



## Department of Physical Therapy

# Doctor of Physical Therapy Student Handbook Revised May 2022

Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their degree program. The University of North Texas Health Science Center (UNTHSC) reserves the right to amend or add to these policies and scholastic regulations at any time during an individual student's enrollment period provided that such changes or additions are intended to improve the quality of education and are introduced fairly and deliberately. Students in the Doctor of Physical Therapy program are subject to UNTHSC institutional and program policies while on or off-campus during student activities

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## University of North Texas Health Science Center (HSC) Department of Physical Therapy

This student resource manual provides basic information for students and is intended to be a general overview of the HSC DPT program philosophy, curriculum, and policies/procedures which apply to both the department and the university. Questions concerning specific issues should be addressed to the department administration or appropriate area.

### I. Program Information

#### a. Welcome

The Doctor of Physical Therapy program at the University of North Texas Health Science Center is housed in the School of Health Professions (SHP), which includes Physician Assistant Studies and Lifestyles and Health Living programs. The mission and vision for the program are as follows:

#### b. Program Mission and Vision

##### **Program Mission**

Creating solutions for a healthier community by producing highly qualified entry-level Doctors of Physical Therapy, leading in education, professional services, and scholarly activities.

##### **Program Vision**

To be a physical therapy program that is recognized nationally in education, research, and community involvement.

<https://www.unthsc.edu/school-of-health-professions/physical-therapy/about-our-program/>

#### c. Faculty

The physical therapy faculty is comprised of licensed professionals, diverse in educational background, clinical/teaching experiences, and clinical specializations. Physical therapy faculty develop, coordinate, and monitor student instruction and clinical experiences in the PT program. Faculty will serve as advisors, course directors, liaisons, guest speakers, and faculty course support in the didactic and clinical phases of the curriculum. Information on faculty can be found at the following link:

<https://www.unthsc.edu/school-of-health-professions/physical-therapy/physical-therapy-faculty/>

## II. Program Curriculum

### a. Curriculum Philosophy

The DPT curriculum is based upon the following educational principles:

- Learning is both autonomous and interdependent
- Learning occurs through activities that concurrently address the cognitive, psychomotor, and affective domains
- Learning is hierarchical in nature
- Educational content and processes are of equal importance
- Academic and clinical learning experiences are of equal significance and are integrated throughout the curriculum
- Case-based learning activities are essential for developing skills in critical thinking and creative problem-solving
- Students actively engage in the educational process and possess the skills of self-assessment
- Motivation for learning is nurtured through challenging experiences and a supportive environment

### b. Curriculum Overview

The DPT curriculum has been established along with the curriculum philosophy and mission of the program. The curriculum is based on information from contemporary practice of physical therapy, standards of practice, the Normative Model, minimum skills, core values, American Physical Therapy Association (APTA), advisory committee input, experience, the expertise of the faculty, and current literature. The curriculum plan has been modified over the years to maintain currency in the different disciplines of physical therapy.

The curriculum model has been adapted to reflect societal needs, accreditation standards, the mission and goals of The University of North Texas Health Science Center, the School of Health Professions, the Department of Physical Therapy, and contemporary practice. The program-related goals, each with associated outcome statements reflect the program mission and are aligned with our institution and school missions.

The curriculum is further informed by the contemporary expertise of the faculty. The faculty maintain awareness of contemporary practice through (1) active involvements in the American Council of Academic Physical Therapy (ACAPT), Commission on Accreditation in Physical Therapy Education (CAPTE), American Board of Physical Therapy Residency and Fellowship Education (ABPTRFE), Federation of State Boards of Physical Therapy (FSBPT); (2) active involvements in APTA academies/sections (3) continuing education and professional development activities; (4) engagement in clinical activities; and (5) engagement in clinical research.

The curriculum plan is connected and strengthened by common threads within the curriculum. The common threads include musculoskeletal, neuromuscular, cardiopulmonary, and other systems. Additional threads include critical inquiry and clinical decision-making, professionalism, education, communication, professional development, individual/cultural differences, interprofessional education/collaboration, differential diagnosis, and evidence-based practice. All threads are connected and feed into each other.

The DPT curriculum is a sequential curriculum in which students use knowledge from prior coursework to build further knowledge and expertise as they progress through the program. Courses are sequenced to build on the foundational and clinical sciences from basic to complex with the major foundational and clinical sciences presented before the first set of clinical experiences. Please see details of the course description in the course catalog.

[http://catalog.unthsc.edu/preview\\_program.php?catoid=11&poid=801](http://catalog.unthsc.edu/preview_program.php?catoid=11&poid=801)

### c. **Curriculum Model**

As defined by CAPTE, a curricular model is a general description of the organization of the professional curriculum content. A curriculum model is how the curriculum is designed and is not how the curriculum is being delivered. Curriculum model can be described as systems-based model, case-based, or problem-based. A combination of these is referred to as hybrid. This differs from the methods of instructional delivery. While the curricular model describes the framework for organizing curricular content, instructional method refers to the vehicle for delivering the course content. The instructional delivery methods will be different for every course and consist of the following: traditional instruction, flipped instruction, or blended instruction.

### III. Student Outcomes

The Doctor of Physical Therapy (DPT) program has selected several measures to determine if expectations for student achievement are being met. These include (1) demonstration of American Physical Therapy Association (APTA) core values by graduates in clinical and community settings; (2) preparedness to practice as a physical therapist; (3) performance on the National Physical Therapy Examination (NPTE); (4) student clinical performance; and (5) student research skills.

#### **Upon completion of the DPT curriculum, students will:**

- Demonstrate APTA core values in clinical and community settings as evidenced by consistent use of appropriate communication, interpersonal skills, and professional behaviors in all aspects of patient/client care, members of the health care team, industry, and regulatory agencies
- Demonstrate safety and competency beyond entry-level in performing physical therapy screenings, examinations, and evaluations
- Demonstrate competency beyond entry-level in development and implementation of the plan of care and establishing an age-appropriate physical therapy plan of care that is safe and effective
- Demonstrate proficiency in all aspects of patient/client management including teaching, direction, and supervision principles in the delivery of physical therapy services
- Be qualified entry-level physical therapists for practice in a variety of settings
- Demonstrate competency beyond entry-level in overall student clinical performance
- Provide competent physical therapy services for prevention, health promotion, fitness, and wellness to individuals, groups, and communities
- Implement an assessment method that integrates individual, family, community, and evidence-based outcomes related to the clinical setting, cultural competency, and other complex societal and cultural factors
- Adhere to all legal, ethical, moral, and professional standards of practice
- Demonstrate the skill of presenting research at university, state, national, or international level.

## **IV. Program Remediation**

Students enrolled in the DPT program must meet the academic and professional standards established by the DPT program to progress through the didactic and clinical phases of the program. Doctor of physical therapy students who fail a course in the didactic or clinic phase of training must successfully remediate the failed course to remain eligible to continue in the DPT program.

## **V. Program Probation and Dismissal**

Academic standing in the DPT program is based on the accumulation of course grades during each academic phases of the curriculum: the didactic phase and the clinical phase. Doctor of physical therapy students need to understand these guidelines, take responsibility for keeping up with their studies, and appropriately address any issues before they impede their academic performance. For more information, see the Student Code of Conduct and Civility at the following links:

<https://unthsc.navexone.com/content/dotNet/documents/?docid=219&public=true>  
<https://unthsc.policytech.com/dotNet/documents/?docid=750&public=true>

## **VI. Program Suspensions and Expulsions**

Suspension and expulsions are considered disciplinary sanctions will be notated on the student transcript.

Suspensions are defined as the removal from the UNTHSC for a specific period. A suspended student will be removed from enrollment and trespassed from university premises until the period of suspension has expired and the student has applied for readmission to UNTHSC and has been cleared for readmission by appropriate UNTHSC officials.

Expulsions are defined as permanent severance from UNTHSC. An expelled student will be permanently removed for enrollment and permanently trespassed from university premises. This will be reflected in a student's permanent academic record. For more information, see HSC Policy 07.105 at the following link:

<https://unthsc.policytech.com/dotNet/documents/?docid=750&public=true>

## VII. DPT Faculty Roles

### a. **PT Faculty**

Primary physical therapy faculty members develop, coordinate, and monitor student instruction and clinical experiences in the DPT program. Faculty members serve as Faculty Advisors, Course Directors, guest speakers, and faculty course support in the didactic and clinical phases of the curriculum.

### b. **PT Faculty Advisors**

Upon beginning the DPT program, each DPT student is randomly assigned to a faculty advisor from the DPT faculty. The role of the advisor is to encourage DPT students, offer advice regarding academic or professional issues, and direct them to campus academic resources. Faculty advisors are not allowed to provide medical or personal advice.

Each DPT class will also be assigned a DPT faculty as the class advisor. The responsibilities of the class advisor are to review the student handbook and address any student concerns. This representative will meet with the class on an as-needed basis.

### c. **PT Course Director**

Each DPT course is assigned a Course Director. The role of the Course Director is to ensure that course and exam content are relevant, accurate, up to date, organized, and evidence based. Course Directors are also responsible for the development, coordination, conduct, and or support of the course syllabi, course activities, and course schedules. All DPT student's questions, comments, or concerns about DPT course content and conduct should be directed to the Course Director.

### d. **PT Faculty Administration**

In addition, some DPT faculty have administrative roles in the DPT program, including the following:

### e. **Chair of the Department**

The Chair of the Department is responsible for the day-by-day operations of the DPT department and long-term development in all areas of academic activity.

### f. **Director of Academic Education**

The Director of Academic Education (DAE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluate educational activities in the didactic phase of the DPT curriculum.

**g. Director of Clinical Education**

The Director of Clinical Education (DCE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluation educational activities in the clinical phase of the DPT curriculum.

## **VIII. DPT Program Staff Roles**

**a. DPT Program Staff**

The administrative staff of the DPT program helps make the DPT operations and activities run smoothly. The staff positions include the following:

**b. Assistant to the Chair**

The Assistant to the Chair provides administrative support to the DPT Chair and acts as the office manager for the DPT department. This person will work with DPT student officers on budgets and supplies for activities during the didactic and clinical phases of the curriculum.

**c. Academic Program Coordinator**

The Administrative Coordinator provides administrative support for DPT faculty in didactic courses including scheduling and providing administrative support on course activities and may serve as the office receptionist, greeting those that enter the DPT office suite, fielding questions, and directing DPT students toward appropriate persons or resources.

**d. Clinical Site Coordinator**

The Clinical Site Coordinator works with the Director of Clinical Education (DCE) to build community relationships and to establish and maintain clinical education sites for the clinical phases of the curriculum. This person will work with DPT students if needed to set up student-identified sites.

## **IX. Student Practice in Classrooms/Laboratories Outside of Class Time**

Faculty members realize that students need to practice outside of class hours. The library provides practice space that may be helpful to students who wish to practice after MET building hours. Students may use the PT classroom/laboratories located in the MET building during the week when classes are not taking place in these locations, after class hours, or during weekends with ID badge access after clearance from the Department Chair.

Weekend access must be cleared at least 2 weeks prior through a written request addressed to the Chair of the department. All PT lab equipment, supplies, and materials are for the exclusive use of current students as part of their physical therapy educational curriculum. Therefore, all school equipment and materials, including but not limited to anatomical models, stethoscopes, blood pressure cuffs, goniometers, stopwatches, wheelchairs, and videos are for educational purposes only and should be left available for all students as approved by faculty. Students who wish to borrow any item must gain approval from the faculty member teaching the content related to the equipment. Students should not practice with any equipment not currently under study in coursework.

Faculty members believe that students can serve as a check and balance for one another regarding the use of the equipment and the practice of specific techniques. A classmate can recognize precautions or contraindications that might impact the practice session. Therefore, students should practice only with another classmate who knows the assessments and interventions being reviewed.

Students should never provide interventions or examinations to non-classmates, including family members, friends, spouses, or other persons, who are not familiar with the assessments or interventions as that person would not be able to indicate precautions or contraindications to the techniques. Students should not “treat” another student for an injury or impairment without supervision from a faculty member. Students could be directed to observe or practice techniques on typical/normal persons outside of class time with guidance from a faculty member.

Students must exit MET classroom/laboratory space at building closing times or if directed to do so by campus police. Students should be prepared to identify themselves as currently enrolled students if asked to do so by university personnel.

Students are expected to keep the classroom/laboratory spaces neat and organized. Students should leave the space ready for use by other persons and should follow any directions faculty members have provided regarding the placement of equipment and laboratory items.

## **X. Student Advisement**

Faculty members are committed to providing advisement that enhances student learning and participation within the program, the institution, and the profession. Faculty members may be able to serve as intellectual guides and counselors for students for some academic and professional aspects.

During students' orientation to the program, a faculty member is assigned as the faculty advisor, and students will typically have the same faculty advisor throughout the didactic portion of the curriculum.

A new advisor may be assigned during the program at the discretion of the Chair of the Department, faculty, or student. Students may petition for a change of advisors in instances where conflicts cannot be resolved. To petition for a change of advisor, the student must ask the Chair of the Department in writing to assign a new faculty advisor. The Chair may re-assign advisors or serve as the advisor for students with special circumstances or in academic difficulty. If the student indicates special needs/accommodations to maintain expected academic and behavioral standards (for example, tutoring or stress management), the student will be directed toward the appropriate resource.

Advisors may be able to counsel students on career development, academic performance issues concerning professional behavior, and academic or clinical performance. Faculty advisors may refer students to other appropriate faculty members, to the Chair of the Department, or resources within the Division of Student Affairs for specific counseling or mentoring.

It is recommended and may be required that students to meet with their advisor at least once during each of the fall and spring semesters, and, if needed, in the summer. The faculty advisor and the student will work collaboratively to monitor the student's academic progress, career development, and the development of professional behaviors.

Faculty advisors are always available to the students as well for general advisement as needed or requested by the student or the Student Performance Committee (SPC).

## **XI. Student Code of Conduct**

### **a. Professional Behavior**

Professionalism is an essential part of healthcare practice, and the Department of Physical Therapy faculty members believe in their responsibility to assist in the development of professional attitudes and values in all students. Students enrolled in the DPT curriculum will be professionals called Doctors of Physical Therapy. Faculty members expect students to internalize the role of a professional and to exhibit professional behaviors in all situations and activities.

Professionalism is comprised of many aspects, including adherence to ethical principles, being reliable in attending curricular and extracurricular events when requested, collaborating effectively and appropriately with others (including peers, faculty members, staff, other university personnel, clinical faculty, clinical instructors, supervisors, patients, families, and other members of the healthcare delivery team).

The student is expected to exhibit these behaviors at all times and environments, including but not limited to the campus, in the classroom, in clinics assigned for practicums or projects, online (social media), and whenever the student is representing the department or institution. You are entering a doctoring profession, and society expects that persons holding the title of doctor should act professionally in all situations when representing yourself, your profession, and your university.

Students are expected to demonstrate professional behavior, defined by the department by the demonstration of values, attitudes, and behaviors consistent with expectations of the public and the profession. For the profession of physical therapy, these values and behaviors are delineated in the American Physical Therapy Association's Code of Ethics, the Guide for Professional Conduct, and the Core Values of Professionalism. All codes listed can be found in the links below:

<https://www.apta.org/apta-and-you/leadership-and-governance/policies/code-of-ethics-for-the-physical-therapist>

<https://www.apta.org/your-practice/ethics-and-professionalism/apta-guide-for-professional-conduct>

<https://www.apta.org/apta-and-you/leadership-and-governance/policies/core-values-for-the-physical-therapist-and-physical-therapist-assistant>

Additionally, HSC has a set of institutional values to which students are expected to adhere. Students are directed to read and refer to the HSC student policies at the following link for more specific information on student behaviors and expectations. All student-related policies are now located at:

<https://app.unthsc.edu/policies/Home/AllPolicies>.

Faculty members also have adopted the Professional Behaviors document. Developed by Mat et al., 2010 as part of the Normative Model of Physical Therapist professional education by the American Physical Therapy Association to guide the professional conduct of students. Students will have the opportunity to review and discuss all these resources during the DPHT 7209 Foundations of Physical Therapy course and the Clinical Practicum series.

**b. Examples of Professional Behavior Include:**

- Attending all classes and laboratory sessions
- Arriving punctually (faculty members recommend arriving 5 minutes before class, so you are ready for class to begin on time)
- Completing assignments before class:
  - Reading the assigned chapters, articles, etc.
  - Viewing any assigned video, recorded lecture, etc.
- Providing thoughtful insight to class discussions
- Being respectful of peers, faculty, and staff
- Actively participating in classes and laboratories
- Silencing any devices before class begins
- Avoiding disruption of class through inattention or misuse of technology (such as computer, tablet, telephone, or iPad) during class
- Avoiding sidebar or small group conversations with other students
- Using appropriate language during class, clinic experiences, online and email, and other electronic communications
- Paying attention, remaining present, and engaged until being dismissed by the instructor
- Avoiding picking up items until the speaker is finished
- Wearing appropriate attire to class, laboratory, or clinic
- Leaving the class or laboratory clean and neat (including removing any discarded items)
- Using university facilities within the scope of established rules
- Recognizing that professionals give to others in the profession and society, for example, practicing with classmates to enhance their learning even when you already know the material
- Following the expectations of campus security and safety personnel
- Arriving punctually and preparing for clinical assignments while exhibiting the above examples and other appropriate behaviors in the clinical environment

**c. Extracurricular Expectations for Professional Students**

Students in a professional program are expected to participate in extracurricular activities that faculty members have determined contribute to the overall professional education experience. Examples of extracurricular activities for which attendance and participation are mandatory along with professional behavior include, but are not limited to, the following:

- Attendance at all meetings called by the Chair, the Director of Academic Education (DAE), and Director of Clinical Education (DCE) or their designee
- Special screening for patient/client events arranged by faculty members
- North Texas District or Texas Physical Therapy Association activities if announced as an expectation
- Activities with physical therapy or physical therapist assistant students from other programs and with students from other disciplines at HSC
- Activities with clinicians or healthcare professionals
- Attendance at all meetings called by the Dean, Provost, or President of HSC
- Grand rounds or special speaker events offered by the institution if directed to such events by the Chair of the Department
- Social media activities related to the class/profession
- Attending research seminars organized by the department

Please note that if any extracurricular activities present a financial hardship for the student, the student may petition the faculty member or Department Chair for an alternative activity.

**d. Consequences of Inappropriate Professional Behavior During the Professional Curriculum**

Faculty members believe that current student behaviors are predictive of future behaviors in the clinical environment. Faculty members accept their role as gatekeepers for the profession, and individual faculty members or the Student Performance Committee have the right and the responsibility to enforce professional behaviors in students.

Faculty members have a professional responsibility to document unprofessional conduct even such conduct that occurs outside of class time and which is not specifically associated with a specific course. Inappropriate conduct is discussed as warranted at faculty member meetings, and consequences may be determined at that time, or the student may be referred to the Student Performance Committee. The consequences for inappropriate professional behavior vary dependent upon the specific misbehavior and range from:

- Meetings with the faculty member or advisor for discussion about the behavior
- Warnings and/or review by the Student Performance Committee
- Referral to Student Affairs
- Remediation
- Involuntary dismissal from the program by the Chair and/or other authorized committees upon recommendation of the faculty

**e. Examples of Disciplinary Actions That may be Taken for Inappropriate Professional Behavior:**

- Students may be contacted informally or formally by the individual (usually a faculty member) who identifies the issue.
- Students may be referred to their advisor who could recommend some action or referral to the Chair of the Department or Student Performance Committee.
- Students may be referred to the Student Performance Committee by any faculty member. This committee may warn the student, refer the student to other offices, or discipline the student, including recommendations to the Chair of the Department that the student be dismissed from the program.
- Students may be referred to the Office of Student Affairs, the Center for Academic Performance, or the Care Team who could recommend disciplinary actions. Students also may refer themselves to these student services if they are experiencing difficulties that might result in inappropriate behaviors before unprofessional conduct occurs.
- Faculty members may include disciplinary actions in their syllabus, including a reduction in the course grade for inappropriate behaviors such as tardiness, absences, talking with peers inappropriately or disrupting class, inappropriate communication with classmates, the instructors, or guests. Faculty members have the right to refuse entrance into the classroom until the next break if a student arrives late for class.
- Students who have unavoidable absences or tardiness should contact the faculty member as soon as possible to discuss the possible make-up of class or laboratory material and should refer to the course syllabus for specific expectations for each course.
- Faculty believe that current student behaviors are associated with future behavior and research supports this belief. Clinical and academic faculty have the responsibility for ensuring appropriate behavior during clinical experiences. The Director of Clinical Education may determine the ranking for selection of clinical sites based upon professional behaviors and may reward a student for exceptional behavior with higher placement on that list or discipline a student for chronic or severe inappropriate behaviors by placing the student low on the selection list. The Student Performance Committee also may recommend a ranking status be lowered based upon findings of inappropriate behavior.

f. **COVID-19 Statement**

Students are expected to attend all classes including in-person class meetings and virtual class meetings. The expected class attendance does not apply to students with symptoms of an infection. If a student is symptomatic, they must notify the Course Director and Department Chair of their absence. The student is responsible for making up the missed class content and working with the Course Director to meet course requirements.

If a student suspects that he/she has been directly exposed to a coronavirus-positive individual, an individual suspected of having the coronavirus, or is themselves infected with the coronavirus the student must report this to the Chair of the Department per the HSC Exposure Protocol.

Any positive test results should be reported to the HSC reporting email at [hscCOVID@unthsc.edu](mailto:hscCOVID@unthsc.edu). Be sure to include **#hscsecure** in the subject line.

**For face-to-face class meetings:**

Due to the COVID-19 Pandemic, specific requirements are in place to minimize exposure of the DPT and Health Science Center community. To ensure the safety of students, faculty, and staff the following measures are required during face-to-face class meetings:

- Maintain social distancing.
- Maintain good hand hygiene.
- Students must not share personal equipment or items amongst themselves while in class and on campus.

Given that the pandemic situation is rapidly changing, this statement is subject to change by the Department of Physical Therapy. For more details, please see <https://www.unthsc.edu/coronavirus/>

g. **Attendance, Excused Absence, Unexcused Absence Definitions**

1. **Attendance:** Students are expected to arrive on time and be present for didactic and clinical activities, including returning from breaks.
  - a. Attendance is mandatory for meetings conducted by the Dean, Associate Dean, Chair and or faculty members.
  - b. Attendance during orientation is considered a mandatory meeting.
2. **Excused Absence:** is an absence from scheduled academic activities or classes (as defined below) which have been approved at the discretion of the Chair of the Department for a major life event (planned) or medical reasons such as illness (could involve an emergency, emergent, or unavoidable medical services).
  - a. Major life event absence includes for example funerals, significant religious events (refer to the Student Affairs Policy Manual (Chapter 7.104 of HSC Policies and Procedures) available at <https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/> or other major events as approved by the Chair of the Department.
  - b. Medical event absence is due to illness (more than 2 days) and/or medical appointments and diagnostic testing for urgent conditions. The absence of this type must be supported by the appropriate medical health professional's note. Absences for

routine medical appointments are not covered under this definition.

3. **Unexcused Absence:** full or partial absence from a scheduled academic activity or class without approval from the appropriate program official.

h. **Course Attendance**

**Class attendance is expected of all students.** Failure to attend classes (including lectures, labs, clinical rotations, and other academic activities) may result in disciplinary proceedings.

The program's weekly schedule purposefully includes time off to allow students time to attend to personal matters. The expectation is for students to make use of this time whenever possible. When this is not feasible, procedures for absence notification are described below. Students are responsible for reviewing each course syllabus for additional attendance requirements and specifics related to examinations, practical exams, and assignment requirements.

i. **Procedures for Notification**

Timing of notification: students are expected to notify Course Director **before** all absences except for absences related to emergencies where the notification should be provided as soon as possible.

Planned absences (related to major life or medical events as defined above) are expected to be a rare occurrence. When a student anticipates that absences from the program will involve multiple class sessions for a single course or multiple courses, the Chair of the Department must be notified in writing as soon as the potential conflict becomes known. The student will submit the request in writing to the Chair and Director of Academic Education and identify all Course Directors for courses that will be missed, with sufficient detail regarding the dates, purpose, and assignments/exams that may be missed.

For absences during clinical rotations, contact the DCE and all impacted supervisors/clinical instructors with sufficient detail regarding the dates, purpose, and assignments/exams that may be missed.

Students that require extended absence from the program are subject to the School of Health Professions Leave of Absence Policy 7.103 at:

<https://unthsc.policytech.com/dotNet/documents/?docid=233&public=true>

j. **Responsibility for Course Content**

Students who are absent from a class are responsible for acquiring the information missed due to absence. The student will be held responsible for all content, materials, notes, and course information presented in the course. The Department is not obligated to provide make-up sessions, exams, quizzes, or lab practicals to absent students, even if the absence is considered excused per HSC Policy.

k. **Make-up Examinations**

In the case of an exam day absence, the Course Director must be **notified as soon as feasibly possible and before the examination**. The student must provide written documentation of the absence. If approved for a make-up examination, the student should reschedule the exam at the earliest possible time with guidance from the Course Director.

Unexcused absences are considered to be unprofessional behavior and grade penalties may be imposed with a possible appearance at the Student Performance Committee (SPC).

l. **Dress Code**

As members of a doctoral profession, Doctors of Physical Therapy interact with patients and other professionals across varied healthcare settings. As professionals, physical therapists should present themselves in a manner that projects competence, allows function, and ensures the safety of patients, students, and others involved in patient activities related to the educational program, both on campus and externally. This dress code strives to be sensitive to the needs of the students, the location of the program, the clinical sites that receive our students, and considers the importance of presenting a professional image in various settings.

This dress code describes the minimal expectations for student appearance. Faculty members and/or clinical sites may require different or additional dress code/appearance standards than those described. Additional dress code requirements will be addressed in individual course syllabi and be enforced by the faculty member at his/her discretion. In that case, the student will adhere to the dress code requirements for each course. DPT students may be sent home to change if any of the above parties determine that clothing or appearance is inappropriate, given the above guidelines. Requests for exceptions to this policy shall be submitted in advance by the student to the Department Chair for approval.

Failure to comply with specific dress code requirements for a course may result in loss of course points and potentially a lower course grade. Repeated violations of the dress code may result in being called before the Student Progress Committee to determine whether disciplinary action is needed. Students will refer to individual course syllabi for specific faculty requirements.

m. **General Classroom Attire**

The HSC PT Program is located on a multi-disciplinary academic medical campus. It is not unusual to encounter patients or other professionals in hallways and open areas. Therefore, care should be taken to dress appropriately for contact with the public when outside of the PT labs. Students should observe good personal hygiene. No fad piercings or facial piercings except for religious reasons.

- n. **Traditional Business Attire** represents the most formal of dress categories and traditionally includes the following:
  - Suit or pants/slacks or dress/skirt with a blazer
  - Button-down shirt with tie; blouse with pants or skirt
  - Dress shoes with closed-toe
  
- o. **Business Casual attire** is less formal than traditional business attire, yet still reflects a clothing-appropriate workplace environment. Clothing should be sized appropriately; tight clothing is inappropriate. Business casual traditionally includes the following:
  - Polo/collared shirts
  - Khaki pants or casual slacks; cropped or ankle length
  - Blouse or collared shirt
  - Closed-toe shoes worn with socks or stockings, and low heels

Medical/surgical scrubs are allowed as an acceptable alternative to business casual

- Solid color top and bottom
- Relaxed fit to allow freedom of movement while maintaining modesty; pants should be properly fitted in length
- If a V-neck scrub shirt is worn, a t-shirt must be worn underneath to prevent inappropriate skin showing when a student is active
- Scrubs worn in the anatomy lab may *not* be worn in general classrooms

Overall, attire for general classroom attendance is surgical scrubs or business casual, with a few allowable variations.

**Allowable variations** on business casual for general classroom attendance include:

- Denim
- Moderate length shorts or skirts, capri pants
- Sleeved or conservative sleeveless tops, and
- T-shirts without profane or obscene images and words

When any guest speaker/non-HSC individual (i.e., guest speaker, patient) is present, all students shall wear **business casual** or at faculty discretion, approved scrubs.

When students are presenting, presenters shall wear **business casual**, or at faculty discretion, approved scrubs.

**p. Lab Attire**

During clinical labs (excluding Gross Anatomy) on campus, students should dress in clothing that allows ready visualization and palpation of structures and exercise, while balancing the need for student modesty. Areas of the body need to be observed even if they are outside the primary focus of the lab. Therefore, all students must come to every lab prepared to appropriately expose relevant areas, while continuing to maintain a sense of modesty.

It is appropriate at the student's discretion to wear covering clothing such as t-shirts, sweatshirts, or sweatpants that can be easily removed as needed during the lab session. Class instructors may at times e-mail the class to let them know a particular lab will not require lab attire on a given day. At all other times, lab clothes are mandatory unless cleared by the instructor.

DPT students may not leave the program instructional areas (e.g., classrooms, locker rooms, and connecting hallways) in lab attire – appropriate shoes and clothing must be worn when students go to other areas of the building or the campus. Description of appropriate lab attire includes the following:

**Women**

- o Sports bra with thin shoulder straps, narrow torso band, that does not obscure the scapulae.  
Acceptable forms include thin racerback or halter type sports bra
- o Shorts: minimum 3" or 5" inseam length that can be rolled up
- o Solid fabric yoga or exercise pants are acceptable
- o No denim pants or shorts

**Men**

- o Shirts and shorts
- o No 'low rider' shorts and/or visible underwear
- o Shorts: minimum 7" or 9" inseam length that can be rolled up
- o No denim pants or shorts

Footwear for both genders need to be appropriate for class content (no flip-flops).

q. **Clinical Education Settings**

Students are expected to dress appropriately, convey a professional appearance or image, and are expected to comply with the **business casual** guidelines outlined above, with the following clarifications:

- To allow freedom of movement for patient care, slacks are expected for both genders. Students may request to wear skirts/dresses for religious practices if the skirt allows ease of movement, and modesty to allow full patient care.
- Shoes: shoes must be closed toe and heel with quiet soles, providing stability and safety for patient care. No Crocs allowed.

If a clinic allows or requires a lab coat or scrubs, the student will comply with the clinic's requirements. If a clinic has an occasional day such as "Casual Friday," the student may follow the clinic dress code for that day.

r. **Professional Meetings**

When attending professional meetings at the local, state, national or international level, HSC DPT students represent the Physical Therapy program, the University, as well as the profession. During educational or general sessions, component meetings students should project a professional image. Business casual or traditional business attire is appropriate.

s. **Student Identification**

**Student ID Badges**

HSC will issue each student an ID badge with an embedded microchip that allows access to certain doors as well as parking garages. The PT program also uses ID badges for proctored exams. These must be worn while the student is on campus and if applicable internships and clinical rotations. A lost or stolen card should be reported to police immediately.

t. **Contact Information/Name Changes**

Changes to personal information including contact information and name changes are processed by the Office of the Registrar and distributed to the appropriate academic and administrative units of the HSC. For more information about how to change personal information, visit <https://www.unthsc.edu/registrar/>. It is the student's responsibility to obtain a new ID badge if there is a name change.

## **XII. Service Hours**

The UNTHSC Doctor of Physical Therapy (DPT) Program requires that students engage in community service to promote culturally responsive care for all patients and to enhance professional values. Students are encouraged to engage in service activities that align with their passions both within the UNTHSC community and groups within the communities in which they live.

Students who fail to complete the service hours requirement for 2 consecutive 6-month periods will be referred to the Student Performance Committee. Students who have not fulfilled the service hours requirement upon enrollment in DPHT 7192: Capstone course may be delayed in early clearance for the NPTE.

### **Service Hours Requirements**

- Students must complete 10 hours of community service every 6 months and submit proof of hours by December 31<sup>st</sup> and June 30<sup>th</sup> to the Director of Academic Education on Canvas for a total of 2 submissions per academic year.
  - Third-year students are not required to complete service hours during their final spring semester.
- DPT faculty or a community member supervising the service activity must sign off on each activity. DPT students are not allowed to sign off on service activities. Unsigned hours will not be counted towards the successful completion of the service hours requirement.
- Students may not count service hours for activities in which they are paid to complete the activity, or for activities in which they will receive course credit.
- Travel time to and from the service activity will not count towards the total number of service hours completed.
- Students participating in sporting events to raise money for a non-profit organization may claim up to one service hour per event.
- Students may claim a maximum of 5 service hours for service directly tied to the DPT Program at UNTHSC.
- Examples of volunteer activities that do NOT count towards the service hour requirement include but are not limited to the following: maintenance activities associated with keeping the DPT labs and classrooms clean and organized; helping faculty with set up or clean-up of lab activities; helping classmates move in or out of residences; tutoring fellow classmates; preparation of food items for DPT program-related activities.

### **XIII. Community Service**

#### **a. Procedures and Responsibilities**

Students who participate in volunteer activities outside the scope of activities pre-approved or assigned by the program are not required to obtain prior approval. However, in activities where the student is acting as an agent of HSC, the student is expected to ensure appropriate supervision by a physical therapist as specified above. In activities where the student is acting as an agent of HSC, prior approval from the Chair is required.

#### **b. Clinical Activities Requiring Supervision by a Licensed Physical Therapist**

PT students may perform clinical tasks under the supervision of a physical therapist licensed in the jurisdiction in which an activity occurs for charitable, humanitarian, or community service organizations. These activities may be directly supervised by a member of the HSC PT faculty. If the student acts as an agent of HSC (e.g., wearing an HSC t-shirt, discussing student role/affiliation), prior approval from the Department Chair is required.

#### **c. Activities Not Requiring Supervision by a Licensed Physical Therapist**

DPT students may perform “service work” or menial tasks that may or may not take place in clinical settings (e.g., transporting patients, answering telephones, filing reports) without supervision by a licensed physical therapist, provided that:

1. they are not paid for performing these services,
2. the activities do not conflict with the student’s overall learning experience, and
3. they are not practicing physical therapy skills.

## XIV. Use of Technology in the DPT Program

### a. Electronic Communication Policy

Electronic communication includes email, Canvas discussions/messages, video conferencing (e.g., Zoom, Skype), text messages, instant/direct messaging, social media (e.g., Facebook, Twitter, LinkedIn, Blogs, YouTube, and other social networking media).

#### General

- Electronic communication may be subject to HSC policy Chapter 3: Information and Technology. In situations when this policy is not applicable (e.g., electronic communication between students on non-HSC-managed platforms), departmental policies still apply.
- Electronic communications are not confidential; they are subject to review by federal, state, and university officials (including but not limited to applicable program faculty, staff, and clinical instructors).
- Electronic communication should be professional in structure and content and adhere to HSC policies 3.108 Social Media and Professionalism, 07.126 Student Code of Conduct and Discipline, and the APTA Code of Ethics
- All electronic communication containing HIPAA- or FERPA-protected information must adhere to UNTHSC policies found in Chapter 3 of the HSC Policies and Procedures
- Text messaging/direct messaging/social media communication may be used as a supplementary form of communication for specific faculty/staff/clinical instructors, but email remains the official method of communication for the program.
- All social media communication must adhere to the UNTHSC policies 3.108 and 10.105 Social Media and Professionalism.
- Students must not identify themselves as affiliated with HSC when fundraising unless prior approval is obtained by the Chair of the department.

#### Receiving/Responding to Emails

- Students are expected to use their HSC email (and/or Canvas messaging at course instructors' discretion) for all official program communications; personal emails (e.g., Gmail accounts) are not appropriate.
- Students are expected to check their HSC email at least once per business day for the entire duration of the program, including during clinical rotations and breaks, except for official university holidays/closures. This is critical for:
  - our university to maintain compliance and alert students to important information that may be time sensitive.
- If the issue necessitates discretion, arrange a time to meet with the faculty in person
- Utilize one email thread per topic to allow for clarity and tracking.
  - Include a descriptive topic heading in the subject line (e.g., Smith Sam Anatomy Absence 062319).
- Limit the use of "Reply All"
- Students must respond to emails marked "High Importance", "Urgent", or similar from any faculty member, staff member, clinical instructor, or other HSC affiliate within 24 hours, or sooner if otherwise indicated by the email.

- Students are expected to respond to emails from any faculty member, staff member, clinical instructor, or other HSC affiliate within 48 hours except during official university holidays/closures, or by the deadline indicated by the email if applicable.

**b. Laptops**

All incoming DPT students receive a university-issued technology package during the HSC Student Orientation, which includes a laptop. The technology package is included in student fees and is owned by the student thereafter. PT students will use their university-issued laptops or technology daily to access course and program information and to send/receive program communications. It is the responsibility of the DPT student to ensure their computer equipment is always in good working order in both the didactic and clinical phases of the curriculum.

**c. Canvas**

Canvas is a learning management system free to all HSC students. Each course will have its Canvas course that contains the course syllabus, lecture information, handouts, grading rubrics, and assignment dates. The PT program requires that all students become familiar with the Canvas technical requirements, features, and other information needed to have a successful online learning experience. For more information about Canvas, go to the following link:

<https://www.unthsc.edu/academic-affairs/center-for-online-education/canvas/>.

**d. IT Helpdesk**

The UNTHSC Helpdesk has desktop and peripheral support and routes service requests to ITS departments as appropriate. The Helpdesk is available to students at 817-735-2192 or [helpdesk@unthsc.edu](mailto:helpdesk@unthsc.edu). Please see their website for additional information:

<https://www.unthsc.edu/Information-technology-services/helpdesk-client-services>

**e. DPT Student Use of Electronic Devices During Class Time**

Computers and similar devices (notebooks, iPad, smartphones, etc.) may be used in class for class-related activities as determined by the Course Director.

Using the computer for non-course-related activities during class time including, but not limited to web surfing, playing games, texting, instant messaging, shopping, and social media is unprofessional and distracting.

An audio or visual recording is not permitted without prior approval of the Course Director or individual lecturer.

Cell phones must be turned off or placed on silent during course activities. If a DPT student anticipates the need to take a call during class time, it is advised to notify the lecturer before the start of class and sit in the back of the class to minimize classroom disruption.

**f. Online Learning**

It is important for you as a DPT student to remember that the online learning platform is a classroom. The expected behaviors in an online learning environment are like those expected in a face-to-face classroom. Inability to communicate professionally in an online classroom has similar repercussions as failing to maintain professional behaviors and etiquette in a face-to-face classroom environment. Please practice the core rules of netiquette as outlined below.

<b>Be prepared</b>	<ul style="list-style-type: none"> <li>○ Check your internet access/network connection.</li> <li>○ Pre-download and set up/test accounts for any necessary software or materials.</li> <li>○ Pre-test devices (i.e., earbuds, microphones, and videos)</li> <li>○ Exit non-essential programs before starting a session.</li> </ul>
<b>Be aware of your environment</b>	<ul style="list-style-type: none"> <li>○ Choose locations with minimal background noise.</li> <li>○ Be mindful of playful pets, children, etc.</li> <li>○ Start a session with “Mute” option engaged.</li> <li>○ Mute your microphone whenever you are not actively speaking.</li> <li>○ Avoid dialing into a meeting with two devices sitting next to each other (causes feedback).</li> <li>○ Ensure the video field of view is clear of unprofessional or personal items.</li> <li>○ If you must move around during the meeting, turn off your video until you are stationary.</li> </ul>
<b>Be professional</b>	<ul style="list-style-type: none"> <li>○ Arrive at least 5 minutes early.</li> <li>○ Dress professionally.</li> <li>○ Address instructors, guests, and peers in a respectful manner.</li> <li>○ Use caution with jokes or sarcasm in an online environment.</li> <li>○ If you wouldn’t say it face-to-face, it’s best not to say it online either.</li> </ul>
<b>Be respectful of the chat box</b>	<ul style="list-style-type: none"> <li>○ Keep comments and questions brief and relevant to the discussion.</li> <li>○ Use the chat box as a learning tool to interact with instructors and peers.</li> <li>○ Avoid using all uppercase letters in chat messages.</li> <li>○ Think before you type. What is shared in an online classroom is part of a permanent digital record.</li> </ul>
<b>Be courteous</b>	<ul style="list-style-type: none"> <li>○ Use your full name when logging in to meetings or class sessions.</li> <li>○ Wait to be recognized when responding to a question or comment.</li> <li>○ Respect diversity and opinions that differ from yours.</li> </ul>

<b>Be scholarly</b>	<ul style="list-style-type: none"> <li>○ Communicate, question, or disagree tactfully.</li> <li>○ Credit ideas and opinions of others.</li> <li>○ Be explanatory (i.e., justify your opinions using evidence-based material).</li> </ul>
<b>Be encouraging</b>	<ul style="list-style-type: none"> <li>○ Your role is not only to learn but to help others learn.</li> <li>○ Share tips and knowledge with other students.</li> </ul>
<b>Be forgiving</b>	<ul style="list-style-type: none"> <li>○ Some may be new to online environments.</li> <li>○ Hiccups or mistakes will happen.</li> <li>○ Without seeing facial expressions, it is challenging to know if everyone is on the same page.</li> <li>○ Give people the benefit of the doubt.</li> <li>○ Think twice before reacting or commenting.</li> </ul>
<b>Be focused</b>	<ul style="list-style-type: none"> <li>○ Turn off cell phones not being used to dial in.</li> <li>○ Maintain focus on the classroom conversation and activities.</li> <li>○ In case of technology failure, make sure to take thorough notes during the session.</li> <li>○ Ask relevant questions to clarify material.</li> <li>○ Check the chat box to see if your question has been asked/answered already.</li> </ul>

## XV. DPT Course Syllabi/Statements

Academic standards for successful completion of each DPT course are contained in the course syllabi. Each DPT course syllabus will specify all the course requirements, including academic assignments, evaluation, grading schemes, and schedule of course activities.

Modifications to DPT syllabi may be made when the DPT program deems changes are necessary to improve instruction or to conform to scholastic regulations of the department, school, or university.

DPT students are required to read thoroughly each DPT course syllabus before beginning the respective course. DPT students should first consult the course syllabus prior to reaching out to the course director about course-related questions.

DPT course syllabi can be found online in the Canvas™ course set up for each DPT course.

### a. DPT Course Textbooks and Equipment

Specific textbooks and equipment required for a DPT course will be identified in the DPT course syllabus. Most textbooks and equipment are already included in DPT course fees. Questions about course-related textbooks or equipment should be directed to the DPT Course Director.

DPT students are expected to obtain and utilize required textbooks and resources and encouraged to read recommended textbooks or resources to ensure that they have the knowledge needed to be successful in a course.

### b. Practical Retake Statement

Students must achieve **at least 80%** to successfully pass each practical examination. If a student does not achieve 80%, the Course Director will decide to remediate the student, which may include attendance during optional practice labs. The student will be allowed to retake each **practical examination once**. The highest grade that the student can receive for a retake of a practical examination is **80%**. If students are unsuccessful on the practical examination retake, students will be required to go before the Student Performance Committee. **To pass a course, students must pass all practical examinations with an 80% within 2 attempts.**

### c. Practice Lab Statement

Optional labs and learning enrichments may be added into the semester for your practice of clinical skills. Times have been scheduled to coincide with practical and written exams; however, instructors may schedule additional times as class content dictates. Although these labs are optional, the course instructor **may require** student attendance for remediation. Attendance will be taken at these labs.

**d. Zero Tolerance for Sexual Violence and Harassment**

All students should be able to study in an atmosphere free of harassment, sexual violence, and gender discrimination. Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on the HSC Title IX website:

<https://www.unthsc.edu/title-ix/reporting-sexual-misconduct/reporting/>

**e. Americans with Disabilities Act**

The University of North Texas Health Science Center does not discriminate based on an individual's disability and complies with Section 504 and Public Law 101-336 (American with Disabilities Act) in its admissions, accessibility, treatment, and employment of individuals in its programs and activities.

The University of North Texas Health Science Center provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements.

For assistance contact the Assistant Director, Disability Accommodations within the Center for Academic Performance at the Health Science Center: Brandie Wiley, 817-735-2134, Brandie.Wiley@unthsc.edu or through the following website:

<https://www.unthsc.edu/students/office-of-disability-access/register-for-accommodations/>

Reference Policy 7.104 American with Disabilities Act Protocol in the Student Policies. Available at:

<https://unthsc.policytech.com/dotNet/documents/?docid=643&public=true>

## **XVI. Course Evaluations**

### **a. Summative Evaluations**

Students evaluate each course and each instructor at the end of every block, or at the end of the semester, using an online evaluation system. The Student Affairs Testing and Evaluation Services administers the campus-wide evaluation system, and student confidentiality is strictly maintained. Student names are kept confidential and are not shared with the Department Chair or Course Director.

The information obtained from this feedback is used by the Course Coordinator and Department Chair to guide changes in a particular course and teaching methodology. Evaluation results are also used to guide curricular decisions and faculty evaluations. Students are encouraged to complete the end-of-course evaluations by providing constructive feedback only. Any technical difficulties related to the course/instructor evaluations are to be directed to Testing and Evaluation Services. For information on the UNTHSC procedures for collection and use of student evaluations of courses and instructors can be found at the following:

<https://unthsc.policytech.com/dotNet/documents/?docid=529&public=true>

### **b. Formative Evaluations**

To assist the faculty members or course instructors in evaluating course effectiveness and making revisions (if indicated), individual faculty members may informally ask students for feedback at any time while a course is in progress.

## **XVII. DPT Program Exam Policies and Procedures**

Students are required to comply with TES examination procedures and policies and DPT policies. Written exams may be administered on paper, Scantron, or electronically. Electronic examinations require the use of UNTHSC issued computers equipped with ExamSoft software. DPT students will be instructed on how to download and use ExamSoft during the UNTHSC student orientation.

DPT students must always have a student identification badge with them to be admitted to and remain in testing areas. All on-campus exams are proctored. DPT students must comply with test proctor directions. If there is a discrepancy between test proctor directions and student expectations during the exam, the student is to follow test proctor directions and address the issue later with the Course Director.

DPT students arriving after the first examination has been turned in will have to contact the Course Director to discuss the potential for a make-up examination.

Any reproduction or distribution of exam content will constitute a violation of the Student Code of Conduct and Discipline and will result in disciplinary proceedings.

Exam grades are posted in the gradebook on Canvas. Students will also receive a strength and opportunities report for all ExamSoft administered exams.

Students who score below a C on any examination need to meet with Course Director to review course material. For other students who wish to review the exam, the Course Director will not show the student the specific exam questions but will go over general concepts and or content with the student as needed.

## **XVIII. Student Performance Committee**

The Student Performance Committee (SPC) is composed of faculty in the DPT program. These dedicated faculty members monitor student academic performance throughout the learner's academic enrollment in the DPT program. Using a proactive approach, the SPC uses referrals and contacts with the Student Center, CARE team, and other campus resources to help improve learner performance. Students may be referred to the SPC by faculty, staff, or self-referred.

## **XIX. DPT Student Appeals & Grade Replacement**

### **a. Grade Appeals**

Grade appeals are handled in accordance with the UNTHSC Policy 07.127, Student Academic Grievance Policy located at:

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

Grades assigned by the Course Director are final. If a DPT student believes that an incorrect grade was assigned, the student is expected to first submit an appeal in writing and attempt to resolve the issue with the Course Director. If needed or desired, after receiving an appeal decision from the Course Director, further appeal may be made to the Chair of the Department. All appeals must be made in writing within 5 business days of receipt of the original grade or decision.

### **b. Failing a Course Grade**

If a DPT student fails a course, the student will appear before the Student Performance Committee (SPC).

### **c. Grade Replacement**

If allowed to take a failed course the new grade is used in calculating the student's GPA. The original grade will remain on the student's transcript but will not be used in the calculation of the cumulative GPA.

### **d. Appeal of a Dismissal**

If a student is dismissed from the DPT program, the student can file an appeal in writing to the Dean of the School of Health Professions within 5 business days of the decision given by the Chair of the Department. For further information, see SHP Dismissal Appeals Process at Policy 15.305 SHP at:

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

## **XX. Leave of Absence**

### **a. Leave of Absence**

Students enrolled in academic programs within the School of Health Professions (SHP) are permitted to request a leave of absence due to a medical condition or for personal reasons. A leave of absence for personal reasons cannot be granted if the student is not in good academic standing at the time the request is made.

Leave of absence requires approval from the Chair of the department and Dean of SHP.

Upon completion of the leave of absence, the student must request readmission to the academic program in writing. The Dean will determine if readmission is approved after consultation with the student and upon recommendation of the Chair of the department.

Upon return from a leave of absence, the returning student may be required to affirm continued compliance with the health and technical standard of their respective academic program.

It is generally expected for students to attend orientation with the upcoming class. In addition, students returning from a leave of absence may be required to complete additional coursework or testing to meet the academic requirements of their respective program or to increase chances for the student's academic success in the program. For further information on leave of absence see UNTHSC Procedure 15.415 SHP at:

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

**b. Withdrawal and Absence due to Military Service**

Active-duty withdrawal and excused absence policy are located under Policy 07.135 at:

<https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>

## **XXI. Physical Therapy Student Association and Class Officers**

### **Registered Student Organizations (RSOs)**

There are many organizations on the HSC campus that represent a variety of interests within the health professions community. Each year, during Welcome Week, members of student governments and student organizations share information about their organization, programs, and membership requirements at the Registered Student Organization Fair. A listing and additional information of student organizations can be found at:

<https://www.unthsc.edu/students/student-development/registered-student-organizations/>

### **Physical Therapy Student Association (PTSA)**

Student-related organization on campus that provides a representation of the Physical Therapy Program to students and fellow organizations at HSC. PTSA seeks out and promotes active communication and collaboration with the HSC faculty, staff, and administration. PTSA promotes continuing education via conventions and extra-curricular physical therapy ventures; a consolidated effort to give back to the community through volunteerism is promoted. PTSA officer elections are held each spring semester.

### **Physical Therapy Class Officers**

Students may run for class officer positions during the first year, with positions being held throughout the student's cohort. Class officer positions include president, vice president, secretary, treasurer, curriculum liaison, social chair, Texas Physical Therapy Association (TPTA) representative, IPE representatives, and honor code representative. Students on academic probation are *not* eligible to hold office in sanctioned student groups and are expected to resign from any elected or appointed positions held.

## XXII. UNTHSC Campus Safety Information

### a. **Emergency Preparedness**

Incidents of crime and other serious emergencies that occur on campus requiring immediate assistance should be reported to the HSC Campus Police at 817-735-2600. Off-campus emergencies should be reported by calling 911. Reports can be made on a confidential basis if applicable.

### b. **Emergency Plan for Building**

In the event of an emergency, students are advised to exit the building using the stairwells. Students should exit to the parking lot and move past the first two rows of parking to await further instructions. More information for emergency management can be found at:

<https://www.unthsc.edu/safety/emergency-management/>

### c. **Inclement Weather Advisory**

Campus facilities will close, and operations will be suspended when adverse weather conditions and or safety hazards exist on the UNTHSC property as the result of such weather. Students will be notified of any campus warnings or closures via email or text. For more information see Policy 04.201 at the following links provided:

<https://unthsc.policytech.com/dotNet/documents/?docid=682&public=true>

Please also visit the following website for evacuation plans:

<https://insite.unthsc.edu/building-evacuation-severe-weather-plans/>

### d. **Fire Drills**

Fire drills are conducted on a scheduled basis for all buildings in which patient care is performed. Students on rotation in clinics should become familiar with clinic-specific fire plans and be prepared to perform assigned tasks, if any, during drills or should a real fire occur. For more information, please see the following website for fire evacuation plans.

<https://www.unthsc.edu/safety/safety-office/fire-safety/>

### e. **Stop the Bleed Campaign**

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide a vital initial response to stop uncontrolled bleeding in emergencies. This was accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate, and empower the 300+ million citizens of

the United States.

The University of North Texas Health Science Center has adopted the *Stop the Bleed* course as its platform to train all students and university employees to immediately assist victims of active shooter and other mass causality events at the point of wounding. Students of the DPT program will be individually trained on the use of the medical equipment in the medical kits prepositioned throughout the campus. More information on the Stop the Bleed Campaign can be found at the following link:

<https://www.stopthebleed.org/>

**f. Hazardous Exposure**

In the event of a hazardous exposure (needle stick injury, body fluid splash, etc.) students are advised to seek immediate medical treatment. Students should follow the steps below and report the incident so that appropriate measures that can be instituted. Students should not delay treatment. Proper management and treatment should begin immediately as it is critical to receive treatment within the first two hours following injury.

**g. On-Campus Exposure**

1. Wash the area with soap and water and flush with large amounts of water for the eyes and mouth
2. Notify the Course Director
3. Keep the source of blood at the site so blood can be drawn
4. Contact and seek care at the Student Health or a Priority Care Clinic

**h. Off-Campus Exposure**

When the injury occurs off campus, students should ALWAYS follow the clinical or hospital site infectious disease procedures and later report to Student Health Services.

1. Wash the area with soap and water and flush with large amounts of water for the eyes and mouth
2. Notify supervisor, Course Director, & DCE immediately
3. Keep a source of blood at the site so blood can be drawn
4. Contact and see care at the closest source of care (Student Health Clinic, Harris Occupational Health, or nearest ER)

**i. Incident Reporting**

An incident report should be completed. Students in the didactic phase of education should request an incident report from the Course Director and submit it to the UNTHSC Director of Safety and the Course Director. More information can be found at the following:

<https://www.unthsc.edu/safety/occupational-health-services/>

## XXIII. Student Resources

### a. DPT Lockers

During the didactic phase of the curriculum, the DPT program assigns each student a locker near the classrooms. Once promoted to the clinical phase of the curriculum, that locker must be cleared out. These lockers must be emptied before students leave for clinical rotations in the third year.

### b. DPT Kitchen Area

HSC has provided a kitchen area on the 5th floor near the classrooms. Although this is a general use kitchen, it is primarily used by DPT students. Students are required to ensure that the area stays clean, and the refrigerators stay tidy. Any small appliances, not furnished by HSC, need to be approved by the DPT administration before placing in the kitchen. No appliances with open heating elements are allowed.

### c. HSC Student Health Services and Health Insurance

All students are required to have health insurance to follow HSC Policy. A school-sponsored Student Injury and Sickness Insurance Plan is provided through United Healthcare Student Resources: [www.uhcsr.com](http://www.uhcsr.com) or 1-866-429-4868. Information on specific policies is available in the Office of Student Affairs: 817-735-2341. The student is responsible for (1) the choice of the specific insurance policy; (2) payment of all healthcare costs, including the premium, as determined by the specific health insurance plan chosen; and (3) following the rules, regulations, and guidelines of their chosen plan. Student healthcare is available to all students at the HSC Student Health Clinic located at 855 Montgomery Street. The CVS Minute clinic adjacent to campus also accepts student health insurance. All students, regardless of their health plan coverage, may access nursing advice and health information 24 hours a day, 7 days a week by dialing 1-877-440-0549.

Faculty members do not have access to student medical records and cannot give medical advice or treatment to students or act as their healthcare providers.

### Immunizations and Health Screening Requirements

HSC requires all students to comply with immunization and health screening requirements to protect the campus community, including patients with whom students have direct contact, from illness and disease. Immunizations should be submitted to tracked by Medicat™ (More information through clinical education). See Policy 07.108 below via the link found below:

<https://unthsc.policytech.com/dotNet/documents/?docid=278&public=true>

### d. HSC Student Affairs

Student Affairs oversees issues that are relevant to all students from pre-enrollment through graduation. Student Affairs provides co-curricular and extra-curricular services, programs, and activities to facilitate student's academic training, personal growth, and professional

development. Student Affairs is comprised of the following departments: the Office of Student Affairs, Center for Academic Performance (CAP), Registrar's Office, Financial Aid Office, Student Development Office, International Services Office, Office of Career Services, Disability Accommodations, Wellness Office, the Founders' Activity Center, and the Testing and Evaluation Services Office. More information can be found at the following:

<https://www.unthsc.edu/students/student-affairs/>.

e. **Center for Academic Performance (CAP)**

The Center for Academic Performance offers services designed to enhance all levels of academic performance through academic consultations, learning assessments, and self-management. Consultation with CAP can be self-referred. CAP offers the following to all HSC students: academic counseling, learning and study strategy assessment, writing support, tutoring, and workshops. CAP Contact Information: Phone 817-735-2531. [CAP@unthsc.edu](mailto:CAP@unthsc.edu) or at the following:

<https://www.unthsc.edu/center-for-academic-performance/>

f. **Founder's Activity Center**

The FAC is an on-campus fitness center that houses a variety of equipment and offers a wide range of group fitness classes. A multi-purpose outdoor court is available for basketball, tennis, or volleyball. An active ID badge is required for access at all times and patrons must be at least 16 years of age to utilize FAC amenities (including use of outdoor court). More information can be found at the following:

<https://www.unthsc.edu/care-and-civility/fitness-center/>

g. **Office of Care and Civility**

HSC is committed to students' well-being, not only academically, but emotionally and physically. The Office of Care and Civility provides services across campus that respond to our students' unique health and wellness needs. Student resources and information on student conduct and civility, including the process of reporting a student of concern is found at the following:

<https://www.unthsc.edu/care-and-civility/resources/for-students/>

**h. Student Emergency Fund**

The student emergency fund provides emergency financial assistance to enrolled students who are having temporary financial hardships or unforeseen or uncontrollable circumstances. Students need to be certain eligibility requirements and fill out proper documentation. Please see website below for more information:

<https://www.unthsc.edu/care-and-civility/resources/for-students/>

**i. Student Support Program (SSP)**

HSC offers free in-person counseling to students through Life Works. Students can contact Life Works at 866-743-7732 or the following webpage [us.myisspy.com](http://us.myisspy.com). Additionally, students may contact Student Affairs at 817-735-2505 and on-campus counseling services at 817-735-5159. The Life Works hotline is available to students 24 hours, 7 days a week. The National Suicide Hotline is also available to students who feel they are in crisis. This service is available 24 hours a day, 7 days a week at 1-800-273-TALK (8255). Further information is found at the following:

<https://www.unthsc.edu/care-and-civility/mental-health-counseling-community-resources/>

**j. Substance Abuse and Self-Reporting**

HSC strongly encourages student with substance abuse problems to seek treatment before critical incidents (e.g., arrests, usage on campus, intoxication in the classroom, or during clinical rotations) occur. For more information can be found at the following:

<https://www.unthsc.edu/care-and-civility/mental-health-counseling-community-resources/>

**k. Zero Tolerance for Sexual Violence and Harassment**

It is the policy of HSC to maintain a workplace and a learning environment free of sexual harassment and intimidation. Harassment of students is a violation of Section 106.31 of Title IX of the Education Amendment of 1972. Harassment of employees is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Any sexual harassment incidents should be reported immediately to the Office of Student Affairs or the Equal Employment and Opportunity Office.

**l. Care Team**

The mission of the Care Team is to contribute to healthier communities by assisting in protecting the health, safety, and welfare of the students and members of the HSC community; foster student success; provide a comprehensive response to students whose behavior is disruptive to themselves or the educational environment or may be in violation of the Student Code of Conduct & Discipline. The Care Team often collaborates with other offices within the campus community. Contact information can be found at the following:

<https://www.unthsc.edu/care-and-civility/care-team/>

**m. Student Food Pantry**

HSC Care Team has recognized that for students to be well and succeed academically, basic needs must be addressed. As a result, the Office of Student Affairs has established two food pantry locations on campus to assist HSC students.

<https://www.unthsc.edu/care-and-civility/wellness-programs/food-pantry/>

**n. Gibson D. Lewis Health Science Library**

An active ID badge is required for entry into the library. All information and services related to the Lewis Library can be found at the following:

<https://library.unthsc.edu/node>

**o. Printing, Scanning, and Copying**

The DPT program does not provide printing, scanning, or copying services for students. Go to <http://library.hsc.unt.edu/content/printing-copying-and-scanning> to find a current listing of all locations and equipment students may use on campus, including information on Pharos, the print management system used at HSC.

Students may contact the Library Service Desk at 817-735-2465 or via <https://library.unthsc.edu/services/ask-us>

**p. Student Veterans Information**

Veteran and military-specific resources and opportunities are available at HSC. Information on resources is provided before new student orientation or found at the following:

<https://www.unthsc.edu/students/registrar/veterans-benefits/>.

q. **Transportation**

HSC offers discounts to its employees and students for bus and train fares, as well as on the BikeShare program. Further information can be found at the following:

<https://www.unthsc.edu/operations/sustainability/transportation/>.

r. **Recycling**

HSC offers co-mingled recycling services for our campus community. Co-mingle means that all recyclable items can be collected in one container rather than having to sort each item by type. Receptacles for trash and recycling are located throughout campus. Other recyclables include ink cartridges and toners, cell phones, and batteries (in special receptacles located on campus and the library). These items can also be sent through inter-office mail to facilities management.

More on these initiatives can be found at the following:

<https://www.unthsc.edu/operations/sustainability/waste/>.

s. **Lost and Found**

HSC has central lost and found locations in the HSC Police Department and the Lewis Library. If any lost items are found in the department, those can be brought to the PT administration.

## **XXIV. Policies and Procedures**

Students are responsible for reading and adhering to all policies both of the institution generally and of the School of Health Professions and Department of Physical Therapy. Current HSC policies can be accessed at <https://app.unthsc.edu/policies/> through **PolicyTech**.

**XXV. Appendix**



**Department of Physical Therapy**

**DPT Student Handbook Acknowledgement Form**

By signing below, I certify that I have received and read the Department of Physical Therapy Student Handbook for the DPT Program and understand the information provided in the program – particularly the Policies and Procedures to be followed.

I understand that if I have any questions about the contents of the Student Handbook, it is my responsibility to ask questions for clarification.

Printed Student Name:

Signature of Student: \_\_\_\_\_

Date:

# Campus Map

- BUILDINGS**
- 1 Carl E. Everett Education & Administration  
3500 Camp Bowie Blvd
  - 2 Research & Education  
1055 Montgomery St
  - 3 Gibson D. Lewis Library  
955 Montgomery St
  - 4 Health Pavilion  
855 Montgomery St
  - 5 Founder's Activity Center  
3515 W. 7th St
  - 6 Geriatric Annex  
3501 W. 7th St
  - 7 General Services  
3420 Darcy St
  - 8 Facilities Management  
3416 Darcy St
  - 9 Center for BioHealth  
3400 Camp Bowie Blvd
  - 10 Interdisciplinary Research & Education Building  
3430 Camp Bowie Blvd
  - 11 Physicians Surgical Network Affiliates  
975 Haskell Ave
  - 12 Student Service Center  
1051 Haskell Ave
  - 13 Medical Education & Training  
1000 Montgomery St
  - 14 UNTHSC Police  
3600 Mattison Ave
  - 15 Lena Pope Early Learning Center  
3620 Modlin Ave
  - 16 Women's Health Research  
3632 Modlin Ave
  - 17 Healthy Start  
3633 W. 7th St
  - 18 Storage/Ground Shop  
3629 W. 7th St
  - 19 St. Emillion French Restaurant  
3617 W. 7th St
  - 20 Professional Offices  
3605 and 3609 W. 7th St

**B BUILDINGS P PARKING**

**PARKING KEY**

	Visitor Spaces Available
	Premium Garage
	Premium Surface
	Employee Garage/Surface
	Student Garage/Surface
	Patient
	Park Mobile
	Parking Attendant Booth
	Bicycle Racks
	Bike Share Rental Station
	Emergency Phone Location
	Campus Eats
	Handicap Spaces Available
	EV Spaces Available



<https://www.unthsc.edu/campusmap/>