evacuate the building.
3. Go to the nearest safe telephone and call 9-911 on campus. Give your name, telephone number, location of the building, and the nature of the emergency.
4. Notify Safety and Transportation at 6-5510. Give your name, telephone number, and location of the building, and nature of the emergency.
5. Be available or direct others to lead firefighters to the fire.

### If You Hear a Fire Alarm

1. Keep calm and attempt to keep others calm.
2. Quickly alert occupants to evacuate the building.
3. Do not re-enter the building until a Public Safety Officer, Residence Hall staff, or Missouri State University official gives permission. The Department of Physical Therapy Administrative Assistant is the building coordinator of the McQueary Family Health Science Center and is responsible for coordinating evacuations and drills.

### Bomb Threats

A bomb threat, even one made as a prank, is a violation of federal, state and local laws, punishable by fine and up to five years in prison. Such threats act as a major disturbance to the campus community and may cause extreme stress for students, faculty, and staff.

Over the past few years, the University has received numerous threatening calls regarding the placement of explosives in our campus buildings. The timing of these bomb threats always occurs around mid-term exams and finals week. In anticipation of similar events at any time of the year, all employees (faculty and staff) and students should know the action to take if they receive a bomb threat.

NOTE: Detailed information on bomb threat, bomb search procedures, evaluations, and bomb threat safety precautions are on the web (<http://www.missouristate.edu/safetran/12139.htm>). All students are strongly encouraged to read the information on this website.

### Tornado Safety Policies and Procedures

#### General Information

Missouri State University has a Tornado Warning System that utilizes exterior sirens and interior sirens located in some of the Residence Halls. These sirens are not to be confused with the fire alarm in a building. The tornado sirens are controlled from a master control unit located in the office of Safety and Transportation. Once notified of a tornado warning the tornado sirens will be activated.

The tornado sirens are tested once each month along with the City of Springfield's test. This is usually conducted on the second Wednesday of each month at 10 a.m. In the case of severe weather the test is conducted on the following Wednesday.

Tornadoes usually occur in the spring and summer, but can occur anytime, in any season; they are formed by severe thunderstorms. Considered nature's most violent, erratic storm, they consist of whirling winds of up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction, and then change direction and strike again. In addition to injuries and structural damage, electrical shorts, gas leaks, etc., tornadoes may create fires or other hazards. Everyone must understand terminology associated with tornadoes.

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NOTE: Detailed information on Tornado, Tornado Warning System, What To Do in Severe Weather, Emergency Evacuation, and Procedures for the Physically Impaired are on the university web at <http://www.missouristate.edu/safetran/7600.htm>. All students must visit this website from time to time to familiarize themselves with procedures during testing of the Tornado Warning System, as well as safety procedures in case of a tornado.

### Tornado Drills

Tornado drill is done once a year, usually in early March, in a state-wide tornado exercise. At the designated time of the exercise, all members of the Missouri State University Springfield campus will follow the guidelines in the tornado plan, as if it were an actual tornado warning, and proceed to the designated shelter.

During the exercise, building coordinators will monitor the buildings to confirm participation. At the end of the exercise, building coordinators will forward an evaluation of the exercise to the Safety and Transportation Department.

Each Vice President, Provost, Dean, Department Head, Director, and Building Coordinator will need to fill out an evaluation form and return it to the Public Safety Office via campus mail the following day. An evaluation form can be obtained by calling the Public Safety Office.

### Designated Tornado Shelter in McQueary Building

The location of designated shelter areas in the McQueary Family Health Science Center are posted throughout the building.

## **TRANSPORTATION SAFETY AND SECURITY**

### Accidents that Involve Vehicles

All vehicle accidents should be reported in person to the Safety and Transportation Department, at 636 E. Elm, or to the Springfield Police Department (SPD) Headquarters, at 321 E. Chestnut Expressway. If there are injuries dial 911 or 9-911 using a campus telephone. All parties involved in the accident will be asked to complete an SPD accident form. Copies of SPD accident reports can be obtained by contacting the SPD Headquarters. Parties to any accident involving a University vehicle will also need to complete a University Vehicle Damage Report. This report can be completed at the Safety Office. An SPD Officer will respond to a vehicle accident when: 1) injuries have occurred, 2) drugs or alcohol are involved, and 3) one party left the scene.

### Assistance with Vehicles

The Safety and Transportation Department will provide a battery jump and/or vehicle unlocking on the Missouri State University Springfield campus based on certain criteria. To request either of the services below, call the Safety and Transportation Department at 836-5510.

### Criteria for "Jumping a Battery"

1. An officer is available
2. Vehicle is parked on University property, and
3. Vehicle belongs to or is lawfully in the possession of the person making the request (reasonable determination).



### Criteria for Unlocking Vehicles

1. A child or animal is locked in the vehicle, or
2. The vehicle engine is running.

### Shuttle Service

The Missouri State University shuttle benefits all students, faculty, staff, and guests of the University. All persons wishing to use the service may do so. No individual fares will be charged to any passenger. All buses are modern, comfortably air-conditioned/heated, and clearly marked. Buses specially equipped for persons with disabilities are available on each shuttle route at all times. Shuttle buses operate on three weekday shuttle routes (Red, Blue, Green and Gray) from 7:00 am to 6:00 pm, Monday through Friday. They also operate on a daily evening shuttle route (Maroon) from 6:00 pm to 12:00 am, Monday through Sunday. The shuttle buses run every 5-10 minutes. Drivers make every effort to operate on schedule. However, slight variations may occur. Hours of service may vary during the summer semester, during holidays, during vacations, and when classes are not in session. More information can be obtained from "Shuttle Systems Information" on the World Wide Web or by calling extension 6-5510.

<http://www.missouristate.edu/safetran/7255.htm>

### Public Accident or Injury

A written report is made on all calls of an accident or injury on campus. Ambulance assistance is requested when needed. The Safety and Transportation Department does not transport ill or injured persons. An inspection is made of the injury site, if applicable, and corrective action taken if needed.

### Safety Escort Service

The Safety and Transportation Department provides an on-campus escort service seven days a week during the hours of darkness (except breaks and holidays). An escort officer will be radio-dispatched to the caller's location. No more than two students/faculty members will be escorted from the same point of origin to the

same destination. For complete information about the escort service, contact the Safety and Transportation Department at extension 6-5509.

## **ENVIRONMENTAL HEALTH AND SAFETY**

<http://www.missouristate.edu/environmental/>

The area of Environmental Health and Safety is under the direction of the Safety and Transportation Department. The University's goal is to provide an environmentally safe campus for all faculty, staff, and students; therefore, the university has adapted the federal and state guidelines.

### Air Quality

If a concern is raised about air quality in any building, it is the responsibility of the Safety and Transportation Department to confirm the report and pursue immediate corrective action. Air quality concerns in the Physical Therapy Building should be brought to the attention of the building coordinator (Department Head).

### Hazardous Materials

Any chemical that could be a physical, health, or environmental hazard is considered a hazardous chemical. Missouri State University has numerous departments that purchase and use hazardous chemicals on a regular basis. A tracking system is in effect which includes the purchase, storage, use, and the disposal of all hazardous chemicals on campus. Each department maintains Material Safety Data Sheets for each hazardous chemical under its supervision. The Environmental Health and Safety Office maintains a copy of each Material Safety Data Sheet on campus. All departments are urged to purchase non-hazardous chemicals if possible, and to purchase only the amount needed.

A faculty member currently serves as the hazardous materials officer for the department, and Material Safety Data Sheets and other information are available in our laboratories, in the offices of the hazardous material officer and the Department Head.

### Hazardous Materials Management

Missouri State University is a comprehensive educational institution involved with a multitude of research, teaching and operational projects. Many of these projects utilize hazardous materials and therefore have the potential to generate hazardous waste. The university is dedicated to achieving excellence in managing environmental hazards.

The management of environmental hazards (including the transportation, use, treatment and/or disposal of hazardous waste generated through research, and teaching) must comply with the rules and regulations as set by both Federal and State statutes. It is the policy of Missouri State University to operate in full compliance with all laws and applicable regulations and to ensure the health and safety of its students, employees, and the environment.

### Hazardous Materials Call List

<b>Environmental Health and Safety</b>	<b>Office</b>	<b>Home</b>	<b>Cell</b>
David Vaughan	836-8334	877-9769	343-8550
Donald Clark	836-8870		773-3226

### Confined Spaces

These include specific areas located on the campus accessible only to authorized persons. These areas include tunnel entrances, maintenance rooms, machine rooms, etc. Very few people have keys to these areas; primarily work control and campus security officers. These areas are always locked in the Physical Therapy Building unless someone is working to fix a problem.

### Fences and Barricades

You may observe fences or barricades on campus at various times. For safety reasons, no one should go beyond fences or barricades. They are placed in an area to designate that there is or will be construction and/or maintenance occurring in that area, or that the area is otherwise dangerous. The University will not be responsible should anyone enter an area that is fenced and/or barricaded, and is injured while in that area.

### Theft or Damage to Property

If you discover any theft or damage to personal or University-owned property, call the Missouri State University /SPD substation at 836-5510 to make a report and initiate an investigation of the incident. It is important that the information is reported even if you do not wish to prosecute. Do not touch anything that may have been touched by a suspect until told to do so. Most reports can be taken via the telephone. Keep records of the serial numbers on your personal property as this is the only way the property can be traced if stolen.

### Fighting, Disturbances, and Weapons

Any verbal or physical disturbances, suspected weapons on campus, or persons acting violently should be reported immediately to the police. Do not attempt to approach or detain a violent individual, or someone that you suspect may have a weapon. Get a full description of all participants including the direction of travel if they leave prior to the police arriving.



### Attempted Suicide

Any person making threats or gestures indicating a desire to injure himself or herself should be reported immediately to the police. The police will obtain medical treatment for the affected person if needed, and will assist them in obtaining counseling or professional help.

### Drugs

If you have knowledge of a person who uses, sells, or has drugs on campus, call the Missouri State University/SPD substation at 836-5510. Obtain as much information as possible about the suspect, including name, description, and address as well as the nature, amount and location of the drugs. Police will collect and respond to this information confidentially.

### Sexual Assaults

Report sexual assaults to the police immediately. If necessary, police will ensure that medical treatment and counseling are obtained. Officers are trained to investigate these incidents discreetly and state law ensures the confidentiality of the victim. Even if no prosecution is desired, it is very important to have an investigation completed to identify the suspects involved and to prevent them from repeating the assault to the same or other victims. It is very important not to touch or disturb anything in the area where the assault occurred. The victim should not change clothes or bathe prior to a medical examination.

### Harassing, Threatening, or Disturbing Telephone Calls

Any incident of phone harassment should be reported to the police. Officers can explain the procedure at that time to identify repeat callers.

### Keys

Keys are available at the Safety and Transportation Dispatch office and can be checked out to persons authorized for access to rooms or buildings. Keys must be returned if you leave the University (graduate or move to a different job). Your transcript can be withheld if keys are not returned.

### Electrical Safety

By conducting routine electrical equipment inspections in your office area and having necessary preventative maintenance performed on equipment, electrical hazards can be eliminated. You should also be aware of the following tips:

1. Water and electricity don't mix. Avoid dampness or water in electrical equipment.
2. Do not remove the ground prong from the plug. If a three-prong outlet is not available in your area, contact Facilities and Engineering or use a plug converter and be sure to ground the outlet.
3. Check cords and plugs for cracks, frayed insulation and loose connections. If problems are found, discontinue use of the equipment or plug until repairs can be made.
4. Do not run electrical cords under chair mats or carpeting or through doors. Repeated abuse by pinching or crushing the cord may cause the insulation to crack creating a fire and electrical hazard.
5. Do not overload the circuits by using multiple plug converters. Use only power strip outlets with a fuse or circuit breaker.

### Emergency Radio Location and Building Coordinator

The building coordinator for the Physical Therapy Building is the Department Head. Call 6-6180 to report any problems with the building. The emergency radio for the McQueary Family Health Sciences Hall is located in Suite 204. Contact Mrs. Katy Day, the departmental administrative assistant, if you have questions about information that is broadcast using this medium.

## STUDENT ACADEMIC RECORDS

An academic record (transcript) is permanently maintained for each student who enrolls at Missouri State University. This record includes a list of courses in which the student was enrolled as well as the credits and grades earned in those courses.

For students with transfer credit (including West Plains Campus courses taken since August 1995), an entry will appear on the transcript indicating the number of credit hours awarded for each institution attended. Individual transfer courses are not listed. Transfer credit is noted on the transcript only for courses completed by students prior to or during their last semester of enrollment at Missouri State University. Copies of transcripts from other institutions are the property of Missouri State University and will not be released to a third party, including the student. However, students may view the transcripts upon presentation of photo identification. All students are issued one free copy of their transcript upon graduation.

### Family Educational Rights and Privacy Act

In accordance with the University's Academic Policies and Procedures, the Department of Physical Therapy complies with the *Family Educational Rights and Privacy Act* (FERPA) of 1974, particularly confidentiality of student educational records. No individual shall have access to, nor will the department disclose any information from, a student's educational record without the written consent of the *student* or as otherwise authorized by FERPA.

The University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. For more information about the privacy of educational records, including details on how to inspect and review your student records, see the [Personally Identifiable Student Record Policy](#).

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Students' rights under FERPA are available online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html>. All students in the Physical Therapy department at Missouri State University are strongly encouraged to know their rights regarding the privacy of their educational records.

In addition, indications of religious preference along with name, address, and telephone number of the student's listing in the information are distributed to the Campus Ministers Association (862-8080).

### Privacy Hold or FERPA Hold

The University may disclose directory information for any purpose at its discretion, without the consent of a student. Students have the right, however, to refuse to permit the release of name, address, and telephone number (Privacy Hold) or all of the directory information (FERPA Hold). In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

Any student refusing to have directory information disclosed must file written notification to this effect requesting a Privacy Hold or FERPA Hold with the University during regular business hours. Forms for this purpose are available in the Office of the Vice President for Student Affairs, Carrington Hall, Room 200. The written notification does not apply retroactively to previous releases of directory information (e.g., once the Campus Directory has been published, the directory information contained therein will remain). To prevent publication of directory information in the Campus Directory, written notification must be filed no later than the second week of classes during the fall semester.

Additional information about education records and the process of obtaining access to records may be obtained from the Office of Registrar <http://studentaffairs.missouristate.edu/59651.htm>

### Directory Information

The University has designated, in accordance with the act, the following categories of releasable information about students as “directory information.” The most general of this information (e.g., name, address, and telephone number) will be routinely released to any inquirer; more specific data will be released only to agencies with a legitimate “need to know” (e.g., Veterans Administration, donors of scholarships, etc.) or for news releases.

<b>The Following Information Regarding Students Is Considered Directory Information</b>	
1	name
2	address (including e-mail address)
3	telephone number
4	date and place of birth
5	major field of study
6	part-time/full-time enrollment status
7	participation in officially recognized activities and sports
8	weight and height of members of athletic teams
9	dates of attendance (including matriculation and withdrawal dates)
10	academic classification by year
11	degrees and awards received
12	most recent previous educational agency or institution attended by the student
13	student's photograph

## **GENERAL POLICIES AND PROCEDURES**

### Fundamental University and Departmental Policies

In fulfilling its mission, the University adheres to a set of educational and administrative policies which are essential to the maintenance of a learning environment and which foster a sense of community and public accountability. While it is impossible to specify all relevant University policies, the more salient ones are herein identified.

### Academic Freedom

The University is committed to freedom of thought and inquiry for both faculty and students. This commitment ensures the protection of the faculty's freedom to teach, research, and publish in their professional capacity without restraint or fear of reprisals. Academic freedom is essential to the University's instruction and research programs. Freedom in research is fundamental to the advancement of truth. Academic freedom in instruction is essential for the protection of the rights of faculty to teach and of the freedom of students to learn.

<http://www.missouristate.edu/chhs/4122.htm>

### Accountability

As a state-assisted public institution of higher education, Missouri State University is accountable for the fiscal management of funds received from public, business, philanthropic and private sources. The University also recognizes its responsibility for educational outcomes relevant to individual and social needs, and for the effective administration of its programs. The University is committed to the concept of public accountability in the broadest sense. Such a commitment obligates the University to: (1) define institutional goals and priorities, (2) determine the degree to which goals are achieved, (3) identify and measure the outcome of its programs, and (4) measure the costs and benefits of programs. Inherent in those obligations is a commitment to systematic institutional planning and to continuous program review and evaluation to ensure maintenance of quality and excellence.

## Web Policy

Missouri State University is committed to providing current and accurate information to its students, faculty, and staff, and to the citizens of the global community. The University recognizes the use of the Internet and the World Wide Web as effective avenues for promoting interactive communication with its constituencies.

Taxpayers, students, and others providing funding for Missouri State University technology resources expect that these assets will be used and offered equitably. Further, they expect use of these resources to support the University's purpose of developing educated persons and its mission of public affairs.

To ensure compliance with these expectations, the University requires authorized users to follow the web policy outlined below. The Web Advisory Committee, reporting to the [Information Technology Council](#), will periodically review and revise this policy to ensure that it continues to accommodate University needs.

## Responsibility

The Web Coordinator oversees the organization, design, and functionality of the University's web site.

The University owns the central web pages, University unit web pages, and other web pages residing on any web server owned by the University, with the following exceptions:

- Course pages that include patentable or copyrightable materials created by faculty members solely on their own initiative, as described in the sections of the Faculty Handbook (<http://www.missouristate.edu/provost/facultyhandbook/>) that address creative works.
- Copyrightable works prepared by students as part of the requirements for a University degree program, as described in the [Intellectual Property Policy](#).

Each web site has a supervisor, as defined in the following sections. These web site supervisors are responsible for all aspects of their web sites' development, including the accessibility, timeliness, and accuracy of the information. Ultimately, the web page supervisors are responsible for ensuring compliance of their web sites with this and all other applicable University policies.

## Definition of Official Web Sites

Official web sites are those sponsored by Missouri State University. This category includes sites stored on the University's central or distributed web servers or sites outsourced to other providers.

Official web pages are divided into four types: central, University unit, course, and organizational. For procedural information on obtaining or using these web sites, please refer to the [Web Development Resource Center](#).

## Central

Central web pages are top-level web pages that either consolidate information from several departments or are developed through the Office of Information Technology. Examples include the University homepage and *My Information*.

Central web pages must follow the [Web Style Guidelines](#) and [standard format of the top-level pages](#), as developed by the Web Advisory Committee.

## University Unit

Divisions, colleges, departments and other University units are encouraged to have a presence on the University web. The administrator of the University unit is the supervisor of the web site and responsible for all aspects of the web page development, including the accessibility, timeliness, and accuracy of the information.

University unit web pages must follow the [Web Style Guidelines](#) and are encouraged to follow the [standard format of the top-level pages](#), as developed by the Web Advisory Committee.

Unit web pages may include general information about the unit, including, but not limited to, services offered, contact information, faculty/staff names, and links to reporting units.

### Course

Missouri State University instructors are encouraged to post course materials online. The instructor is the supervisor of the course web pages and responsible for all aspects of the web page development, including the accessibility, timeliness, and accuracy of the information. Course web

sites may include information related to the course or instructor's role at the University, including, but not limited to, course syllabi, assignments, instructor biographies and research.

### Sponsored Organization

Organizations sponsored by the University may publish official web pages. The supervisor of the web site is the president of the organization and is responsible for all aspects of the web page development, including the accessibility, timeliness, and accuracy of the information.

Sponsored organization web sites may include information about the organization's role at Missouri State University, including, but not limited to, membership, meeting times, and links to external affiliations.

### Definition of Unofficial Web Sites

Unofficial web sites are those hosted but not sponsored by Missouri State University. Missouri State University does not endorse, regulate, or maintain the contents of these sites) nor can it accept any responsibility for the information contained therein.

Unofficial web pages may not be used—explicitly or implicitly—for course delivery or for the delivery of any official Missouri State University information. Unofficial web pages are divided into two types: personal and recognized/bona fide organization.

### Personal web sites

Missouri State University allows the creation of personal web sites on University equipment as a service to the University's computing community. Personal web sites are considered unofficial web sites and are not part of the University's official web site.

The web developer serves as the supervisor of his or her personal web site. As such, this developer bears sole responsibility for the content and maintenance of his or her personal web site.

### Recognized Bona Fide Organization

Missouri State University allows [recognized student organizations or bona fide University organizations](#) to create web sites on University equipment as a service to the University's computing community. These organizational web sites are considered unofficial web sites and are not part of the University's official web site.

### Guidelines for all Web Sites

All official and unofficial University web sites must adhere to the following content guidelines:

### Works Subject to Copyright

The University reserves the right to identify copyrightable materials on University-owned resources. The University also investigates reported copyright violations on University web pages.

Works subject to copyright require written consent prior to publication on the web. Providing notice and obtaining consent are the responsibilities of the web site supervisor requesting publication. A record of the consent must be maintained as long as the content is online. Consent obtained by electronic means will be considered adequate. See the [Missouri State University Copyright](#) web site for more information.

### [Usage of Missouri State University Seal and Logos](#)

Web developers must follow the guidelines regarding the proper use of logos and the University seal set forth in the Office of Publications' *Graphics Procedure Manual*.

### Commercial Activity

It is not acceptable to use any official or unofficial University web site for commercial activities, including, but not limited to, commercial solicitation of business. Missouri State University follows the MOREnet interpretation of commercial use, including the [MOREnet Non-commercial Use Policy Explanation](#).

### MOREnet

The Missouri Research and Education Network (MOREnet) operates a shared statewide network that provides Internet access and interactive video to Missouri's public sector. MOREnet also provides technical support and training services.

Established in 1991 and based in Columbia, MOREnet serves Missouri's K-12 schools, colleges and universities, libraries, state government and teaching hospitals and clinics. MOREnet, part of the University of Missouri System, also administers a number of programs and projects serving these groups.

MOREnet is not a private Internet service provider and does not provide services, including dial-up access, on an individual basis.

### Guidelines for Official Web Sites

All official web sites must also comply with these guidelines:

#### Appropriate Use of Web Space

The University's computing and networking resources are limited, thus official web pages may only contain current web content that supports University functions or programs. University web developers may not store personal web pages or non-web files, such as backups, in any space designated for official web pages.

#### Domain Names

Official web sites must be in the University's official domain: *missouristate.edu*. Missouri State University will not support outside domains, such as those ending in *.com* or *.org*, without an [approved exemption](#).

Supervisors of official web sites may [request a unique host name](#), or prefix, for use within the *missouristate.edu* domain. The resulting addresses would provide a concise method for accessing and publicizing official web sites. Examples of addresses using unique host names include *ozarkswatch.missouristate.edu* and [www.news.missouristate.edu](#).

### Universal Access

Missouri State University strives to ensure all users, regardless of disability, can access official university web sites. This effort is pursuant to both state and federal laws including, but not limited to, the following:

- MO House Bill 201 *Access to Information Technology*
- ADA Titles II and III
- The Rehabilitation Act Amendments of 1992 (Public Law 102-569) - reauthorized in 1998.



The federal government has issued guidance on how to make web content accessible to those with disabilities in the [Electronic and Information Technology Accessibility Standards](#). In accordance with these guidelines, Missouri State University has established a goal to provide on-campus access to all official University web sites. For timelines and implementation details on meeting this goal, see the [Web Access Action Plan](#).

To ensure all users can access official University web sites, the University will deliver accessible web content consistent with prevailing technology and industry standards. The University will also make certain that eligible students, faculty, and staff with disabilities can effectively access this web content in University environments, such as computer labs, classrooms, offices, and work environments, to the extent that it is reasonable to do so. The University does not manage access from non-University environments, such as dialup access from home.

## GRADUATION POLICIES AND PROCEDURES

The Application for Candidacy process requires submission of a planned program of study. The program of study for physical therapy students is established by the Department of Physical Therapy.

### Graduation Requirements

University and Departmental graduation requirements may periodically change. Please refer to the following URL for the most updated information.

<http://graduate.missouristate.edu/catalog/graduation.htm>. If you have questions, please call the Graduate College at 836-5335.

### Policy on Completion of Mandatory Program Comprehensive Examination

- I. In compliance with Graduate College requirements (<https://graduate.missouristate.edu/currentstudents/comprehensive-exam.htm>) the Department of Physical Therapy requires students to successfully complete a comprehensive examination prior to graduation.
- II. **The comprehensive examination consists of a proctored Federation of State Boards of Physical Therapy Academic Practice Examination and Assessment Tool (PEAT).**
- III. A **proctored examination** is one that is overseen by an **authorized** and **neutral** individual who ensures the identity of the test taker and the integrity of the test taking environment. Proctors must be approved by Department of Physical Therapy Core Faculty (Core Faculty). An approved and completed proxy form must be submitted with each examination that is proctored by an individual that is not a Core Faculty member.
- IV. **Successful completion is a score of 75% or better on the PEAT.**
- V. Procedures (see **Figure 1** on Page 6):
  1. **JUNE** - Students will complete a **proctored** preparatory examination in June of the third year.
    - a. This examination will be provided by the Program.
    - b. Scores from this examination will be used to guide development of a **Mandatory Preparation Plan** (see below)
    - c. A score of 75% or better on this examination is **NOT** considered successful completion of the required Comprehensive Exam (see item II above).
  2. **OCTOBER** - Students will complete a **proctored** comprehensive examination (**PEAT 1**) in a supervised setting in October of the third year.
    - a. This examination will be provided by the Program.
    - b. A passing score is 75% or better.
  3. Students must “pass” the comprehensive examination to graduate from the DPT Program.
  4. Students must “pass” the comprehensive examination to be certified by the DPT Program to “sit” for the National Physical Therapy Examination (NPTE).

5. Students scoring 75% or better on the **PEAT 1**.
  - a. Will have “passed” their comprehensive examination.
  - b. May request permission from the Department Head to “sit” for the early NPTE (April)
  - c. May take the **PEAT 2** in March for extra NPTE preparatory practice; scores will not “count”.
6. Students scoring less than 75% on the **PEAT 1**.
  - a. Will have “not passed” their comprehensive examination.
  - b. May not sit for the early NPTE (April)
  - c. **Must** engage in **Level 1 Mandatory Remediation** (see below)
7. **MARCH** - Students not passing the **PEAT 1** will take the **PEAT 2 (proctored)** in March the following year. Students scoring 75% or better on the **PEAT 2**.
  - a. Will have “passed” their comprehensive examination.
  - b. May request permission from the Department Head to “sit” for the early NPTE (April)
  - c. Will progress with their cohort to PTE 888 Clinical Internship VI.
8. Students scoring less than 75% on the **PEAT 2**.
  - a. Must engage in **Level 2 Mandatory Remediation** (see below)
  - b. Will not progress with their cohort to PTE 888 Clinical Internship VI
    - i. PTE 888 Clinical Internship VI will be rescheduled (to June if possible) pending successful completion of the PEAT 3 (see 9 below)
  - c. Will, at students’ expense, enroll in and complete an approved (by Core Faculty) NPTE examination preparatory course.
9. Upon completion of **Level 2 Mandatory Remediation**, students will complete a **proctored PEAT 3** (or another approved course). Students scoring 75% or better will have “passed” their comprehensive examination and may complete PTE 888 Clinical Internship VI (in June if possible).
10. **Students scoring less than 75% on the PEAT 3 may be dismissed from the Program.**

#### **VI. Mandatory Preparation Plan – Occurs during Summer of 3<sup>rd</sup> year.**

Students will, in collaboration with an approved faculty member/faculty advisor:

1. Engage in in-depth self-review and reflection on **preparatory examination** performance.
  - a. Content areas
  - b. Level of questions (knowledge, comprehension, application, synthesis, evaluation)
  - c. Reasons missed (changed answers, did not remember, misunderstood concepts, not covered in curriculum, determined 2 possible answers, and picked the wrong one, etc.)
2. Design a specific and written study plan to address areas identified in 1 above.
3. Meet with the MSU Counseling & Testing center for test-taking/test anxiety strategies.
4. Report progress to Faculty Advisor at least monthly.

#### **VII. Mandatory Remediation**

**Purpose:** To facilitate timely and successful completion of the comprehensive examination, PTE 888 Clinical Internship VI, and the National Physical Therapy Examination

#### **VIII. Level I Mandatory Remediation – occurs in Fall of 3<sup>rd</sup> year as needed.**

Students will, in collaboration with an approved Faculty Partner,

1. Engage in in-depth self-review and reflection on **PEAT 1** performance.
  - a. Content areas
  - b. Level of questions (knowledge, comprehension, application, synthesis, evaluation)
  - c. Reasons missed (changed answers, did not remember, misunderstood concepts, not covered in curriculum, got down to 2 answers and picked the wrong one, etc.)
2. Design a specific and written study plan to address areas identified in 1 above.
3. Implement (and revise as needed) the study plan in 2 above.
4. Meet with the MSU Counseling & Testing center for test-taking/test anxiety strategies.
5. Report progress to Core Faculty at least monthly.

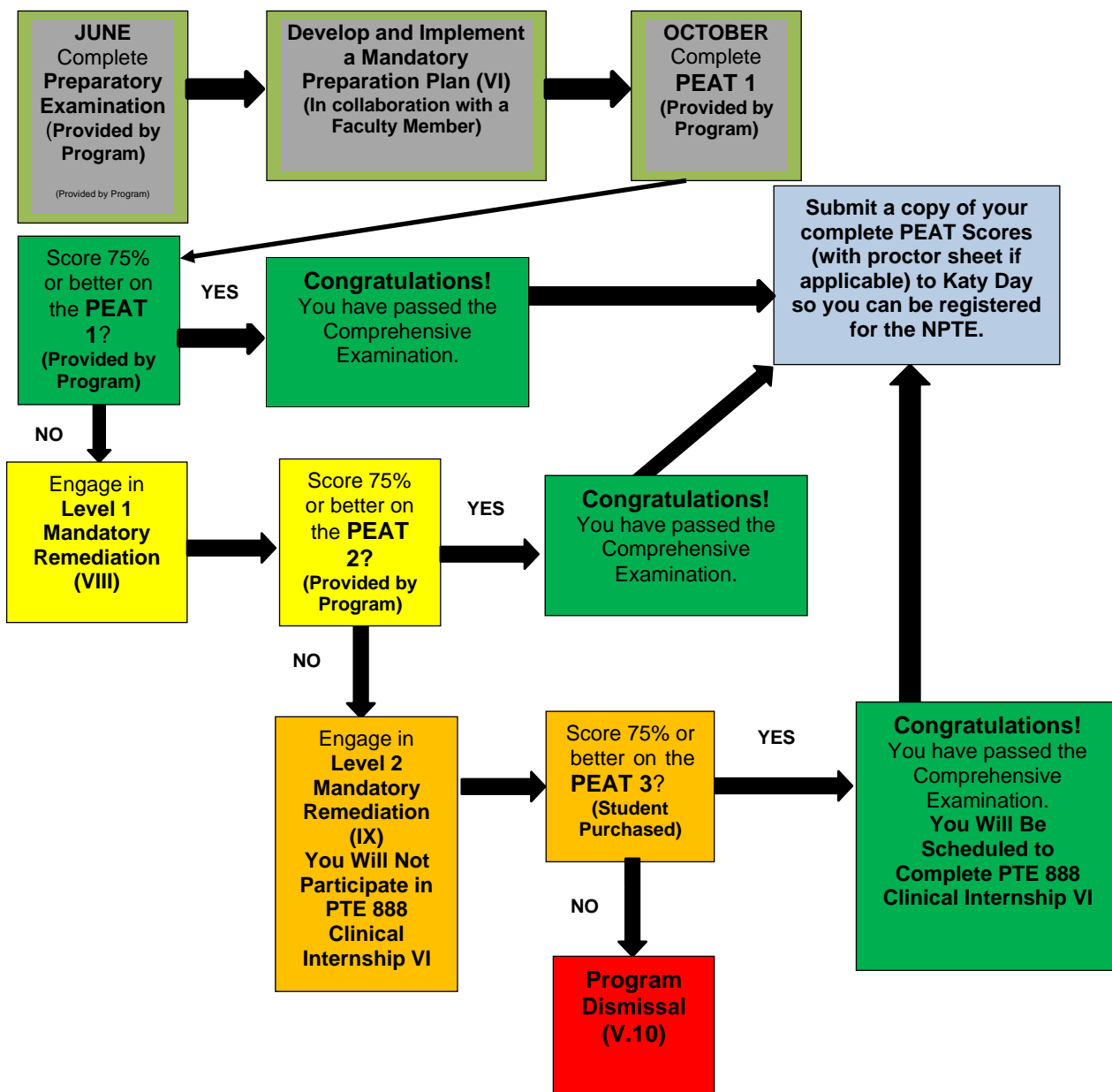
#### **IX. Level 2 Mandatory Remediation – will occur in March of 3<sup>rd</sup> year.**

1. Student and Faculty Partner (an additional Faculty Partner may be assigned) will engage in in-depth self-review and reflection of the following:
  - a. Evaluate **PEAT 2** performance (questions missed)
  - b. Compare with **PEAT 1** performance (questions missed)
  - c. Evaluate Level 1 study plan and identify deficiencies/needed changes with Faculty Partner(s)



- d. Identify Content areas of concern.
  - e. Assess level of questions missed (knowledge, comprehension, application, synthesis, evaluation)
  - f. Reasons missed (changed answers, did not remember, misunderstood concepts, not covered in curriculum, identified 2 answers, and picked the wrong one, etc.)
  - g. Test taking strategies and methods used to control testing anxiety.
2. Student and Faculty Partner(s) will design a specific and written study plan to address areas identified in 1 above.
  3. Identify, enroll in, and complete an approved (by Core Faculty) NPTE examination preparatory course.
  4. Collaborate with the Faculty Partner(s) to implement the study plan and facilitate completion of the NPTE examination preparatory course.
  5. Meet with the MSU Counseling office for test-taking strategies and strategies to deal with test anxiety.
  6. Report progress to Core Faculty at each Department Faculty Meeting (or more often as determined by Faculty Partners and Core Faculty).

(Figure 1)



## NATIONAL PHYSICAL THERAPY EXAMINATION AND LICENSURE

Upon successful completion of the program, students will be able to maintain membership in the American Physical Therapy Association, and qualified sit for the licensure examination. A new graduate can practice independently *only after having passed the National Board Examination*. In addition, the graduate must meet the specific requirements of the state in which employment is desired.

### Federation of State Boards of Physical Therapy (FSBPT)

The Federation of State Boards of Physical Therapy (FSBPT) develops, maintains, and administers the National Physical Therapy Examination (NPTE) for Physical Therapists. The NPTE is designed to assess basic entry-level competence of the candidate for licensure or registration. Graduates from accredited physical therapy programs or from equivalent non-accredited programs are eligible to sit for the NPTE according to the criteria for eligibility established by the licensing authority in each state. The internet link for the FSBPT is: <http://www.fsbpt.org/>. Applicants should review materials distributed by the licensing authority in the state where they intend to apply for licensure to determine if they have met that authority's eligibility requirements.

The NPTE is a computer-based examination that is administered through Prometric (<http://www.prometric.com/>). The Prometric web site allows applicants to find a location and register to sit for the examination. The FSBPT scores the examination and sends the score to the designated licensing authority. Individual licensing authorities make all decisions regarding licensure procedures for their jurisdictions.

## FACULTY AND STAFF CONTACT INFORMATION

Faculty/Staff Member	Phone	Email
Patty Cahoj	417-836-6626	<a href="mailto:PCahoj@MissouriState.edu">PCahoj@MissouriState.edu</a>
Jeanne Cook	417-836-6129	<a href="mailto:JCook@MissouriState.edu">JCook@MissouriState.edu</a>
Katy Day	417-836-6179	<a href="mailto:KDay@MissouriState.edu">KDay@MissouriState.edu</a>
Cindy Elliott	417-836-6128	<a href="mailto:CindyElliott@MissouriState.edu">CindyElliott@MissouriState.edu</a>
James Hackney	417-836-6239	<a href="mailto:JamesHackney@MissouriState.edu">JamesHackney@MissouriState.edu</a>
Marcia Himes	417-836-8998	<a href="mailto:MarciaKHimes@MissouriState.edu">MarciaKHimes@MissouriState.edu</a>
Sean Newton	417-836-4451	<a href="mailto:SCNewton@MissouriState.edu">SCNewton@MissouriState.edu</a>
Sue Robinson	417-836-6013	<a href="mailto:SusanRobinson@MissouriState.edu">SusanRobinson@MissouriState.edu</a>
Jason Shaw	417-836-6180	<a href="mailto:JasonShaw@MissouriState.edu">JasonShaw@MissouriState.edu</a>
Scott Wallentine	417-836-4514	<a href="mailto:SWallentine@MissouriState.edu">SWallentine@MissouriState.edu</a>
Andy Ward	417-836-6505	<a href="mailto:AndrewWard@MissouriState.edu">AndrewWard@MissouriState.edu</a>
Beth Williamson	417-836-8728	<a href="mailto:EWilliamson@MissouriState.edu">EWilliamson@MissouriState.edu</a>