



**WINSTON-SALEM**  
STATE UNIVERSITY

*Physical Therapy*

*2021 Hand Book*



## TABLE OF CONTENTS

<b><u>WELCOME LETTER</u></b>	<b>5</b>
<b><u>VISION, MISSION, VALUES AND STUDENT LEARNING OUTCOMES</u></b>	<b>6</b>
<b><u>DEPARTMENTAL DESCRIPTION AND PHILOSOPHY</u></b>	<b>7</b>
<b><u>RESEARCH PHILOSOPHY AND FACULTY RESEARCH</u></b>	<b>8</b>
<b><u>DEPARTMENTAL RELATIONSHIPS</u></b>	<b>9</b>
<b><u>FACULTY AND STAFF CONTACT INFORMATION</u></b>	<b>10</b>
<b><u>FACULTY BACKGROUND</u></b>	<b>11</b>
<b><u>DPT CURRICULUM</u></b>	<b>13</b>
<b><u>COURSE DESCRIPTIONS</u></b>	<b>17</b>
<b><u>TUITION, FEES, &amp; FINANCIAL AID</u></b>	<b>30</b>
<b><u>APTA MEMBERSHIP</u></b>	<b>31</b>
<b><u>PARKING &amp; HOUSING</u></b>	<b>32</b>
<b><u>REGISTRATION</u></b>	<b>34</b>
<b><u>HEALTH REQUIREMENTS &amp; SERVICES</u></b>	<b>35</b>
<b><u>STUDENT ADVISING</u></b>	<b>38</b>
<b><u>CLASS OFFICERS</u></b>	<b>38</b>
<b><u>COMMUNICATION</u></b>	<b>40</b>
<b><u>INSTRUCTIONS FOR STUDENT E-MAIL &amp; CANVAS</u></b>	<b>41</b>
<b><u>CLINICAL EXPERIENCES</u></b>	<b>43</b>

## **POLICIES and PROCEDURES**

<b><u>ACADEMIC INTEGRITY</u></b>	<b>46</b>
<b><u>PROFESSIONAL CONDUCT GUIDANCE POLICY (APTA CORE VALUES)</u></b>	<b>47</b>
<b><u>ADVERSE WEATHER POLICY</u></b>	<b>48</b>
<b><u>CRIMINAL BACKGROUND CHECK POLICY</u></b>	<b>49</b>
<b><u>CLINICAL EDUCATION</u></b>	<b>51</b>
<b><u>STUDENT READINESS FORM</u></b>	<b>52</b>
<b><u>COMPREHENSIVE EXAMINATION</u></b>	<b>53</b>
<b><u>CONFIDENTIALITY POLICY</u></b>	<b>55</b>
<b><u>DIGITAL MEDIA POLICY AND PROCEDURES</u></b>	<b>56</b>
<b><u>SOCIAL MEDIA POLICY</u></b>	<b>57</b>
<b><u>DISABILITY SERVICES AND ESSENTIAL FUNCTIONS</u></b>	<b>59</b>
<b><u>DRESS CODE</u></b>	<b>66</b>
<b><u>DRUG TESTING</u></b>	<b>67</b>
<b><u>GRADING</u></b>	<b>68</b>
<b><u>PROGRESSION &amp; GRADUATION</u></b>	<b>69</b>
<b><u>GRIEVANCE POLICY</u></b>	<b>72</b>
<b><u>GROSS ANATOMY LAB</u></b>	<b>73</b>
<b><u>NAME BADGE</u></b>	<b>75</b>
<b><u>NON-DEGREE SEEKING STUDENT</u></b>	<b>76</b>
<b><u>RESEARCH AND CAPSTONE</u></b>	<b>77</b>
<b><u>AUTHORSHIP AGREEMENT FORM</u></b>	<b>79</b>
<b><u>SUBSTANCE ABUSE POLICY</u></b>	<b>80</b>

## INFORMED CONSENT FORMS

<b><u>DPT SUBSTANCE ABUSE POLICY</u></b>	<b>86</b>
<b><u>ACADEMIC INTEGRITY</u></b>	<b>87</b>
<b><u>ESSENTIAL FUNCTIONS AFFIDAVIT</u></b>	<b>88</b>
<b><u>GROSS ANATOMY LAB</u></b>	<b>89</b>
<b><u>ACCIDENT/INCIDENT REPORT FORM</u></b>	<b>90</b>
<b><u>CONSENT TO PARTICIPATE IN EDUCATIONAL AND CLINICAL PRACTICE</u></b>	<b>91</b>
<b><u>PHOTO AND VIDEO RELEASE FORM</u></b>	<b>92</b>
<b><u>HANDBOOK ACKNOWLEDGEMENT FORM</u></b>	<b>93</b>

Dear **DPT Class of 2022:**

We would like to extend to you a special welcome to the Doctor of Physical Therapy Program, here at Winston-Salem State University! It is truly an exciting time to enter the WSSU DPT Program, and we are excited that you will begin your journey to become a physical therapist with our family. WSSU DPT is positioned strongly to provide you with an innovative and *state-of-the-art* education while also providing you with life changing experiences through numerous services and learning activities. You will have access to the latest in human movement analysis equipment in our shared lab with Wake Forest University Baptist Medical, as well as in our School of Health Sciences virtual hospital with high fidelity human patient simulators.

Our profession is a noble one and we are privileged to serve those who require our assistance to achieve optimal healing and functional mobility. As you begin this extraordinary journey, stay focused: this is a challenging journey and one that you can successfully navigate with hard work, dedication, and teamwork.

As a graduate student in a clinical program, you will have many responsibilities. It is important that you manage your time wisely and that you follow and adhere to departmental policies and procedures, along with those required by the university. The faculty and staff of the Department of Physical Therapy are invested in providing you with an excellent educational experience in preparation for your professional career. It has long been a tradition at WSSU for students to “*enter to learn and depart to serve*”. During your tenure here, you will face many new challenges, gain additional insight, and strive to achieve goals that you may have thought impossible. We encourage you to “imagine the possibilities and realize success”. It is our desire that you share our vision of excellence and life-long learning in your professional development.

We are proud to be a part of a profession that promotes health and wellness through healthy lifestyles. This process also involves alleviation of pain, facilitation of healing and rehabilitation to restore the individual to "normal" activities of daily living. As you prepare to meet these and other challenges, we want to charge you to act professionally and ethically in interactions with your classmates, patients, consumers and other health care practitioners. Professional behavior also means being an active participant in the educational process, including student government, professional organizations, and your community.

This handbook contains program policies and procedures, description of the curriculum, references to university guidelines and policies, and other items of interest to you as you matriculate through this program. It is your responsibility to know and follow the guidelines detailed within this document along with those of the University.

Complete the last page of this handbook, acknowledging that you have received, read, and agreed to adhere to the policies and procedures described within this handbook. **Please return this page, with a signature affixed, to Dr. Foxworth on January 6, 2021.** Other required policy forms with signatures are also due at this time and include the following:

- Photo Release Form
- Informed consent for participation in educational clinical practice
- Essential Functions Affidavit
- Academic Integrity Form.

Again, welcome to our family. We look forward to your time in the program and may your professional training and stay here be challenging, enlightening, and rewarding.

***The Faculty and Staff of the Department of Physical Therapy***  
**Winston Salem State University**

## **VISION, MISSION, VALUES AND STUDENT LEARNING OUTCOMES**

### **VISION**

The Winston-Salem State University Department of Physical Therapy will develop diverse graduates of distinction in clinical performance, leadership, and service in the profession of physical therapy through innovative education, research, and community outreach.

### **MISSION**

The Winston-Salem State University Department of Physical Therapy develops Doctors of Physical Therapy from diverse backgrounds who serve the people of North Carolina and beyond.

### **VALUES**

We believe in a diverse profession committed to alleviating health care disparities. In keeping with this value, the Physical Therapy Department will develop practitioners who engender the values of:

- Social and professional responsibility
- Integrity
- Cultural competency
- Leadership
- Personal and professional development
- Scholarship and evidence-based practice

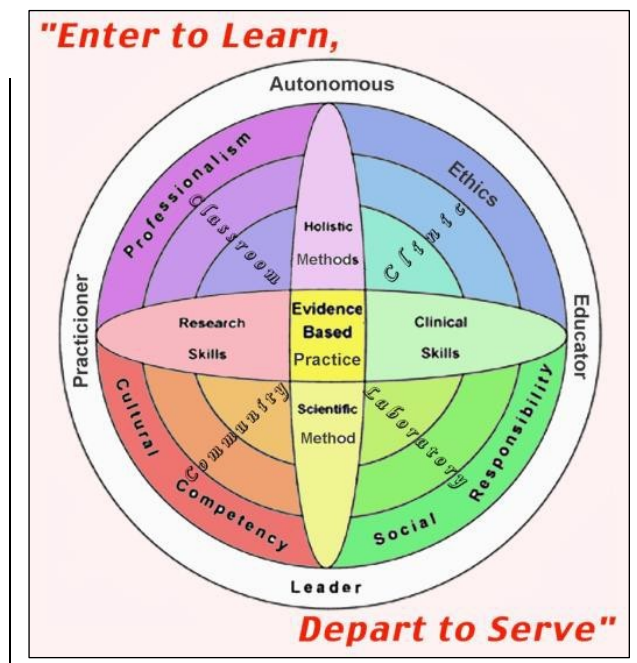
### **DPT Student Learning Outcomes:**

1.	Provide services to diverse patients and clients who are impaired or have experienced declines in physical function and health status resulting from injury, disease, or other causes
2.	Interact and collaborate with a variety of healthcare professionals to provide the best service to address the needs of the client
3.	Determine and effectively communicate with a diverse clientele in order to address risk factors that may impede optimal functioning
4.	Advocate for prevention and promote health, wellness, and fitness to address causes of health disparities between the majority culture and ethnic minorities
5.	Engage in critical inquiry to address the needs of patients and clients
6.	Provide services utilizing the art and science of physical therapy (PT) in an autonomous manner

## DEPARTMENTAL DESCRIPTION AND PHILOSOPHY

In keeping with the mission of WSSU, the Physical Therapy Department will develop practitioners who engender the values of social and professional responsibility, integrity, scholarship, cultural competency and leadership, as well as personal and professional development. Graduates will “discover, create, transmit, and apply knowledge to address the needs of individuals and society” in order to fulfill the published objectives of the “University of North Carolina Tomorrow” document. This overall statement of program principles and values is also reflected in the curricular themes, which are selected based on relevance to the changing scope of practice and responsibilities of today’s physical therapist. Graduates must now function as both independent and interdisciplinary health care providers, patient care managers, educators, researchers, and administrators. WSSU graduates will be prepared for this challenging practice environment through the emphasis of the following themes:

### DPT Curriculum:



### **WSSU DPT Curricular Model:**

DPT graduates are autonomous practitioners, leaders and educators who embody the WSSU motto: “Enter to Learn, Depart to Serve”.

The program framework builds on the core values of the physical therapy profession:

- professionalism
- ethics
- social responsibility
- cultural competency
- autonomous and evidence-based practice.

The sixth value grows out of the historical mission of the university to address health disparities in minority groups.

These core values are inculcated in students as they move from the classroom to the laboratory to the community to the clinic.

The curriculum framework for the Doctor of Physical Therapy program (DPT) program builds on the core values of the physical therapy profession. These include professionalism, ethics, social responsibility, and cultural competency. These core values are inculcated in students as they move from the classroom to the laboratory to the community to the clinic. Two additional themes, health disparities and autonomous and evidence-based practice, permeate the curriculum. The didactic, clinical, and research experiences are designed to produce autonomous practitioners, educators, and leaders who serve their communities.

The heuristic model of the DPT curriculum is built upon six primary themes:

1. Professionalism
2. Ethical practice
3. Social responsibility
4. Cultural competency
5. Autonomous and evidence-based practice
6. Health disparities

These themes, which are reinforced through multiple course offerings, permeate the curriculum.

### **RESEARCH PHILOSOPHY & FACULTY RESEARCH**

For the growth of the physical therapy profession and ultimate improvement in patient care services, the department faculty values the importance of continued learning and expansion of the body of professional knowledge. In this regard, the faculty believes the professional education environment must provide opportunity for, and involvement in, research activities. These research areas, necessary to the advancement of the profession, include scholarship of discovery, application and pedagogy.

The PT Department, therefore, is committed to the safe and ethical development of research resources with opportunities for the involvement of students, faculty, and community practitioners.

<b>Faculty:</b>	<b>Research Interests:</b>
Dr. Tiffany Adams	Resistance training for elderly, health equity
Dr. Christina Criminger	Parkinson's disease
Dr. Judy Foxworth	Health disparities and osteoarthritis; biomechanics
Dr. LaVerene Garner	Concussion, Yoga and MS
Dr. Jennifer Martin	Learning styles, teaching and learning
Dr. Sara Migliarese	Falls assessment and prevention, balance, vestibular rehab, MS
Dr. Doris Molina-Henry	Pharmacology and physical therapy, Alzheimer's
Dr. Lynn Millar	Golf
Dr. Hamdy Radwan	iPod Spine, e-Health, Spine Motion Analysis
Dr. Nancy Smith	Technology to enhance learning, human simulation
Mr. Chris Wendt	Biomechanics of sport activities
Dr. Emma White	Forward head posture classification, functional movement



## **DEPARTMENTAL RELATIONSHIPS**

### **University Community**

There are many components of the WSSU community in which the Department faculty believe strongly that they should be involved to insure the optimal growth and development of the student, the program, and the community. As members of the WSSU academic community, the faculty are committed to contribute to the service activities of WSSU by: actively serving on Department, School of Health Sciences, and university committees and organizations; representing the Department and WSSU to civic and social groups; becoming involved with WSSU student organizations including the Physical Therapy Student Club; and participating in delivering rehabilitation services to the community through community clinics.

### **Professional Community**

The Department faculty recognizes and greatly appreciates the support for the growth and development of the PT Program provided by the professional community of Winston Salem and the Piedmont Triad. The faculty has a strong sense of commitment and obligation to their colleagues and peers in the health care and academic community. Most faculty members are active members of their local, state and/or national professional organizations, as well as other community organizations, holding both elected and volunteer leadership positions in those organizations.

### **Community-At-Large**

The people of the State of North Carolina have diverse health care needs due to their varied biological and cultural make-up. While the rate of growth and demographic change accelerates, it is predicted that the people will experience major health care changes that will impact its growing population. The UNC Tomorrow study has been developed to direct university resources, including program development and implementation, toward the efficient and timely management of these impacts. As a State supported institution, the faculty recognizes the WSSU Program's obligation to meet these needs to the fullest extent possible.

### **Relationship of the Department to the Students**

The primary focus of the departmental faculty and staff is, like the university, the student. The goal of assisting each enrolled student to achieve his/her chosen professional goal is achieved by providing academic counseling, academic instruction and clinical experience in an atmosphere conducive to learning. The Department faculty makes every attempt to be readily available to assist with academic and personal inquiries. Each student is assigned to a faculty advisor/mentor to facilitate successful completion of the professional degree. Personal or professional concerns should be addressed to the student's mentor or another faculty member as appropriate. To facilitate completion of the research project for the DPT degree, each student will also be assigned a research project faculty advisor.

### **Relationship of the Faculty to the Department**

The University seeks to attract highly qualified and experienced educators to serve on the faculty. The Department's faculty is committed to providing the quality academic and clinical instruction necessary to foster high ethical and professional standards. Additionally, to adequately discuss and teach the continuously expanding content areas related to physical therapy clinical practice, physical and occupational therapists, nurses, physicians, and other health professionals provide lectures in their area of expertise. These professionals are chosen on the basis of their interest and expertise in state-of-the-art procedures and knowledge in their respective fields.

### **FACULTY & STAFF CONTACT INFORMATION**

<u><b>Name</b></u>	<u><b>Office Location</b></u>	<u><b>Office Phone</b></u>	<u><b>Email</b></u>
<b>Audrey Lynn Millar, PT, PhD, FACSM</b> Chair and Professor	Rm. 331	(336) 750-2664	<a href="mailto:millaral@wssu.edu">millaral@wssu.edu</a>
<b>Tiffany Adams, PT, DPT</b> Clinical Assistant Professor	Rm. 336	(336) 750-8205	<a href="mailto:adamstn@wssu.edu">adamstn@wssu.edu</a>
<b>Christina Criminger, PT, PhD, GCS</b> Assistant Professor	Rm. 346	(336) 750-2195	<a href="mailto:crimingercm@wssu.edu">crimingercm@wssu.edu</a>
<b>Judy Foxworth, PT, PhD, OCS</b> Professor	Rm. 338	(336) 750-2197	<a href="mailto:foxworthj@wssu.edu">foxworthj@wssu.edu</a>
<b>LaVerene Garner, PT, DPT, NCS</b> Clinical Assistant Professor	Rm. 342	(336) 750-3249	<a href="mailto:garnerlm@wssu.edu">garnerlm@wssu.edu</a>
<b>Darren Gainey</b> University Program Associate	Rm. 333	(336) 750-2190	<a href="mailto:gaineydk@wssu.edu">gaineydk@wssu.edu</a>
<b>Jennifer Martin, PT, DPT, GCS</b> Director of Clinical Education Clinical Assistant Professor	Rm. 330	(336) 750-8602	<a href="mailto:martinj@wssu.edu">martinj@wssu.edu</a>
<b>Sara Migliarese, PT, PhD, NCS</b> Associate Professor	Rm. 337	(336) 750-8968	<a href="mailto:migliareseesj@wssu.edu">migliareseesj@wssu.edu</a>
<b>Doris Molina-Henry, PhD</b> Assistant Professor	Rm. 350	(336) 750-2199	<a href="mailto:molinahenrydp@wssu.edu">molinahenrydp@wssu.edu</a>
<b>Hamdy Radwan, PT, PhD</b> Professor	Rm. 348	(336) 750-2194	<a href="mailto:radwanh@wssu.edu">radwanh@wssu.edu</a>
<b>Nancy Smith, DPT, GCS</b> Associate Professor	Rm. 340	(336) 750-2198	<a href="mailto:smithna@wssu.edu">smithna@wssu.edu</a>
<b>Chris Wendt, MS</b> Instructor/Lab Manager	HPB Lab	(336) 716-0521	<a href="mailto:wendtc@wssu.edu">wendtc@wssu.edu</a>
<b>Emma White, PT, DPT, OCS</b> Clinical Associate Professor	Rm. 337	(336) 750-8767	<a href="mailto:whiteem@wssu.edu">whiteem@wssu.edu</a>

## **FACULTY BACKGROUND**

---

### **Adams, Tiffany**

Clinical Assistant Professor of Physical Therapy  
BS – University of Virginia, 2007  
DPT – Elon University, 2010  
GCS – Geriatric Certified Specialist, APTA, 2017

---

### **Criminger, Christina**

Assistant Professor of Physical Therapy  
BS – UNC Greensboro, 2009  
MSPT – Winston-Salem State University, 2012  
PhD – Texas Women's University, 2017  
GCS – Geriatric Certified Specialist, APTA, 2016

---

### **Foxworth, Judy L.**

Professor of Physical Therapy  
BS - Physical Therapy, University of Texas Medical Branch, 1987  
License Athletic Training, Rice University, 1989  
MS - Physical Therapy, Temple University, 1999  
PhD - Human Movement Science, University of North Carolina, 2008  
OCS - Orthopedic Clinical Specialist, APTA, 1994, recertified, 2004, 2014

---

### **Garner, LaVerene M.**

Clinical Assistant Professor  
BS – Human Biology, University of Indianapolis  
MPT – Elon College, 2001  
DPT – Winston Salem-State University, 2018  
NCS – Neurologic Clinical Specialist, APTA, 2018

---

### **Martin, Jennifer**

Clinical Assistant Professor & Assistant Director of Clinical Education  
BA – English Literature, University of South Carolina, 1994  
MS – Exercise Science, University of South Carolina, 2005  
DPT – University of South Carolina, 2005  
GCS – Geriatric Certified Specialist, APTA, 2014

---

### **Migliarese, Sara**

Associate Professor of Physical Therapy  
BS - Texas Woman's University, Biology, 1983  
MS - Physical Therapy, Texas Woman's University, 1985  
PhD - University of North Carolina at Greensboro, 2009  
NCS - Neurologic Certified Specialist, APTA, 1995/2005, recertified 2014  
Herdman Vestibular Certification, 2008

---

**Millar, Audrey Lynn\***

---

Professor of Physical Therapy  
BS – University of Utah, 1977  
MS – Arizona State University, 1979  
PhD – Arizona State University, 1985  
MSPT – Andrews University, 1992  
FACSM – Fellow of the American College of Sports Medicine – 1992  
American Board of Physical Therapy Residency & Fellowship Education - Education Leadership Fellow 2016

---

**Molina-Henry, Doris**

---

Assistant Professor of Physical Therapy  
BS – Elon University, 2003  
PhD – Wake Forest University Medical School, 2010

---

**Radwan, Hamdy A.**

---

Professor of Physical Therapy  
BSc – Physical Therapy, Faculty of Physiotherapy, Cairo University, 1981  
MSc – Physical Therapy, Faculty of Physiotherapy, Cairo University, 1987  
PhD – Physical Therapy, Texas Woman's University, Houston, TX, 1999  
CMP – Certified Mulligan Practitioner, 2013

---

**Smith, Nancy**

---

Associate Professor of Physical Therapy  
BA – Psychology, Saint Louis University, Saint Louis, MO, 1997  
BS – Exercise Science, Saint Louis University, Saint Louis, MO 1998  
MPT – Saint Louis University, Saint Louis, MO 2000  
DPT – Saint Louis University, Saint Louis, MO 2005  
GCS – Geriatric Clinical Specialist, APTA, 2010

---

**White, Emma**

---

Clinical Associate Professor of Physical Therapy  
BS – Physical Therapy, Medical College of Virginia, 1978  
DPT – University of North Carolina at Chapel Hill, 2008  
OCS – Orthopedic Clinical Specialist, APTA, 2014

---

**Wendt, Christopher**

---

Instructor/Lab Manager  
BS-Exercise and Sports Science, East Carolina University, 2012  
MS – Kinesiology, East Carolina University, 2014

\*Department Chairperson

## DPT CURRICULUM

			Semester Hours
FIRST YEAR	Spring Semester (1) (16 Weeks)		
	DPT 6401	Gross Anatomy & Embryology Lecture	4
	DPT 6220	Gross Anatomy & Embryology Lab	2
	DPT 6210	Basic Skills	2
	DPT 6106	Basic Skills Lab	1
	DPT 6201	Professional Foundations	2
	DPT 6101	Clinical Biomechanics	1
	DPT 6102	Evidence-Based Practice	1
	First Year, Spring Semester Total:		13
	Summer Semester (2) (12 Weeks)		
	DPT 6400	Applied Pathophysiology	4
	DPT 6303	Neuroscience Lecture	3
	DPT 6103	Neuroscience Lab	1
	DPT 6207	Physical Agents Lecture	2
	DPT 6105	Physical Agents Lab	1
	First Year, Summer Semester Total:		11
	Fall Semester (3) (16 Weeks)		
	DPT 6203	Musculoskeletal I Lecture	2
	DPT 6204	Musculoskeletal I Lab	1
	DPT 6202	Kinesiology	2
	DPT 6206	Pharmacology	2
	DPT 6205	Community Clinic	2
	DPT 8212	Administration and Management I	2
	First Year, Fall Semester Total:		12

			Semester Hours
SECOND YEAR	Spring Semester (4) (10 Weeks)		
	DPT 7102	Clinical Education Seminar	1
	DPT 7200	Musculoskeletal II Lecture	2
	DPT 7201	Musculoskeletal II Lab	2
	DPT 7203	Therapeutic Exercise Lecture	1
	DPT 7103	Therapeutic Exercise Lab	1
	DPT 6304	Life Span Motor Control	3
	DPT 7204	Diagnostic Imaging	2
	Spring Semester (4) (5 Weeks)		
	DPT 7515	Clinical Education I	5
	Spring Semester (4) (3 Weeks)		
	DPT 7215	Clinical Education	2
	Second Year, Spring Semester Total:		12 Didactic 7 Clinical Education
	Summer Semester (5) (12 Weeks)		
	DPT 7202	Research Design	2
	DPT 7209	Movement Disorders	2
	DPT 7301	Integumentary Management	3
	DPT 7212	Musculoskeletal III, Lecture	2
	DPT 7112	Musculoskeletal III, Lab	1
	Second Year, Summer Semester Total:		10
	Fall Semester (6) (16 Weeks)		
	DPT 7205	Adult Neuromuscular I, Lecture	2
	DPT 7206	Adult Neuromuscular, Lab	2
	DPT 7211	Cardiopulmonary, Lecture	2
	DPT 7111	Cardiopulmonary, Lab	1
	DPT 7207	Research II	2
	DPT 6208	Acute Care	2
	Fall Semester (6) (8 Weeks)		
	DPT 7702	Clinical Education II	7
	Second Year, Fall Semester Total:		11 Didactic 7 Clinical Education

			Semester Hours
THIRD YEAR	Spring Semester (7) (16 -17 Weeks)		
	DPT 8201	Adult Neuromuscular II Lecture	2
	DPT 8202	Adult Neuromuscular II Lab	2
	DPT 8303	Differential Diagnosis	3
	DPT 8214	Administration & Management II	2
	DPT 8205	Research III	2
	DPT 7113	Statics Review	1
	DPT 8204	Pediatrics	2
	Third Year, Spring Semester Total:		14 Didactic
	Summer Semester (8) (10 Weeks)		
	DPT 8101	Health & Wellness	1
	DPT 8203	Geriatrics	2
	DPT 7208	Prosthetics & Orthotics	2
	DPT 8206	Board Prep	2
	Summer Semester (8) (4 Weeks)		
	DPT 8315	Clinical Education	3
	Third Year, Summer Semester Total:		7 Didactic 3 Clinical Education
	Fall Semester (9) (16 Weeks)		
	DPT 8515	Clinical Education III	5
	DPT 8802	Clinical Education IV	8
	Third Year, Fall Semester Total:		13 Clinical Education

Grand Total Credit Hours

**120**

*\*Sequence of courses subject to change*

Electives		
Spring Semester (7)	Applied Spanish for Physical Therapists	2 credits
Summer Semester (8)	Advanced Manual Therapy	2 credits
Summer Semester (8)	Advanced Vestibular Rehabilitation	2 credits

### **Spring 2021**

Class of 2021 (Grad 3)	January 6 to May 7, 2021	Students get SP Break	17 weeks
Class of 2022 (Grad 2) (CE 1-DPT 7515 ) (CE 1-DPT 7215)	January 5 to March 12, 2021 <i>March 15 to April 16, 2021</i> <i>April 19 - May 7, 2021</i>	Students <b><i>do not</i></b> get SP Break  <i>Mini-mester</i>	10 weeks <i>5 weeks</i> <i>3 weeks</i>
Class of 2023 (Grad 1)	January 4 to May 7, 2021	Students get Spring Break	17 weeks

### **Summer 2021**

Class of 2021 (Grad 3)	May 17 to July 23, 2021		10 weeks
(CE 3-DPT 8315)	<i>August 2 to August 27, 2021</i>	<i>Mini-mester</i>	<i>4 weeks</i>
Class of 2022 (Grad 2)	May 17 to July 29, 2021		10 weeks
Class of 2023 (Grad 1)	May 17 to July 29, 2021		12 weeks

### **Fall 2021**

Class of 2021 (Grad 3)			
(CE 3-DPT 8515)	<i>August 30 to October 1, 2021</i>		<i>5 weeks</i>
(CE 4-DPT 8802)	<i>Oct 11 to Dec. 10, 2021</i>		<i>9 weeks</i>
<i>Wrap – up Week</i>	<i>December 13-16, 2021</i>		<i>1 week</i>
Class of 2022 (Grad 2)	August 9 – Oct.15, 2021		10 weeks
(CE 2-DPT 7702)	<i>Oct. 18 to Dec.10, 2021</i>		<i>8 weeks</i>
Class of 2023 (Grad 1)	August 16- Dec. 10, 2020		17 weeks

***When planning for vacation time, always check with the Departmental Office before making travel arrangements.***



### **DPT COURSE DESCRIPTIONS**

<b>DPT 6401</b>	<b>Gross Anatomy &amp; Embryology Lecture:</b>
Advanced study of the structural and functional aspects of the human body, including the musculoskeletal, cardiopulmonary, integumentary, nervous, and circulatory systems as well as abdominal structures. In addition, essential aspects of human developmental anatomy will be addressed.	
<b>DPT 6402</b>	<b>Gross Anatomy &amp; Embryology Lab:</b>
Use of cadaveric dissection to study the structural and functional aspects of the human body, including the musculoskeletal, cardiopulmonary, integumentary, nervous, and circulatory systems as well as abdominal structures. In addition, essential aspects of human developmental anatomy will be addressed. Some lab activities will be used to illustrate the relationships between the cellular, tissue, organ, and other systems related to the human body in action.	
<b>DPT 6301</b>	<b>Basic Skills:</b>
This course emphasizes the cognitive knowledge underpinning basic, physical therapy clinical evaluation and intervention techniques required for clinical practice. These skills are used throughout physical therapy practice during patient/client evaluations and management. An emphasis is placed on selection and use of appropriate techniques, with a focus on patient safety	
<b>DPT 6106</b>	<b>Basic Skills Lab:</b>
This lab emphasizes development of psychomotor skills related to basic clinical evaluation and intervention techniques required for patient/client evaluation and management. Emphasis on is place on selection of appropriate techniques and safety of interactions with patient/clients.	
<b>DPT 6201</b>	<b>Professional Foundations:</b>
This course provides a framework for the development of professional expectations by providing the student with learning experiences concerning the historical development of physical therapy practice and the development of Physical therapy as a profession. Concepts related to professionalism and professional behaviors including those related to the delivery of culturally competent physical therapy services, legal and ethical standards of practice, and practice related professional interactions will be addressed.	
<b>DPT 6101</b>	<b>Clinical Biomechanics:</b>
Introduction to clinical biomechanics addressing selected anatomical, structural, and functional properties of human tissues, along with biological tissue reactions to force and stress. This course will explore the biomechanical issues of human movement including kinetics and kinematics. Emphasis will be placed on application of biomechanical principles to human movement as it relates to the practice of physical therapy.	

<b>DPT 6102</b>	<b>Evidence Based Practice:</b>
In this course students explore of a broad spectrum of research literature examining physical therapy practice. Students use literature as a tool to integrate critical inquiry skills and depth of knowledge in related to physical therapy. Students judge the strength of the evidence of each paper and draw conclusions regarding its clinical significance in physical therapy practice.	

<b>DPT 6310</b>	<b>Applied Pathophysiology:</b>
This course provides an understanding of the pathophysiological principles of tissues and systems of the human body commonly encountered in the practice of physical therapy. Special emphasis is placed on understanding the physiology of the cardiovascular, musculoskeletal, and endocrine systems. In addition, this course will highlight identifying signs and symptoms indicating diminished capacity of these systems due to disease and/or disability in patients.	

<b>DPT 6303</b>	<b>Neuroscience Lecture:</b>
This course provides lectures that cover the gross anatomical structures, functional relationships, and neuroscience of the normal brain and spinal cord. Published text, brain atlases, heuristic models and connectional diagrams are introduced to emphasize the three-dimensional and serial connections and relationships essential to understanding the development and normal function of the central nervous system (CNS). Frequent clinical correlations and case studies provide for the classification, application and analysis of the potential impact of trauma, disease, and abnormal development as major contributors to structural variation and functional disability.	

<b>DPT 6103</b>	<b>Neuroscience Lab:</b>
This course provides laboratory studies that cover the gross anatomical structures and relationships of the normal brain and spinal cord. Wet brains and spinal cords published atlases of cross-sections, heuristic models and connectional diagrams are introduced to emphasize the three-dimensional and serial connections, and variety of relationships essential to understanding the development and normal function of the central nervous system (CNS). Frequent clinical correlations and case studies provide for the classification, application and analysis of the potential impact of trauma, disease, and abnormal development as major contributors to structural variation and functional disability.	

<b>DPT 6304</b>	<b>Life Span and Motor Control:</b>
This course provides an understanding of normal human growth, maturation, and aging within the construct of motor behavior – motor development, motor control, and motor learning. Emphasis will be on acquisition and adaptation of functional motor skills throughout the life span. The course will be delivered primarily online, with weekly modules and reading assignments as well as discussion board interactions. Lectures and laboratory activities also will be scheduled to reinforce online learning. The course will set the foundation for future coursework in Neuromuscular I and II in applying motor control and motor learning concepts to persons with abnormal motor behavior due to disease and dysfunction.	

<b>DPT 6205</b>	<b>Community Clinic:</b>
<p>This course is designed to give students early access to patient care in order to practice interpersonal skills necessary to succeed in the clinic, to orient students to clinical care and observe clinical physical therapy care. Students will attend assigned clinic hours (9 hours through the semester) as well as 12 lecture hours covering various topics designed to better equip the student to deliver therapeutic skills in a more informed, holistic and empathetic way. This course provides lecture, small group discussions, group and individual projects concerning the sick role, communication, cultural differences, spirituality, elderly, and death and dying. Emphasis will be placed on the health-care worker's understanding of the effects of psychosocial factors on the rehabilitation process; interactions that facilitate wellness and developing interpersonal communication skills.</p>	
<b>DPT 6202</b>	<b>Kinesiology:</b>
<p>This course provides web enhanced delivery of information, demonstration, and laboratory instruction in human movement. Selected anatomical, structural, and functional properties of human tissues will be studied. Emphasis will be placed on the mechanical, neuroregulatory, and muscular influences upon normal and pathological motion as they relate to the practice of physical therapy.</p>	
<b>DPT 6203</b>	<b>Musculoskeletal I Lecture:</b>
<p>This course provides lecture, demonstration, case study, and laboratory instructions on physical therapy and medical management of selected musculoskeletal disorders. Application of orthopedic physical examinations and treatment principles pertaining to the following regions: Cervical Spine, Thoracic Spine, lumbar spine, Pelvis, and Sacroiliac joint.</p>	
<b>DPT 6204</b>	<b>Musculoskeletal I Lab:</b>
<p>This course provides demonstration, case study, and laboratory instructions on physical therapy and medical management of selected musculoskeletal disorders. Application of orthopedic physical examinations and treatment principles pertaining to the following regions: Cervical Spine, Thoracic Spine, lumbar spine, Pelvis, and Sacroiliac joint</p>	
<b>DPT 6305</b>	<b>Applied Pathophysiology:</b>
<p>This course provides an understanding of the pathophysiological principles of tissues and systems of the human body commonly encountered in the practice of physical therapy. Special emphasis is placed on understanding the physiology of the cardiovascular, musculoskeletal, and endocrine systems. In addition, this course will highlight identifying signs and symptoms indicating diminished capacity of these systems due to disease and/or disability in patients.</p>	

<b>DPT 6207</b>	<b>Physical Agents Lecture:</b>
<p>This course gives an overview of the principles of management of patients using modalities including, but not limited to, superficial heating and cold modalities, contrast bath, light therapy, microwave therapy, aquatic therapies, electrical stimulation, ultrasound, manual therapy, massage, vasopneumatic devices, and traction. The objective of this course is to provide the student with sound clinical rationale for use of modalities in the management of patient conditions in order to provide better patient care. Overall emphasis will be learning safe, effective, autonomous practice utilizing modalities. Students are expected to integrate their knowledge of kinesiology, physics, anatomy and physiology from previous courses in order to safely apply modalities to patients. Emphasis will be on care of the patient with orthopedic, neuromuscular dysfunction, and multi-system involvement who require modalities. The objectives of this course will include goal setting, direct intervention in relation to prescribing and applying modalities, monitoring response to modality techniques, and the provision of patient education as it relates to modality techniques. All course work will be directed towards building sound clinical judgment for evidence-based practice as outlined in the <i>Guide to Physical Therapist Practice</i>. Lectures, demonstrations, case studies, required readings, and laboratory activities will reinforce clinical logic and help students learn to apply modality techniques primarily to adult patients with various conditions.</p>	

<b>DPT 6105</b>	<b>Physical Agents Lab:</b>
<p>This course gives an overview of the principles of management of patients using modalities including, but not limited to, superficial heating and cold modalities, contrast bath, light therapy, microwave therapy, aquatic therapies, electrical stimulation, ultrasound, manual therapy, massage, vasopneumatic devices, and traction. The objective of this course is to provide the student with sound clinical rationale for use of modalities in the management of patient conditions in order to provide better patient care. Overall emphasis will be learning safe, effective, autonomous practice utilizing modalities. Students are expected to integrate their knowledge of kinesiology, physics, anatomy and physiology from previous courses in order to safely apply modalities to patients. Emphasis will be on care of the patient with orthopedic, neuromuscular dysfunction, and multi-system involvement who require modalities. The objectives of this course will include goal setting, direct intervention in relation to prescribing and applying modalities, monitoring response to modality techniques, and the provision of patient education as it relates to modality techniques. All course work will be directed towards building sound clinical judgment for evidence-based practice as outlined in the <i>Guide to Physical Therapist Practice</i>. Lectures, demonstrations, case studies, required readings, and laboratory activities will reinforce clinical logic and help students learn to apply modality techniques primarily to adult patients with various conditions.</p>	

<b>DPT 6208</b>	<b>Acute Care:</b>
<p>This course provides an in-depth focus on the patient care skills required for safe and effective handling of acutely ill patients. Basic clinical skills previously covered are expanded to include evaluation and treatment of patients in the intensive care setting and treatment of patients with bariatric issues. This course provides lecture, demonstration, case studies, written assignments, and lab sessions in preparation for acute care clinical affiliations.</p>	

<b>DPT 7200</b>	<b>Musculoskeletal II Lecture:</b>
This course provides lecture and case study presentations in the physical therapy, medical, and surgical management of selected musculoskeletal disorders. Application of orthopedic physical examination and treatment principles pertaining to the extremities will be emphasized.	
<b>DPT 7201</b>	<b>Musculoskeletal II Lab:</b>
This course provides demonstration, case study, and laboratory instruction in the physical therapy, medical, and surgical management of selected musculoskeletal disorders. Application of orthopedic physical examination and treatment principles pertaining to the extremities will be emphasized.	
<b>DPT 7102</b>	<b>Clinical Education Seminar:</b>
This course provides lecture, demonstration, case studies, written assignments and student presentation coursework in preparation for DPT 5305 Clinical Education I. Students will become familiar with the web CPI measurement tool, methods of giving and receiving feedback, ethical decision making, learning and personality styles, working with patients with dementia, HIPAA, universal precautions, stages of learning and Maslow's taxonomies of domains, teaching and communication methods and clinical documentation skills	
<b>DPT 6206</b>	<b>Pharmacology:</b>
This course is an introduction to the basic principles of pharmacology as they relate to physical therapy practice. The system for the approval of drugs by the FDA will be addressed. Mechanisms for drug intake, absorption, and transport will be discussed. Common medications and their interactions with other drugs will be identified.	
<b>DPT 7515</b>	<b>Clinical Education I:</b>
This is a five-week clinical experience for the graduate physical therapy student during which the student will be assessed on progression toward entry-level, independent functioning in a clinical setting emphasis will be placed on clinical decision-making, documentation, patient management, self-assessment, and professional behaviors.	
<b>DPT 7215</b>	<b>Clinical Education I:</b>
This three-week clinical experience is a continuum of DPT 7515. The experience is for the graduate physical therapy student during which the student will be assessed on progression toward entry-level, independent functioning in a clinical setting. Emphasis will be placed on clinical decision-making, documentation, patient management, self-assessment, and professional behaviors.	
<b>DPT 7202</b>	<b>Research Design:</b>
This course provides an introduction to literature searches, research design and methods, professional writing, and critical analysis of journal articles. Emphasis is placed on online search methods and Internet resources.	

<b>DPT 7203</b>	<b>Therapeutic Exercises:</b>
This course gives an overview of the principles of therapeutic exercise for patients, including, but not limited to principles of exercise prescription, resistance exercise, aerobic exercise, aquatic exercise, and exercises for medically complex patients, patients with neurologic involvement, or other special populations. A variety of therapeutic exercise philosophies will be explored. Emphasis will be placed on the initial exercise prescription and subsequent progression of specific exercise programs.	
<b>DPT 7103</b>	<b>Therapeutic Exercise Lab:</b>
This course provides demonstration, case study, and laboratory instruction pertinent to the application of therapeutic exercise. Overall emphasis will be on the safe, effective use of therapeutic exercise with patients with orthopedic, neuromuscular, or multisystem dysfunction, helping restore functional status.	
<b>DPT 7212</b>	<b>Musculoskeletal III:</b>
This course provides lecture and case study presentations in the physical therapy management of complex musculoskeletal problems. Topics discussed in this course will include orthopedic management of burns, women's health issues including incontinence, oncological management, ergonomics, pediatric orthopedics, geriatric orthopedics, work hardening, chronic pain, Osteoarthritis, Rheumatoid arthritis and advanced gait analysis techniques. Application of orthopedic physical examination and treatment principles pertaining to complex multi-system involvement of patients will be examined.	
<b>DPT 7112</b>	<b>Musculoskeletal III Lab:</b>
This course provides demonstration, case study, and laboratory instruction in the physical therapy, medical, and surgical management of selected musculoskeletal disorders. Application of orthopedic physical examination and treatment principles pertaining to complex multi-system involvement of patients will be emphasized.	
<b>DPT 7301</b>	<b>Integumentary Management:</b>
This course relates assessment, evaluation, diagnosis, and prognosis of common wound and skin conditions addressed by physical therapists. Emphasis will be placed on patient management, from initial assessment to outcome assessment. Various strategies will be introduced to help students develop an effective plan of care for patients with loss of integumentary integrity.	
<b>DPT 7204</b>	<b>Diagnostic Imaging:</b>
This course covers basic principles, procedures and interpretation of diagnostic imaging modalities. The emphasis is on plain film radiographs, contrast films, magnetic resonance imaging (MRI), and computed tomography (CT). Other types of imaging diagnostic techniques will also be introduced e.g. nuclear medicine and diagnostic ultrasound.	

<b>DPT 7209</b>	<b>Movement Disorders:</b>
<p>This course is designed to provide the doctoral physical therapist student with an overview of the clinical manifestation of problems of postural control and balance seen in adult patients with Movement Disorders. The course will provide a review of the neuroscience underlying select movement disorders commonly seen in physical therapist practice. It will provide students a basic rubric for understanding the multi-factorial etiology and pathophysiological changes in movement due to abnormalities in the central nervous system (spinal cord, cerebellum, brain stem, basal ganglia, and cerebral cortex). The course will emphasize clinical manifestation as well as approaches to evaluation and management of postural and balance disorders these patients. Students will be able to recognize, describe, classify, and treat these patients with a view towards restoration or maintenance of postural stability and function to positively impact on quality of life for patients and their families.</p>	
<b>DPT 7205</b>	<b>Adult Neuromuscular I Lecture:</b>
<p>This course is the prelude and companion course to adult Neuromuscular II. Emphasis will be placed on assessment, treatment concepts, and goal writing for specific neurological conditions affecting adult patients. Through lectures, physical demonstrations, video- and live web links, case studies, field trips, and other forms of small- and large group learning, all students will learn the clinical logic for evaluation and rehabilitation of adults with neurological disorders based on the <i>Guide to Physical Therapist Practice</i> and other evidence-based material from physical therapist practice. The clinical logic for this course will emphasize adults with primary cortical traumatic disorders and disorders of the vestibular system will be covered, including (but not limited to) stroke, traumatic brain injury, and vestibular disorders.</p>	
<b>DPT 7206</b>	<b>Adult Neuromuscular I Lab:</b>
<p>This course offers doctoral physical therapy students the necessary clinical skills to accompany their evaluation skills learned in PHT 7205. Demonstration and hands-on guidance will be emphasized in learning the basics of management of patients with stroke, traumatic brain injury, and vestibular disorders through all stages of treatment.</p>	
<b>DPT 7207</b>	<b>Research II:</b>
<p>This course provides an experience in the development of an individual research proposal that will be conducted under the supervision of a faculty member in research III.</p>	
<b>DPT 7113</b>	<b>Research Statistics Review:</b>
<p>This course provides continued experience in the development of research, in which basic statistics, including relation of analysis to design and data type, and interpretation of statistical analyses.</p>	

<b>DPT 7211</b>	<b>Cardiopulmonary:</b>
<p>This course gives an overview of the principles of management of patients with pathologies of the cardiopulmonary systems commonly seen by physical therapists. Emphasis will be on care of the patient with primary cardiopulmonary dysfunction and multi-system involvement, including: examination and evaluation, diagnostic procedures, goal setting, direct intervention in relation to prescribing exercise, monitoring exercise tolerance, promoting breathing and airway clearance, and health promotion. All course work will be directed towards building sound clinical judgment for evidence-based practice as outlined in the Guide to Physical Therapist Practice.</p>	
<b>DPT 7111</b>	<b>Cardiopulmonary Lab:</b>
<p>This lab will integrate information from lecture and other assignments, allowing practice of assessment and intervention skill necessary to successful work with patients who have cardiopulmonary dysfunction. Specific components will include examination and evaluation, diagnostic procedures, goal setting, direct intervention in relation to prescribing exercise, monitoring exercise tolerance, promoting breathing and airway clearance, and health promotion. All course work will be directed towards building sound clinical judgment for evidence-based practice as outlined in the Guide to Physical Therapist Practice. These activities will reinforce clinical logic and help students learn to apply rehabilitation techniques primarily to adult- and pediatric patients with cardiopulmonary dysfunction at various stages of involvement.</p>	
<b>DPT 7702</b>	<b>Clinical Education II:</b>
<p>This is the second full-time clinical experience for the graduate physical therapy student. During this eight-week internship the student will be assessed on progress toward entry-level and independent functioning in a clinical setting. The student will be asked to delegate, supervise, and assess the impact of such delegation on patient outcomes. Emphasis will be placed on clinical decision making, documentation, patient management, and self-assessment. The student will be expected to consistently characterize professional behaviors, effective communication skills, and sensitivity to cultural diversity when delivering health care. They will be strengthening evaluative, diagnostic, and prognostic skills while approaching entry-level practice in many criteria on the CPI.</p>	
<b>DPT 7208</b>	<b>Prosthetics and Orthotics:</b>
<p>This course provides an analysis of contemporary upper and lower-limb orthotic and prosthetic components and trunk orthoses, including the biomechanical principles upon which the designs are based. Lecture, demonstrations, case studies, and laboratory instruction will be used to address the role of the physical therapist in the medical and surgical management of adults and children with prosthetic and orthotic needs. Topics include the static and dynamic evaluation of patients fitted with orthoses and prostheses and recent trends in early and prosthetic management for adults and children with amputation. An emphasis on both observation and instrumented clinical analysis of gait patterns created through use of prosthetic and/or orthotic devices will be addressed.</p>	



<b>DPT 8201</b>	<b>Adult Neuromuscular II Lecture:</b>
<p>This course is a continuation and a companion course to Adult Neuromuscular I. Emphasis will be placed on assessment, patient management concepts, treatment skills, and goal writing for specific neurological conditions for adult patients. Through lectures, physical demonstrations, videos and live web links, case studies, field trips, and other small- and large-group learning activities, all students will learn the clinical logic pertinent to evaluation and rehabilitation of adult patients with neurological disorders, based on the <i>Guide to Physical Therapist Practice</i> and other evidence-based material from evidence-based practice. Evaluation and intervention for adults with lower motor neuron, mixed lower and upper motor neuron, and neurodegenerative disorders, will be covered, including (but not limited to) Guillain-Barre, Post-Polio syndrome, Spinal Cord Injury, and Parkinson and Huntington disease.</p>	
<b>DPT 8202</b>	<b>Adult Neuromuscular II Lab:</b>
<p>This course offers doctoral physical therapy students the necessary clinical skills to accompany their evaluation skills learned in PHT 8201. Demonstration and hands-on guidance will be emphasized in learning the basics of management of adult patients with lower motor neuron and upper motor neuron diseases not covered in PHT 7205.</p>	
<b>DPT 8212</b>	<b>Administration and Management I:</b>
<p>This course will introduce students to the social, political, organizational, and financial development of the US health care system and physical therapy within that system. Students will be prepared with an understanding of the legal, ethical, and professional environments within which today's effective physical therapist must operate. Knowledge of the major forces that influence healthcare delivery will provide students with the tools to be more active and influential participants in the current and future shaping of the profession and to be more effective practitioners. This course reviews healthcare financing, reimbursement, and health informatics.</p>	
<b>DPT 8214</b>	<b>Administration and Management II:</b>
<p>This course prepares students for administrative and management roles within multiple practice settings of health care. This course will include study of finance, budgeting, facility planning, personnel management, and other topics pertaining to principles of management for the physical therapist.</p>	
<b>DPT 8301</b>	<b>Differential Diagnosis:</b>
<p>This course prepares the student to recognize medical problems that are beyond the scope of the physical therapist in a clinical setting. The course further addresses effective mechanisms that result in client referrals to appropriate health care practitioners. Through lectures, case studies, and laboratory experiences, the student will be able to determine the best course of action with a patient utilizing the best available tests and measures and evidence-based practice to determine diagnosis, need for referral, or method of treatment</p>	

<b>DPT 8204</b>	<b>Pediatrics:</b>
<p>This course emphasizes infant, child and adolescent typical and atypical development and conditions, clinical examinations, standard tools for examination, and intervention. It will cover the relationship of human development and family dynamics to overall pediatric physical therapy management. Differential diagnosis related to pertinent pediatric conditions will also be addressed.</p>	
<b>DPT 8203</b>	<b>Geriatrics:</b>
<p>This course gives an overview of the principles of management of patients that are elderly including management of frail elderly with a survey of normal aging and a survey of pathologies present in the aged commonly encountered by physical therapists. Overall emphasis will be on <u>review</u> of relevant anatomy and physiology with a view towards learning safe, effective, autonomous practice and producing effective patient management. Students are expected to integrate their knowledge of anatomy, physiology, and pathophysiology from previous courses into understanding the diseases associated with aging and normal aging physiology. Emphasis will be on care of the geriatric patient with conditions entailing multi-system involvement, musculoskeletal involvement, and neurological involvement. The student will be able to more effectively execute techniques related to: examination and evaluation, diagnostic procedures, goal setting, direct intervention in relation to prescribing exercise, monitoring exercise tolerance, and promote promoting health and wellness as related to a geriatric population. All course work will be directed towards building sound clinical judgment for evidence-based practice as outlined in the <i>Guide to Physical Therapist Practice</i>. Lectures, demonstrations, case studies, required readings, simulation, and patient interviews will reinforce clinical logic and help students learn to apply rehabilitation techniques primarily to a geriatric population.</p>	
<b>DPT 8101</b>	<b>Health and Wellness:</b>
<p>This is a lecture course that will cover a broad range of topics including areas of mental, physical, and social health. This course is designed to learn about wellness and its relationship to the provision of physical therapy. Throughout the course we will strive to teach self-responsibility and skills to promote a long and healthy life. This course will assist the student physical therapist in embracing the role of wellness in the delivery of physical therapy services as outlined in the <i>Guide to Physical Therapist Practice</i>. The material will include foundational knowledge, theoretical models and empirical research and the application of this material to the practice of physical therapy.</p>	
<b>DPT 8205</b>	<b>Research III (Capstone):</b>
<p>This course provides a research practicum for the data analysis, writing and presentation of the results, discussion and conclusion of individual research or Capstone projects. This course is a continuation of research I and II.</p>	
<b>DPT 8315</b>	<b>Clinical Education III:</b>
<p>This seven-week clinical experience is a continuum of DPT 8515. The experience is for the graduate physical therapy student during which the student will be assessed on progression toward entry-level, independent functioning in a clinical setting. Emphasis will be placed on clinical decision-making, documentation, patient management, self-assessment, and professional behaviors.</p>	

<b>DPT 8515</b>	<b>Clinical Education III:</b>
<p>This three-week clinical experience is the initial component of Clinical Education III. The experience is for the graduate physical therapy student during which the student will be assessed on progression toward entry-level, independent functioning in a clinical setting emphasis will be placed on clinical decision-making, documentation, patient management, self-assessment, and professional behaviors.</p>	
<b>DPT 8802</b>	<b>Clinical Education IV:</b>
<p>This is the final full-time clinical experience for the graduate physical therapy student. During this 10 week internship the student will be assessed on independent functioning in a clinical setting. The student will be expected to delegate, supervise, and assess the impact of delegation to support personnel on patient outcomes. Emphasis will be placed on consistent demonstration of essential functions for a physical therapist that is ready for entry-level practice. The student will be expected to consistently demonstrate effective clinical decision making, documentation, communication skills, patient management, and self-assessment without cues or supervision for both simple and complex patients. The student will also be assessed on administrative, consultative, and preventative practice in their clinical setting. They should characterize the entry-level skills and professional attitudes of a competent, safe, ethical, and legal physical therapist that is ready for practice and clinical instruction.</p>	
<b>DPT 8206</b>	<b>Board Preparation:</b>
<p>This course is designed to prepare senior graduate level physical therapy students to take the National Board Examination for Physical Therapy Licensure. Through properly utilizing course materials and actively engaging in a disciplined program of self-learning, students will proceed successfully through this self-directed course, aimed at helping students achieve a first-time pass of the national licensing exam. The course is designed as self-study, primarily. Students will be expected to enroll in an online preparatory course and will be provide sample questions and extensive resource materials to help diagnose students' strengths and weaknesses. Both the course and the assistance of the course instructor will support the student in developing test-taking skills.</p>	

## Electives

<b>DPT 7210</b>	<b>PT Special Topics:</b>
This course provides an in-depth study of pertinent topics related to PT theory and practice. Topic, format and subject are in accordance with faculty and student interests and professional importance. May be repeated more than once.	
<b>DPT 7220</b>	<b>Advanced Vestibular Rehabilitation:</b>
This elective course offered during the summer semester of Year Three in the DPT curricular sequence is designed to prepare students for vestibular assessment and treatment beyond entry-level competencies. Course content will compliment vestibular rehabilitation techniques acquired in Adult Neuromuscular I, but will address additional topics beyond entry-level skills, including cervicogenic dizziness, cervical proprioceptive testing, advanced treatment for benign paroxysmal positional vertigo (BPPV) of all semicircular canals, dizziness secondary to head trauma, and the APTA guidelines for best practice in peripheral vestibular hypofunction and BPPV. The course will utilize lecture, lab, case studies, instructor demonstration, and video examples to assist students in mastering vestibular skills.	
<b>DPT 7225</b>	<b>Advanced Manual Therapy of the Spine and Extremities:</b>
This course provides in-depth study of evidenced based comprehensive manual therapy for spinal disorders. In addition to a web-based material, this course will be presented through on- site demonstration and hands-on practice. A review of common spinal diagnoses will be provided. Intervention approaches emphasize manual therapy.	
<b>DPT 6215</b>	<b>Applied Spanish for Physical Therapists:</b>
The course will focus on development a clinical vocabulary comprised of medical and other terminology, phrases and questions necessary for interviewing and assessing a patient. An emphasis will focus on student confidence in using proper language skills to interact with native Spanish speaking patients while providing proper patient care. This course will adopt a hybrid format utilizing online delivery accompanied by application of language skills in a clinic setting.	

---

**Selected Examples of Special Topics Courses to be offered in the DPT curriculum:**

**Special Topics: Cerebral Palsy**

This course provides an in-depth study of the diagnosis of cerebral palsy and the changing presentation and effects of the symptoms of this diagnosis throughout the lifetime of the individual. This course will emphasize the need to understand how this diagnosis affects normal human growth, maturation, and aging. We will explore how this impairment changes the acquisition of motor skills, motor control, and motor learning. We will explore how these changes impact the acquisition and adaptation of functional motor skills throughout the life span. The course will be delivered by a combination of class lecture, class interactive discussion, online modules and active visits to centers that deliver care across the continuum. There will be weekly module topics and reading assignments to enhance learning and stimulate creative thought. Laboratory activities will be scheduled to reinforce this new material and allow you to transfer your knowledge to clinical skills.

**Special Topics: Peripheral Joint Mobilization**

This course provides in-depth study of evidenced based comprehensive manual therapy for upper and lower extremities disorders. In addition to a web-based material, this course will be presented through on-site demonstration and hands-on practice. A review of common extremities diagnoses will be provided. Intervention approaches emphasize manual therapy.

**DPT 7104 Seminar in Physical Therapy:**

This course addresses contemporary issues affecting the field of physical therapy. It may be repeated more than once.

## **TUITION, FEES, & FINANCIAL AID**

### **Graduate Tuition 2020**

Information on Graduate tuition and fees is available through the Student Accounts website:  
<https://www.wssu.edu/about/offices-and-departments/student-accounts/index.html>

Payment plans are also offered by the university and details of these plans can be obtained through the following:  
<https://www.wssu.edu/about/offices-and-departments/student-accounts/index.html>

### **Financial Aid**

Please refer to the University Office of Scholarship and Financial Aid website  
<https://www.wssu.edu/admissions/scholarships-and-financial-aid/index.html>

### **Graduate Assistantships**

A limited number of Graduate Assistantships is offered each year. Applications are made through the department each semester. Acceptance of a Graduate Assistantship may entail up to 10 hours of work per week to complete departmental/faculty assigned tasks.

Following each semester of service as a Graduate Assistant, an evaluation of the work completed will be submitted by the student's faculty or staff supervisor which may impact the renewal of the assistantship.

### **External Scholarship Support**

#### **American Physical Therapy Association Scholarship and Financial Award Opportunities:**

You must be a student member of the APTA in order to qualify for any of the APTA opportunities (*see section on **APTA Membership***). You may purchase **APTA's Resource Guide on Financial Assistance** (includes information on minority scholarships) from APTA's Service Center (1-800-999-2782, ext. 3395) or order from APTA's Online catalog ([www.apta.org](http://www.apta.org)).

#### **Minority Scholarship Award for Academic Excellence:**

Enrolled Physical Therapist students. Refer to APTA's website for more details:  
([www.apta.org](http://www.apta.org))

#### **North Carolina Physical Therapy Association Scholarship and Loan program**

You must be a member of the NCPTA in order to be eligible. If you are a member of the APTA, then you are automatically a member of the NCPTA. Go to (<http://ncpt.org/>) for more information about application process and deadline.

Additional information concerning financial resources are available from:

**The smart student guide to financial aid**

(<http://www.finaid.org/>)

**Fastweb,**

(<http://www.fastweb.com>)

**US Department of Education**

(<https://www.ed.gov/>)

**IRS Education Tax Credit Information**

(<https://www.irs.gov/credits-deductions/individuals/education-credits-aotc-llc>)

**College Parents of America (CPA)**

(<https://collegeparents.org/>)

**AMBUCS Scholars Program**

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

AMBUCS offers scholarships to students (U.S. citizens) in a graduate program leading to a master's or doctoral degree. Awards range from \$500 to \$1,500 annually.

**FELS**

([http://www.ncseaa.edu/pdf/Rules\\_FELS.pdf](http://www.ncseaa.edu/pdf/Rules_FELS.pdf))

Scholarship Forgiveness loans for those staying in North Carolina (*must be a resident*).

**APTA MEMBERSHIP**

Membership in the American Physical Therapy Association (APTA) and the North Carolina Physical Therapy Association is **mandatory**. DPT student who are eligible for financial aid receive a package that is calculated to include this cost.

Assignments in your classes will require material to be downloaded from the APTA website through the membership portal.

## **PARKING & HOUSING**

### **Permits**

Valid student parking permits must be displayed at all times in the vehicle when parked on campus. Parking is restricted to designated student parking areas according to assignments by campus police. There is access to the F.L. Atkins Building via shuttle bus from distant lots.

Prior to the beginning of each fall semester, the Department of Public Safety issues a campus wide memorandum via email notifying employees and students when parking permits will be available for the upcoming year. Students desiring to park vehicles on the WSSU campus should follow the instructions in the memorandum to purchase a parking permit. Students should complete the parking permit application, providing all requested information. Students must sign the parking permit application signifying their willingness to pay all fines and to allow WSSU to pursue collection through placing a hold on a student account if necessary. Students should submit the completed application as directed by the Dept. of Public Safety. Public Safety is located on Cromartie Street, accessible from Martin Luther King Jr. at the K.R. Williams Auditorium entrance and is open between 8:00 a.m. and 5:30 p.m. Monday through Friday for non-emergency business.

### **Parking Violations**

The Traffic and Parking Enforcement Officers patrol the parking lots and streets on the WSSU campus and issue parking citations to vehicles found to be in violation of regulations. Illegally parked vehicles will be towed at the owner's expense. All persons receiving parking citations must do one of the following:

- (a) Pay the citation in person to the Traffic and Parking Clerk at the Department of Public Safety in the Old Maintenance Building between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- (b) Pay the citation via U.S. Mail by enclosing the citation and the appropriate payment amount in an envelope addressed to the Department of Public Safety as instructed on the citation, affixing proper postage, and dropping the envelope into a mailbox.
- (c) Request an appeal of the citation. Please refer to the WSSU student manual for proper procedures.
- (d) Failure to pay citations will result in a hold on your account, which will prevent issuance of grades, registration, and/or graduation.

### **Wake Forest University Parking**

During the spring semester of your first year, you will have Anatomy Class at the Wake Forest University School of Medicine in Downton Winston Salem, NC. This facility is located approximately 2 miles from WSSU. You will be able to access the gated lot using your Wake Forest Badge during the spring semester of 2020. After that you will need to pay for parking, should you wish. Parking violations on the medical campus are taken very seriously and can result in a fine or the towing of your car from the premises.



## **Housing Information**

### **Campus Housing Rates**

Please refer to the WSSU website (<https://www.wssu.edu/student-life/housing-and-residence-life/campus-housing/index.html>) for current housing rates and application materials. You may also contact Housing and Residence Life at (336) 750-3400.

### **Off Campus Housing**

There are a number of apartment complexes in the Winston-Salem area that offer WSSU graduate students special deals on yearly leases. You may also want to contact the Winston Salem Chamber of Commerce for a list of apartments and information on public schools.

### **The Greater Winston-Salem Chamber of Commerce**

[www.winstonsalem.com](http://www.winstonsalem.com)

411 W. Fourth Street, Suite 211

Winston-Salem, NC 27101

Phone: (336) 728-9200

(336) 721-2209

## REGISTRATION

### Spring Year I:

Entering DPT students will be registered by the university for the Spring semester.

### All Other Semesters:

The DPT curriculum is a planned curriculum designated to build upon previous knowledge. For this reason, courses may not be taken out of sequence unless the student has written permission from the Chair of the Physical Therapy Department. Students should obtain the correct course information including course and section numbers for the upcoming semester from the department.

Each student is responsible for self-registration using the web registration process. Prior to registration, you must obtain a registration access pin number (Alternate PIN) from your academic advisor. To be eligible for Financial Aid (FA) and other assistance (grants, stipends, scholarships, or assistantships) during the subsequent semester, registration should be completed during the early registration time period. The Office of Scholarship and Financial Aid also requires that a current FASFA is completed by students who wish to apply for financial aid. Please refer to the financial aid website for more information.

The registration process outlined below should be used to register for all classes. You will receive messages and information from faculty and staff members and from the campus- wide “Administrator” about early registration and all other activities regarding WSSU through your campus email. If you have any questions concerning this procedure, please contact the Physical Therapy Department Program Associate at (336) 750-2190.

### **ONLINE REGISTRATION INSTRUCTIONS**

1. From the university home page click on **Current Students** and select **My WSSU** at the top of the page.
2. Enter your **User ID** (Banner ID) and **PIN**.
3. Click on **Student Services & Financial Aid**. Click on **Registration**
4. Click on **Add/Drop Classes**. Select the Appropriate Term & click on submit.
5. You will be prompted to enter your registration access pin number (Alternate PIN)
6. Enter the CRN for each course in the numbered box. When you have finished, click **SUBMIT**.
7. Click on **Student Services & Financial Aid**. Click on **Registration**. Click on **Detailed Schedule** to check your completed schedule.
8. Print out a copy for your records.

***NOTE: You are officially registered when you have been validated by the Student Accounts.***

Once you are registered, you may validate your schedule by check/credit or with available financial aid. You will need to ensure your account is validated by the last day of add/drop as outlined on the university calendar, or your courses will “purged from the system” (deleted). Students who register after the early registration date will be charged a “Late Registration Fee” Students who are purged due to not being validated, may be charged this fee as well.

## **HEALTH REQUIREMENTS**

### **Immunizations**

Students who are accepted into the physical therapy program must provide a record of immunization for the following immunizations prior to orientation:

- Rubella
- Diphtheria
- Measles
- Tetanus
- Hepatitis B

In addition to the university requirements, the department requires that you maintain an annual Tuberculosis (TB skin) test as well as a Health Care Provider Cardiopulmonary Resuscitation (CPR) certificate. Immunization records and CPR certification must be completed prior to attendance in a clinical internship.

### **Student Health Center**

The Alexander H. Ray Student Health Center at Winston-Salem State University is an outpatient facility providing a variety of health care services to the student population. All students enrolled at WSSU are eligible to use the health service. The Student Health Service provides most service on an appointment basis. However, injuries or illness that requires immediate attention may be evaluated by Registered Nurses or the Family Nurse Practitioners. Students may also be seen daily on a walk-in basis from 8am-11:30am

### **Confidentiality**

Medical records are confidential. Students must sign a Release of Medical Information form to have medical information transferred to another provider of health services. Medical questions will not be answered over the phone or via email.

### **Wellness Promotion**

Health promotion and education services are available to all students. Services include educational materials; health and nutrition consultations; special health promotion events; wellness outreach presentations; patient education; and referrals.

We welcome the opportunity to assist individual students and student organizations with health-related projects and programs. A minimum of two weeks advance notice is requested.

### **Cost of Service**

There is a charge for all off campus services such as special laboratory tests, procedures, and prescriptions. There is also a charge for some on campus services which include certain immunizations, special injections, laboratory tests, and copies of health records. Payment is due at the time of service. Payment is to be made in the Cashier's Office prior to coming to Student Health. Present the receipt at check-in to Student Health Center. The Health Center does not accept cash.

### **Medical Insurance Requirements**

Students are required to carry the University's mandatory health insurance paid through tuition, unless proof of other active health coverage is provided. Students may waive out of the University's plan by providing proof of current health insurance coverage. It is the student's responsibility each Fall and Spring semester to register online. The link is obtainable through the Student Blue at (<http://studentbluenc.com/#/wssu>) to complete an on- line waiver which, when approved, will exempt them from University coverage.

**Clinical Services**

The Student Health Center is [accredited by AAAHC](#). The Health Center provides quality primary ambulatory care in a confidential setting. The center provides evaluation, treatment, and management of acute and chronic medical problems, as well as preventive medical care and immunizations. Referrals are granted for services not provided or when the Health Service Providers deem specialist care is required.

**Services:**

- Consultations
- Contraception and counseling
- General medical care and referrals (i.e., dental, OB) GYN, PAP smears, breast exams
- HIV/STD testing and counseling
- Laboratory
- Mental health testing and counseling
- Pharmacy

**Clinics Hours and Appointments**

**Ram and Insurance card/s are REQUIRED for each visit**

**Appointments:**

Please make appointment using [Online Student Health](#). Enrollment is required before making an appointment.

**Wellness Center/Student Health Operational Clinic Hours:**

Monday - Friday: 8:00 a.m. - 5:00 p.m.

Saturday & Sunday: Closed

**Injection Clinic:**

Tuesday & Wednesday - 9:00 a.m. - 11:00 a.m. and 1:30 p.m. - 3:00 p.m.

**HIV/STD Testing:**

Monday, Thursday & Friday (by appointment only)

Make appointments through [Online Student Health](#). POSSE also tests in the dorms! Watch, email or call for schedule.

**Post injection observation:** 15-30 minutes.

Make appointments through [Online Student Health](#). POSSE also tests in the dorms!  
Watch, email or call for schedule.

### **Important Notices:**

For each missed appointment that was not officially cancelled at a minimum of 24 hours in advance, students will be assessed a \$10.00 fee.

Students arriving 10 minutes late will be rescheduled. Students with more than 2 tardies per semester will be assessed a \$10.00 fee for the 3rd appointment.

Fee must be paid in Cashier's office prior to next health center visit. Present receipt during appointment.

Visit the Student Health Center Website for additional information on immunization requirements, walk-in and scheduled appointments, hours of operation, types of care provided, insurance and payment policy, and community health care resources at: (<https://www.wssu.edu/student-life/university-wellness-center/health-services/>)

For general illness or medical questions after normal hours of operation, calls are forwarded directly to the HealthLink Nurse-On-Call or you may call HealthLink direct by dialing toll-free 1-888-267-3675 to speak with a Nurse.

Students experiencing life threatening or medical emergencies should contact Campus Police at 750-2911.

Note: Special hours are observed during holidays; please read all university generated emails to stay informed.

## **STUDENT ADVISING**

Each student is assigned to a faculty advisor for the entire tenure of the DPT program. The purpose of the faculty advisor is to assist you in learning and implementing success strategies in the DPT program. Faculty advisors have many years of experience helping students of all backgrounds and ages to self-assess personal strengths and weaknesses and to assist you in professional and personal growth. To facilitate this process, the student may be asked to complete one or more learning- and/or leadership-style inventories during orientation to the program and at subsequent times in the program. It is the responsibility of the student to make an appointment with your faculty advisor for a short meeting at least **once each semester**. Any problems that impact success in the program should be discussed with the student's faculty advisor. Once a semester the student will present their portfolio, with new exemplars and reflections regarding the goals and objectives. Following each advising session, a Student Advisor Form should be completed and signed by the faculty advisor and the student. To enhance follow-up, the faculty advisor will keep the original form and the student will be given a copy of this form. Actions and outcomes should be reviewed by the target date indicated.

### **Service Requirement:**

All students are **required** to participate in "volunteer" activities throughout the year, with a minimum hours per semester. Hours required per semester are identified on the Portfolio schedule. During some semesters the hours will be reduced, while hours may need to be expanded at other times. Activities should be documented and confirmed with the advisor. Examples of applicable activities include, but are not restricted to, community care clinic, health fairs, student club service activities, service to the NCPTA or APTA.

**Priority should be given to Community Care Clinic, MSFit, and other programmatic priorities.**

## **CLASS OFFICERS**

Class officers are elected during the Spring term of the first year of the DPT Program. Duties and responsibilities of each office are listed below\*.

### **Class President:**

- Responsible for leading all class meetings
- Liaison between the faculty and program chair for class concerns
- Runs election of Grad I Class President during second year (see procedure below)
- First point of contact for faculty and staff using the class phone tree.
- Serves as a two-way conduit for information between students and faculty

### **Vice-President:**

- Assumes duties of the President in his/her absence
- Investigates and informs president of student complaints or concerns and assists President and faculty members in resolving these concerns
- Assists the President as requested

**Treasurer:**

- Identifies and controls resources for class funding activities
- Maintains record of all credits, debits and disbursements of class funds

**Secretary:**

- Documents proceedings of meetings by transcribing comprehensive minutes
- Writes class correspondence as dictated by the President or Vice-president
- Establishes and maintains a class phone tree
- Maintains a current class roster with current contact information and provides the physical therapy department secretary with this list at the beginning of each semester
- Assists with elections as needed (see procedure below)

**Historian:**

- Documents each class event with pictures and notes
- Maintains a class photo album and videos
- Helps compose, mount and update class photos for display in PT hallway

*\*Classes may elect other officers such as a Social Director, Physical Therapy Month Chairperson, or others as needed.*

The following procedure will be followed to elect class officers:

1. The Grad II Class President will lead the first-class meeting of the Grad I Class during the Spring semester. Nominations for Grad I Class President will be accepted from the floor.
2. A vote by all Grad I Class members present will be held by written (secret) ballot.
3. Ballots will be collected by the Grad II class President and counted by the Grad II Class President and Class Secretary.
4. The Grad I Class President will be determined by a simple majority vote of all class members present. If more than two candidates are running and there is a margin of two votes or less between the top two candidates, a run-off election will be held between those 2 candidates only. The results of this vote will be final. The same election process will be used for other positions and any recall election.
5. The newly elected Grad I Class President will take over the meeting and run the remainder of the election of class officers.
6. For each office considered, the president-elect will accept nominations from the floor. All votes will be cast by a written ballot and counted by the Grad I Class President and the Grad II Class Secretary.
7. At the conclusion of the meeting, the newly elected Grad I Class Secretary will inform the PT Program director in writing of the names of the new class officers. Additionally, the class Secretary is responsible for notifying the director of any changes in class officers throughout the program.
8. The term of office for the class officers will be for the entire 3 years of the program unless one of the following procedures occurs:
  - a. The class officer submits a written statement of resignation to the program director.
  - b. The class officer is not enrolled in the PT program for any reason.
  - c. The class as a whole chooses to remove (recall) an officer for cause. This type of recall for cause requires that at least 1/3 of class members sign a written request clearly stating the cause for potential recall. This request must be submitted via the class president (or vice-president if appropriate) to the PT Program director. The class president (vice-president) will call a meeting of the entire class within 2 class days and a discussion of the issues, pro and con, will be held on the request for recall. A written vote by all the class members present will be held on the recall request. For the recall request to be approved, it is necessary for a minimum of 2/3 of the class members to vote for the recall of the officer. If the class vote is not sufficient, the officer remains in office. If the class vote is equal to or greater than 2/3 of the class members present, the office is vacated. The process of nomination from the floor, voting by written ballot, and election by a simple majority of votes casted and counted, as lead by the class president (or vice-president) and the class secretary will be followed to replace the officer.

## COMMUNICATION

### Student Email:

All Department and University communication will be distributed only via WSSU email accounts. It is the responsibility of the student to check this email account frequently. If you prefer to use another email account, you may forward your WSSU account to another address. However, the department will not issue information or communication to another address. You may access your email from the link on the WSSU home page ([www.wssu.edu](http://www.wssu.edu)).

### Student Lockers:

Lockers are available for students on a limited basis. There are not enough lockers for all students, so you must share and cannot leave your items on a permanent basis. You may put a lock on this locker but please remember to remove the lock prior to leaving for clinical internships. Locks that are left on lockers while on student internships will be removed.

### Phone Tree:

Sometimes it becomes necessary to communicate with the class (such as weather-related changes in class schedules) very quickly. Each class will be asked to form a phone tree where each student is responsible for contacting two other students. A faculty member or the Department secretary will contact the class president who will initiate the phone tree to pass along information in a timely manner.

### Cell Phones/Pagers:

See policy on use of electronics for more detailed information. Cell phones and pagers must be turned off or put on 'silent mode' during class. To minimize disruptions, if you must answer a call during class, please use the back door of the classroom to leave the room to answer the call and return to class as quietly as possible.



## **INSTRUCTIONS FOR ACCESSING STUDENT EMAIL AND CANVAS**

### **Find your account information.**

For our students, Winston-Salem State University utilizes the [Office 365 for Education](#) family of products for email, document preparation, online collaboration, and more. Students get more than just an email account. They will also have access to a 50 GB email quota and 15 GB of online storage through OneDrive.

Know your WSSU email address. Once you accept your offer of Admission, you will receive a WSSU email address. (Please allow 2 business days for your email address to be activated.)

To find your WSSU Email address:

- Go to [Banner RAMS Online](#)
- Click Enter Secure Area
- Enter your Banner ID and PIN  
(PIN is your date of birth in mmddyy format until you change it)
- Click Personal Information
- Click View E-mail Address(es)

Your WSSU email address will be in the format **username@rams.wssu.edu**.

The username for your email account is your email address username - jsmith116 for example. For new students that have never logged into their email account, your password will be:

- First letter of the first name UPPERCASE
- First Letter of the last name lowercase
- Banner ID

Example - For a student named John Smith with a Banner ID of 123456789, their password would be Js123456789. Once you log in for the first time, you will be prompted to change your password.

### **Accessing Office 365:**

To access WSSU's student e-mail system, log on to [Microsoft Outlook Web](#) App. You will be prompted to enroll into *RAM Access Management Portal (RAMP)*. For more information visit the RAMP web pages or contact Technology Support Services at [336-750-3431](#).

- Log into [Office 365 for Education](#) and sign-on with username@rams.wssu.edu, where; username is your current WSSU account name along with your current password. Use these instructions to find "your" email address.
- To learn more about how to use Office 365 visit the [Frequently Asked Questions](#). Office 365 for Education also allows students to share and edit documents through Office Web Apps.

Follow the links below to learn more:

- [Office 365 for Education](#)
- [OneDrive](#)

**Canvas Access:**

Canvas is a web-based learning management system used at Winston-Salem State University designed to facilitate teaching and learning. Canvas provides many types of tools for enriching the learning experience and is accessible from any location that has Internet capability.

The Office of Information Technology offers support for all areas at:

<https://www.wssu.edu/about/offices-and-departments/the-office-of-information-technology/departments/technology-support-services/faq.html>

To get started simply log in to the [RAM Access Management Portal](#).

The Canvas Helpdesk is available 24 hours a day, 7 days a week to provide assistance. Please use the resources below to receive Canvas assistance:

Collaborate is a browser-based platform used for web conferencing, that supports live and recorded audio/video, chat messaging, a shared whiteboard, screen and application sharing, interactive polling and more. Instructors can interact with students in real-time.

## **CLINICAL EXPERIENCE**

You will be required to complete four (4) clinical experiences as part of the DPT curriculum. Each student is required to have clinical experiences in an acute care, rehabilitation, and outpatient orthopedic settings. Please refer to the WSSU Clinical Education Manual for more details concerning clinical internships

Each student must be cleared by the faculty using the Student Readiness Form prior to attending a clinical internship (see form on next page). **Internships must be completed on a full- time basis and thus may require students to travel and make alternate housing arrangements. All clinical internships are the financial obligation of each student.** Please refer to the Clinical Education Manual for more details on student responsibilities.

### **Name Tags:**

Students must purchase and wear a name tag designating you as a student physical therapist at all times during your internship. Please refer to the policy on ordering name tags in this manual. This will be addressed in Professional Issues.

### **Liability Insurance:**

All students enrolled in the DPT program are required to purchase liability insurance prior to being assigned to a clinical education facility. Generally, the student policy provides a minimum of \$1,000,000.00 liability coverage per incident and a maximum of \$3,000,000.00 total coverage. A student who does not have liability insurance will not be permitted to participate in any clinical education experience including community clinic experiences and may be asked to withdraw from the program if coverage is not obtained. A student may be asked to purchase an additional level of coverage pending requests from a clinical site.

### **Typical Schedule of Internships**

<b><i>Term</i></b>	<b><i>Year/Internship</i></b>	<b><i>Length</i></b>
Spring	Year II/Clin Ed I	8 weeks
Fall	Year II/Clin Ed II	8 weeks
Summer	Year III/Clin Ed III	9 weeks
Fall	Year III/Clin Ed IV	9 weeks



# POLICIES AND PROCEDURES

**Winston-Salem State University  
Department of Physical Therapy  
Academic Integrity Policy**

**Policy:**

The Physical Therapy Department adheres to the Winston Salem State University Academic Work Standards which can be found online in the Graduate Catalog for 2019-2020

(<http://catalog.wssu.edu/index.php>)

Click on “Academic Integrity Policy” to view the University policy by which the Department of Physical Therapy abides by.

**Procedure:**

1. To ensure academic honesty, your reading of this handbook constitutes your understanding of this statement, which pertains to all assignments and examinations. Any student who violates this policy will be held accountable as stipulated in this handbook and in the Graduate Catalogue.
2. Disclaimers for Copyrights for Web-Assisted Courses:  
The links and information supplied via the Internet are provided as supplemental information for the enhancement of the designated course. Do not copy or download information from web sites or links without permission. Many sites have disclaimers specifying copyrights and policies regarding the use of its contents. Students are cautioned to view and adhere to the disclaimer specific to each site.

Approved:	11/10/2003
Updated:	11/16/2008
Updated:	12/14/2010
Updated:	09/12/2016

**Winston-Salem State University  
Department of Physical Therapy  
Professional Conduct Guidance Policy**

At all times, students in the physical therapy program are expected to demonstrate the core values of the APTA. The faculty endorses and will expect all students to abide by the APTA Core Values described below. Professional behaviors are regularly addressed by the faculty and will be discussed with each advisor. To assist the student in development of professional behaviors, all students will develop a portfolio which addresses different components of professional growth. The portfolio will be reviewed with the advisor each semester. Individuals not meeting the requirements for professional development, as identified, will be subject to disciplinary action.

The skills related to professionalism are also addressed in the Essential Functions. As noted on page 59 of the student handbook, failure to meet the essential functions is addressed in a progressive manner. Repeated failure to meet professional behavior expectations, as identified by the Core Values and the Essential Functions, may result in dismissal from the program.

**PROFESSIONALISM IN PHYSICAL THERAPY: CORE VALUES**

Seven core values were identified during a consensus-based conference that further defined the critical elements that comprise professionalism. The core concepts of professionalism are identified on the APTA web page identified below. Additionally, a document identifying the core values in detail is available through this page.

1. **Altruism**
2. **Excellence**
3. **Caring**
4. **Ethics**
5. **Respect**
6. **Communication**
7. **Accountability**

**Available at:**

**<http://www.apta.org/EthicsProfessionalism/>**

**Accessed: August 6, 2019**

**Winston-Salem State University  
Department of Physical Therapy  
Adverse Weather Policy**

During adverse weather/emergency closures, suspension of non-mandatory operations for those instances which are not truly emergency but reflect conditions on campus that compromise safety are explained below. Questions regarding the policies should be directed to [Camilla Norris](#).

**Communications**

When any of the conditions below are applied the communications methods that follow will be utilized to communicate to the campus.

- RamALERT (e-mail & text), WSSU website and the WSSU weather phone lines are the most reliable sources for information regarding adverse weather for WSSU. Most of the television stations and their websites do not allow detail for adverse weather conditions.
- Employees who do NOT receive RamALERT text messages MUST use one of the following resources for details regarding the WSSU adverse weather plan:
  - Your WSSU email
  - [www.wssu.edu](http://www.wssu.edu)
  - WSSU weather phone line [336-750-3456](tel:336-750-3456)

If no condition is communicated, then all business operations will follow the normal schedule.

Adverse weather leave cannot be used.

( <https://www.wssu.edu/about/chancellors-office/chief-of-staff/police-public-safety/emergency-management/adverse-weather-and-emergency-closings/index.html>)

**If classes are not cancelled during an adverse weather condition, it is the responsibility of each person (faculty, staff, and student) to assess their individual situation and make a determination whether or not to attend class.**

1. If a faculty member cannot safely make it to class secondary to weather conditions, he/she will notify the class president via phone. The class president will institute the phone tree in order to notify everyone in a timely fashion.
2. If a student is unable to travel safely to class secondary to adverse weather conditions, it is the student's responsibility to contact the course instructor. The student will be held accountable for all class material presented that day. As professional behaviors are always expected, failure to contact the course instructor may result in punitive consequences in that class.

Approved: 11/10/2003  
Revised: 11/16/2008  
Updated: 09/12/2016  
Updated: 09/19/2017



**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy**

**CRIMINAL BACKGROUND CHECKS POLICY**

**Policy:**

All students are required to complete clinical background checks prior to the entrance into the program, and before clinical experiences.

**Procedure:**

- Prior to admission, all WSSU DPT students will be required to undergo a criminal background check (CBC) that covers the state or states in which they have held official residence during the past 7 years.
- Students will be emailed directions or provided written information detailing the pertinent access information and package code for the WSSU DPT account. The CBC must be completed prior to the orientation session and final admission to the DPT program. Students will not be allowed to begin any coursework without a completed CBC.
- The certified background checks and rechecks will be performed by an specifically identified provider.
- All DPT students entering the program will be issued a copy of this policy prior to admission to the
- DPT program. DPT students currently enrolled will be issued a copy of this policy before submitting to criminal background checks (CBC).
- If the student is assigned to a clinical site that requires a CBC, the DCE or the designated representative will supply the clinical site with verbal or written results (as may be stipulated by the clinical site contract). If the clinical site requests a written copy of the student CBC, it will be submitted to the specific administrative contact via email before the student starts the affiliation.
- Students will pay on-line when applying for the background check.
- A student can elect to receive information directly by checking the proper box on the on-line release form.
- Post admission in the program, a current recheck CBC may be required by request of selective clinical sites.
- These CBCs will be conducted by Castlebranch.com.
- Only the Director of Clinical Education (DCE) or a designated representative has access to on-line results of the CBC.
- Based on current contracts with clinical education sites, certain criminal histories are likely to disqualify a student from participating in clinical learning experiences.  
Listed below are the following background histories that will disqualify a student's acceptance into the DPT Program. However, this list is not exhaustive.
  - Convictions/deferred adjudications involving crimes against persons (physical or sexual abuse, neglect, assault, murder, etc.)
  - Convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
  - Registered sex offenders
  - Misdemeanors/felonies/deferred adjudications involving weapon charges
  - Convictions/deferred adjudications related to the sale, possession, distribution, or transfer of narcotics or controlled substance

- Convictions/deferred adjudication involving financial crimes against persons, companies or institutions (theft, fraud, etc.)
- If a student has a positive CBC, the DCE will inform the Department Chair and the individual result will be evaluated for possible further inquiry.
- The student will be asked to visit the Department Chair and the DCE to discuss a positive CBC and may be requested to produce additional pertinent information.
- The Department Chair's decision regarding final admission to the program will be based on the requirements stipulated in current contractual agreements between the clinical sites and the pertinent policies of the WSSU DPT program. The student will be informed of the Department Chair's decision before the orientation session.
- If the response from the administration at the clinical site dictates further discussion, the DCE will discuss the CBC with the DPT Department Chair and the Coordinator of Clinical Education at the clinical site.
- The clinical site may refuse to take the student after being informed of the results of the CBC as performed by [www.castlebranch.com](http://www.castlebranch.com) or by the site's reporting agency. In this case, the DCE will attempt to obtain another affiliation in a similar type of clinical setting for the student. However, there is no guarantee of placement and the student may be dismissed from the program if an appropriate placement cannot be secured. The student must successfully complete each scheduled clinical affiliation in order to maintain the proper sequence of courses within the curriculum.
- It is the student's responsibility to inform the DCE if any additional charges/convictions/deferred adjudication occurs while the student is enrolled in the WSSU DPT program. If further charges/convictions occur during matriculation in the program, the student is subject to automatic dismissal.
- A copy of the student's CBC will be locked securely in a designated file in the office of the DCE or maintained on the secure website and maintained for seven years.
- PT licensing boards may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or *nolo contendere* to a felony or other serious crime. Successful completion of the WSSU DPT program does not guarantee licensure, the opportunity to sit for a licensure examination or employment in PT.

This policy is subject to change as deemed necessary by program administrators and the DPT program faculty.

Approved	July 2005
Amended	March 2006
Amended	October 2006
Amended	December 2011
Amended	August 20, 2013
Updated	September 19, 2017

**Winston-Salem State University  
Department of Physical Therapy  
Clinical Education**

Clinical Education requirements and policies are identified in detail in the Clinical Education Student Handbook. All students must review the policies and procedures for Clinical education and are required to complete all forms as requested, and maintain appropriate, timely communication with the Clinical Education office.



**DEPARTMENT OF PHYSICAL THERAPY  
STUDENT READINESS FORM  
CLINICAL EDUCATION**

Clinical Rotation # \_\_\_\_\_ : DPT Class of 2023

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

The purpose of this form is to obtain faculty consensus on the preparation level of each physical therapy student for participation in Clinical Education Internships. Each faculty member must indicate on this form whether the students listed at the bottom of the form are ready for entry into the clinic or whether remediation is needed prior to this internship. Please complete the Remediation Recommended section of this form, if you recommend student assistance. The DCE will review and retain this form for each student and contact advisors as needed.

- Ability to Accept Instruction
- Communication
- Critical Thinking/Problem Solving
- Didactic Preparation
- Ethical/Legal Behavior
- Professionalism
- Safety

**Remediation Recommended**

*Please list the students' name with the specific needs from the list above, along with your signature in the space provided below.*

**Student Class List:**

*(Insert table with student names here)*

**Faculty Approval**

By signing below, you agree the above list of students are clinically ready to attend their Clinical Education Affiliations. If the students' name is listed in the Remediation Recommended section, they are exempt from this approval section.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Winston-Salem State University**  
**Department of Physical Therapy**  
**Comprehensive Examination Policy and Procedure**

**Policy:**

In order to complete the degree requirements for Doctor of Physical Therapy (DPT), each student must successfully complete a series of two comprehensive examinations. These evaluations require the student to demonstrate competency in all instructional/content areas included in the Physical Therapy curriculum.

For clarification:      Year 1 includes: Spring 1, Summer 1 and Fall 1  
                                 Year 2 includes: Spring 2, Summer 2 and Fall 2  
                                 Year 3 includes: Spring 3, Summer 3

**Procedures:**

**I. First Comprehensive Examination**

1. In the summer of year 2, all students will be required to take an integrated comprehensive examination (1<sup>st</sup> CompExam).
2. The test will be administered electronically, with a date and time scheduled for the entire class, based on computer lab availability and semester dates.
3. The 1<sup>st</sup> Comp Exam will include questions from all courses taught during the Spring 1, Summer 1, Fall 1 and Spring 2 semesters.
4. All students are required to score 70% or higher on the 1<sup>st</sup> Comp Exam in order to progress to Clinical Education courses and subsequent portions of the DPT professional curriculum.
5. A student who scores below 70% on the 1<sup>st</sup> Comp Exam must complete the following process:
  - a. In consultation with the student's academic advisor, a detailed action plan for remediation will be developed, within 1-2 weeks of the test.
  - b. A copy of the action plan will be submitted to the Department Chair by the end of those two weeks.
  - c. The student will be notified in writing by the Department Chair if the plan has been accepted.
  - d. If the plan is disapproved, it will be returned to the student and academic advisor for modification and resubmission in a timely manner.
  - e. Depending on the timing and sequencing of remediation, there may be a delay in the progression through the curriculum. Any student requiring remediation must be aware that being out of sequence with curriculum progression, including clinical education courses will result in delaying their schedule of study and graduation.
  - f. A student who fails the initial exam will be placed on academic probation and will come off academic probation when they pass the retake.
  - g. As noted in the Policy on progression requirements (4b. iv) a student who is on academic probation will not be allowed to participate in clinical education courses, as determined by the by the faculty, on a case by case basis.
  - h. The student must pass the 1<sup>st</sup> Comp Exam retake by the end of the second Fall semester or be dismissed from the program, as described in I.2.4.

The student must successfully complete each scheduled course and clinical affiliation in order to maintain the proper sequence of courses within the curriculum.

**II. Final Comprehensive Examination**

1. During the Summer term, Year 3, students will be required to take the Final Comprehensive Exam (FComp Exam).
  - a. The FComp Exam is through a national licensure preparation program and reflects the content that is contained in the licensure test, and within the program. A test day and time will be scheduled for the entire class, based upon computer lab availability and the semester dates.

- b. A board prep course is offered during the Summer 3 semester. During this course the student will complete 3 practice tests. Following each test, the student will meet with their advisor to identify areas for improvement and strategies. The FComp will be the final test and is administered in one session for all students.
2. In order to be eligible for graduation, the student must demonstrate competency by achieving a minimum score of 70% on the FComp Exam.
3. For feedback on exam results, the student may review the completed exam for item and content performance.
4. Students who fail to achieve a score of 70% on the FComp Exam may apply for the opportunity to complete a remediation process and retake the FComp Exam.
5. A student who fails the initial exam will be placed on academic probation and will come off academic probation when they pass the retake.
6. As noted in the Policy on progression requirements (4b. iv) a student who is on academic probation will not be allowed to participate in clinical education courses, as determined by the by the faculty, on a case by case basis.

### **III. Remediation Application Process for Final Comp Exam**

1. A student who is interested in applying for the opportunity for remediation and to retake the FComp Exam will meet with her/his academic advisor to compose a formal request for consideration by Department Chair and the faculty.
2. This request must be submitted within two (2) weeks of the date of the failure on the FComp Exam.
3. The faculty and Department Chair will review the student's overall performance, including academic status and clinical performance, to determine whether the student will be allowed to engage in the remediation process.
4. In order for the student to be granted this privilege, a majority of the core faculty members and the Department Chair must approve the request

### **IV. Remediation Process**

1. If a student is unable to demonstrate competency on the FComp Exam as defined in II.2, above, and has been granted approval during the remediation application process, the student must complete the following steps:
  - a. In consultation with the student's academic advisor, a detailed action plan for remediation will be developed and submitted in writing to the Department Chair.
  - b. The remediation plan will be reviewed by the faculty, who will make recommendations regarding components and vote on the final remediation plan.
  - c. The student will be notified in writing by the Department Chair if the remediation action plan has been accepted.
  - d. Complete the remediation action plan as outlined.
  - e. Retake and pass the FComp Exam by the end of the third Fall semester.
  - f. Cost of the retake for the FComp Exam is the responsibility of the student and arrangements will be made with the course instructor to procure the appropriate version of the test.
  - g. Only one (1) retake is allowed following the original FComp.
  - h. If the student does not achieve the 70% score on the retake of the FComp Exam, the student will be officially dismissed from the program.
2. Students may appeal dismissal or delay of graduation decisions by following the Department of Physical Therapy and Graduate Catalog grievance policy/procedure.

<b>Approved</b>	<b>5/06/04</b>
<b>Revised</b>	<b>3/12/08</b>
<b>Revised</b>	<b>11/16/08</b>
<b>Revised</b>	<b>12/14/10</b>
<b>Revised</b>	<b>12/08/11</b>
<b>Revised</b>	<b>9/12/13</b>
<b>Revised</b>	<b>08/29/19</b>

**Winston-Salem State University  
Department of Physical Therapy  
Confidentiality Policy**

**Policy:**

Policies governing the privacy of student records have been established by the university and recorded in Winston Salem State University's Handbook. Student records are private and confidential.

**Procedure:**

1. Upon acceptance into the DPT program at WSSU, each student will have a student file.
2. These files will be kept in a locked filing cabinet with limited access.
3. The Departmental secretary maintains these files and is primarily responsible for ensuring privacy of the files. Faculty (core &/or adjunct) as well as program chair may have access to student files but must also be responsible for ensuring student privacy. Student files will be maintained in the department for not less than 5 years post-graduation.
4. In order to protect the privacy of student's personal information, Winston Salem State University issues random identification numbers to all students. The physical therapy department secretary will reveal these numbers to the students during the first semester. To protect student's confidentiality, grades will only be entered in Canvas or provided directly to the student in person during the course of the academic term.
5. Individuals will not participate in clinical demonstrations, student laboratory practical examinations, research, photographs, video, or other practices that might violate the privacy of the participant without obtaining a written informed consent from the student. Informed consent authorization forms will be available in the Physical Therapy Department. Signed informed consents will be kept in the students file.
6. During clinical internships, students will adhere to all policies and/or procedures of the institution regarding patient confidentiality and privacy.

Approved	11/10/2003
Revised	12/14/2010
Revised	08/28/2013

**Winston-Salem State University  
Department of Physical Therapy  
School of Health Sciences  
Digital Media Policy and Procedure**

**Policy on Use of Technology in the Classroom**

The use of technology in classroom is intended to enrich the educational environment for all students. Therefore, the use of technology that interferes with the educational environment, encourages academic dishonesty, or promotes illegal activities (such as copyright infringement) is prohibited by instructors and the physical therapy program at Winston Salem State University.

To minimize distractions and keep students' full intellectual energies inside the classroom, students are required to observe the following when present in the classroom and lab settings.

1. Students may use handheld electronic devices, mobile computing technologies, and cell phones only as permitted by the instructor. Mobile technologies may be employed as appropriate when professors or students need to reference information to further classroom inquiry or when utilized as a part of instruction. Students need to seek permission prior to the start of class from the instructor for other uses of mobile computing technologies, handheld electronic devices, and cell phones (i.e. texting, phone conversations, social media applications). If permission is granted, students must place the device on silent mode, and must leave the classroom to interact with the technology when it is not used as a part of classroom instruction.
2. The use of an iPad or a computer in the classroom is a privilege, not a right, and should be used for note taking or to further the educational inquiry of the student (ie: referencing information pertinent to classroom activities). If an iPad or a computer is utilized for texting, e-mail, or accessing social media sites (without the explicit permission of the instructor), the instructor may ask the student to discontinue use of the technology for the remainder of the class period.
3. Students who would like to use voice and/or video recorders for class lectures must receive explicit written permission of the instructor before doing so. Once permission is given, any recordings obtained may be shared amongst classmates. However, recordings must not be shared outside of the Winston Salem State University physical therapy department.
4. Students may not post ANY material from physical therapy classes on any social networking sites (Facebook, YouTube), or file sharing sites without the explicit written permission of the instructor. In addition, written permission must be sought from any person that is present in any digital media prior to sharing of recordings in any forum.
5. Students who have official documentation from the office of disability service that recommends the use of technology to accommodate verified learning needs will be allowed to use the recommended technology during class.
6. On the first violation of this policy, the student will receive written warning from the course instructor about the inappropriate use of technology. On the second violation, the student will receive written warning from the department chairperson and may be placed on probation for the use of the technology. On the third violation, the student will not be permitted to use mobile or computing technologies in the classroom for a period of one year and the student may face other disciplinary actions.
7. Instructors will be encouraged to include this policy in the course description and course syllabi.
8. Students may reference this policy in the DPT Student Handbook of the Physical Therapy Department.



**Winston-Salem State University  
Department of Physical Therapy  
School of Health Sciences  
Policy on Social Media**

Adapted from The Ohio State University Policies on Social Media

**Definition of Social Media:**

Social media are works of user-created video, text, or multimedia that are published and shared in an electronic environment, utilizing such instruments as a weblog (blog), Facebook, Twitter, instant messaging, texting, email, or a video hosting site. Social media, by its nature is a public forum, and must be treated as such, even when more secure privacy settings are provided and employed by the user.

Social media provides opportunities to faculty, staff, and students to engage others in conversations about Winston Salem State University Physical Therapy department and provides opportunities for connecting with others in our daily lives. When placing information on social media be: respectful of others, authentic by using your name, careful what you say, as it reflects on you and the program; and act ethically as defined by the American Physical Therapy (APTA) Policy on Social Media.

**Philosophy:**

1. We believe that social media creates new and potentially useful tools for communicating publicly.
2. The student is responsible for protecting her or his personal identity and privacy in this public forum, which is freely accessible to anyone, at any time.
3. Students have the right to express their opinions openly and freely.
4. We believe that by enrolling in and participating in a professional health educational program that the student is establishing a professional reputation and extending the reputation of the program. When using social media, individuals should take care to protect their professional reputation and the reputation of the program. This reputation is established daily and is difficult to restore once damaged.
5. We believe that we have the responsibility to ensure the effective operation and professional reputation of our program and protect it from any social media use that may be damaging to our students, patients, or to the reputation of our program.
6. We believe that information posted to social media should pass the “billboard and front-page” test. This means, would you be proud of the content that you post if the content were posted on a large billboard or the front page of a newspaper for everyone to see?
7. We believe that there should be no expectation of privacy when interacting in social media forums.

**Policies and Procedures:**

You are entitled to express your opinions and ideas through the use of social media; however, you have a responsibility to protect Winston Salem State University, the physical therapy department, and your professional reputation. In this light, you should reflect the core values of the APTA and the APTA’s social media policy in your communications in social media.

**What you should not do:**

1. Post information about yourself, your role as a student, or the physical therapy department that you are wondering if you should post. What you post today, you may regret tomorrow.
2. Post or disclose patient information.

3. Post information about other students, faculty, or patients that could be interpreted by others to be abusive or harassing or discriminatory in nature.
4. Post materials or media that belong to someone else or include the likeness of another. If you do post this information, you must get written permission, and give the originator credit. This includes posting videos or pictures of faculty and other students to Facebook, Twitter, dingo, YouTube, or other social media sites.
5. Portray your own personal opinions as if they represented your institution, class, or clinical site.

~~Violations of the Social Media Policy~~  
**Corrective Actions**

Violations of the social media policy is "misconduct" and subject to disciplinary actions, up to and including dismissal, in accordance with the applicable disciplinary process pending a hearing before an appropriate hearing body (as published in the WSSU graduate catalog and stipulated in the University cyber bullying policy).

Date of approval: 12/14/12; 8/29/13

**Winston Salem State University  
Department of Physical Therapy  
Disability Services and Essential Functions Policy**

**Students with Disabilities Information**

The Americans with Disabilities Act (ADA) extends federal civil rights protection in several areas to people who are considered “disabled.” The act is built upon a body of existing legislation, particularly the Rehabilitation Act of 1973 and the Civil Rights Act of 1964, and the act states its purpose as providing “a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.”

As required by law, Winston-Salem State University will make every effort to provide accommodations to students who require such assistance. Certain standards must be met for individuals to qualify for the Act’s protection. To be considered “disabled” under ADA, individuals must have a condition that impairs a major life activity, or have a history of such a condition, or be regarded as having such a condition.

A campus coordinator has been designated to assist disabled students. To receive assistance, students who believe they will need accommodation must complete a Disabled Student Data Form. Any information supplied is voluntary; information will be shared only with personnel responsible for assisting students with special needs.

**The Student Accommodations Request Form is available in the Counseling Center, the Student Health Center, and the Academic Resource Center. Any persons needing accommodations under Section 504 of the Rehabilitation Act(s) or the American with Disabilities Act should contact the coordinator of the Department of Disability Services: <https://www.wssu.edu/about/offices-and-departments/departments-of-disability-services/index.html>**

**WSSU Disability Services:**

Disability Services focuses on providing services needed by students with disabilities to minimize the extent to which their disability affects opportunities in the WSSU academic environment. For university students with disabilities, the singular most important issue is EQUAL opportunity. Disability Services is designed to address those areas of need where equal opportunity is compromised for students with disabilities.

*Students with a documented disability must register with the WSSU Department of Disability Services within the first five weeks of each semester in order to receive any consideration for accommodations in courses. You may reach the Disability Services Office by emailing: [waddellm@wssu.edu](mailto:waddellm@wssu.edu).*

Registration is not complete until the Office of Disability Services has received the proper current and comprehensive documentation and registration form. After this is submitted, students should send a copy of their finalized detailed semester schedule through email.

Returning students need to submit their finalized detailed schedule as soon as possible.

**Each student using disability service is required to MEET with the Office of Disability Services regularly.**

**Disability Services Contact Information:**

Mrs. M. B. Waddell, Associate Director  
Department of Disability Services  
Phone: 336/750-8658  
Fax: 336/750-2035  
[waddellm@wssu.edu](mailto:waddellm@wssu.edu)

Approval of reasonable accommodations will be made on a case-by-case basis on the justification contained in the written documentation provided by the student

Students who believe they have experienced discrimination on the basis of a disability can seek resolution through grievance procedures established by WSSU. Students may contact the Disability Services Coordinator to file a grievance.

**Essential Functions**

Successful completion of the Doctor of Physical Therapy degree (DPT) requires not only the acquisition of a professional body of knowledge, but also the development and demonstration of essential functions in order to provide safe, effective and ethical patient care.

Essential functions must be developed and demonstrated in the following domains:

- Communication
- Sensorimotor
- Intellect/Conceptualization
- Judgment
- Professional Behavior/Social Interaction

This body of knowledge and set of essential functions skills is acquired through the professional academic and clinical phases of the educational process. All students must demonstrate mastery of both academic material and essential functions skills prior to graduation.

Individuals enrolled in the WSSU DPT program are preparing to join a profession with established standards. Students must be able to meet the essential functions outlined by the American Physical Therapy Association (APTA) and uphold the APTA Core Values (see separate document in the DPT Handbook. Individuals who cannot meet the functions described below, with or without a reasonable accommodation at the time of admissions and throughout the program, will be dismissed from the WSSU DPT program. Factors that may jeopardize the welfare of patients, colleagues, faculty, or staff and which may be grounds for course failure and/or program dismissal include deficiencies in:

- Knowledge
- Judgment
- Integrity
- Character or ethics
- Professional attitude or demeanor
- Clinical performance
- Academic performance

Every student accepted to the WSSU DPT program must sign the accompanying affidavit attesting to his/her ability to meet these essential functions and return it to the WSSU DPT Department office during the first

week of the program. Failure to complete the affidavit in the specified time frame constitutes grounds for dismissal.

### **Description of Essential Functions**

#### **Observation:**

**The student will be able to accurately observe and assess patients/clients using all sensory and perceptual faculties in a timely manner with or without an assistive device.**

**Essential observation functions that the student must exhibit include:** (list is not exhaustive)

- Assess gait deviations of patient 10 feet away
- Observe patient response to exercise or therapeutic procedure (grimacing, change in skin color, breath control, etc.)
- Assess open wounds and skin integrity
- Monitor, read, and interpret information received from multiple sources
- Interpret confusing sensory information and distinguish the most important sensory information received to protect patient safety

#### **Communication:**

**The student will communicate (using verbal, non-verbal, digital and non-digital written communication) professionally during matriculation in the program with peers, faculty, staff and others, and in all matters apropos to healthcare with the patient/client, caregivers, or other members of the health care community.**

The student therefore must be able to read, write, speak, and understand English at a level consistent with successful course completion and clinical performance. The student must use a professional level of communication and respect and adhere to communication standards that are set forth in this policy and the Digital Media policy.

**Essential communication functions that the student must possess:** (list is not exhaustive)

- Obtain history and medical information from patient and caregivers o Explain treatment procedures
- Demonstrate exercise programs
- Establish rapport with patient/client, caregivers, and colleagues
- Communicate professionally both orally and in writing with peers, faculty, staff, colleagues, patients, care givers and payers
- Perform effective, thorough, and timely documentation in classroom and clinical settings
- Apply teaching and learning theories and methods in health care and community environments
- Possess computer skills that will allow for successful classroom and clinical performance
- Exhibit professional verbal, non-verbal, and written behaviors in classroom and clinical settings

#### **Sensorimotor:**

**The student will safely, reliably, and efficiently perform physical therapy assessments and treatments with or without assistive devices.**

**The student therefore must be able to:**

- Perform skills that require coordination of both gross and fine muscular movements, equilibrium, and the integrated use of touch and vision.
- Perform physical therapy procedures with speed, strength, coordination, safety, and endurance for handling self, classmates, and patient/clients.
- Respond rapidly and responsibly to emergencies.
- Simultaneously observe and physically support a patient/client with a disability during all aspects of care with or without an assistive device.
- Physically participate in fulltime (40+ hours/week) clinical internships in a variety of clinical settings (continuously for 8-10 weeks).

**Essential sensorimotor functions that the student must exhibit:** (list is not exhaustive)

- Respond to a timer, emergency alarm, or emergency calls from patient/client o Discern breath, and heart sounds with a stethoscope
- Perform assessments of vital signs, pain, strength, coordination, cranial and peripheral nerves, balance, movement patterns, posture, sensation, endurance, joint motion, reflexes, skin integrity, wound status, soft tissue restrictions, cognitive mental status, developmental stages
- Fit and teach the use of assistive devices, prosthetics and orthotics
- Administer and teach balance training, cardiopulmonary resuscitation, bed mobility, transfers, facilitation and inhibition techniques, coordination training, joint mobilization, wound care, electrotherapy, traction, taping, draping, neurosensory techniques, modalities, developmental activities, massage and soft tissue mobilization, relaxation techniques, manual therapy techniques
- Manipulate tools used in evaluation and treatment (goniometer, equipment dials, sphygmomanometer, etc.)
- Accurately read and record data obtained from instruments utilized in clinical assessment
- Safely protect and guard patients in all phases of care-examination, evaluation, interventions, and patient education

**Intellectual/Conceptual:**

**The student will be able to problem solve, to rapidly learn and reason, and to integrate, analyze, and synthesize data concurrently in a multitask setting.**

**The student therefore must be able to:**

- Complete all classroom and clinical coursework in the proper sequence and achieve required passing grades.
- Comprehend three-dimensional relationships and understand the spatial relationships of structure.
- Design and participate in a scientific inquiry process.
- Apply evidence-based physical therapy practices.

**Essential intellectual/conceptual functions that the student must possess:** (list is not exhaustive)

- Demonstrate ability to apply universal precautions
- Synthesize and integrate relevant aspects of the patient history and examination findings to develop safe and effective treatment programs
- Perform physical therapy differential diagnoses
- Develop diagnoses and prognoses for patients in various settings
- Interpret patient responses to treatment interventions
- Make appropriate modifications to assessment and treatment plans

- Recognize the psychological impact of dysfunction and disability
- Integrate needs of patient and caregivers into a plan for caregivers
- Develop research hypothesis, conduct research, and perform statistical analysis
- Perform clinical problem solving by synthesizing relevant patient information
- Perform literature searches and apply evidence-based medicine

**Judgment:**

**The student will practice in a safe, ethical, honest and legal manner.**

**The student therefore must be able to:**

- Recognize ethical and legal standards and apply them in clinical decision-making
- Demonstrate management and organizational skills, including supervision and task delegation to others.
- Demonstrate academic honesty during examinations (written and practical), homework assignments, clinical internship patient management, clinical internship assignments.
- Complete all assigned clinical tasks, as assigned by clinical instructor or supervisor, prior to leaving the clinic.
- Uphold academic integrity by not posting any classroom information or activities (videos, audios, power point, pictures, professor information, exams, etc.) to social media or other websites without express written permission from the persons involved in the activity.

**Essential judgment functions that the student must possess:** (list is not exhaustive)

- Comply with APTA Code of Ethics, APTA Core Values, WSSU Policy on Academic Integrity, NC Board of PT Examiners rules and regulations, and HIPAA regulations
- Adhere to Medicare, Medicaid and other third-party payer regulations when practicing on clinical internships

**Behavioral/Social:**

**The student will possess the emotional health required to cooperate with others, utilizing full use of his/her intellectual abilities, the exercise of good judgment, and the prompt and safe completion of all responsibilities. The student must maintain honesty in all interactions.**

**The student therefore must be able to:**

- Adapt to change, display flexibility, and learn to thrive regardless of the uncertainties and stresses of a demanding educational program.
- Complete all necessary clinical education materials (health records, CPR, criminal background checks, drug screens, biographical sketches, facility packets, assignments) by deadlines given.
- Be on time for class, lab practical's, field trips, community clinic, and clinical internships.
- Be professionally dressed for guest lectures, field trips, community clinic and clinical internships.
- Utilize electronic technology appropriately (text messaging, cell phones, internet, iPad, or any other electronic device) by not using the technology for personal use during class, community clinic, or clinical internships, except when express permission is given for its use.
- Demonstrate the possession of empathy, compassion, and respect for all individuals.
- Work harmoniously in teams and contribute to all activities and assignments
- Accept and respond to constructive criticism in a professional manner.
- Accept responsibility for actions and decisions.
- Understand that clinical sites for clinical affiliations will be provided in out-of-town locations, and travel to these sites is required for progression in the program.

**Essential behavioral/social functions that the student must possess:** (list is not exhaustive)

- Establish appropriate professional and social demeanor and respect with faculty, staff, classmates, health-care colleagues, and with patients and their families
- Exhibit APTA Core Values in classroom and clinical settings
- Identify accurately the cognitive and emotional needs of self and others
- Exhibit appropriate flexibility and adaptability for the ambiguities in professional life, especially in pursuing the well-being of patients
- Exhibit appropriate verbal and non-verbal communication with all persons regardless of age, gender, race, creed or sexual orientation
- Interact effectively with individuals, families, groups from a variety of social, emotional, cultural, and intellectual backgrounds
- Maintain mature and professional demeanor when physically and emotionally fatigued
- Maintain cleanliness of classrooms
- Demonstrate responsibility for lifelong professional growth and development

**Policies relating to Essential Functions**

If a student does not meet any of these essential functions, with or without accommodation during his/her matriculation in the WSSU DPT program, the student will be dismissed from the program.

1. **Warning:** On first offense, the student will meet with a faculty committee, consisting of the Chair of the DPT program, faculty advisor, and the involved faculty member (if applicable), to discuss the situation and be informed of an action plan. The written action plan will delineate the offense or infraction, timeframe, behavioral expectations, and any necessary remediation. It will be signed by all parties to exhibit agreement with the plan.
2. **Probation:** On any repeat offense, the student will be placed on probation for a definite or indefinite period, including probation with associated conditions or requirements. Probation means that a student may remain in the DPT program but may be required to satisfy specified conditions or requirements. A written action plan will delineate the offense or infraction, timeframe, behavioral expectations, and any necessary remediation. It will be signed by all parties to exhibit agreement with the plan.

The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all requirements as established by the faculty committee. If the student is unable to progress through the prescribed curricular (didactic courses and/or clinical internships) sequence during the probationary period, then the student will have to appeal to be part of the next cohort of students.

3. **Dismissal:** On a third offense, or any grievous behavior, the student will be dismissed from the DPT program. Grievous behavior is a behavior that places students, faculty, staff or others at an imminent risk for harm, violates campus social regulations and standards of conduct and/or state or federal law. The dismissed student may appeal by filing a formal written grievance and following the grievance policy located below. The student is prohibited from attending classes or clinical education internships until the grievance process is completed. If the appeal is successful, the student will be part of a future cohort of students.

**Appeal:**

Any student may appeal any decision affecting his/her status as a graduate student. Initial appeals should be presented to the appropriate academic officials.



Appeal must be made first to the department chair. If the chair's decision is unsatisfactory to the student, the appeal may then be taken to the school dean. If the school dean's decision is also unsatisfactory to the student, the student's final recourse for appeal is to submit a written petition to the Appeals Committee of the Graduate Council. The petition shall briefly describe the facts that support his/her claim and the remedy being sought. A full description of the appeal's policy may be located in the Graduate Catalog.

Approved: 01/12/2004  
Modified: 11/18/2009  
Modified: 11/16/2011  
Modified: 11/12/2013

**Winston-Salem State University**  
**Department of Physical Therapy**  
**Dress Code Policy**

**Policy:**

Students are expected to be in proper attire at the beginning of class. This means changing clothes, if necessary, during breaks between classes. It is the student's responsibility to look at course schedules and be prepared for proper dress.

**Procedure:**

General Lecture:

Dress is at the student's discretion. We are unable to change the temperature of the rooms. Some students find it more comfortable to dress in layers.

Lab:

Lab dress should be adequate to expose the appropriate body part. This usually can be accomplished with gym shorts and t-shirt. For labs involving the upper extremities, women should wear a halter-top or bathing suit top that allows exposures of these areas. A sports bra is not acceptable attire for these labs. Men should remove their shirts for labs which require observation of the spine &/or upper extremity. Instructors may identify specific requirements

Guest Speaker, Student Presentations, Practical Exams:

Professional dress is expected. This means no jeans, shorts, t-shirts, warm-ups, sweat-pant tights, mid-drift shirts or hats of any kind.

Clinical Internships

Students should wear professional dress unless otherwise instructed by the facility. Some facilities require the student to wear a lab coat in addition to professional dress. Lab coats will be the financial responsibility of the student. It is a legal requirement that each student wear a name badge at all times during a clinical rotation. If a facility requires a facility specific name badge, the student may wear that name badge instead of the WSSU name badge for that clinical internship. Please refer to the Name Badge policy for an explanation on how to obtain a name badge.

Approved: 11/10/2003

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Drug Testing Policy**

Policy:

WSSU Department of Physical Therapy has zero tolerance for drug use. In order to comply with current contracts between the DPT program and our affiliated clinical education sites, it is necessary to require drug screening of WSSU DPT students.

Informed Consent: As a condition of admission to the DPT program, students are required to comply with this policy and submit a written statement of informed consent. (Appendix A).

Procedure:

1. A student will be notified of this drug screening requirement both before enrollment and before the start of any internship by the WSSU Department of Physical Therapy. Random drug testing may be required during the course of study as set forth in the WSSU DPT Substance Abuse Policy.
2. The student will be given written instructions and the WSSU DPT code and access to the drug testing account at [www.castlebranch.com](http://www.castlebranch.com) or other departmental approved testing agency.
3. The student will pay for the twelve-panel drug test at their own expense. After payment, the student will receive further instructions, the chain of custody form and directions to proceed to the designated lab.
4. To ensure accurate test results, the student is advised to go for testing early in the morning, if possible. In addition, the student should take a list of any medicines they have been prescribed and/or are taking, including over-the-counter medications.
5. The results of the test will be posted to the [www.castlebranch.com](http://www.castlebranch.com) or other departmental approved testing agency website in a secure, tamper-proof environment, where the student, as well as WSSU DPT program, can view the results of the drug test.
6. The student will notify the DCE or Assistant DCE that the test was completed.
7. If a failed (positive) drug screen is returned on an admitted student, the student will not be enrolled in the DPT program.
8. If a required, passed (negative) drug screen is returned on an enrolled student, the WSSU DPT DCE or Assistant DCE will forward the results to the designated personnel at the clinical site prior to start date of the affiliation.
9. If a required, failed (positive) drug screen is returned on an enrolled student, the facility will not receive that information, but rather, the DCE or Assistant DCE will implement the steps set forth by the WSSU DPT Substance Abuse Policy.
10. A copy of the confidential results will be filed in the student's record in the office of the Director of Clinical Education, or on the secure website, and maintained for five years with the student record.
11. DPT Department Chair, DCE, Assistant DCE, Clinical Education Program Assistant and all faculty will be informed of, and adhere to, this policy.

WSSU DPT students can request individual copies of this policy at any time. This policy is subject to change.

Amended	March 2006
Amended	December 2011
Amended	August 2013

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Grading Policy and Procedures**

**Policy:**

The Physical Therapy Program grading policy is based on a plus/minus system with a “C” grade of 70 being the lowest permissible final grade in a course. Final grades of less than 70 are considered failures.

All students are required to successfully complete each course in the DPT curriculum with a C or better or a grade of Pass in a Pass/Fail course. Failure to do so will result in immediate dismissal from the program. Students must also maintain a 3.0 grade point average in the program in order to be eligible for graduation. See Progression policy for specific requirements for graduation.

**Practical Exams**

Practical Exams are meant to test the student’s competence in patient examination, clinical reasoning and treatment skills. Students are required to pass all practical exams in each clinical course with an 80% or better. Students who fail the safety portion of any practical will automatically fail the entire exam. Safety includes appropriate guarding, body mechanics, equipment usage, application of therapeutic techniques, and appropriate instruction/patient education. Students who fall below 80% performance on any practical will be allowed to retake the practical exam one time but the highest grade possible is an average of the original grade and the re- take grade. If the student fails the same practical examination for the second time, he/she is immediately dismissed from the program. Students may not fail on the first attempt more than 3 practical exams over the course of the program. A fourth failure of a practical exam during the program results in automatic dismissal. Students may appeal the decision to dismiss by following the grievance policy. Student may not retake more than one practical examination in any one course.

**Procedure:**

Examinations, papers, projects and laboratory experiences will be graded as follows:

A=	93-100	A- =	90-92	
B+ =	87-89	B=	83-86	B- = 80-82
C+ =	77-79	C=	70-76	
F=	<70			

**Pass/Fail Courses:**

P=	70 or greater	F=	<70
----	---------------	----	-----

**Unsatisfactory/Satisfactory Courses:**

S=	70 or greater	U=	<70
----	---------------	----	-----

**I= Incomplete**

**IP=** Incomplete-Given when the student has not completed work of the course because of illness or some other previously approved reason beyond the control of the student. It is the student’s responsibility to make arrangements with the instructor(s) to complete all assignments within agreed upon time frame. If the student has not completed all required assignments within their next term of enrollment the “I” becomes an “F” and the student will fail that course.

Student earning a grade of “F” or “U will receive no credit toward the degree. Course work reported “Incomplete” must be completed within the student’s next term of enrollment.

**Practical Exam Grade Reporting:**

The faculty member will notify the chair, advisor and student of any failed practical exams.

<b>Approved</b>	<b>11/10/2003</b>
<b>Updated</b>	<b>12/11/2010</b>
<b>Revised</b>	<b>09/09/2013</b>

**Winston-Salem State University**  
**School of Health Sciences**  
**Department of Physical Therapy**  
**Policy and Procedures on Academic Progression and Graduation Requirements**

**Policy:**

The physical therapy curriculum is a full-time, cohort-based, three-year program of study for the Doctor of Physical Therapy (DPT) degree. Faculty members introduce evidence-based knowledge in an integrated sequence to assist students toward successful graduation and passage of the national board examination. To successfully progress through the sequential program of study, a student must remain in “Good Academic Standing”, in compliance with both the DPT Student Handbook policies and procedures, and the WSSU Satisfactory Academic Policy section of the Graduate Catalog. The following progression procedures are intended to provide an “Early Intervention System” for the student, support successful student remediation and maximize the retention of students experiencing academic difficulties during the program of study.

**Procedures:**

**Calculation of Cumulative Grade-Point-Average:**

1. Calculation of the Cumulative Grade-Point-Average (GPA) will be as follows:
  - a. Only core DPT courses taken at Winston Salem State University will be used to compute a student’s Cumulative GPA.
  - b. Courses that result in Pass/Fail or Satisfactory/Unsatisfactory grades will not be used in computing Cumulative GPA.
  - c. The “A-C plus/minus grading scale”, as modified for graduate DPT courses, will be used to calculate the GPA (see DPT Student Handbook Grading Policy and Procedures).

**Academic Progression:**

1. In order to progress to subsequent semester courses, all previous program prerequisites must be passed successfully with a grade of “C” or better in any didactic course, and a grade of “Pass” or “Satisfactory” in Clinical Education courses. (Refer to the DPT Student Handbook Clinical Education Grading Policy).
  - a. Students may proceed to the next semester with a grade of Incomplete (“I” or “IP”) only with the approval of the Department Chair and as stipulated in the WSSU Grading System for Graduates (see Graduate Catalog).
  - b. A grade of Failure “F” or unsatisfactory “U” in any core course will result in dismissal from the DPT program.
2. Maintaining “Good Academic Standing”:
  - a. Good Academic Standing is defined as maintaining a Cumulative GPA of 3.20 or better.
    - i. Each course instructor will provide notification to the Department Chair regarding poor academic performance of a student at, or near, the end of each semester (course grade below B-).
    - ii. At the end of each semester, the Cumulative GPA will be calculated for each student.
    - iii. A student with an end-of-semester Cumulative GPA below 3.20 will receive a “DPT Retention Plan” letter issued by the Department Chair to the student and the student’s academic advisor.
      1. A copy of this letter will be placed in the student’s file.
    - iv. The student will meet with his/her advisor as soon as possible, but not later than the first week of the next semester, to formulate a written action plan designed a “DPT Retention Plan” to address academic needs.
    - v. The action plan must be agreed to and signed by both the student and academic advisor.
    - vi. The action plan must be submitted to and approved by the Department Chair.
    - vii. The academic advisor will supervise the student “DPT Retention Plan” during the entire semester, as necessary.
  - b. At the completion of the next academic semester, the student’s academic advisor will reevaluate the performance and Cumulative GPA of the student, and one of the following actions will be taken:
    - i. If the student’s Cumulative GPA meets or exceeds 3.20, the student is considered again to be in

“Good Programmatic Academic Standing”. The advisor will write a letter to notify the Department Chair that the student is now in Good Academic Standing.

1. A copy of this letter will be placed in the student’s file.

Program:

- 1) The action plan must be agreed to and signed by both the student and academic advisor.
  - 2) The action plan must be submitted to and approved by the Department Chair.
  - 3) The academic advisor will supervise the student retention action plan during the entire semester.
- ii. Any semester that a student is below 3.2 (whether continued below, or reverting to below 3.2), the student will reevaluate the “DPT Retention Plan” to address continued or new concerns, and work with their advisor to address their academic needs.
  - c. If the Cumulative GPA of a student falls below 3.0 at any time following the first semester, the student will be dismissed from the program, in accordance with Departmental policy.
  - d. The first semester is considered a probationary period. If the GPA drops below a 3.0 at the conclusion of the first semester, the faculty will consider each case separately regarding retention vs dismissal from the program. An important factor in this determination is the mathematical probability of the student’s ability to raise the cumulative GPA in the program back to a 3.0 by the end of the second semester.
  - e. If the decision of the faculty is for retention the following steps will be followed:
    - i. The remediation policy for a student who has dropped below a 3.0 GPA at the end of the first semester of the program will follow the procedures outlined in number 2 – Maintaining “Good Academic Standing”.
    - ii. The student will meet with his/her advisor as soon as possible, but not later than the first week of the next semester, to formulate a written action plan designed a “DPT Retention Plan” to address academic needs.
    - iii. The action plan must be agreed to and signed by both the student and academic advisor.
    - iv. The action plan must be submitted to and approved by the Department Chair.

### 3. Dismissal from the program

- a. If the decision of the faculty is for dismissal the following steps will be followed:
  - i. A letter of dismissal from the Department Chair will be sent to the student and his/her advisor.
    1. A copy of this letter will be placed in the student’s file.
  - ii. The student may appeal the decision to the Department Chair and Dean of the School of Health Sciences using the appeal process described in the Graduate Catalog.
  - iii. If the appeal is successful, the student will be permitted to reenter the program with the next entering class/cohort and repeat one lowest grade (UNC policy only allows for one (1) replace graduate grade). The faculty may identify a suggested preparation plan prior to reentering the program.
    - a) A letter of reinstatement, advising the student of the conditions of readmission, will be sent from the Department Chair to the student and academic advisor.
    - b) A copy of the reinstatement letter will be placed in the student’s file.
- iv. If the student appeal is unsuccessful, the student will not be permitted to reenter the program

### Conditions of Readmission:

1. Following reinstatement in the program (as in 3.a.iii, above), the student must successfully complete the course with the lowest grade.

- a. If the cumulative GPA of a reinstated student falls below 3.0 at any time for any reason, the student will be dismissed from the program.
2. Any student who chooses to withdraw for academic or personal reasons, whether on academic probation or not, may reapply for admission directly through the office of the Chair of the Department of Physical Therapy.
  - a. DPT program core faculty will consider each application for readmission based on the student's letter of application for readmission, oral presentation, and/or past performance. These faculty members will vote to accept or decline the application and communicate their recommendation to the Department Chair.
  - b. The Department Chair will make the final decision regarding readmission of a student after withdrawal.

Approved	11/10/2003
Updated	12/14/2010
Updated	12/12/2011
Updated & Approved	12/03/2013
Updated	08/25/2016
Approved	09/01/2016
Updated	08/29/2019

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Grievance Policy**

The Department of Physical Therapy, Winston-Salem State University (WSSU) is committed to respecting all members of the university community and providing a quality educational experience for physical therapy students. The objective of the Grievance Policy is to ensure that the concerns and complaints of the students of Physical Therapy are addressed fairly and are resolved promptly.

If a physical therapy student feels she/he has an academic, clinical, or non-academic problem or concern, the Department of Physical Therapy Procedure for Problem Resolution, as described in the Student's Handbook below, will be followed. The student's advisor and department chairperson is always available to advise students on the alternatives that are available to resolve a concern.

For Complaints related to areas outside of the Department of Physical Therapy, students will follow University Student Complaints procedures posted on the university's website.

Students are encouraged to share their feedback and concerns by placing it in the box available in the hallway at the entrance of the office of the departmental chair. The Chairperson and Faculty of the Department of Physical Therapy will make every effort to respond to student feedback. However, no anonymous complaints or grievances against a person will be considered or advanced at any level.

**Procedure for Problem Resolution**

**Final course grade complaints:**

Students who believe they have received a course grade that has been assigned improperly or in an arbitrary or capricious manner may grieve or appeal the grade by following the procedures described in the Graduate Catalog.

The student should first discuss the grade with the course instructor. This discussion should focus on the reason the student feels the grade has been awarded improperly or in an arbitrary or capricious manner. Most misunderstandings related to course grades can be resolved at this level. The student must contact the faculty member at his or her earliest convenience, so that the discussion occurs no later than ten instructional days after the beginning of the semester following the semester for which the grade was assigned.

If the issue is not resolved with the instructor, or the instructor is not available, the student should follow the procedures described in the Graduate Catalog for grade appeal.

**Other Academic Issues Complaints policy:**

Students who encounter other academic, including clinical education, disputes concerning unfair treatment, dismissal or delay of graduation decisions have a right to file a Grievance following the procedures described in the Graduate catalog.

**Procedure for Non-Academic Problem Resolution:**

Complaints involving sexual harassment or discrimination are handled by the university EEO/AA officer. Students should refer to the university website for information on contacting the officer.



**Winston-Salem State University**  
**School of Health Sciences**  
**Department of Physical Therapy**  
**Gross Anatomy Laboratory Policy and Procedure**

**Policy:**

Each student will be responsible for the proper maintenance of the cadaver and personal safety in the Gross Anatomy Laboratory.

**Procedures:**

1. **The cadaver is your first patient:** Applied anatomy begins here, NOT in the lecture hall. The bodies you are learning from have been freely given for your use by generous individuals and their families. These people are literally sharing the most private and valued possessions – they have given their bodies so that you may learn to help others. These remains must be respected at all times. Follow the guides to dissection in the syllabus, and in Sauerland's Dissector. **There are no short-cuts.** You are now developing your professional, clinical and manual dexterity skills!

2. **Work and Safety**

**Maintenance of the Down-Draft Dissection Tables and Your Immediate Area:**

Each group of students is assigned to one workstation identified by a number. Each workstation includes a state-of-the-art downdraft dissection table, as well as an individually marked sharps disposal station, coat rack, towel dispenser, bone box and a box for books, instruments and gloves. Each group also has one stool, an individually marked human waste disposal can within the table (for human tissue disposal), and a trash can (for the disposal of plastic gowns, gloves and paper). Do **NOT** push or move the tables or unlock the table wheels for any reason.

**Every member of your group will be held responsible for the proper use and maintenance of all of these items.**

3. **First Aid and Safety:**

- Be Careful! Scalpels are sharp!
- Place all used blades in the sharp's disposal container.
- Use direct pressure immediately on a laceration.
- Go to a nearby sink and flush the wound with copious amounts of water.
- Apply more direct pressure until bleeding has stopped.
- Apply antiseptic and sterile pressure dressing when bleeding has stopped.
- Report ALL injuries to an instructor immediately.
- Monitor the wound closely for several days, looking for infection.
- Present to the Student Health Center or Emergency Room if the injury is serious or progressing badly.

4. **General Lab Etiquette:**

- Lab coats/gowns, gloves, and ID tags must be worn at all times in the lab.
- These protective garments may not be worn in the central clean area.
- Clean up any spill immediately
- Your own area and instruments must be cleaned daily before you leave.

5. **Cadaver Etiquette:**

- It is your responsibility to keep your cadaver and dissected organs moist and covered at all times to prevent desiccation (drying out).
- Desiccation causes rapid deterioration of the cadaver; therefore, each body must be wrapped

with clear plastic saran wrap to prevent desiccation before you close the table.

- Cooperate to form study teams for all hours.
- Small study groups (of 3-5 students) are a key to efficient study and to your quick integration of large volumes of data outside of class.

**6. Unscheduled Study hours:**

- Rules on the care of cadavers and the use of the laboratory also apply to unscheduled periods of study.

EVERY MEMBER OF YOUR GROUP WILL BE HELD ACCOUNTABLE FOR THE PROPER  
MAINTENANCE AND CLEANLINESS OF YOUR ASSIGNED AREA.

Lab-related problems of ANY KIND should be reported FIRST to Mr. Chris York.

Approved      01/12/2004  
Revised        09/20/2017

**Winston-Salem State University**  
**School of Health Sciences**  
**Department of Physical Therapy**  
**Name Badge Policy**

**Policy:**

All students will be properly identified when participating in clinical internships and community interactions.

**Procedure:**

1. All first-year students are notified by DCE during first summer semester that name badges must be purchased before student are allowed to go on their first clinical.
2. Students must purchase an official WSSU name badge.
3. DCE will notify students of proper procedure
4. If a student's name badge is lost, they will need to contact the secretary so that another name badge can be ordered. There will be a charge to replace it.
5. The department program administrator will collect the money from each student in the class make a list of names and forward the names to Custom Engraving for badges to be made.
6. Once the name badges are purchased and disbursed, students are to keep their name badge for all (4) four clinical rotations.
7. It is a legal requirement that each student wear a name badge at all times during a clinical rotation. If a facility requires a facility specific name badge, the student may wear that name badge instead of the WSSU name badge for that clinical internship.

Approved      01/12/2004

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Non-Degree Seeking Students Policy and Procedure**

**Policy:**

Students who meet graduate school requirements and physical therapy program prerequisites may complete up to six (6) credit hours of approved physical therapy courses without being officially enrolled in the DPT Program. Non-degree seeking students are not eligible for funding, assistantships or graduation from the WSSU DPT Program.

**Procedure:**

1. Eligible students should apply to through graduate enrollment process by completing the “Application for Admission as a Non-degree seeking Graduate Student.”
2. The application should be completed no later than the semester prior to desired admittance and at least two (2) weeks prior to class registration.
3. Once graduate enrollment services have admitted the student, the application will be forwarded to the Physical Therapy Department.
4. The Physical Therapy Chair and/or teaching faculty of the course(s) in question will approve or deny the enrollment request based on class enrollment and/or faculty resources.
5. The Physical Therapy Chair will forward this information to the graduate school by completing the course approval/denied portion of the Non-degree seeking graduate student application.
6. The student is responsible for registration and payment of all fees within the allotted timeframes and should inform the graduate school when enrollment/payment of courses has been completed.
7. Graduate enrollment services school will notify the Physical Therapy Program when the student has registered for the course(s) so the physical therapy department may establish contact with the student to pass along pertinent course information.
8. The Non-degree seeking student is expected to matriculate into the approved course(s) and complete all course work without accommodations unless specified by the WSSU office of Disability Services.
9. If the non-degree seeking student makes below a grade of “B” in any course(s), the student will not be eligible to enroll in another course for a period of one year.

Approved        11/2005  
Updated        12/14/2010

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Research and Capstone**

**Capstone Policy:**

All DPT students will participate and complete graduate research as part of their graduate requirements. The research will be chaired by DPT faculty and is in alignment with the respective faculty driven research agenda. The student presentation and capstone (written paper) should represent the culmination of graduate level research activities. The research is meant to contribute to the field of physical therapy and can be in any of the domains of critical inquiry identified by Boyer. These include the Scholarships of: Discovery, Integration, Application, and Teaching and Learning.

**Research Curriculum:**

Students will progress through a series of research courses designed to help them learn the concepts of research design, conduct, analysis and dissemination. This includes development of a research proposal, data acquisition and analysis, and culminates in a written capstone, as well as a verbal presentation of the final research product. Students will not receive a final grade in the last research course until they have successfully presented the research in a formal setting and submitted an approved copy of the final written document.

**Project Assignment and Partners:**

Faculty will present research topics to each cohort the semester prior to initiation of the research sequence. Students will be given the opportunity to select their top 3 topic choices, following which the faculty member in charge of the initial Research Design (I) course will assign students to faculty research groups. When possible, a student will be given one of their choices. If too many students identify the same choice, then students will be randomly assigned to a research topic. Students and faculty will be notified of the research group assignments prior to the start of Research Design (I).

Student research groups are required to meet with the research project advisor (Research Chair) at the beginning of the research process to identify individual responsibilities. Students will complete a Research Partnership Contract, which will be reviewed and approved by the Research Chair. The final copy will reside with the Research Design instructor. Should a student fail to meet the identified responsibilities, it is up to the Research Chair to work with the student to identified objective guidelines for follow-up. During the 2<sup>nd</sup> and 3<sup>rd</sup> Research courses, individual faculty are responsible to identify requirements for the students, which should be written in the course syllabus. A student who fails to meet identified guidelines or does not produce quality work for any of the semesters may be failed for the respective course. If a student is left without a partner, they will be allowed to complete the project independently and will work with the Research Chair to identify a revised plan for completion.

**Committee:**

Each project will be chaired by a faculty member, with a second faculty member serving as a committee member. The project chair will be responsible for identifying the second committee member. The committee will work together to support the student researchers in a cohesive manner.

**Student Research Requirements**

All student researchers and faculty must complete the university required Institutional Training for Research with Human Subjects (CITI Training) prior to submission of a research proposal. All research involving human subjects MUST be submitted to the WSSU Institutional Review Board (IRB) using the appropriate forms. Researchers may not start any part of the subject contact or testing until written approval is obtained from the IRB. Any changes to the research protocol MUST be submitted and approved prior to implementation of the change. Researchers who fail to comply with federal regulations

related to research with human subjects will be subject to disciplinary measures through the PT department and through the WSSU Office of Compliance. The disciplinary measure is dependent upon the nature of the offense and may include a failing grade in the respective research course, dismissal from the program, and any sanctions deemed appropriate by the National Research Protection Agency.

### **Presentation and Publication**

As the Research Chair generated the original concept, that individual is considered the primary author of the research project. Thus, his/her name should be on any presentation or publication associated with the research. Authorship should include parties, as long as the parties remain involved in the post-graduation writing process. It is recommended that publication authorship meet national recommendations that all authors have contributed significantly to conception and design or analysis and interpretation, drafting or revision of the manuscript, and final approval of the manuscript. All those involved in the research should discuss authorship prior to the completion of the project, and submission. The accepted standard is that the Research Chair is the first author or presenter, unless otherwise agreed upon (students are often identified as the first authors for presentation at the state meeting).

### **Research Ownership**

All components of the research project are property of Winston-Salem State University and must be kept within the program. This includes, but is not limited to research data, consent forms, electronic copies of the capstone, presentations and all research related photos. When a student leaves the program, all materials MUST be turned over to the Research Chair. Any equipment or unused supplies also remain the property of the program and must be returned.

Approved      06/2017

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Authorship Agreement Form**

**Title of Project:** \_\_\_\_\_

*I have read and do understand the issues related to authorship of student research projects as explained in the Policy on authorship/Data Ownership. I agree that the following sequence of authorship appropriately represents my contribution to the work for this project. I understand it is the responsibility of the first author to submit a manuscript to a journal for publication or poster/platform session at a state or national conference within two years of graduation. Failing that, I understand that faculty members may reorder the authorship sequence and pursue publication of the manuscript.*

	<b>Initials</b>	<b>Date</b>
<b>1<sup>st</sup> Author:</b> _____	_____	_____
<b>2<sup>nd</sup> Author:</b> _____	_____	_____
<b>3<sup>rd</sup> Author:</b> _____	_____	_____
<b>4<sup>th</sup> Author:</b> _____	_____	_____
<b>5<sup>th</sup> Author:</b> _____	_____	_____

**Acknowledgements:**

<b>1<sup>st</sup></b>	_____	_____	_____
<b>2<sup>nd</sup></b>	_____	_____	_____
<b>3<sup>rd</sup></b>	_____	_____	_____
<b>4<sup>th</sup></b>	_____	_____	_____

**Winston-Salem State University  
School of Health Sciences  
Department of Physical Therapy  
Substance Abuse Policy**

**Policy:**

The WSSU DPT program adheres to the University policy regarding substance abuse.

Misuse or overuse of legal or illegal substances: The WSSU DPT faculty will be responsible for appropriately identifying and referring students who are abusing substances (e.g., misuse/overuse of alcohol or unprescribed medications) to the Student Health Center or other certified agencies for evaluation.

**Rationale:** Our philosophy regarding student substance abuse revolves around protecting the public's health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Physical Therapy Examiners (G.S. 90-270.24 - 90.270.39) statutes and assist students in recovery, the WSSU DPT has adopted a substance abuse policy.

**Informed consent:** As a condition of admission to the DPT program, students are required to comply with this policy and submit a written statement of informed consent. (Appendix A).

**Definitions:**

1. A physical therapy student is any full-time student admitted to the DPT program.
2. Substance abuse is the use of (1) any illegal substances and/or (2) misuse/overuse of alcohol and/or non-prescribed use of any legal drug such that it impairs a student's ability to meet the department's essential functions as described in the DPT student handbook.

**Procedure**

**A. Drug Screening Program**

- Testing based on Reasonable Suspicion
  - a. A student may be subject to testing at any time when, in the judgment of a faculty member(s), there is reasonable cause to suspect the student is engaging in substance abuse as described above in (Definitions). Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
    1. Observed possession or use of substances that reasonably appear to be illegal drugs; observed misuse or overuse of legal drugs or alcohol.
    2. Conviction for a criminal offense prior to enrollment related to the possession, use or trafficking in drugs.
    3. Observed abnormal appearance, unprofessional conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as potentially being caused by the use of alcohol or drugs.
  - b. Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student may be using a prohibited substance and/or drug, and/or misusing or overusing legal drugs or alcohol.
  - c. In the case of individualized reasonable suspicion of substance abuse, the DPT program shall contract with a private laboratory at student expense for drug testing. Once the student has been confronted by the faculty member due to reasonable suspicion, the faculty member will remove the student from the academic and/or clinical setting and will coordinate transportation for the student to be screened by the identified laboratory. For



student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory. The student must present for drug testing within two hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix B). Validated copies of the drug test results will be sent to the DPT program and, subsequently, to the student.

- d. Once the faculty member has confronted and removed the student from the clinical setting, the faculty member shall notify the course and/or Program Coordinator, as well as the Department Chair and/or the Director of Clinical Education or her designee.

**B. Consequences of Failure to Participate in or Cooperate with Testing**

- An instance of failure or refusal to participate in or cooperate with testing shall be deemed to be an occasion of impermissible drug use that justifies dismissal from the WSSU DPT program.

**C. Consequences of Impermissible Drug Use**

1. If a DPT student is found to be taking illegal substances, they will be subject to disciplinary actions.
2. Upon the first instance of substance abuse (legal or illegal) the penalty may range from written warning with probationary status to expulsion from the program.
  - a. The student shall meet with the Chair of the DPT program.
  - b. The decision regarding continuation or dismissal from the DPT program at that time is entirely the prerogative of the DPT program.
  - c. If the student is allowed to progress, the student must attend substance abuse counseling through WSSU Counseling Center or an approved counseling center. The student will not be allowed to attend clinical internships and experiences at this time.
  - d. Once a student has successfully completed the treatment program and is released by the WSSU Counseling Center, the student may progress through the program and attend clinical internships and experiences. The student may lose sequencing with his/her class which would result in a delayed graduation.
  - e. The student will continue to be subject to the DPT program substance abuse policy and must report relapse to the Course Coordinator, as well as the Department Chair and/or the DCE.
  - f. If any relapses occur, the student will be automatically dismissed from the DPT program.
3. If there are multiple (2 or more) instances of substance abuse (legal or illegal substances), the student will be dismissed from the DPT program.

**D. Confidentiality of Information Concerning Drug Use**

- Any information concerning a student's alleged or confirmed use of alcohol and drugs shall be restricted to institutional personnel, North Carolina Board of Physical Therapy Examiners, and Division of Facility Services as required and to parents of minors or dependent students. No positive test results of the drug screens will be provided to clinical agencies. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

**E. Grievance Policy**

- At any time during this process the student is eligible to pursue the University Grievance Policy as outlined in the WSSU DPT Student Handbook.

Revised: 08/29/19



# INFORMED CONSENT FORMS

## Notice of Drug Testing

To: \_\_\_\_\_  
(Name of Student)

To: \_\_\_\_\_  
(Faculty, DPT program)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the WSSU DPT program, you are to report to the

\_\_\_\_\_ on \_\_\_\_\_  
(facility) (date and time)

You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with:

- a) The policies and procedures established by the WSSU DPT program
- b) Your signed consent to the provisions of the policy and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

**Dr. Judy Foxworth, Chair**  
WSSU-DPT  
331 F.L. Atkins  
601 M.L.K Jr. Drive  
Winston-Salem, NC 27110

\_\_\_\_\_  
Signature of DPT Student

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Signature of Clinical Faculty

\_\_\_\_\_  
Date and Time

WSSU PT Student Volunteer Service Log

Student Name:

\_\_\_\_\_

Semester:

\_\_\_\_\_

Date	Organization	Activity	Time In	Time Out	Total Hours	Contact Person Signature

## **Appendix A**

### **DPT Consent Form WSSU DPT Substance Abuse Policy**

Consent to the Substance Abuse Policy:

I have read the WSSU DPT Substance Abuse Policy. I have been given an opportunity to ask any questions that I may have about the policy. I understand my responsibilities in complying with the DPT Substance Abuse Policy and any consequences regarding violation of the policy. I understand and agree to abide by the Substance Abuse Policy.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

---

Signature of DPT Student

---

Witness

**Winston-Salem State University  
Department of Physical Therapy  
Academic Integrity Pledge**

As a student in the DPT Program, I recognize and accept personal responsibility for honesty in all of my interactions, assignments, and examinations while a member of this program. Such honesty is a vital part of my academic career and is the foundation of my work here as a student and as an aspiring physical therapist.

I pledge that I will uphold the Academic Integrity Policy of the Physical Therapy Program and of the School of Graduate Studies and Research and will encourage my peers to respect and observe these policies. I will fully support my peers in their efforts to uphold these vital principles.

I understand that by signing this pledge, I agree to abide by the Academic Integrity Policy of the Physical Therapy Program and of the School of Graduate Studies and Research, throughout all aspects of the Physical Therapy curriculum.

---

Student Signature

---

Date

---

Student Printed Name

---

Witness Signature

---

Date

---

Witness Printed Name

Approved      01/12/2004

Approved      04/2007

Updated      12/14/2010

**Winston Salem State University**  
**Department of Physical Therapy**  
**Essential Functions Affidavit for the DPT**

Observation:	Independently the student must be able to observe a patient accurately
Communication:	The student must be able to utilize verbal, non-verbal and written communication.
Sensorimotor:	The student must be able to safely, reliably and efficiently perform physical therapy assessment and treatment and possess speed, strength, coordination and endurance for safely handling self, classmates and clients.
Intellectual/ Conceptual	The student must be able to problem-solve rapidly. Demonstrate the ability to learn and reason to integrate analyze and synthesize data concurrently in a dynamic and multi-task setting. Students must be able to comprehend three dimensional relationships and understand spatial relationships of structures.
Judgment:	The student must be able to practice in a safe, ethical and legal manner. The student must be able to respond to emergencies, demonstrate management skills, including planning, organizing, supervising and delegating.
Behavioral/Social:	Student must possess the emotional health required for full use of their intellectual abilities. They must be able to adapt to change, display flexibility and deal with stress and uncertainty.

I have read the above described **Essential Functions** for the DPT Program at Winston-Salem State University for admission, retention and graduation and I declare:

\_\_\_\_\_ I have read the above described **Essential Functions** for the DPT Program at Winston-Salem State University for admission, retention and graduation and I declare:

\_\_\_\_\_ I am able to meet the Department Of Physical Therapy's Essential Function without Accommodations

\_\_\_\_\_ I have already submitted a Voluntary Disclosure of Disability form and Request for Services and Accommodation form to Disability Services.

\_\_\_\_\_ I have not yet submitted a Voluntary Disclosure of Disability form and Request for Services and Accommodations form to Disability Services.

\_\_\_\_\_ I have a disability that necessitates accommodation to meet the Department of Physical Therapy's Essential Functions. In accordance with the Procedural Policies, I will submit to Disability Services documentation of the disability.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant



**Winston-Salem State University  
Department of Physical Therapy  
Gross Anatomy Lab Policy Agreement**

I have read and understand the importance of all the topics and sections of this document dealing with the Gross Anatomy Lab. I understand that the dissection of human remains is a privilege that many allied health students do not enjoy. Further, I agree to be respectful of the human remains, to follow safety precautions using universal precautions to protect my health and others, to abstain from bringing anyone into the lab that does not have prior approval by the director, to abstain from taking any photos or videos in the lab, and to perform the daily cleaning and maintenance of my dissection table and its surrounding area, as stipulated above.

---

Student Signature

---

Date

---

Student Printed Name

**The original signed agreement will be maintained by the Gross Anatomy Professor.  
A copy of this signed agreement will be placed in the student's file.**

**Winston-Salem State University  
Department of Physical Therapy  
Accident/Incident Report Form**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Name of injured person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number (s): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Male \_\_\_\_\_ Female

Type of injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injury requires physician/hospital visit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of physician/hospital: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number (s): \_\_\_\_\_

\_\_\_\_\_  
Signature of injured party \_\_\_\_\_ Date \_\_\_\_\_

\*No medical attention was desired and/or required

\_\_\_\_\_  
Signature of injured party \_\_\_\_\_ Date \_\_\_\_\_

Return this form to the instructor present with the original to be turned into the Departmental Secretary within 24 hours of incident. The report will be kept in the Incident Report File with a copy to the student's record.

**Winston-Salem State University  
Department of Physical Therapy  
Informed Consent for Participation in Educational Clinical Practice  
by Fellow Students and Faculty**

**THIS IS A RELEASE OF LEGAL RIGHTS.  
READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.**

I understand that the education and training of a clinical laboratory scientist, nurse, occupational therapist or physical therapist requires the practicing of physical assessments and treatment modalities. I also understand that meeting the goal of full clinical competency may be intrusive of my privacy as a student or my personal space. Such practice may require that I allow fellow students, faculty or visiting faculty to demonstrate or perform assessment or treatment modalities on me in relation to specific class topics. These may include, but are not limited to, physical examination, palpation, inspection, auscultation, or percussion. I further understand that the performance of these procedures, while designed to foster patient safety and clinical competency, will be conducted in a respectful and professional manner at all times. I consent to have these activities performed on my person. I, the undersigned, for myself and on behalf of my heirs, personal representatives, assigns and anyone acting on my behalf, waive, release, forever discharge, covenant not to sue, agree to hold harmless and indemnify Winston- Salem State University, its Board of Trustees, the Board of Governors of the University System of North Carolina, and their employees from any and all responsibility for any injury that may occur as a result of my participation as a subject for the practice of physical assessments and treatment modalities.

I have read, agree with, and understand the School of Health Sciences' Guidelines for Participation in Educational Clinical Practices by Fellow Students and Faculty. I fully understand each provision of this waiver and I execute this agreement voluntarily and not on the advice or statement of any person in any way connected with Winston-Salem State University.

---

Student Signature

---

Date

---

Student Printed Name

---

Witness Signature

---

Date

---

Witness Printed Name

Approved      02/01/2005

**Winston-Salem State University  
Department of Physical Therapy  
Photo & Video Release Form**

I, \_\_\_\_\_ give Winston-Salem State University permission to use my photograph and video images in any publications, presentations and/or web applications for educational or recruiting purposes. I understand that I may give a written request to withdraw my permission at any time. I also understand that my name will not be released to any other individual, agency or institution without my written consent.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Printed Name

Approved      08/31/1999

Updated       01/06/2013

Revised       08/28/2013

**Winston-Salem State University  
Department of Physical Therapy  
Handbook Acknowledgment**

I acknowledge that I have received and read a copy of the  
Winston Salem State University DPT Student Handbook.

I take responsibility for abiding by all policies and procedures outlined in this handbook.

---

Student Signature

---

Date

---

Student Printed Name

---

Witness Signature

---

Date

---

Witness Printed Name

**This page should be signed and returned to Dr. Foxworth as part of the Orientation Day activities. This form will be maintained in the student's file located in the Department of Physical Therapy.**