

STUDENT GUIDELINES

DEPARTMENT OF

PHYSICAL THERAPY



Department of [Physical Therapy](#)
Southwestern Allied Health Sciences School
The University of Texas Southwestern Medical Center

May, 2008

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GREETINGS FROM THE CHAIR

May 2008

To Our Physical Therapy Students:

The faculty, staff, and I welcome you to the Department of Physical Therapy. We know the Class of 2010 is comprised of the brightest and best individuals. We are honored that you choose our program. We are all looking forward to working with you as you face the exciting challenge of becoming a physical therapist.

The Student Guidelines outline the expectations for students who attending the DPT program at The University of Texas Southwestern Medical Center. Please read these guidelines carefully and keep this document handy for future reference. We ask that you give special attention to the section on professional conduct. Further information relating to University procedures, facilities, and resources is available in other University publications.

The curriculum is concentrated into thirty-one months. You will be a full-time student experiencing an intensive program that is known for its quality of education. The medical center environment affords you many learning resources and we encourage you to take advantage of them all. Your success is our success and the faculty and I are available to assist you in all academic matters.

In closing, you have our commitment to provide the education, experience, and guidance to prepare you to practice as a competent physical therapist. We look forward to getting to know you as individuals and working with you to achieve this most worthy professional goal.

~~Please read these guidelines carefully and keep this document handy for future reference. We wish you success in our program and hope that you are as excited as we are about working together in the coming months!~~

Cordially,

Patricia Winchester, P.T., Ph.D.
Professor and Chair

I. INTRODUCTION AND INSTITUTIONAL INFORMATION

A. Purpose of Student Guidelines

This manual describes the guidelines for students enrolled in the Department of Physical Therapy. These guidelines are extensions of those outlined in the current School Catalog (or its latest revision). Students are also bound by the University's Handbook of Operating Procedures, the Regent's Rules and Regulations, and individual course syllabi.

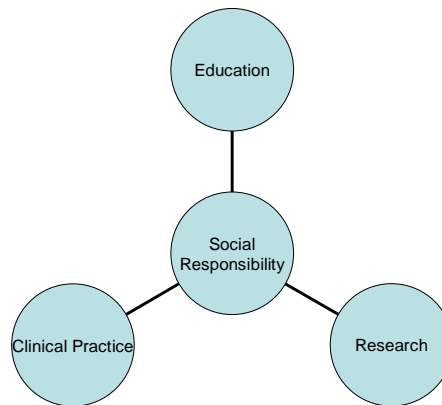
Please read these Student Guidelines carefully. At the end of this manual, you will find an acknowledgment form. This form states that you agree to follow these guidelines while you are enrolled as a student in this department. The form is to be signed, dated, and returned to the department office during orientation.

This is a general information publication only. It is not intended to, nor does it contain, all regulations that relate to students. This manual, although revised annually, cannot always reflect up-to-the minute changes or developments in the Southwestern Allied Health Sciences School of The University of Texas Southwestern Medical Center. Contents of the manual are, therefore, subject to revision without notice. Changes will become effective whenever the proper authority so determines and will apply to both prospective students and those already enrolled.

The University of Texas Southwestern Medical Center reserves the right to withdraw a course at any time, change fees or tuition, rules, calendar, curriculum and any other requirement affecting students. The provision of this manual does not constitute a contract, expressed or implied, between any applicant, student or faculty member and the University of Texas Southwestern Medical Center or the Southwestern Allied Health Sciences School.

B. Mission of the Department of Physical Therapy

Physical Therapy Mission



Program Mission, Philosophy Goals, Expected Outcomes-P1

The *mission* is written, congruent with the institution and consistent with contemporary preparation of the PT professional. DPT

Department of Physical Therapy Mission Statement – Proposed

The mission of the Doctor of Physical Therapy Program at UT Southwestern is to advance the profession of physical therapy through the integration of education, clinical practice and research. The Department is dedicated to educating competent autonomous Doctors of Physical Therapy who are guided by integrity, life-long learning and commitment to social responsibility. This new generation of innovative thinking physical therapists will practice evidence based medicine, provide the highest quality patient oriented clinical services, and conduct creative cutting-edge translational and clinical research.

Department Philosophy

This philosophy serves to fulfill the mission of the Department of Physical Therapy at The University of Texas Southwestern Medical Center.

Education

- The educational program promotes social responsibility through service learning

experiences.

- The educational program prepares the student with a strong generalist background in physical therapy, with the abilities to promote optimal health and function and to prevent, identify, assess, correct, or alleviate acute or prolonged movement dysfunction.
- The educational program provides foundational skills for incorporating evidence based medicine into clinical practice.
- The educational program fosters the development and application of critical and integrative thinking throughout the continuum of care.
- The educational program offers the highest quality clinical internships that cover the scope of clinical care.
- The educational curriculum is constantly reviewed and updated to reflect the current state of practice.
- The faculty are scholars, committed to life long learning, and serve as role models and mentors to the student.

Clinical Practice

- Faculty maintains an ongoing clinical practice that provides opportunities for student learning as well as service to the community.
- Consumers of physical therapy are entitled to competent care regardless of their age or socioeconomic background.
- Consumers of physical therapy deserve treatment in a timely fashion in an environment that fosters their well being.

Research

- Faculty advance their scholarly agenda by engaging in clinical or translational research to enhance outcomes in rehabilitative sciences.
- Faculty are recognized leaders in the field and receive validation of their work through publications in peer reviewed journals and/or presentations at professional meetings.

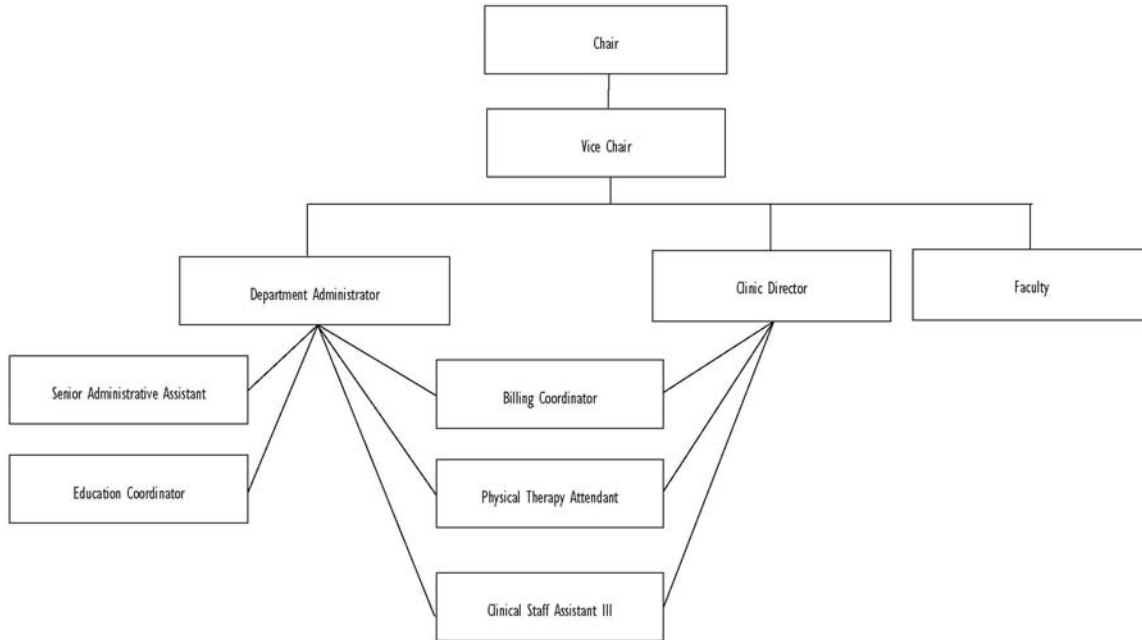
C. Accreditation Statement Department of Physical Therapy

Southwestern Allied Health Sciences School and its programs participate in various accreditation processes. The University of Texas Southwestern Medical Center is accredited by Southern Association of Colleges and Schools (SACS) and Physical Therapy program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) to award the doctorate (DPT) degree. This ensures the highest

possible standard of didactic opportunities and practical experience for the student's education.

D. Organizational Chart:

Department of Physical Therapy



II. ACADEMIC AFFAIRS

A. List of Courses – Department of Physical Therapy

Summer 1

HCS 5407 Human Physiology	4
HCS 5308 Human Anatomy	3
HCS 5309 Human Anatomy Lab	3
DPT 5139 Clinical Correlation	1
DPT 5251 Professional Practice Development I	2
DPT 5151 PT Procedures	1
	14

Fall 1

DPT 5140 Elements of Pharmacology for the Physical Therapist	1
DPT 5351 Clinical Kinesiology	3
DPT 5257 Professional Practice Development II	2
DPT 5320 Tests and Measures	3
HCS 5306 Introduction to Pathology I	3
DPT 5302 Therapeutic Interventions I	3
	15

Spring 1

DPT 5236 Evidence-Based Clinical Research I	2
DPT 5237 Pathokinesiology	2
DPT 5138 Integumentary Patient/Client Management	1
DPT 5240 Neuromuscular Patient/Client Management I	2
DPT 5330 Musculoskeletal Patient/Client Management I	3
DPT 5235 Therapeutic Intervention II	2
DPT 5303 Introduction to Neuroscience	3
	15

Summer 2

DPT 5304 Geriatric Client/Patient Management	3
DPT 5135 Therapeutic Intervention III	1
DPT 5134 Service Learning (Camp John Marc)	1
DPT 5137 Evidence-Based Clinical Research II	1
DPT 5216 Professional Practice Management I	2
DPT 5306 Pediatric Patient/Client Management	3
	11

Fall 2

DPT 5431 Musculoskeletal Patient/Client Management II	4
DPT 5444 Cardiovascular and Pulmonary Patient/Client Management	4
DPT 5305 Medical Practice Management	3
DPT 5341 Neuromuscular Patient/Client Management II	3
	14

Spring 2

DPT 5445 Clinical Experience I	4
DPT 5132 Evidence-Based Clinical Research III	1
DPT 5218 Assistive Technology in Rehabilitation	2
DPT 5136 Professional Practice Management II	1
DPT 5141 Prevention, Health Promotion, Fitness and Wellness	1
DPT 5217 Advanced Therapeutic Techniques	2
	11

Summer 3/Fall 3

DPT 5702 Clinical Internship II (14 week affiliation)	7
DPT 5701 Clinical Internship III (14 week affiliation)	7
	14

Total Credit Hours: 94

C. List of Essential Functions

All individuals, including people with disabilities, who apply for admission for Southwestern Allied Health Sciences School must be able to perform specific essential functions, which differ depending upon the academic program. Essential functions are the basic activities that a student must be able to perform to complete the program's curriculum.

Each Southwestern Allied Health Sciences School student must be able to:

1. Attend scheduled classes and laboratory sessions and be present for examination and testing.
2. Travel to practicum sites and have mobility within and around the sites.
3. Assimilate information presented via lecture, handouts, videos, discussions, computer, and/or other educational modalities.
4. Complete assignments such as written assignments, oral presentations, class participation, examinations, and computer-based activities.
5. Apply the assimilated information to appropriate clinical situations.
6. Effectively communicate with patients/clients, their families, faculty, and other professionals using oral, telephonic, written, and computer modalities in private and group settings.
7. Make effective use of learning resources at UT Southwestern and affiliated facilities.

Each Department of Physical Therapy student must be able to:

1. Participate in supervised clinical activities for eight-hour days.
2. Demonstrate sufficient vision to perform such tests as interpreting a medical record, inspecting and debriding wounds, and determining gait deviations.
3. Demonstrate sufficient arm strength, coordination, and sensation to perform such activities as (but not limited to) manual muscle testing, palpation, soft-tissue mobilization, joint mobilization, and cardiopulmonary resuscitation.
4. Demonstrate sufficient problem-solving skills to learn to make a differential diagnosis, establish appropriate treatment plans, determine effectiveness of those plans, and make appropriate modifications.

D. Academic Standards and Progress

1. General

Student grades, conduct, and professional behavior are factors in student promotion. All three must be satisfactory for the student to remain in the program. Each component of The University of Texas Southwestern Medical Center is responsible for student disciplinary matters, either academic or non-academic in nature, in a manner consistent with published Board of Regents Rules and Regulations as they relate to student conduct and the tenets of due process. Copies of the Regents' Rules pertaining to student conduct are available at the Office of Student Affairs. With the exception of courses that meet The University of Texas credit transfer criteria, advanced student placement or waiving of prerequisite or department courses is not available for applicants to the Physical Therapy program.

2. Faculty Advisor:

Each student will be assigned a member of the faculty as his or her Faculty Advisor. The role of the Faculty Advisor is to assure that the student is making satisfactory progress in the program. Each student is encouraged to meet with his or her Faculty Advisor whenever a personal or academic problem arises that might impede his or her progress in the program. Each student is required to meet with his or her Faculty Advisor at least once each semester, so that the Faculty Advisor may assure that the student is making satisfactory progress and to suggest any needed improvements.

3. Evaluation

In general, the student's achievement in departmental courses is determined by:

- (1) Course participation
- (2) Written examinations
- (3) Clinical performance evaluations
- (4) Research papers and presentations
- (5) Performance evaluations of case review sessions and laboratory activities
- (6) Other written and/or oral assignments

4. Grading Levels

The program courses will be graded by the following scale or the appropriate equivalent:

90-100	A
80-89	B
70-79	C
65-69	D
Below 65	F

Selected Physical Therapy courses are graded on a Pass/Fail basis. These are DPT 5134 Service Learning (Camp John Marc), DPT 5445 Clinical Internship I, DPT 5702 Clinical Internship II, and DPT 5701 Clinical Internship III.

NOTE: Courses taught by other departments may use different grading scales.

At the discretion of the instructor, "I" (incomplete) may be used in reporting a student's standing in a semester's work. An "incomplete" must be removed under written conditions and within one (1) year from the end of the semester in which the "I" (incomplete) was reported. Should the established conditions not be met one year from the end of the semester in which the "incomplete" was reported, the instructor must assign a final grade. If after one year from the end of the semester the instructor has failed to assign a grade, the "incomplete" will be changed to a final grade of "F". An incomplete is not considered a final grade. A final grade must be assigned to calculate GPA.

Courses with a lab component evaluate students' skill performance with competency based practical examinations. Multiple skills are evaluated during a practical examination. Each skill that is tested during a practical examination is essential for safe and competent practice as a physical therapist. Therefore, the student will have three opportunities to demonstrate minimal competency for all required skills.

In the Department of Physical Therapy, the following guidelines are used for practical examinations:

A - (100%) Student exceeds minimal acceptable competency for all required skills in an efficient and effective manner without the need for prompting.

A - (95%) Student demonstrates above minimal acceptable competency for all required skill in an efficient and effective manner without the need for prompting.

A - (90%) Student self corrects or requires minimal prompting to demonstrate minimal competency for all required skills in an efficient and effective manner.

Student will retake the exam if he is unable to meet the criteria for a grade of 100% or 90%.

B - (85%) Student demonstrates above minimal acceptable competency for all required skill in an efficient and effective manner on the second attempt without the need for prompting on the second attempt.

B - (80%) Student self corrects or requires minimal prompting to demonstrate minimal competency for all required skills in an efficient and effective manner on the second attempt.

C - (75%) Student self corrects or requires minimal prompting to demonstrate minimal competency for all required skills in an efficient and effective manner on the third attempt.

If a student does not demonstrate minimal competency for all required skills after the completion of three attempts, he/she will receive a zero for that lab practical. He/she will be referred to the Student Progress Committee for consequences that may include extensive remediation, academic probation, or dismissal from the program. The decision of the Progress Committee will be based on the student's past academic performance, his/her professional behaviors, as well as his/her demonstrated commitment to learning. The decision of the committee could alter the anticipated completion of the program for the student. The practical grade will be averaged into the final course grade. Failure to achieve a grade of B or higher for the course will cause the student to be referred to the Department of Physical Therapy Student Progress Committee.

Students will be informed of the subject matter to be covered and the format for scheduled written and practical examinations. If a student misses a regularly scheduled examination for any reason, a makeup exam may be administered at the discretion of the course instructor(s). A written physician's excuse must be provided if a student misses an exam due to illness.

5. Examinations

Students are expected to take all examinations on the scheduled date. The rescheduling of an examination may be allowed if circumstances warrant permission by the course instructor (e.g. documented illness, previously identified religious holiday, or death in the family), otherwise there will be no exceptions to this policy. If a student fails to take a scheduled examination without obtaining permission from the instructor of the course, the student will receive a "zero" on that scheduled examination. Examinations are generally "timed," therefore, all examinations will begin on the scheduled date and at the scheduled time. An examinee who has been delayed may be admitted to the examination up to 15 minutes after the session has started. The examinee will be given no extra time to complete the examination. Examinees arriving after the 15-minute "grace period" will automatically receive a "zero" on the examinations. Under extenuating circumstances and with timely notification from the student, exceptions to this policy may be considered by the course instructor.

6. Satisfactory Performance and Progress

a. Academic Performance

In general, satisfactory performance and progress are defined as:

1. Completing the PT required course sequence as stipulated.

2. Achieving a minimum grade of C or higher in each course; (Pass for P/F courses).
(Refer to section on Academic Deficiencies for additional guidelines.)
3. Maintaining a 3.00 GPA in the PT curriculum.
4. Demonstrating acceptable professional behavior.
5. Demonstrating acceptable clinical competence appropriate to the curriculum sequence. Clinical competence includes, but is not limited to clinical judgment, technical and psychomotor skills, interpersonal skills and attitudes, and professional behavior.

An academic deficiency occurs when any of the above requirements are not met.

All academic deficiencies are referred to the Department's/Programs Committee on Student Progress. Depending on the nature and seriousness of the deficiency and available program resources, a student is subject to remediation, probation, suspension, or dismissal.

The department's Committee on Student Progress reviews student progress on a systematic basis. All students are expected to complete the curricular sequence on a full-time basis. Midterm academic progress letters will be sent each semester. Students who are performing below academic standards will be encouraged to seek outside assistance.

b. Academic Deficiencies

Academic deficiencies and consequences in the Department of Physical Therapy are defined as:

1. Receiving a grade of D or F in any course will result in dismissal from the program.
2. Students who receive two or more C's in one semester will be placed on academic probation. Students who receive two or more C's in any two semesters will be dismissed from the program.
3. Students failing to maintain a GPA of at least 3.00 in the PT program will be placed on probation. Students on probation will have one academic semester to attain a cumulative GPA of 3.00. Once on probation, failure to attain a cumulative GPA of 3.00 will result in dismissal from the program. A second occurrence of failure to maintain a GPA of at least 3.00 in the PT curriculum will result in dismissal from the program.

The Physical Therapy Faculty will identify and document in writing to the Department Chairman/Program Director any student having difficulty with one or more Physical Therapy designated courses. Health Care Sciences (HCS) designated courses are the responsibility of the appropriate HCS course director. If academic deficiencies occur within HCS designated courses, students are required to follow the guidelines established by HCS course directors.

The Department Chairman/Program Director, after reviewing the student's deficiencies with the appropriate faculty member(s), will notify the student in writing of his/her academic status. A faculty member will arrange assistance as necessary, taking into consideration the available department resources.

The faculty member(s) will notify the Department Chairman/Program Director of the course in writing of: (1) the type of assistance to be arranged, and (2) the time expected for the student to show an improvement.

When an academic deficiency has occurred, the situation is referred to the Department's Committee on Student Progress. Depending upon the frequency, nature, and extent of the deficiency, a student may be (1) placed on academic probation, (2) required to remove the deficiency by specific remediation activities, or (3) dismissed from the program. This may occur following periodic mid-term or end-of-semester examinations. Any student required to remediate a course or a clinical experience must anticipate a delay in the timing of their graduation and the inclusion of additional tuition and fees required to repeat curriculum.

Any faculty member may recommend to the Department Chairman/Program Director that a student be considered for remediation, probation, suspension, or dismissal at any indicated time during the semester for any of the following reasons:

7. Conduct, Scholastic Integrity and Professional Behavior

a. Scholastic Integrity

Since the value of an academic degree depends upon the absolute integrity of the work done by the student for the degree, it is imperative that a student maintain a high standard of individual honor in his/her scholastic work. In April 1990, the Board of Regents of the UT System expanded the definition of academic dishonesty. It (Section 3.22) now reads:

"Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributed in whole or in part to another person, taking an examination for another person, an act designed to give unfair advantage to a student or the attempt to commit such acts."

Scholastic dishonesty will be handled in accordance with the procedures for handling student discipline found in Part I, Chapter VI, Section 3 of the Regents' Rules and Regulations, and the SAHSS Scholastic Dishonesty Recommendations: A Guide for Faculty (January 2000).

b. Professional Behavior

1. General Behavior

A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from

probation to dismissal from the program. Each student must consistently demonstrate the following behaviors in all aspects of the professional program:

- A. Identify guidelines of each of the following entities that pertain to students and comply with them:
 1. [Department of Physical Therapy](#)
 2. Southwestern Allied Health Sciences School and UT Southwestern Medical Center
 3. [Clinical institutions at which the student has supervised practice](#)

Professional behavior is monitored on a continuing basis by department faculty and administration. Deficiencies in professional behavior are referred to the Dean for review and possible disciplinary action. For behavior and actions that result in harm or potential harm to a patient, the student is subject to disenrollment and may incur further disciplinary action.

2. Profession Specific Behavior

Students in the Department of Physical Therapy will demonstrate the following behaviors:

1. Demonstrate ethical behavior exemplified by such characteristics as:
 - a. Honesty
 - b. Accountability, including acknowledgment of personal errors, omissions, and limitations
 - c. Follow-through with promised information and/or service
 - d. [Maintenance of confidentiality of privileged information](#)
 - e. [Completing his/her own work \(See Section on Scholastic Integrity & Conduct\)](#)
 - f. [Compliance with the Code of Ethics of the American Physical Therapy Association](#)
2. Demonstrate cooperativeness and consideration in interaction with others, including willing participation in teamwork and exhibition of flexibility when change is necessary.
3. Follow instructions.
4. [Demonstrate promptness in meeting all commitments.](#)
5. [Pursue continuing self-growth through self-evaluation, acceptance of constructive criticism, and setting goals for personal attainment.](#)
6. Demonstrate respect for faculty and staff, fellow students, clinical personnel, and patients, without regard to race, color, national origin, religion, sex, sexual orientation, veteran status, or handicap.

8. Request for Accommodation

A student acquiring or identifying a disability after admission to a program should contact the Department Chairman/Program Director immediately after the disability is

acquired or identified. The Department Chairman/Program Director will be responsible for guiding the student to the appropriate SAHSS policy.

9. Attendance

Regular attendance is required for all classes and clinical rotations.

Notification - Students are responsible for informing the Department if they are going to be tardy or absent from class. The Department should be notified by 8:00 a.m. on each day of the absence. An absence after the first class should be called into the department and the faculty member teaching the first class to be missed. The department telephone is 214-648-1551.

Tardiness - Classes, labs, and clinical rotations are to begin at the scheduled time. Being late to class or clinic is disrespectful to the patients, faculty, and your fellow classmates. Excessive tardiness (more than three occurrences in a week) will be reviewed by the Department Chair for possible disciplinary action.

Absences - Excused absences will be handled on an individual basis by the course instructor. Excusable reasons for absence are limited to illness, subpoena, death or illness in the immediate family, jury duty, military service, subpoena and faculty approved attendance at professional conferences. Not reporting an absence is considered unexcused.

Scheduling of any elective physician appointment or other personal appointment must be cleared by the course instructor in advance of the date.

Consequences of excessive absences include:

1. A student who is absent because of illness for three continuous days or more must submit a physician's statement indicating the nature of the illness, the requirement for absence, and a release to return to school.
2. Excused absences of five or more consecutive days will be reviewed by the Department Chair for the possibility of a leave of absence, requiring the student to repeat the classes or clinical rotations missed, the semester, or the entire academic year.
3. Excused absences exceeding four classes within one course may necessitate a makeup period at the conclusion of the course, which might delay a clinical rotation or anticipated graduation date.
4. Any unexcused absence will be reviewed by the Department Chair for possible disciplinary action.

Students will be required to complete additional out of classroom assignments to make up work due to any unexcused absences. It will be at the discretion of the course

instructor if make up work is required for excused absences. It is the student's responsibility to contact the course instructor immediately following the absence to arrange for the makeup work or exam(s) involved.

HCS course policies may differ from Physical Therapy course policies.

It is the student's responsibility to contact the course instructor or preceptor immediately following absenteeism or lateness regarding course work or exam make-up. Not reporting an absence is considered unexcused.

10. Attire

Classroom - Dress at Southwestern Allied Health Sciences School should be suitable for general public acceptance.

Laboratory - Appropriate dress will vary according to the nature of the various laboratory activities. Each lab instructor will detail the requirements for dress.

Clinic - Appropriate dress may vary depending upon the requirements of the individual clinical facility. Specific information is available from the Academic Coordinator of Clinical Education and the specific clinic.

11. HIPAA Standards Requirements

All students whose education includes contact with patients, patient records, or patient billing documentation, also referred to as "protected health information," will receive HIPAA compliance training, in accordance with UT Southwestern policy. Furthermore, clinical affiliates may impose additional requirements for HIPAA training of students.

The first part of student HIPAA training will be completed within the first 30 days of the students' first semester at UT Southwestern, regardless of the number of hours in which they are enrolled. At the SAHSS New Student Orientation, the student will be provided with the URL to the UT Southwestern Medical Center on-line HIPAA training. Students are obligated to complete the training, print certificates, and present them to their department within the first 30 days of their first semester.

12. Other required certifications

CPR is required prior to clinical rotations.

E. E-mail, Telephone, FAX, Pager, Cell Phone, PDAs

1. E-Mail

All students will be assigned a campus e-mail account. All e-mail information from the academic and clinical departments will be sent to this address. **Students are responsible for checking and responding to GroupWise e-mail within 48 hours, as instructed by the department.** Students who have a commercial e-mail account may elect to forward their campus e-mail to this account, or they may access their UT Southwestern e-mail account while they are on campus or from a remote location. It is important to remember that campus e-mail and Internet use are intended for University

related purposes only, very much the same as with campus telephones and FAX machines. Individuals found abusing these office communication methods may be subject to disciplinary action, up to and including dismissal and/or legal action.

2. Telephones

The telephones designated for student use are located in the 4th floor student lounge and in the main lobby, as well as in the student resource center (computer laboratory) on the 7th floor. Students should not use departmental telephones. Students should provide the Department's main number to persons who need to reach them in an emergency. Otherwise, students should use other means for obtaining personal messages while they are on campus.

3. FAX

The Departmental and Dean's Office FAX machines are not for student use.

4. Pagers

Pagers must be turned to vibrate during class. **Pagers may not be worn during written or practical exams.** Students who may be expecting an emergency page during an exam should ask the instructor to monitor their pagers.

5. Cell phones / Internet personal digital assistance devices (PDAs)

Cell phones / Internet PDAs must be turned off during class and when guidelines dictate in a clinical facility, according to the policy of the facility. Parkland Hospital and Zale Lipshy University Hospital specifically prohibit cell phone use in their facilities. **Students may not have cell phones, pagers, Internet PDAs, or any other electronic devices on their person or at their desk during written or practical exams.** Other arrangements should be made for emergency calls during exams.

6. PDA's and laptop/notebook computers

PDA's and laptop/notebook computers may be used in the classroom, only in a manner that does not disturb other students or the instructor. During exams, students may not use computers, PDA's, or any other electronic device without instructor approval.

For further clarification on the use of any electronic devices, students should consult their instructors.

F. Graduation Requirements

A candidate for the degree of Doctorate of Physical Therapy in Southwestern Allied Health Sciences School must meet all of the following requirements:

1. The student must demonstrate a high order of scholarly achievement in Physical Therapy, including appropriate professional competencies. The Program's Student Progress Committee determines whether adequate mastery has been acquired.
2. The student must complete satisfactorily a minimum of 94 semester hours at Southwestern Allied Health Sciences School.

3. The student must discharge all financial obligations to the medical center. In the event of nonpayment, one or more actions may be taken by the Dean: a) readmission may be denied; b) a student's grades and official transcript may be withheld; and c) the degree to which the student would otherwise be entitled may be withheld.
4. The student must maintain at least a 3.0 cumulative grade point average, have no academic deficiencies, and have no incompletes.
5. The student must complete the academic requirements listed on his/her degree plan, including completion of any academic deficiencies in prerequisite courses, by the times stated in the student's official letter of acceptance. The student is responsible for submitting official documentation of successful completion of the prerequisites to the Office of the Registrar.

III. Student Affairs

A. Student Rights

1. Statement of Equal Opportunity

To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefit of or be subject to discrimination under any program or activity sponsored or conducted by The University of Texas System or any of its component institutions on the basis of race, color, national origin, religion, sex, age, veteran status or handicap.

Regents' Rules

Part 2, Chapter I, Section 6

2. Protection of Privacy of Information

The University of Texas Southwestern Medical Center at Dallas adheres to the provision of the Family Educational Rights and Privacy Act of 1974 and the Texas Open Records Act regarding disclosure of student records. Each department will determine whether to post student grades. Departments that choose to post student grades will do so only after a waiver has been signed by the student. UT guidelines will be followed in all cases where grades are posted. If approved by student, grades will be posted anonymously using the Student ID number. If not approved, student can receive grade directly from instructor.

3. Grievances and Appeals

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair or program director within five (5) working days of the instructor decision. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the chair/program director decision. The Academic Affairs committee will establish a faculty panel to hear the appeal within five (5) working days of the appeal receipt. If the matter is still not resolved to the student's satisfaction, a student may appeal in writing to the Dean or the person designated by the dean within five (5) working days of the Academic Affairs decision. The decision of the Dean or the designee is final.

HCS Courses

A student who has a grievance regarding grades or other academic decisions is obligated first to make a serious effort to resolve the issue with the instructor. If the issue cannot be resolved, the student should initiate a written appeal to the chair of the Health Care Services Department (Dean, SAHSS) within five (5) working days. If the matter is not resolved to the student's satisfaction, the student may submit a written appeal to the Academic Affairs committee within five (5) working days of the Chair's decision. The Academic Affairs committee will establish a faculty panel to hear the

appeal within ten (10) working days of the appeal receipt. The decision of the Academic Affairs committee is final.

B. Other General Guidelines

1. Identification Badges

While on the UT Southwestern campus, including its affiliated clinical facilities, students must wear their UT Southwestern identification (ID) badge, obtainable from the Student Affairs Office. Students must not attempt to use another student's ID badge or to permit another student to use their ID badge.

2. Change of Address or Name

Students are expected to keep the Department/Program and Registrar's Office fully apprised of their correct name and mailing address. If the student changes addresses and/or phone and/or name while in school, a change of address form must be filed with the Department/Program and Registrar's Office.

3. Employment

Student employment that interferes with the student's academic or clinical responsibilities is strongly discouraged.

4. Inclement Weather Policy

It is the policy of The University of Texas Southwestern Medical Center to remain open regardless of weather conditions. If you question whether a specific class has been postponed due to weather, call the Department office and your class telephone tree contact for information.

Due to the variability of supervised practice activities, cancellations will vary depending upon the site. If inclement weather makes it dangerous to travel to the clinical facility, the student must contact the clinical instructor and the clinical facility as soon as possible to inform them that he/she will not be there and to see that any important patient responsibilities are covered. It is recommended that the student speak directly to the supervising instructor and discuss alternatives for patient responsibilities including attempting to come in later in the day.

In making the decision regarding attendance during inclement weather, consider that:

1. The student has a professional responsibility to the patient/client and the facility to which he/she is assigned.
2. The individual can best judge the danger to his/her own safety based on his/her own transportation situation and other factors.

5. Leave of Absence Policy

A leave of absence is an extended absence (more than five days) that has been approved by the Chair and Dean. Leave of absences may be necessary due to illness or

injury of the student or student's immediate family member, pregnancy, or military leave. The maximum leave of absence is twelve months.

The student needing a leave of absence should make a written request to the Chair of the Department stating the reason for the request and the length of time for the absence. If the leave of absence is granted, the student will be guaranteed a space in the program at the specified end of the leave (however, a space in the same class is NOT guaranteed).

Medical leave of absence requires written documentation from the physician stating anticipated time of the absence. Additionally, written documentation from the physician releasing the student from care and ability to return to school is required.

6. Liability Insurance

All students are required to carry medical liability insurance while enrolled as a student in a course involving patient contact. This insurance will be included in the student's registration fee. For detailed information, contact the Registrar's Office

7. Health Insurance

All students are required to retain a current health insurance plan. Students may purchase an approved plan through UT Southwestern or provide documentation of alternate coverage. Information regarding the UT System-approved plan is included with registration materials.

8. Student Exposure to Blood and/or Body Fluids

Services provided by: Exposure Control Program

Staff:	Trained nurse counselors and faculty from the Division of Infectious Diseases, Department of Internal Medicine
Location:	Zale Lipshy Health Center, 1 st floor
Hours:	24 hours daily, 7 days per week
Pager:	(214) 588-6263

Procedure following exposure:

- 1) Wash hands and any other affected skin area with soap and water. Flush mucus membranes with water as soon as feasible.
- 2) Contact your supervisor to report the exposure.
- 3) Go immediately to the Zale Lipshy Health Center. Staff will:
 - a) Ensure completion of paperwork
 - b) Draw appropriate labs
 - c) Conduct risk assessment, including nature and degree of exposure
 - d) Utilize decision grid and implement plan of care and follow-up

Students may choose, at their discretion, to report directly to Parkland's Occupational Health Services (during business hours) or to the Parkland Emergency Department for initial care. If the exposure occurs at the V.A., students may report to Employee Health (during business hours) or to the Emergency Department for initial care. If the exposure occurs at another affiliated center, the student may use that center's program. Students initially treated at any of these sites should be referred to the Southwestern Exposure Control Program for follow-up care.

9. Background Checks/Drug Screens

In this time of heightened concern for security, students may be required by clinical affiliates to undergo additional background checks and/or drug screens in addition to that required by UT Southwestern. Any additional checks and or screens will be at the student's expense.

10. Emergency Drills & Evacuation

In the case of fire or fire drill, all Physical Therapy students are to assemble at the northwest corner of Harry Hines and Record Crossing and away from the building and parking structure. Students must report to their instructor for accounting of persons and for additional instructions. Students must not leave the assigned report area until cleared by their instructor.

11. Withdrawals/Adds/Drops

A student may drop from a course at any time before the beginning of the sixth week of classes (third week of summer term) and receive a "W," indicating withdrawal without penalty. A student who elects to drop a course after the start of the sixth week of classes (third week in the summer term) will receive a "WP" if his/her cumulative performance at the time of drop indicates a passing grade. No student will receive a grade of "WP" except for resigning or dropping a course in the prescribed manner. A "WF" will be recorded if the student is failing at the time of the drop.

Students planning to drop from a course must do so before the official date of the final examination. Students who take the final examination in a course may not subsequently drop the course.

Failure to attend classes is not equivalent to an official drop. Failure to drop a course in the prescribed manner may result in the assignment of the grade of "F" or fail.

A student who drops or withdraws from all courses or fails to register in a given semester is reminded that such action is considered to be official withdrawal from school unless the Department Chair grants an official leave of absence for a specified period of time.

A student who withdraws and who subsequently wishes to be readmitted must complete the normal application process and will be considered in competition with other applicants.

No student may add a course without department approval and in no instance after the twelfth day (ninth day in summer term).

Before dropping or adding courses, students must consult with an advisor in their academic department to ensure compliance with curricular regulations of that department.

12. Immunization Requirements

In order to meet our obligations to our students and patients, all students must have had the following immunizations prior to their initial registration into the University.

- a. **Tetanus/Diphtheria:** Documentation of one dose of tetanus/diphtheria toxoid (Td) within the last ten years.
- b. **Rubella:** Vaccination with the live rubella virus or a positive rubella antibody titer (copy of laboratory report)

NOTE: The diagnosis of rubella cannot be confirmed clinically. Other viral infections can cause similar symptoms and physical findings. Therefore, if you have not been vaccinated with live rubella vaccine, which was not available until 1969, and you believe you have had a natural infection with rubella virus, you must obtain a rubella antibody titer to verify the occurrence of the natural disease.

- c. **Rubeola:** Vaccination with live attenuated rubeola

NOTE: All students born after December 31, 1956, must show proof of either two doses of vaccine administered on or after their first birthday (at least 30 days apart), or serologic proof of immunity (a copy of the laboratory report), or physician-validated history of the disease, consisting of a written statement that the student has had the disease on or about (date) and does not need the vaccination. The statement must be signed by a physician licensed to practice medicine in the United States.

- d. **Mumps:** Vaccination with live attenuated mumps, only available after 1967, or past history of mumps

- e. **Hepatitis B:** Allied health students in certain specified departments must receive a complete series of three Hepatitis B vaccinations or show serologic proof of immunity to Hepatitis B. The Hepatitis B requirements are for all students in the following departments: Medical Laboratory Sciences, Physician Assistant, Physical Therapy, and Prosthetics and Orthotics, Radiation Therapy.

f. **Varicella (Chicken Pox):** Allied health students in certain specific departments must provide proof of varicella vaccination, a positive titer confirming immunity or evidence of prior infection, or validated history of disease.

g. **Tuberculin Skin Test (PPD):** Students must provide documentation of one purified protein derivative (PPD) tuberculin test within the past year. If positive, student must provide documentation of a chest x-ray.

13. Use of UTSW Logo

The UT Southwestern logo mark and logotype, as they appear on official University publications and stationery, are registered trademarks and are protected by trademark laws. Their use on stationery and publications are governed by UT Southwestern Graphic Standards and Publication Policies. For possible use of the logo mark, logotype, or the name UT Southwestern on T-shirts, sweatshirts, or other wearing apparel, students should submit a proposal to the Chair and Dean for approval.

All items with the UT logo must be produced by a **University Approved Vendor through the University Store**. Students should consult with the University Store after receiving the above approvals.

14. Smoking on Campus

In an effort to provide a healthy, comfortable learning environment and to set high standards of health promotion, this institution has established the following policy regarding smoking:

There will be no smoking anywhere within the buildings of The University of Texas Southwestern Medical Center. Each campus has designated outdoor smoking areas. Contact the Physical Plant to identify these areas.

15. Children in the Workplace

UT Southwestern Policy prohibits children in the workplace, including Saturday, Sunday, and Holidays. The complexity of the campus, the dangers present in research facilities, and the fact that sick people are cared for on the campus all represent potential hazards to children. Children can be distracting to other students and employees. UT Southwestern cannot legally allow anyone, especially children, not on university related business into our working environment. There are significant hazards, the potential for distraction, and potential legal liabilities.

IV. Other Program Specific Topics

1. Clinical Education

Admission to Clinical Internship II and III is dependent upon a student completing all required coursework as listed in this manual. A student must complete Service Learning (Camp John Marc), Clinical Internship I, Clinical Internship II, and Clinical Internship III in order to graduate from The University of Texas Southwestern Medical Center Physical Therapy Department.

Clinical Facilities

- a. Students are liable for their own safety in traveling to and from clinical sites.
- b. Students must pay all costs associated with Clinical Education travel and living expenses at clinical education sites.

Policy for Student Initiated Clinical Sites

Students may initiate the development of a new clinical education site. Students must first contact the Director of Clinical Education (DCE) to get permission prior to contacting the facility. This is to ensure that UT Southwestern Medical Center Physical Therapy Program had not previously held a contract with this clinical site. Once permission is granted, the student may contact the facility and obtain the following information:

1. Name of facility
2. Type of facility
3. Contact name and phone number and/or e-mail address
4. Do they take students from other Texas schools or out-of-state schools?
5. Are they interested in developing a long-term relationship with UTSW (vs. doing a one-time student)?
6. Does this facility offer a unique learning opportunity not provided by other facilities or offer learning opportunities that are scarce in our current clinical site list?
7. Explain why the site is of interest to you.

Students must obtain the information and present it to the DCE at least eight weeks prior to the sign up time for ClinEd II and III. The DCE will review the information and follow up on the contact to determine whether the site meets our standards for clinical education. If approved, the student who initiates the contact will have priority for that site for the first time the site is used. No more than one new site will be set up at the request of an individual student.

3. PT Department Facilities

Students will be asked to help maintain the departmental facilities by serving as lab monitor periodically throughout the semester. Lab monitor duties are posted and include maintaining clean laundry for the labs. There is a laundry facility on the 2nd floor. The laundry room key can be checked out from the office staff. Please be sure to sign the key in and out. If you are doing laundry, check the key out, unlock the door, and return the key immediately. Other people may need to use it.

The laundry room key will also open the labs and storage room. The key must also be checked out to open these areas.

Students should never enter a faculty or staff office when the faculty or staff member is not present. Please be respectful of the front office desk including all documents, supplies, and drawers.

Students should never enter room V6.100A. Mailboxes in this room are for faculty use only. Students may place information/assignments in the mailbox outside the door of each faculty office.

You may use the conference rooms V6.604 and V6.114A for studying and/or class related activities. However, please observe the reservation calendars located at the door of each conference room to ensure the conference room is not already reserved. If you need to reserve the conference room, please ask the office staff for assistance.

The Allied Health Building is locked on Saturday, Sunday, and Holidays. If you wish to enter the building during weekends and holidays, please notify the office staff who will assist you by submitting your name and the time at which you will arrive and leave to the Campus Police. Please notify the staff by noon on Friday or noon before a holiday if you wish to enter the building during these times. Upon arrival at the Allied Health building, contact campus police who will come and unlock the specified rooms. You must show your Student ID in order to enter. Visitors are not allowed.

Students will be assigned a mailbox on the 4th floor. Mailboxes should be checked on a daily basis.

There is a computer lab available for student use on the 7th Floor of the Allied Health Building. You will be given an access code to enter the lab; this code is confidential. Visitors are not allowed in the lab.

4. Appointments with Faculty

Faculty and staff members will post a calendar on their door. In consideration of faculty time, please try to schedule an appointment during posted office hours. Appointments may be requested by e-mail or by leaving a written message in the mailbox outside the door. Phone messages may be relayed to faculty with the assistance of office staff by calling (214) 648-1551.

Please note that all faculty members have multiple responsibilities on campus, including patient care. Please anticipate and set up appointments well in advance.

E. PROFESSIONAL ORGANIZATIONS

1. American Physical Therapy Association (APTA)

1111 N. Fairfax, Alexandria, VA 22314 <http://www.apta.org>.

The American Physical Therapy Association is the national component of the professional organization for physical therapists (PT) and physical therapists assistants (PTA). Founded in 1921, the membership elected Mary McMillian as the first president.

The national office of the organization is located in Alexandria, VA and administered by an executive director and headquarters staff. The 15 elected members of the board of directors (BOD) oversee and direct the operation of the organization and headquarters staff.

Each summer the APTA holds an Annual Conference at which the House of Delegates (HOD) meets. The HOD meets annually to set policy and vote on issues pertaining to the profession. At the annual conference meeting, educational programs, research papers, and exhibits are presented. Conference sites are rotated between cities. A Combined Sections Meeting is held in addition each spring to present programs of interest to special interest sections of the APTA.

2. Texas Physical Therapy Association (TPTA)

400 West 15th Street, Suite 805 Austin, TX 78701-1647 www.tpta.org

The Texas Physical Therapy Association is the state chapter of the APTA. TPTA is divided into 14 districts. The executive director of TPTA maintains the state office in Austin and is responsible for the operation of the state organization and its activities. TPTA conducts an Annual Conference in the fall. Elected officers and the executive committee oversee and direct the activities of the TPTA. Voting regarding officers and professional issues is conducted at the business meeting at the TPTA annual conference.

3. North Texas District (NTD)

Dallas is located in the North Texas District of the TPTA. District meetings are held monthly to discuss professional issues and present educational programs. District officers are elected by the district membership.

4. Professional Programs

Both the APTA and the TPTA hold yearly student conclaves for physical therapist and physical therapist assistant students. Students are encouraged to attend these events to learn more about professional affairs. Often the class holds fund raising events to defray costs for students attending the conclaves.

5. Professional Membership

Membership in the professional organization is voluntary. National dues include membership in TPTA and NTD. Annual dues vary by membership category: active, affiliate, student, or postgraduate student. Student members receive many benefits at significantly reduced rates, (i.e., professional resources, such as the *Guide to Physical Therapist Practice* and discounts on registration for certain conferences and seminars), the *PT Bulletin Online*, *PT Magazine*, *Physical Therapy Journal*, the bimonthly state newsletter, *Synergy*, and various online resources. Obtaining membership in the APTA/TPTA will provide you the opportunity to learn about current issues facing physical therapists, develop professional networks, demonstrate your pride and commitment to the profession, and begin to actively represent the profession of physical therapy. We strongly encourage membership in the APTA.

V. Acknowledgement Form

STUDENT'S ACKNOWLEDGMENT

Date: _____

Dallas, Texas

I understand that the contents of these Student Guidelines are provided for my information as a student in the Department of Physical Therapy.

By signing this statement, I acknowledge receipt of the UT Southwestern Department of Physical Therapy Student Guidelines and accept my responsibility to follow the regulations outlined in this manual.

Student's Name (PRINT)

Student's Signature

To be retained in your departmental files
RETURN TO ADMINISTRATIVE OFFICE -V6.100.

NOTE: This booklet is presented as an informational guide only. It is not intended to, nor does it, contain nor does it contain all the regulations that relate to students. This Student Guidelines, although revised periodically, cannot always reflect up-to-the-minute changes or developments in the Department of Physical Therapy. Contents of the Student Guidelines are therefore subject to revision without notice. Changes become effective whenever the Department so determines and will apply to both prospective student and those already enrolled. The University of Texas Southwestern Medical Center reserves the right to alter any and all requirements affecting students. The Student Guidelines does not constitute a contract, express or implied, between students and The University of Texas System, The University of Texas Southwestern Medical Center, or the Southwestern Allied Health Sciences School.