

California State University
Northridge

College of Health and Human Development



Department of Physical Therapy

Student Orientation Guide

2008-2009

20th Edition



Dear Student,

Welcome to the Department of Physical Therapy at California State University, Northridge. Today you begin your career as a professional!

You have all worked very hard to get to this point in your life, and today you embark on a new phase of learning and growing. This is a time of great transition as you expand your knowledge of the human body and learn to apply that knowledge in a caring and professional way by helping individuals to heal.

The physical therapy curriculum is designed to teach you to think like a clinician. This means that you will not just memorize, but be able to synthesize typical patient scenarios and solve patient-oriented clinical problems. Our program includes many hands-on laboratory experiences combined with time spent in the clinic under the supervision of a licensed physical therapist to prepare you for clinical practice. You will be held to a high professional standard, which includes taking responsibility for your own learning, accepting constructive feedback and improving your skills as you direct a plan of care for your patients.

The most important area of development will be growth in your interpersonal skills. You will learn how to communicate in a professional manner and to respect individual differences as you provide quality health care to all of your patients.

We applaud your desire to help others by choosing the profession of physical therapy. The faculty and staff are here to help you to achieve your goals. Please do not hesitate to ask for help when needed as this is part of professional behavior. We look forward to getting to know you over the next three years! Welcome!

Sheryl Low, PT, DPT, DSc, MPH, PCS
Associate Professor and Chair

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Orientation Schedule for Class 53
Thursday, August 21, 2008
 Jacaranda Hall Room 1551

9:00 am	Welcome Introductions	Dr. Sheryl Low, Chair Terre Blumer, Admin. Supp. Asst.
9:15 am	Physical Therapy Student Guide Department Policies & Guidelines Money Matters	Dr. Sheryl Low
10:15 am	Clinical Education and Internships Health Forms, CPR, Dress Code	Dr. Sheryl Low
10:45 am	Advisement & Counseling Cleaning & Laundry Policies	Dr. Sheryl Low
11:00 am	Lab Use Policies Random Lab Assignments	Dr. Aimie Kachingwe
11:15 am	Student Issues, Class Reps Election First Party, Fund Raising	Dr. Jan Adams
11:30 am	APTA Membership, GLAD GLAD Reps, Vestibular Lab Faculty Practice, Academic Qualifications (GPA)	Dr. Peggy Roller
11:45 am	Anatomy Policies, PT Guide, PT Club	Dr. Beth Phillips
12:00 pm	Picnic Lunch	Compliments of Class 52
1:30 pm	Lab Tours, Traditions	Compliments of Class 52
2:00 pm	Insurance & Other Issues Health Insurance, Malpractice Insurance CPR, Resources, Program Costs, Library Tour	Dr. Sheryl Low

Be prepared to write a check for \$23.00 payable to CSUN to cover:

- Professional Liability
- Name Badge

HISTORY OF THE UNIVERSITY

California State University, Northridge (CSUN) is a member of the 23-campus California State University system. CSUN is one of the largest institutions of higher learning in California and is the third largest public university in Los Angeles County, after UCLA and Cal State Long Beach. Enrollment in the University is over 33,000 full and part-time students, with a diversity of more than 100 nationalities. The University began as the San Fernando Valley State College in 1958 and was renamed California State University, Northridge in 1972. The present campus site consists of approximately 356 acres located in the western section of the San Fernando Valley in the city of Northridge. Housing for 3,200 students is available in the new University Park Apartment Complex on north campus. Bachelor's Degrees are given in 63 subject areas and Master's Degrees in 49 specialties.

The University is made up of nine academic colleges:

- Arts, Media and Communication
- Business Administration and Economics
- Education
- Engineering and Computer Science
- Extended Learning
- Health and Human Development
- Humanities
- Science and Mathematics
- Social and Behavioral Sciences

The Department of Physical Therapy is one of eight Departments in the College of Health and Human Development (CHHD).

HISTORY OF THE PHYSICAL THERAPY PROGRAM

The Bachelor's Degree in Physical Therapy BS/Certificate Program evolved in the early 1960s, with the first class (Class 1) of five students graduating in 1969. The CSUN-UCLA Physical Therapy Program initially included one and a half full-time faculty and three affiliation sites. In the beginning, most of the classes were taught at UCLA. Today, all classes are taught at CSUN by 7 full-time professors and 9 part-time faculty members. MPT students have access to over 350 affiliation sites where they fulfill their clinical rotations. In 1987, the program acquired sufficient space on CSUN's campus so that sessions were no longer held at UCLA. Consequently, the joint program with UCLA was eliminated.

The PT classes have increased in size over the years starting with five students in 1969, moving up to twenty students each semester in 1972 and finally accepting up to 40 students once a year since 1986.

CSUN's PT Program has maintained accreditation throughout its history. The program was accredited by the American Medical Association in collaboration with the American Physical Therapy Association (APTA) in 1970, and was awarded accreditation for the undergraduate (BS) Program in 1997 by the Commission on Accreditation in Physical Therapy Education (CAPTE). The Commission on Accreditation in Physical Therapy Education recently awarded CSUN's MPT Program full accreditation through 2013.

The undergraduate curriculum was revised in 1990 to provide a Bachelor's Degree Program that would lead into a Master's Degree. The new MPT curriculum was implemented in fall 1996. Beginning in Fall 2002, students were required to have a Bachelor's Degree in order to apply to the graduate program. On July 1, 2002, the program was awarded Department status and is now the "Department of Physical Therapy".

Since 1972, CSUN's Physical Therapy Program has graduated over 1,000 physical therapists. Some of our alumni have Doctoral Degrees, work in academic institutions, administrate and/or hold state and national offices in the American Physical Therapy Association.

PROGRAM REQUIREMENTS

CSUN's Physical Therapy Program is accountable to the California State University system, the Commission on Accreditation in Physical Therapy Education (CAPTE), the Physical Therapy Board of California (PTBC) in the State of California's Department of Consumer Affairs, the profession, the consumer and you, the student. The program must ensure that its graduates are academically, clinically and professionally prepared to enter the profession as competent Physical Therapists. In order to do so, specific policies have been established for conducting the graduate MPT Program in the Department of Physical Therapy.

Your acceptance into the professional MPT Program Class is contingent upon the satisfactory completion of the following conditions. If any one or more of the following are not satisfactorily completed, you will be dismissed from the program. It is the student's responsibility to update all records associated with program requirements.

Contingent Conditions Are:

1. Prior to entering the program, completion of:

- all prerequisite coursework with a grade of "C" or better and an overall prerequisite GPA of ≥ 3.0
- Bachelor's Degree
- Upper Division Writing Proficiency Exam (UDWP) by the end of the first semester in the program
- Cardiopulmonary Resuscitation proficiency (CPR), 8 hour course
Note: JCAHO (Joint Commission on Accreditation of Health Organizations) requires a practicing PT student to maintain CPR Certification. American Heart Association Certification for the health care provider is the preferred certification. A lapse or failure to maintain CPR certification may result in termination of an affiliation and, therefore, delayed completion of the professional program.

2. Satisfactory Health Clearance:

- A physical exam is required before beginning the program. Physicals are available at the CSUN's Klotz Student Health Center. Call 818-677-3666 to make an appointment or visit www.csun.edu/~shcenter for additional information. Note: Some clinical facilities may require an annual update of the physical exam.

- Your Immunization Record is required at the beginning of the program. Proof of immunizations is required by most clinical facilities.
Immunizations or titers for immunity include:
 - a. Chicken Pox
 - b. Diphtheria
 - c. Hepatitis B
 - d. Mumps/Rubeola
 - e. Polio
 - f. Rubella
 - g. Tetanus

- A TB Test or Chest X-ray is required as part of your physical exam. This must be repeated yearly and proof of having taken the test is required for all clinical affiliations. It is the student's responsibility to make copies of all health forms and immunization record.

3. Health Insurance

Each student is expected to maintain health insurance throughout the professional program. *Neither the University, nor the clinical facility will cover students injured because of their participation in this program.* With few exceptions, students are not eligible for Worker's Compensation from either the University or the facility. Clinical facilities require proof of complete health insurance coverage. Health insurance may be purchased privately, or it can be purchased through the AON Insurance Company via the APTA. For more information, contact AON at 1-800-237-0903. Your student fees cover health exams at the student health center.

Note: You must be a student member of APTA to obtain insurance through this company.

You may also want to contact the Student Health Advocate at CSUN Health Center (818-677-3666, www.csun.edu/~shcenter/) for information on purchasing insurance through the University. The *Associated Students* mail insurance information to enrolled students in August. You may choose to purchase a policy from this company.

4. Professional Liability Insurance, Mandatory:

Purchased during Orientation and renewed yearly for 3, possibly 4 years, if an affiliation continues into the following school year. The cost varies each year.

5. Understanding and acceptance that the design and intensity of the

professional, thereby restricting the feasibility of outside work.

Program Requirements

Classes may be scheduled Monday through Friday from 7:00 am - 10:00 pm, and Saturday from 8:00 am - 5:00 pm.

6. American Physical Therapy Association (APTA) Membership is highly recommended. Each student is encouraged to join the APTA and remain an active student member throughout the professional program. This membership can be purchased online. APTA will send you a yearly renewal statement.
7. Students are required to attend classes whenever they are scheduled. This may include evenings and Saturdays. In addition, students will be required to complete 2 one-week practicums in the spring semester of each year, two 6-8 week internships scheduled in the summers and a final 16-week internship the last semester of the program to receive the Certificate in Physical Therapy. The Certificate is required for eligibility to sit for the PT Licensure Exam.

MPT COURSE SEQUENCE

PROFESSIONAL PROGRAM taken once accepted
into the MPT Program

<u>YEAR I</u>		<u>(31 Units)</u>
PT 300	Intro to Physical Therapy	2
PT 301/L	App Anatomy for PTs/Lab	2/2
PT 302/L	App Physiology for PTs/Lab	3/1
PT 302A	Pathophysiology	3
PT 400/L	Biomechanics for PTs/Lab	3/1
PT 401A/L	Therapeutic Procedures Lab	2/1
PT 404	Proseminar: Phys Disab & Illness	3
PT 405/L	App Neuroscience/Lab	3/1
PT 449/L	Intro to Patient Mgmt: Eval & Intrvn	2/2

<u>YEARS 2 + 3</u>		<u>(44 Units)</u>
PT 502/L	Eval & Treatmt of Ped Patient/Lab	2/1
PT 503/L	Thera Intrvn for Periph Dysfun/Lab	2/2
PT 504/L	Thera Interven for Spinal Dysfun/L	2/2
PT 506A	Evidence-Based Practice 1	2
PT 506B	Evidence-Based Practice 2	2
PT 549/L	Cardiopulm Assmt & Trtmt/Lab	2/1
PT 601B	Admin & Prof Concepts in PT	3
PT 601E	Educational Practices in PT	2
PT 601G	Geriatric Rehabilitation	2
PT 601T/L	Therapeutic Procedures 2/Lab	1/1
PT 603/L	Prosthetics, Orthotics, Adv Gait/L	2/1
PT 604/L	Neurological PT 1/Lab	2/2
PT 605	Pharmacology/Imaging for PT	2
PT 607	Differential Diagnosis in PT	2
PT 608	Neuro Processes in Dev & Aging	2
PT 609/L	Neurological PT 2/Lab	2/2
PT 697	Dir Comp Studies (Comp Exam)	3

ELECTIVES (2-3 Units) Select 2-3 Units from the following:

PT 505	Advanced Neuroscience	2
PT 507/L	Cardiac Rehabilitation	1/1
PT 610	Seminar in Advanced Orthopedics	3
PT 690DB	PT & Adv Therapeutic Exercise	2
PT 606/L	Adv Analytical Anatomy/Lab	2/1

CERTIFICATE OF CLINICAL COMPETENCE (10 Units)

PT 509 C,D,E	Internship	2/2/4
PT 580 A,B,	Practicum	1/1

TOTAL UNITS

Year 1	31
Years 2 + 3	44
Electives	3
Comp Exam	<u>3</u>
	81
Clinical Affil's	<u>10</u>

Grand Total 91 Units



REQUIRED TEXTS, SUPPLIES and TOOLS

REQUIRED Textbooks and Course Packs:

Students are expected to come to the first session of classes with the required text book(s). Required texts are posted on the CSUN Matador Bookstore website <http://www.matador.bkstr.com> and can be purchased on-line or in person from the bookstore.

During the first week of each semester, students will also be directed to pick up *Course Packs* for specific classes from Sunstar Printers on Reseda Blvd.

REQUIRED Supplies:

1. White lab jacket/coat for clinical affiliations and guest lecturers
2. White lab coat for human anatomy laboratory
3. Gloves
4. Name Badge (first one supplied by the program; replacement at student's cost)

REQUIRED Clinical Tools:

(Item specifications to be announced by faculty)

1. Goniometer (finger & large 360 degree)
2. Cloth or plastic tape measure
3. Reflex hammer
4. Scalpel blades for human anatomy lab
5. Stethoscope
6. Gait belt

Highly Recommended:

Laptop computer with CD/RW drive

RESOURCES

CAMPUS ACCOUNT

A CSUN Account is required to register online for classes. Obtain your CSUN User ID and establish a password before your priority registration appointment. Each student needs a CSUN User ID and password to log into the Campus Web Portal and access SOLAR Services for Students to enroll in classes, make a payment and work with other student information. Use the campus account utility at <http://www.csun.edu/account> to obtain a personal campus account or change the password on an active account. Refer to *Helpful Hints for New Account Holders* at <http://www.csun.edu/itr/guides/accthtnts.html>

CSUN.EDU EMAIL ACCOUNT

Don't miss important information: **@csun.edu is the official Cal State Northridge communication method.** It is the student's responsibility to monitor her/his University email. Not checking email is not a good reason for missing deadlines. This will be the official means of communication between the faculty/department and you.

Check your CSUN.edu Email regularly or forward your University Email to an account like Hotmail.

To **Activate Your Account**

- www.csun.edu
- Web Portal
- Enter User ID & Password
(Call x1400 if you don't have these)
- Read/Accept Account Policy
- Reset Password, Authentication Question & Delivery Preferences

To **Forward Your Mail**

- Steps 1-3 as in Activate Your Account
- My Menu > Web Mail
- Options > Forwarding
- Type Forwarding email address
- Start

Need Help? Call the **University Help Desk** at **677-1400**

PHYSICAL THERAPY LIBRARY

Textbooks and journals which have been donated by the publishers, faculty and friends of the department may be borrowed by checking them out through a sign out sheet. Please contact a faculty member for access to materials.

PHYSICAL THERAPY STUDENT MAIL ROOM

The PT Student Mailroom is located in JD 1623. This room has a special combination lock that works with a unique code assigned to every student. A mailbox for every PT student in the program is located here. It is the students' responsibility to check their mailboxes on a daily basis. This is where faculty and students may leave messages, return papers and communicate with one another. A refrigerator and microwave oven for student use are also located here. Students are responsible for cleaning the room regularly because it is a food preparation area.

ADVISEMENT AND COUNSELING

The Physical Therapy Program is demanding in both content and time. The faculty realize that while in the program, most students will require some advisement or assistance in academic matters. Some students may need counseling or assistance in personal matters as well. All students are encouraged to seek guidance from faculty members when needed. Based on the problem, faculty will assist the student or refer her/him to university services appropriate to the student's needs (such as the University Counseling and Testing Center at x2366). In general, the order in which students should seek help from faculty is as follows:

1. For **academic concerns** in one or more classes:
 - a. the professor(s) teaching the class(es)
 - b. the Department Chair

2. For concerns regarding the **processes/ policies/scheduling of the program**:
 - a. the Department Chair

3. For **personal concerns** affecting performance in the program:
 - a. the faculty member with whom the student feels most comfortable
 - b. the Department Chair

PROFESSIONALISM

STANDARDS OF ETHICAL BEHAVIOR (CSUN CATALOG)

The personal behavior and ethical conduct of each student in the Physical Therapy Program at CSUN impacts positively or negatively on the climate and reputation of the institution. Thus, it is imperative that each student act at all times with integrity and respect for all members of the campus community. The University assumes that all students will conduct themselves as mature, responsible and law-abiding citizens who will comply with University policies and regulations.



ACADEMIC INTEGRITY

The maintenance of academic integrity and quality education is the responsibility of each student within the Physical Therapy Program at CSUN. Cheating or plagiarism in connection with the Physical Therapy Program is an offense for which a student may be expelled, suspended and/or dismissed from the MPT Program.

CADAVERS

In CSUN's MPT Program, we value the opportunity to have students learn through the dissection of cadavers. The cadavers are obtained from several California educational institutions that have "Willed Body Programs". This privilege is coupled with ethical and legal responsibilities. Each student is required to sign a statement indicating that s/he has read and agrees to both CSUN's and the granting Institution's policies governing use of the cadavers. Any violation of these policies will result in dismissal from the program.

DRESS CODE

Physical Therapy is a profession dedicated to helping patients/clients reach their maximum functional potential. The appearance of a therapist or student therapist has the potential to negatively or positively influence their relationship with patients or clients. For this reason, the program has established the following dress code.

The uniform, as specified by the Program is, “professional attire”. Professional attire is considered a nice shirt (not T-shirt) or polo shirt, and dress slacks (no jeans). During classroom activities, the instructor/faculty member will specify the dress requirements. Often, when guest lecturers present to students, a white clinical lab coat is required. In classes where patients/clients are present, professional attire is required. Name badges are required by law when students see patients/clients.

Professional attire is required during clinical affiliations and practicums. Students are required to follow the dress code of any affiliating agency. Students not properly attired for classes or clinic will be asked to leave by the instructor. If, in the judgment of faculty and/or clinical faculty, the attire and/or body adornment of a student has the potential of interfering with patient care, the student will be expected to make appropriate changes.

Unacceptable attire includes denim, revealing clothing, visible undergarments, visible body adornment (tattoos and non-traditional body piercing), shorts and open-toed shoes. Dress for clinical lab classes includes shorts and a tee-shirt for men and shorts and a swimsuit top for women.

PROFESSOR TITLES

Address each faculty member as Professor or Doctor, i.e.: Professor Smith, until s/he indicates a different preference. Always address physician guest lecturers as Doctor. Current full-time professors include:

- Dr. Adams
- Dr. Beling
- Dr. Kachingwe
- Dr. Low
- Dr. Mathiyakom
- Dr. Phillips
- Dr. Roller

PROFESSIONAL BEHAVIOR

On campus, you will be representing CSUN's Physical Therapy Program. Your professional attitude and behavior should reflect the Department's:

- zero tolerance for drug/alcohol abuse
- support fellow students and faculty
- volunteer work for learning

STUDENT CONDUCT CODE

All students are expected to abide by the **University's Student Conduct Code**. The rules and regulations related to student conduct and penalties attached to violations, which include acts of academic dishonesty, stem from the **California Education Code** and are codified within **Title 5, California Code of Regulations, Sections 41301 through 41304**. All students accepted into the PT Program are expected to familiarize themselves with these regulations.

ATTENDANCE

CLASS ATTENDANCE

Student attendance is required for all classes, labs and clinical rotations.

The Physical Therapy Program consists of classes and laboratories arranged in a sequential order with more complex information building upon previous basic content. Textbooks, notes from other students and supplemental readings cannot replace the interactive learning that takes place in the classroom. Lab sessions are predicated on students working together in pairs or small groups to learn and practice specific techniques. If, for any reason, a student cannot attend a class, a lab session or a clinical rotation, it is her/his responsibility to inform the instructor prior to the class, lab or rotation. All of the professors have a campus voice mail and email.

EXCUSED ABSENCES

Excused absences include personal illness, emergency, religious holidays and physical-therapy-related activities approved by the Department Chair, i.e.: state meetings or conferences. Verification of illness by an appropriate health-care professional is required for 2 or more consecutive days of absence due to illness. Please note that verification of illness by an appropriate health care professional always is required on any single day when an exam (written or practical), presentation, paper or homework due date is missed because of personal illness. The faculty person in charge of a missed class will determine if a given “emergency” described by the student is acceptable as an excuse. If a student is aware of family responsibilities or other obligations that may cause her/him to miss class(es) on a future date, the student may petition the department faculty to excuse her/him in advance. The faculty as a whole will decide by consensus on a case-by-case basis whether the student will or will not be penalized for the planned absence from the class(es). Whether an absence is excused or unexcused, the student is responsible for all educational content and assignments missed during the absence.

CONSEQUENCES FOR UNEXCUSED ABSENCES

In the event of an unexcused absence, **the final course grade** for the student **will be reduced** by a minimum of one percentage point for each class missed for the course involved. When determining course grades, faculty may also assign further penalties for unexcused absences and tardiness in addition to the departmentally required penalty (refer to individual faculty syllabi). If a student misses an exam or assignment due to an unexcused absence, the faculty in charge is not required to allow the student to take a make-up exam or make up the assignment. If the student is allowed to take a make-up exam, the faculty in charge is permitted to alter the exam format and to impose a grade penalty as deemed appropriate.



ACADEMIC STANDARDS

GRADING POLICY

A “C” (2.0) grade or above must be achieved in all coursework and classes. A minimum “B” (3.0) GPA is required each semester since being admitted into the MPT Program. Each instructor will discuss specific grading policies which are outlined in course syllabi.

GRADING SYSTEM

All courses are based on a percent/point scale with letter grades, as determined by each faculty member and may or may not include pluses and minuses. The exceptions are some labs, the practicum and internship course which may be Credit/No Credit.

MINIMUM GRADE REQUIREMENTS

Per Course Within the Department of Physical Therapy, all students must earn a grade of “C” (2.0) or higher, or “Credit” in each course to progress through the PT Program. A grade of “C-“ or lower is unacceptable. The professor will determine the minimal performance required to receive a grade of “C” in any given course.

PER UNIT EXAM Each major unit exam or practicum must be passed at a minimal competency level ($\geq 75\%$). If a student fails to score 75% or higher on any major exam in a course, s/he is required to meet with the professor within one week of taking the exam to discuss ways of improving performance and to arrange for a method to achieve mastery of the material missed on the exam. This is to assist the student in making satisfactory progress towards clinical competency. The student may retake the failed examination once and must pass it at a competency of $\geq 75\%$ in order to pass the course and progress through the program. The original test score is used in the calculation of the final course grade.

MAKE-UP EXAMS

The student is responsible for notifying the instructor **prior to** the missed exam. Make-up exams and assignments are given at the discretion of each individual instructor. The student must take the initiative to find out if and when make-up exams will be given. If a student achieves less than 75% on a final examination, the student will need to schedule a make-up exam prior to the end of the semester. Excused absences include hospitalization for injury, illness and childbirth, death of a spouse or immediate family member, and religious holidays.

NOTE: Please refer to your Contract for the complete Academic Standards Policy.

“INCOMPLETE” GRADE

If a student receives a grade of “Incomplete” in any course, removal of that Incomplete is required before the student can continue in courses considered sequential. For example, a student would not be allowed to enroll in PT 604 Neurological Physical Therapy without successful completion of PT 405 Applied Neuroscience.

NOTE: See CSUN Catalog for specific information on the definition of “I”, or “Incomplete” grade.

WITHDRAWAL AND READMISSION

POLICY ON WITHDRAWAL AND READMISSION

The Physical Therapy faculty will assist students, as appropriate, in locating resources or services necessary for the student to remain in school. If resources are not available, or if it is in the best interest of the student to withdraw from the program, the Physical Therapy faculty may provide a plan of action with which the student must comply in order to be readmitted at a later date. This plan/contract will be signed by the student and placed in her/his file. S/he must complete all courses in a given semester before enrolling in subsequent semesters. The student will also need to comply with University policy on readmission as described in the current CSUN catalog.

POLICY ON PREGNANCY

If a student enters the program when pregnant, or becomes pregnant during the program, she will need to sign a ***Hold Harmless Statement*** in order to continue with the program. The detailed policy on pregnant students is available from the Department Chair. A pregnant student may take a complete Medical Withdrawal from the University at any time during a semester. The student will be allowed to return the next year to resume classes, beginning again in the semester in which she withdrew. The student must return the following year. If she wishes to resume at a later date, she will need to reapply to the program.

If a student is pregnant during the clinical education portion of the program, the student must obtain a physician's release clearing her to work in the clinical setting as a physical therapist intern. If the affiliating facility is not willing or able to accommodate the pregnant student during the clinical affiliation, then another affiliation will be scheduled at a time following the pregnancy.

DISMISSAL FROM THE PROGRAM

A student may be dismissed from the program based on academic dishonesty, academic performance, clinical conduct, or personal conduct. Prior to dismissal, the student will be assisted in any academic deficiency whenever possible. If assistance does not remediate the deficiency, the Physical Therapy Department faculty will review the student's case.

STUDENT DISCIPLINE (CSUN CATALOG)

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in **Sections 41301 through 41304 of Title 5, California Code of Regulations.**

Following procedures consistent with due process established pursuant to Section 41304, any student may be expelled, suspended, placed on probation, or given a lesser sanction for violation of the "Student Conduct Code". Academic dishonesty is an especially serious offense which diminishes the quality of scholarship and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes:

- cheating
- plagiarism
- fabrication or invention of information in an academic exercise
- knowingly helping or attempting to help others commit an act of academic dishonesty

Students in the Physical Therapy Program who commit acts of academic dishonesty will be subject to a serious grade penalty for the course in which cheating or plagiarism occurred, as well as dismissal from the MPT Program.

STUDENT RESPONSIBILITIES

Physical Therapy majors are expected to carry out the following responsibilities:

- Abide by the "Student Conduct Code" (See the University Catalog)
- Attend class regularly and on time
- Abide by the policies of the clinical facility during all practicums and internships
- Observe dress code requirements for the academic and clinical portions of the program

REGULATIONS

The following behaviors may lead to dismissal from the MPT Program:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information or study aids *in any academic exercise*. This includes submitting papers prepared by another individual or the use of term papers prepared commercially or on the internet
- **Plagiarism:** intentionally or knowingly representing the words, ideas or work of another as one's own *in any academic exercise*
- **Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another commit an act of dishonesty
- **Fabrication:** Intentional falsification or invention of any information or citation *in any academic exercise*
- **Unauthorized Re-use of Academic Work:** Submitting substantial portions of the same academic work for credit in more than one course without express permission from both professors
- **Insubordination** to faculty or clinical personnel
- **Failure to Reasonably Cooperate** with faculty, classmates and/or clinical personnel
- **Unexcused Absence** from class or clinic
- **Breach of Confidence or Privacy** in the clinic setting
- **Obstruction or Disruption** of the teaching or learning process
- **Obstruction or Disruption** of the work of others in the clinical setting
- **Failure to Abide by the Dress Code** of the program and/or the facility
- **Failure to Observe Security/Safety Regulations**
- **Failure to Report Academic Work** at another University or College
- **Failure to Disclose Dismissal** from another University or Physical Therapy Program
- **Misrepresenting Oneself** as having a degree when that is not the case, or indicating that you have graduated from another University when you have not
- **Falsifying Any Information** in the graduate school's application process or the MPT Program's application process

CONSEQUENCES

Failure to abide by the departmental and university policies regarding student conduct may subject a student to the following departmental and university sanctions.

DEPARTMENTAL SANCTIONS

The Department of Physical Therapy may impose one or more of the following sanctions or dismiss the student from the MPT Program if a student fails to abide by program policies and/or regulations:

1. a **verbal warning** of the violation
2. an **admonitory letter** issued by the department to be placed in the student's department file
3. **program probation** or **suspension**: a departmental contract containing provisos regarding removal of deficiencies and length of time for removal of such deficiencies will be established by the PT faculty and will require the student's agreement. If student does not agree to the provisos, s/he may be dismissed/expelled from the program
4. **restitution** or **reimbursement** for damage or loss of departmental or university property
5. **dismissal** from program and/or clinical affiliation

DISMISSAL FROM PROGRAM BASED ON UNACCEPTABLE ACADEMIC PERFORMANCE

The following factors will be considered when dismissal from the MPT Program is based on poor academic performance:

1. Coursework during the current semester in which the student is demonstrating inadequate or borderline academic performance
2. If applicable, courses during previous semesters in the professional program in which the student demonstrated inadequate or borderline academic performance

3. Special circumstances that occurred during a given semester that may have accounted for poor performance. This should be a one-time occurrence, rather than an ongoing event throughout the program
4. Reasonable accommodations that can be provided to assist the student throughout the program
5. Judgment of faculty in regards to student's ability to meet overall objectives of the program; these objectives include that the **Student Will:**
 - a. make appropriate/sound independent decisions in patient care within a variety of structured unstructured settings
 - b. design, carry out, and manage a comprehensive physical therapy plan of care
 - c. interact appropriately with other health professionals
 - d. provide preventative health care for all individuals
 - e. critique and apply the published evidence of clinical research to physical therapy clinical decision making
 - f. administer/supervise physical therapy department/services
 - g. provide in-service training to staff & students and educational programs to patients and their families
 - h. recognize legal and ethical issues related to provision of physical therapy services
6. Judgment of faculty that, if given a second chance, the student would be able to perform at a competent level upon graduation and meet the future demands of the profession. This is in keeping with the philosophy of the program, which is to, "provide theoretical, applied and experiential knowledge to train students to assume an independent and interdependent role in providing physical therapy services in a wide variety of settings."*

Competent level of performance is defined as:

- a. the student must demonstrate the potential to become, "a reflective and competent clinician who uses critical decision-making skills in moral and ethical ways to enhance the lives of patients and their families."*

- b. the student should demonstrate an academic ability to gain sufficient knowledge and skills from the program in order to meet the course and program objectives as well as function independently, upon graduation, in the role of the physical therapist
- c. based on academic performance, the student must demonstrate the potential to pass the state licensure examination

**from CSUN Department of Physical Therapy Philosophy*

GRIEVANCES

Occasionally, a student may have a situation arise wherein s/he wishes to file a grievance. As students in a professional program, it is expected that we will resolve it following the proper procedure. This procedure is outlined in the *University Catalog*.

ACADEMIC GRIEVANCE PROCEDURES

The University provides separate grievance procedures regarding academic matters for students who feel aggrieved by the application of departmental sanctions. Academic grievance procedures have been established by the Faculty Senate and are contained in the ***Academic Grievance and Grade Appeals By-Laws***. These procedures do not apply to discrimination grievances, which are handled by the Office of Equity and Diversity. Students wishing to challenge an academically related departmental sanction are advised to obtain written instructions for the filing of such grievances from the Office of the Vice President for Student Affairs. (CSUN Catalog)

DISCRIMINATION GRIEVANCE PROCEDURES

Procedures have been established by the University President for use by students who feel discriminated against on the basis of gender, disability, race, color, national origin, sexual orientation, or age. Written instructions for filing are available from the Office of Equity and Diversity or on the CSUN web page. (CSUN Catalog)

LAB CLASSES

Class members are divided randomly into two groups before starting the program to allow each student more individual attention and space/specimens (± 20 students per lab). Students will again be randomly reassigned to either Lab A or Lab B after each semester with the exception of the third year, due to the pediatric course. Lab courses are graded separately from the lectures and may be assigned on a credit/no credit basis. Faculty members will go over the criteria necessary to pass each course. You must pass the lab in order to pass the entire course, i.e.: if you attain a 75% in the lecture, but not in the lab, you will not pass the course.

GENERAL REQUIREMENTS

1. **No food or drink** (except bottled water) is allowed in labs at any time. Past experience has demonstrated that this policy is necessary for cleanliness and safety.
2. **No transportation devices**, i.e.: bicycles, skateboards, scooters, etc. are allowed in the labs.
3. **Lab coats** are required in anatomy and some sessions of neuroanatomy and physiology to protect your clothing. Plastic aprons are helpful, but optional. When guest lecturers present to students, a clinical lab coat is required. In classes where clients are present, professional attire is required.
4. **Shorts and tank tops** and--at times—**swimsuits** (two-piece for women) are required for many sessions of labs at the direction of the instructor. Most professors will assign grade penalties if you do not have proper lab attire since your classmates will be at a disadvantage if you are unable to fully participate.
5. For several labs, you will be required to **travel to local hospitals or clinics**. You are responsible for transportation. Unless otherwise directed, the dress code (described previously) must be followed when attending these field trips.

6. At the end of lab sessions, all equipment, linens and furniture must be returned to the proper locations and the lab left in an orderly condition. Class assignments will be made at the beginning of the year for lab cleanup.

LAUNDRY

Many labs use sheets and towels. These must be routinely laundered and returned to the proper labs. At times, this may need to be done several times a week. A washer and dryer for this purpose are located in the Student Mail Room (JD 1623). The first-year class is responsible for laundry. Class lab representatives are responsible for establishing schedules and ensuring that the laundry gets done in a timely manner. It is ideal to make a list at the beginning of the semester to ensure that laundry is getting done by every member in the class. Laundry is not to be done during class/lab sessions.

EQUIPMENT

Much of the equipment used in labs is very expensive (even if it seems old). Students are responsible for care of all equipment. This includes returning it to its storage areas following lab use. Students **may not remove equipment** from labs. If equipment is inadvertently **damaged, you must report it immediately** to the instructor so it can be repaired. Be aware that lost or damaged items may not be replaced immediately, if at all. Labs and equipment will be made available for student use during non-scheduled times; however, misuse of equipment and labs will result in revocation of this privilege. If students wish to hold an event in one of the PT laboratories (potluck, parties, etc.) they must first obtain permission from the Department Chair and schedule the event with the Department Staff, in consultation with the Chair.

LAB OMNI LOCK SYSTEM

The PT Labs are all equipped with Omni Lock Combination Locks. These locks can be coded to accept numerous combinations. Every PT student will be assigned a personal Omni Lock combination at the beginning of the Academic Year with which to gain access to the labs and the student Mail Room. Since each combination is personal, and access to the labs can be tracked through these codes, it is advisable that students guard the confidentiality of their combinations. JD 1574, JD 1576, and JD 1578 must be accessed by a faculty member.

LAB USAGE

PT labs may be used for late night and weekend study marathons, provided other classes are not in session. Please clean up when you are finished with the room, or lab access will be revoked! Limited access is available to some specialized labs. These rooms have Omni Locks accessible only by faculty members.

JD1621 is a keyed lock with access by faculty members. Do not ask office staff for keys to open a lab.

Please keep in mind that students will still have restrictions on building access. Buildings are open Monday through Friday from 7:00 am – 10:00 pm, Saturdays and Sundays *only if there is a special event*, and closed for all university holidays.

Everyone is responsible for maintenance of the labs and any equipment used during the study marathons and regular lab classes. Please keep the labs orderly and presentable for our frequent guests and visitors.

If a lab is unable to be locked for any reason and you are the last person in the room, please notify a faculty member or office staff immediately. If it is after hours and faculty and staff are unavailable, please inform Campus Police at 677-2111.

POLICY ON CLEANING & DISINFECTION OF LABS AND EQUIPMENT

The following applies to all laboratory areas

IMMEDIATELY FOLLOWING CLASS USE

Responsible Persons: All students in class or those designated faculty

Supervision: Faculty member(s) in charge of lab activities

1. **Clean** any **equipment or surfaces** that have become soiled. Use sponge or brown cloths and spray cleaner (*Workout*)
2. **Disinfect** any **equipment** specified by faculty (*Precise QTB; DisCide-TB*)
3. **Return all equipment** to customary storage areas or to areas designated by faculty
4. **Disinfect** surfaces of all **plinths or treatment tables** used during the lab period (*Precise QTB; DisCide-TB*)
5. **Arrange desks/chairs/plinths** as directed by faculty. Place **soiled linens** in appropriate receptacle(s)
6. **Return linens/pillows** to storage as directed by faculty
7. Faculty will note on “**Cleaning**” **clipboard** any equipment used which should be cleaned at the end of the week
Cleaning Labs

AT END OF WEEK (typically Friday)

Responsible Persons: First-Year Students determined by schedule for laundry.

Supervision: Designated faculty member who will assess labs on Mondays and replace cleaning lists in each lab.

1. **Laundry:** Collect used linens from all labs. Wash, dry, fold all linens. Replace in all labs. If cabinets are locked and no keys are available from faculty or staff, clean linens may be placed neatly on counters. Obtain access to labs from faculty or staff, as needed
2. **Clean surfaces** of all plinths, stools and counters with spray cleaner and sponge/clothes (*Workout*)
3. **Disinfect surfaces** of all plinths, stools and counters with the exception of wood surfaces (*Precise QTB; DisCide-TB*)
4. **Clean and disinfect all equipment listed** by faculty on cleaning lists in each lab. Initial the lists next to each item cleaned
5. **Dust/wipe down all equipment**, mats and other objects that are **not enclosed** in storage areas
6. Initial the Cleaning List in each lab when finished
7. **Discard all perishables** in refrigerator
8. **Clean/Wipe out refrigerator & microwave**

Procedure for Cleaning

Cleaner: *Workout*

Read Directions for Use and Precautionary Statements on Bottle!

1. Use on walls, desks, lockers and other hard surfaces where water may be used. May use on chairs and mats
2. Dust area using cloth wipes
3. Spray onto soiled area and wipe clean with sponge or cloth. No rinsing is required

Procedure for Disinfection

Disinfectant: *Precise QTB; DisCide-TB*

Read Directions for Use and Precautionary Statements on Bottle!

1. Before applying Disinfectant, **remove gross filth** or heavy soil using spray cleaner
2. **Spray surface** with Disinfectant from 8-inch distance, wetting the surface with a fine mist
3. Allow surface to remain **wet for 10 minutes**
4. **Wipe** with a clean sponge or cloth

Procedure for High-Level Disinfection

Disinfectant: *Omnicide 28*

Read Directions for Use and Precautionary Statements on Bottle!

1. Before applying Disinfectant, **remove gross filth** or heavy soil using spray cleaner
2. **Thoroughly clean**, rinse, and rough dry the instrument/equipment
3. **Immerse** the instrument/equipment in activated ***Omnicide 28*** solution for a **minimum of 90 mins**
4. **Remove** from the solution and **rinse thoroughly** with water

Procedure for Sterilization

Sterilizing Agent: *Omnicide 28*

Read Directions for Use and Precautionary Statements on Bottle!

1. Follow **directions 1-3** for High-Level Disinfection
2. **Immerse** the instrument/equipment in activated ***Omnicide 28*** for a **minimum of 10 hours**
3. **Remove** from solution and **rinse thoroughly** with water

POLICIES GOVERNING LABORATORY USE

The laboratories used by the Department of Physical Therapy exist to support student learning as well as faculty and student research. The following policies apply to all labs. It is the responsibility of both students and faculty to see that these policies are enforced.

1. Labs should remain locked at all times when not in active use. Please do not prop the lab door open with a waste can or any other device.
2. No food or drink other than bottled water may be consumed or left in labs except for departmentally approved special occasions.
3. Students are encouraged to use clipboards for note taking. Mats should be removed from treatment tables prior to using them as note-taking surfaces.
4. Equipment (including treatment tables, stools, chairs, TVs) may not be moved from labs except by faculty or by faculty direction.
5. A faculty member must be notified at the earliest possible time if any lab equipment is noted to be damaged or inoperable.
6. All equipment should be returned to normal storage locations at the end of lab activities unless otherwise directed by faculty.
7. Tables, table mats and chairs should be replaced in their normal configurations at the end of lab activities unless otherwise directed by faculty.
8. Pillows must not be used without pillow cases.
9. Shoes are not allowed on treatment table mats or on floor mats.

10. All trash, used linens and towels must be placed in appropriate receptacles at the end of lab activities.
11. Labs with accessible omni locks may be used by students for study and practice at any time the rooms are not otherwise being used. All lab policies must be followed during this use. Do not ask department staff to open labs that are keyed or have special locks. Only full-time faculty may grant access to locked labs (Ex. Stress Testing JD 1574, Applied Physiology JD 1576, and Movement Analysis Lab, JD 1578).
12. Materials owned by students (including books, notebooks, backpacks and clothing) must be removed from the lab by their owners following lab use.
13. Bicycles, scooters, skate-boards and other private mobility equipment are not allowed in labs. Skateboards may be stored in the student mailroom.
14. Special-use labs (Anatomy, Applied Physiology, Ex. Stress Testing and Movement Analysis) have additional policies and procedures in addition to the above.



POLICY on LAB GROUP ASSIGNMENT

It is the policy of the Department of Physical Therapy that lab groups (Labs A & B) are assigned on a regular basis throughout the course of the professional program. Students will be randomly assigned to either Lab A or Lab B *after each semester* with the exception of the third year, due to the pediatric course. Random assignment of the lab groups will occur after the 1st, 2nd, 3rd and 4th semesters of the program. In order to ensure equal representation of genders in each lab group, males and females will be equally and randomly assigned to labs.

It is a guiding principle of the Department that random assignment and subsequent reassignment of lab groups is important to facilitate an optimal learning environment and to facilitate culturally proficient clinical practice.

Working with and interacting with *all* classmates over the course of study heightens a culturally proficient practice by:

- Allowing students to examine and treat physiologically different body types, including differences between genders as well as morphological and anatomical variation between individuals
- Exposing students to individuals with different and unique cultural beliefs and practices that render it necessary to change examination and treatment strategies to ensure an effective outcome, i.e.: issues of eye contact, exposure, touching, etc.
- Allowing students to interact with all classmates who have culturally unique perspectives and mannerisms to facilitate an effective subjective interview and dialogue

Reassigning lab groups on a regular basis will also benefit the student by:

- Ensuring equal number of students in each lab group to optimize the faculty-to-student ratio
- Ensuring equal number of students in each lab group to optimize the student-to-client ratio in labs where clients/patients from the community come directly into the labs
- Promoting cohesiveness within the entire physical therapy cohort

POLICIES AND PROCEDURES for ANATOMY LAB

1. **No FOOD or DRINK** is permitted in the laboratory.
2. **Lab Access:** Only students enrolled in the class are allowed in the lab at **any** time unless permission is granted from the professor in advance. Under no circumstances may students allow anyone into the lab without faculty permission. **You are expected to spend several hours per week on your own in the lab** completing dissections and studying. The lab is available to you at all times, except when other lab sections are having class or when Biology 212 is in session.
3. **Students are expected to dress appropriately:**
 - No open-toed shoes are allowed (best to keep an old pair of sneakers in a lab cabinet)
 - **No Contact Lenses** - eyeglasses must be worn if needed during lab
 - Wear **knee-length lab coat** or surgical gown (may be purchased new or claim a used one)
 - **Plastic Aprons** are available in lab as optional protection and must be wiped after use
 - **Gloves** must be worn whenever working with the cadavers or preserved materials
 - **Extra Clothing** such as sweatshirts is encouraged as the lab temperature is quite cool
4. **Students are expected to have their own:**
 - Box of gloves
 - Solid clipboard (for exams)
 - Metal scalpel with several blade replacements (usually #4 scalpel with #21 or #22 blades)
 - Tweezers **with teeth**, probe and fine-pointed scissors
 - Protective goggles and masks are **optional** (unless pregnant - see pregnancy policy)

5. Students are responsible for the care of the cadavers and upkeep of the lab

- Bodies are to be treated with respect! No unnecessary cutting or comments will be tolerated, and no photos may be taken-- that includes any cadavers or covered cadaver tables
- Any material dissected from the cadaver is to remain with that body (in a bag on the table) until removed to a designated container for hazardous waste pick up
- Each lab team is responsible for wetting, wrapping and securely covering bodies or body parts when not being dissected. (Keep as much of the body covered as possible during dissections and retain skin for covering and aiding in preserving tissues)
- Each lab team is responsible for cleaning the floor surrounding their table
- Dissection tools are to be cleaned by each lab team according to the procedures posted in lab and all tools stored at the end of each lab period
- When excess tissue, skin, fat and small amounts of other tissue have accumulated, it can be moved to hazardous waste containers with the red liner bags, and labeled. Call Environmental and Occupational Safety (677-2401) for pick up
- Organs and body parts are to remain with the body and cremated with the body according to the policies each vendor provides
- Do not move cadavers from identifying tables, especially if they do not come with identifying body tags
- Try to avoid dissecting an ear or toe that is tagged so it always remains with the main portion of the body. In advanced dissection class, when amputations and disarticulations are performed, the limbs should always be kept with the original body. These specimens can sometimes be retained after cremation of the head and torso if allowed by the providing institution. However, the case number and identifying information should be retained with the limbs until final cremation. Some institutions want to be informed of such retention of parts (e.g. UCSF) and others do not allow it

- Use by anyone other than Department of Physical Therapy faculty and students currently enrolled in the graduate program in physical therapy or the restricted lab of Biology 212 is prohibited. Copies of the providing institution's policies will be distributed to all faculty by the Department Chair
- All individuals using the lab independently are responsible for maintaining lab cleanliness including:
 - > sinks & counters wiped down
 - > tools & instruments out of sight (items left out go into community drawer!)
 - > bones, specimens and models properly sealed and stored
 - > wetting bottles and 409 bottles filled and neatly placed in designated area on counter
 - > soap & paper towel dispensers checked; if running low, notify instructor
 - > loose papers, aprons, etc. picked up off the floor
 - > anatomy prep/lecture room (JD 1573A) neat and orderly
 - > gloves accidentally thrown in regular garbage should be removed and placed in sealed container

6. Take a Break

The lab environment is cold and frequent breaks are recommended (Lab coats and gloves do not leave the lab!)

7. Lab door is to remain closed and locked at all times! Everyone is to close the door securely- ***check behind you- EVERY TIME YOU LEAVE THE ROOM.***

8. If a student should become pregnant during the course of the program, she will be asked to complete a ***Pregnancy Release Form*** and obtain written permission from her physician to continue the course and use of the lab.

CLINICAL EDUCATION

PROFESSIONAL BEHAVIOR AT THE CLINIC

At the clinic, remember that you are not only representing the Physical Therapy Program at CSUN, but also the Physical Therapy profession as a whole. It is important to recognize that you are part of a medical team and each should be supportive of the other.

The student is obligated to follow the policies and procedures of the institution where s/he is affiliating. Students are expected to follow the dress code at the facility where the affiliation is being completed or the dress code of the academic program. The student, not the clinical instructor (CI), is to assume primary responsibility for fulfilling the requirements of the affiliation.

Students are expected to attend the clinic for the total hours scheduled. Prolonged absences for personal illness or emergency will require the completion of additional time or a replacement affiliation. It is the responsibility of the student to inform the clinical instructor and the Academic Coordinator of Clinical Education (ACCE) *prior to* the day(s) you will miss.

CLINIC ATTENDANCE

The student is required to be at the clinic every day and to be on time every scheduled day of the rotation because this is the only opportunity to have hands-on experience and one-on-one clinical experience with a Physical Therapist. If the student is unable to attend the internship or practicum, s/he must call both the clinic and the school (Dr. Low).

CLINICAL STAFF/PATIENT NAMES

Ask your CI how s/he wants to be addressed when you are first introduced, i.e.: Dr., Ms., Mrs., Mr., or by first name. ***Always refer to physicians as "Doctor"***. Address all adult patients as "Mr." or "Mrs./Ms." until they indicate that you may call them by their first name.

GRADING POLICY

Your performance will be evaluated by your CI in a narrative form for the practicum and by completion of the CPI skills for the internships. The ACCE will specify the requirements for successful completion of each clinical experience.

PRACTICUM I

This practicum occurs during the Spring Semester of the first year in the program. The student will choose and attend a facility usually close to school or close to her/his home within Los Angeles, Orange, Ventura or San Bernardino Counties. The practicum consists of one week, from 8:00 am – 5:00 pm, and is scheduled near the middle of the semester. The purpose of the practicum is to introduce the student to the role of a Physical Therapist and to work on documentation skills. The CI will complete a narrative progress report to assess student performance. This practicum is designed to provide clinical experience related to PT 449/L, PT Management and Intervention.

PRACTICUM II

The second practicum takes place during the Spring Semester of the second year in the program. It consists of a maximum of 40 hours in a private or hospital outpatient setting with emphasis on evaluation and treatment of orthopedic patients. This practicum is designed to provide clinical experience related to the Orthopedic Content taught in PT 503/L and PT 504/L. The clinical instructor may complete a narrative progress report to assess student performance.

FIRST INTERNSHIP

The first internships occur during the summer sessions, between the second and third semesters in the program, and consist of 40 hours per week for six consecutive weeks. Dates will be determined by the clinical facility and ACCE. The internship will be in June, July, or August. The student may attend the facility where Practicum I was completed. The purpose of the internship is to provide the student with an opportunity to interact with patients/clients and practice clinical problem solving. The CPI is used to assess student performance.

SECOND AND THIRD YEAR INTERNSHIPS

A 6-week internship occurs during the summer following completion of the second year. The final 16-week internship is completed after the third year. The student may be placed in any of the following settings for the 3 rotations:

- one hospital setting (acute or outpatient)
- one neuro-rehabilitation setting
- one orthopedic setting

Selection is made from over 350 facilities* within the United States.

Each rotation is 40 hours per week for

6-16 weeks. By the time the final internship is completed, the student should be functioning as an entry level Physical Therapist, i.e.: evaluating, setting goals, planning and carrying out treatment plans, reassessing patients and incorporating evidence-based practice into clinical decision making. The ACCE will query you for your affiliation preferences, however, the site decision will ultimately be made by the ACCE.

Requirements specified in the CPI will be completed during the three internships. Students who are unable to demonstrate clinical competency in three rotations will be required to extend their clinical experience up to an additional one rotation if needed. The decision whether a student requires additional affiliations is made by the ACCE following consultation with the full-time faculty, Center Coordinator of Clinical Education and CI. Faculty, in consultation with CCCE and CI, may choose to dismiss a student for violation of the Student Code of Conduct or if a lack of competency is demonstrated (See Student Policies for complete explanation.)

*For additional information on any affiliation site, you can access files in JD 1580 and/or contact Dr. Low, ACCE.

NOTES:

Students must provide their own transportation, meals and housing accommodations during all clinical experiences. Parking may or may not be provided by some facilities. Other requirements include validation of CPR training from the American Heart Association, updated TB test, proof of Rubella immunity and health and liability insurance. It is the student's obligation to pay for these costs and one may be required to do so multiple times.

Some facilities require an updated health exam and/or proof of immunity for Mumps/Rubeola, Hepatitis B and Chicken Pox. Many facilities may discontinue a student's affiliation if proof of these requirements cannot be demonstrated on the first day! Please note that some clinical internship sites may require background checks and/or drug testing at the student's expense.

SUMMER SESSION

During the summer following the first year of study, no academic course work will be required. The student will enroll in a 6-week internship during one of two summer sessions. The internship consists of a full-time (Monday through Friday) clinical experience, which may be scheduled during any 6 consecutive weeks between the end of May and the end of August. During the internship, the student is expected to perform patient evaluation and treatment. The CPI is used to assess student performance. (See Clinical Education in previous section for further information.) The Summer Session costs approximately \$1,094 for fees (see summer class schedule for exact costs).

NOTE: *Summer session class schedule does not usually come out until April. Be on the look-out so that you will not miss registration dates and costs! Please note that **financial aid may not cover summer fees** because of enrolling in fewer units.*

Other responsibilities during the summer include: organization of the Class Picnic, the Fall Party, clipboards and gifts for the incoming Class.

During the summer following the second year, you will complete another 6-week internship from May through mid-July, or mid-July through August. The internship is full-time, 40 hours per week (Monday through Friday). You will enroll for two units at approximately \$1094 tuition (costs may increase slightly each year).

For the last spring semester of the third year, you will enroll for four units for your last internship of 16 weeks to be completed from January to May.

Although it seems that the internships preclude any time for vacation over the summer, students will have at least 7 weeks to rest up for both the second and third years.

POLICIES FOR CLINICAL EDUCATION

SATISFACTORY COMPLETION OF COURSES

Students must successfully complete academic courses before entering any portion of the clinical internship program.

INSURANCE

All students are required to purchase and maintain professional liability insurance and health insurance during the entire three years of the professional program including the last summer following graduation. (See current CSUN Catalog for information on health insurance.)

HEALTH EXAM

Students are required to obtain a complete physical examination prior to starting in the professional program in the fall. This includes a TB test, titers for Rubella (German Measles) and Rubeola (Mumps), vaccinations for Tetanus and Polio, and vaccination/immunity for Chicken Pox and Hepatitis B. In addition, students must update the TB test annually as specified by the clinical facility. Some clinical facilities may require an updated health exam as well. According to the Occupational Safety and Health Organization (OSHA) requirements, any person working in a hospital setting must be immunized for Hepatitis B. Students are responsible for maintaining documentation of all tests and remaining current on all required health-related tests.

BACKGROUND CHECKS AND/OR DRUG SCREENS

Please note that some clinical internship sites may require background checks and/or drug testing. These are done at the student's expense. The Program uses Mybackgroundcheck.com for \$49.99. Students are expected to register online prior to their internships.

CPR CERTIFICATION

Clinical facilities require that students are certified for cardio-pulmonary resuscitation techniques by American Heart Association for Health Professionals. Therefore, all students must show proof of certification upon entering the professional program and must update the certification annually. CPR must include training in two-man, infant techniques and AED. The student is responsible for maintaining certification and providing the department and ACCE with a copy of the certification.

HOUSING AND TRANSPORTATION

Students must provide their own transportation and housing during the clinical education portion of the program.

SELECTION AND SCHEDULING

The clinical education portion of the program is designed to meet established CAPTE accreditation requirements. Clinical education is coordinated and developed by the Academic Coordinator of Clinical Education (ACCE) and the affiliating centers. Specific requirements, selection of sites and scheduling will be determined by the Academic Coordinator and program faculty. Students will have input into the selection process, but final placement is the province of the PT Program faculty.

STUDENT OBLIGATIONS

The student is obligated to follow the policies and procedures of the institution where s/he is affiliating. Students are expected to follow the dress code at the facility where the affiliation is being completed or the dress code of the academic program. The student, not the clinical instructor, is to assume primary responsibility for fulfilling the requirements of the affiliation. Professional and ethical behavior is required during the affiliation at all times.

GRADING SYSTEM

Pass (CR): To earn a grade of “Credit” (CR), the student must satisfactorily fulfill all of the stated requirements of the educational institution as they pertain to the practicum and internship. If one or more of the requirements are not met, a decision will be made by the Academic Coordinator, in consultation with the PT Faculty, whether a grade of “Incomplete” (I) or “No Credit” (NC) should be assigned.

Incomplete (I): An “Incomplete” (I) grade will be assigned when a student fails to master the competencies within the normally scheduled affiliations and the faculty believes that there is a reasonable probability that the competencies will be mastered during the completion of one additional full-time affiliation. Such an affiliation will be arranged by the Academic Coordinator at a time convenient to the facility selected.

Fail (NC): A grade of “No Credit” (NC) indicates the student has not met the clinical responsibilities of patient/client care at the end of the normally scheduled affiliations. A student who has failed more than one affiliation and/or practicum will be ineligible for PT Certification and Licensure and will be dismissed from the program. This judgment will be made after consultation with the Clinical Instructor, Center Coordinator, Academic Coordinator, Physical Therapy Faculty and the student.

REMOVAL FROM AFFILIATION: The clinical facility has the right to remove any student who is disruptive to the orderly operation of the staff as defined under professional conduct. The student will be required to make up this affiliation at another facility. Students may not proceed with academic coursework until the internship/practicum is passed. If a student’s behavior continues to be disruptive during additional affiliations, s/he will be removed and a failing grade will be assigned for the clinical education component. The student will be dismissed from the program and thus, will be ineligible to sit for the State Licensure Examination. Note that students may be allowed a maximum of one additional affiliation to demonstrate clinical competency and/or appropriate professional behavior. Whether or not this additional time will be allowed, will be determined by the PT Faculty.

NO GUARANTEES

Location: The Department of Physical Therapy Faculty cannot guarantee that all clinical affiliations can be completed within the geographical area of the University, owing to the limited number of clinical facilities and the high demand for clinical sites (by Physical Therapy students) in the Los Angeles area.

Time: There is no guarantee that affiliations can be arranged within the normally scheduled time. Facilities have the right to cancel prearranged affiliations when they are unable to provide an adequate program for the student. The Academic Coordinator of Clinical Education (ACCE) will attempt to find another facility in a timely manner.

TRADITIONS

CLASS REPRESENTATIVES

Per the recommendation of Class 51, each class elects the following representatives to organize various activities that occur throughout the program. These representatives include:

- President
- Vice-President
- Treasurer
- Lab Representatives (2)
- APTA Representatives (2)
- Historians (2)
- Fundraisers (2)

One of the above-named representatives will also serve as the PT Club Representative, as determined by the class.

President and **Vice-President** are responsible for the production and management of all class events. By circulating sign-up sheets and selecting specific individuals to orchestrate events, they make sure that events take place.

The **Treasurer's** responsibilities include:

- opening a bank account
- assisting Fundraisers' events

LAB REPRESENTATIVES

(1 per lab section, newly elected each semester)
responsibilities include:

- managing laundry schedule
- assisting Fundraisers' events
- reproducing instructor's class notes for lab

APTA REPRESENTATIVES

(1 Representative, 1 Alternate)

responsibilities include:

- representing class at GLAD Meetings
- representing class at California Chapter Assembly Meetings
- acting as liaison between the professional organization (at local, state and national levels) and class members
- informing class of upcoming APTA events:

1. **GLAD Meetings**

(Greater Los Angeles District of the California Physical Therapy Association)

Glad meetings are local and usually include a short, educational in-service as well as updates on current issues, events and business information. Students are encouraged to attend.

2. **California Chapter Assembly of Representatives**

This is a formal assembly meeting held the third week in May. Unfortunately, this is always the weekend of final examinations.

The meeting includes discussion and ratification of current APTA bills and amendments.

A second assembly meeting is held in conjunction with the Chapter Conference in October. Students may sit in the gallery to observe.

3. **Special Interest Groups Meetings, i.e.:**

- **California Private Practice Special Interest Group (CPPSI)** holds meetings every-other month; encourages student involvement
- **California Student Special Interest Group (CSSIG)** sponsors continuing education courses throughout the year and provides opportunities for students to voice their opinions on PT issues
- **California Chapter Annual Conference** features:
 - 2-day exhibition
 - presentations of current research studies
 - student forums
 - symposiums
 - workshops

Students are invited to volunteer to work at the conference in exchange for half the conference fee

APTA STUDENT ASSEMBLY LEADERSHIP POSITIONS

Eligibility requirements for nationwide student leadership positions include:

-APTA student membership in good standing for a minimum of 3 months preceding elections

-PT or PTA student during full term of office

-Attend:

1. Student Assembly
Executive Board Meetings
2. Student Conclave (usually in mid-October)
3. Leadership Seminar
4. Student Meetings during the APTA Conference (always in June)

Nomination and ***Consent to Serve*** forms are available:

phone: 1-800-999 APTA x3239

FAX: 1-703-706-3169

mail: APTA

1111 North Fairfax St.

Alexandria, VA 22314

CLASS HISTORIAN'S responsibilities include:

- taking lots of photos to record PT Program events and memorable moments
- collect emailed photos and put on CD
- plan slide show for Certification Ceremony
- create PT Yearbook with other class officers

CLASS FUNDRAISERS will:

- organize events to raise money for the class and PT Program

NOTE: Selection of the above-named officers within the first 3 weeks of the semester is recommended. For assistance with the selection process, students will consult with upper-classmen.

Monthly or bi-monthly meetings of all officers and representatives is recommended to plan for upcoming events.

PROFESSIONAL OBLIGATION

The future of the Physical Therapy Profession is the responsibility of all PT practitioners and students. Students must take the initiative to become informed about current issues facing the organization and the health care system. Students can prevent apathy towards political decision-making within the Physical Therapy Profession by promoting early APTA involvement. Current issues include:

- APTA Membership, mandatory vs. voluntary
 - Continuing Education Requirements
 - Direct Access to Patient Care vs. Physician Referral Requirements
 - Exempt vs. Non-Exempt PT Employee Status
- Supervision Requirements of PT Assistants and PT Aide

PHYSICAL THERAPY CLUB

(Student membership is highly recommended)

The PT Club has been active on and off over many years. It has served primarily as a way for Pre-PT students to learn more about the profession. Currently in transition, the club is now designed for those already in the PT Program. It is intended to be an arena where members of all three current cohorts can come together to learn specialty information by:

- attending pertinent workshops and lectures
- interacting with CSUN students outside the Department of Physical Therapy through special projects, i.e.: sponsoring a Campus Health Fair
- raising money for the PT Program

Dr. Phillips is currently the faculty sponsor.

CLASS PICTURES

During the sixth semester, a group class picture is taken with all students wearing their uniforms. Also, one “funny” pose following a theme of the class’s choice may be taken. Previous themes have included *slumber party* and *beach wear*. The professional picture will be hung in the lab and a copy may be sent to all clinical affiliating centers. Names are printed on the bottom of the selected picture. Reprints are available at the requester’s expense.

PHYSICAL THERAPY DISPLAY CASE

There is a locked display case in the main hall outside of JD 1537. It is used by faculty and staff to display official department information.

BIRTHDAYS

On the day of Orientation, you will receive a master roster with your classmates’ names, email addresses and birthdates. As a class, students will decide how to acknowledge birthdays.

CLASS CLEAN-UP DAY

Despite everyone’s best intentions, labs often get messier as the year goes by. In the past, classes have come together to have a day of cleaning/painting/etc; pizza and drinks have been provided by faculty. Students are encouraged to contact the Department Chair if they have suggestions for keeping PT facilities clean and bright.

CERTIFICATION CEREMONY

In late October or November, after internships have been successfully completed, students gather one more time for a Certification Ceremony for Physical Therapy Students. This ceremony is a department activity, so the guest list is limited only by the auditorium size selected by the graduating class. The ceremony typically consists of:

- Welcome
 - Presentation of Class Gift to PT Program
 - Speech by PT Alumna or Clinician
 - Awarding of Certificates
 - Short Class acknowledgement of Faculty & Staff
 - Slideshows as Retrospective of Class History
- Planning for this ceremony is usually completed by the Spring Semester preceding Graduation. For assistance, students should see the Department Chair.

FINANCIAL AID

THE FAFSA FORM

The **Free Application for Federal Student Aid (FAFSA)** form is a prerequisite for all federal and state financial aid programs. It is available at the CSUN Financial Aid Office. Generally, the form becomes available in December for the following Academic Year. The form must be completed and mailed before the priority filing date of March 2nd. Applicants will be required to provide personal income tax information and, in many cases, information regarding their parents' financial status.

Financial Aid information can be accessed through their website at <http://www.csun.edu/finaid/>. The site has numerous links to lead the student to information regarding scholarships, grants and low-interest student loans.

GRANTS AS GIFTS

Cal Grant A

An award to help lower and middle-income students with their tuition. This award is based on the student's need and grade point average

Cal Grant B

An award to help lower-income students with their living expenses, books, supplies, transportation and other non-tuition expenses

A grant is a gift that does not need to be repaid. To be considered for the above-named grants, the student must complete the **FAFSA** form and a **GPA Verification Form** available in the Financial Aid Office

Both forms must be submitted prior to March 2nd. In order to qualify for these grants, students must:

- be registered for a minimum of 6 units per semester or quarter
- be a U.S. Citizen or an eligible non-citizen
- be a California resident for one year
- meet other requirements for eligibility that may apply

State University Grant (SUG)

is a grant for students admitted into a Master's Degree program as classified or conditionally classified status with financial need. The student must be a legal California resident. Students are considered for the State University Grant based on their Expected Family Contribution (EFC) and the availability of funds.

GRANTS WITH OBLIGATION

are grants that students receive from companies in exchange for a work commitment. The term of service is usually one year. Placement is determined by the openings available within the company.

GRADUATE FELLOWSHIPS

To qualify for a Graduate Fellowship, the student must be pursuing a recognized, advanced or professional degree at least half time at an eligible California college or university. S/he must demonstrate the intention to become a college or university faculty member. Selection is based on grades, graduate admission test scores and a disadvantaged background

SCHOLARSHIPS

are funds awarded on a competitive basis and, in most cases, do not need to be repaid. Awards can be based on academic achievement, talent, need, or other donor interests (such as community of residence, major, career goal, etc.) Students can learn all about existing scholarship opportunities at CSUN by visiting <http://www.csun.edu/finaid/scholarships.html>

Off-campus scholarship opportunities require separate applications and have various eligibility requirements and deadlines. These scholarships are listed in binders in the University Scholarship Office.

University Scholarships

More than 300 need-based scholarships are available through one application process. A maximum of fifteen merit scholarships are awarded to incoming freshmen and transfer students, twelve to continuing undergraduates and eight to new and continuing graduate/credential students.

Need-based scholarships require the filing of a Free Application for Federal Student Aid (FAFSA). Merit scholarships do not require the FAFSA.

Alumni Scholarships

The Alumni Association awards scholarships in three categories:

- Legacy Scholarship
- First Generation Scholarship
- Presidential Scholar Graduate School Scholarship

APTA **PHYSICAL THERAPY CODE OF ETHICS**

Preamble

This Code of Ethics of the American Physical Therapy Association sets forth principles for the ethical practice of Physical Therapy. All Physical Therapists are responsible for maintaining and promoting ethical practice. To this end, the Physical Therapist will act in the best interest of the patient/client. This Code of Ethics will be binding on all Physical Therapists.

Principle 1

A Physical Therapist will respect the rights and dignity of all individuals and will provide compassionate care.

Principle 2

A Physical Therapist will act in a trustworthy manner towards patients/clients and in all other aspects of Physical Therapy practice.

Principle 3

A Physical Therapist will comply with laws and regulations governing Physical Therapy and will strive to effect changes that benefit patients/clients.

Principle 4

A Physical Therapist will exercise sound professional judgment.

Principle 5

A Physical Therapist will achieve and maintain professional competence.

Principle 6

A Physical Therapist will maintain and promote high standards for Physical Therapy practice, education and research.

Principle 7

A Physical Therapist will seek only such remuneration as is deserved and reasonable for Physical Therapy Services.

Principle 8

A Physical Therapist will provide and make available accurate and relevant information to patients/clients about their care and to the public about Physical Therapy services.

Principle 9

A Physical Therapist will protect the public and the profession from unethical, incompetent and illegal acts.

Principle 10

A Physical Therapist will endeavor to address the health needs of society.

Principle 11

A Physical Therapist will respect the rights, knowledge and skills of colleagues and other health care professionals.

12 REASONS WHY THE AMERICAN PHYSICAL THERAPY ASSOCIATION IS GREAT FOR YOUR CAREER

1. The APTA gives you access to valuable **member benefits** at significantly reduced rates during your education and after your graduation.

As a member, you will have the resources you need as you begin your education and your career--all at discount of at least 40% off nonmember prices. Your APTA membership entitles you to big savings on professional resources like the *Guide to Physical Therapist Practice*, *The Primer on Measurement* and *Writing Case Reports*. Members also receive discounts on registration fees for conferences and seminars.

2. APTA Members save money with **Career Starter Dues**.

Your student membership entitles you to future savings on your membership dues. After graduation, student members are offered the chance to renew their APTA membership at significant savings—available only to students who are APTA members at the time of their graduation--Career Starter Dues. It is APTA's way of welcoming you into the profession.

3. APTA **keeps you up to date** about new trends and hot topics through its Website, FAX-on-Demand service, PT Bulletin Online, *PT Magazine*, and *Physical Therapy Journal*.

"Members Only" documents give you the information you need to stay one step ahead in your field. APTA is your best and most trusted source for the latest information on Physical Therapy practice, trends and issues.

4. As an APTA member, you will own the **Code of Ethics** and will have pledged to abide by it.

It is a pledge you can be proud of because it holds you to a higher standard of practice than nonmembers.

5. APTA's **online career center** includes detailed "Members Only" information on emerging practice areas--areas worth exploring as you begin your job search. You will also find valuable tips on resume writing, interviewing and negotiating.
6. APTA Membership demonstrates your pride and dedication to the Physical Therapy profession to potential employers, giving you **an edge over the competition** in your job hunt.
7. APTA is your one stop for answers to your Physical Therapy questions. It is your **best source for up-to-the-minute information** on professional issues and concerns. One click on our Web site gives you access to a wealth of information, much of which is for members only.

As an APTA member, you will also have access to the *Student Assembly's Web Site* which answers all your questions about Physical Therapy.

8. APTA gives you opportunities to **interact with and learn from colleagues** from across the United States.

Whether you attend local or national meeting, you will meet others who share your career. You will make new friends and lifelong contacts when you join APTA and you will have a chance to share your ideas with other students at chapter and district meetings--at APTA's national conferences--at the always-popular National Student Conclave, the national meeting for students of Physical Therapy.

9. APTA helps you **focus on your interests**. Perhaps you have already discovered an area of special interest in Physical Therapy. APTA's 19 specialty sections give you the chance to develop a greater understanding of particular areas and to meet and interact with professionals who share your interests.

10. APTA helps you **build your leadership skills**. Your involvement in APTA activities as a student can be the start of something big. It is a great way to learn about the issues affecting the profession, meet with experts in the field, develop leadership skills and become active in making a difference for Physical Therapy.

The Student Assembly is your voice in the Association, and through the Assembly you will have the opportunity to take an active role in APTA while you develop your leadership skills and increase your peer network. It is never too soon to begin building your professional reputation.

11. You will gain **access to high-quality insurance plans and financial programs** that have been reviewed by a committee of APTA members and that are monitored to ensure ongoing quality.

Take advantage of the following insurance plans: accident, auto, dental, life, professional liability, short-term medical, and student injury and sickness. As a member, you can also benefit from such financial programs as the Personal Credit Card Program, Distinctive Check Program, Investment and Retirement Planning Program and Student Loan Program.

12. You will **join forces with more than 65,000 other Physical Therapy professionals** to protect the future of the Physical Therapy profession. The more members APTA represents, the brighter your future will be!

APTA is the voice of the Physical Therapy profession, actively representing the profession on Capitol Hill, in state legislature and with regulators. The Association is dedicated to advancing Physical Therapy practice, research and education.

IMPORTANT NUMBERS/HELPFUL LINKS

<u>Name and E-mail/Web Site</u>	<u>Direct Line</u>	<u>Room</u>
<u>DEPARTMENT OF PT OFFICE</u> http://hhd/csun.edu/pt	818-677-2203	JD1537

FACULTY DIRECTORY

Dr. Sheryl Low, Chair sheryl.low@csun.edu	818-677-7256	JD 1537A
Dr. Jan Adams janet.adams@csun.edu	818-677-3107	JD 1513B
Dr. Janna Beling janna.beling@csun.edu	818-677-7445	JD 1533
Dr. Aimie Kachingwe aimie.kachingwe@csun.edu	818-677-4602	JD 1529
Dr. Witaya “Dan” Mathiyakom witaya.mathiyakom@csun.edu	818-677-3108	JD 1531
Dr. Beth Phillips beth.phillips@csun.edu	818-677-2048	JD 1523
Dr. Peggy Roller peggy.roller@csun.edu	818-677-4684	JD 1521

DEPARTMENT OF PHYSICAL THERAPY LABS

Anatomy Lab	JD 1573
Anatomy Lecture	JD 1573A
Applied Physiology LaB	JD 1576
Multi-Purpose Lab	JD 1580
Neuro Lab	JD 1621
Ortho Lab	JD 1625
Research/Gait Lab	JD 1578
Stress Testing Lab	JD 1574
Lab Storage & Supplies	JD 1625A
Laundry/Student Mail Room	JD 1623

FREQUENTLY CALLED CSUN NUMBERS

<u>DEPARTMENT</u>	<u>DIRECT LINE</u>	<u>ROOM</u>
Admissions and Records http://www.csun.edu/a&r	818-677-3700	BH 100
Schedule of Classes and Student Information Guide http://www.csun.edu/a&r/current/	online	online
Matador Bookstore http://www.csun.edu/~vfoao0lc/matador.htm	818-677-2932	BK
University Cash Services http://www-admn.csun.edu/ucs	818-677-2318	BH 100
Financial Aid http://www.csun.edu/finaid	818-677-3000	BH Lobby
College of Health and Human Development http://hhd.cusun.edu	818-677-3001	SQ 220
Klotz Health Center http://www.cusun.edu/~shcenter	818-677-3666	SHC
Parking Decals http://www-admn.csun.edu/ucs	818-677-2310	BH 100
University Information http://www.csun.edu	818-677-1200	USU Lobby
SOLAR http://www.csun.edu/portal/index.fcgi	818-677-1400	
FAFSA http://www.fafsa.ed.gov/	818-677-3000	BH Lobby

TECHNICAL SUPPORT WALK-IN CENTER

**Offering Technical Support
to
STUDENTS**

Get HELP with:

- **Activating your CSUN User ID & Password**
- **Connecting to Campus Wireless Network**
- **Accessing Campus Email**
- **General Technical Support**
- **Technology Workshops**

WHERE: Oviatt Library, Garden Level, Rm 29

WHEN: Mon-Fri 7am-7pm

ACADEMIC FIELD TRIP FORMS

The requisite forms for a student to participate in an Academic Field Trip can be obtained online. Follow the links below to print & complete the forms:

Academic Field Trip Informed Consent Agreement

<http://www-admn.csun.edu/ehsr/risk/forms/fieldtrip>

To be completed by all participants before departing on a university sponsored field trip

Authorization to Operate Privately Owned Vehicle-Student

<http://www-admn.csun.edu/insrisk/forms/student.htm>

To be completed when a student will operate a private vehicle on a university sponsored trip/activity.

Air Travel – Attachment G

<http://www-admn.csun.edu/ehsr/risk/forms/airtravel.htm>

To be completed when a student will be traveling by air on a university sponsored trip.

PARKING ON CAMPUS

The daily cost for a Parking Permit is \$5.00

Students may purchase their student parking decal by going to Parking Services at the Public Safety Building on Prairie and Darby Streets. Phone 818-677-2157 or visit their Web site at

http://www-admn.csun.edu/parking/student_park.htm

PARKING PERMIT DISPENSER LOCATIONS

Parking Permit Dispensers are **Gray** in color

For a **Campus Parking Map** Go To

<http://www.csun.edu/maps/cm1.html>

Parking Lot B1 (2 Dispensers):

Southwest section of Lot; visible on left when entering first entrance
Northeast section of Lot; near Etiwanda exit

Parking Structure B5 (4 Dispensers)

Level 1 – Southeast Corner near Elevator
Level 2 - Southeast Corner near Elevator
Level 3 - Southeast Corner near Elevator
Level 4 - Southeast Corner near Elevator

Parking Lot B6 (2 Dispensers)

South end of Lot near Plummer
North end of the Foundation Operations Center in middle of Lot

Parking Lot E6 (2 Dispensers)

Northeast corner of Lot
South end of Lot near Plummer

Parking Lot G3 (2 Dispensers)

Near entrance to Faculty/Staff parking area
East end of Lot

Parking Lot G4 (2 Dispensers)

West end of Lot
At rear of University Student Union (USU), near walkway

Parking Structure G9 (1 Dispenser)

At the entrance of the first level of Structure

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
DEPARTMENT OF PHYSICAL THERAPY
INFORMATION SHEET

Expected Fees for Fall 2008

At this time, you should be prepared to pay the following professional program fees at the required Orientation Meeting on **Thursday, August 21, 2008 at 9:00 am:**

Professional Liability *renewed annually* & Name Badge* \$ 23.00 (check to CSUN)

For the first semester, University tuition/Fees total **\$2,205**, books & software will cost approximately **\$730.00**. Please see attached "Financial Costs" for complete breakdown of program charges.

You will need to purchase your own:

1. Laboratory coat (white) for use in lab classes.
2. Professional jacket (white) for use in clinics, field assignments, and upon request in academic classes.

****All fees are non-refundable.***

****This is only an approximation of the academic costs of the CSUN Physical Therapy Program. These fees are subject to change.***

**California State University, Northridge
Department of Physical Therapy**

**MASTER OF PHYSICAL THERAPY (MPT)
FINANCIAL COSTS (Approximate)**

Tuition and Fees *			
Graduate Students (full time status)	State Univ. Fees (per semester)	Campus Fees (per semester)	Total Fees (per semester)
Fall 2008	\$1,878	\$327	\$2,205
Spring 2009	\$1,878	\$352	\$2,230
Summer 2009	\$1,089	\$219	\$1,308
Fall 2009	\$1,878	\$352	\$2,230
Spring 2010	\$1,878	\$352	\$2,230
Summer 2010	\$1,089	\$219	\$1,308
Fall 2010	\$1,878	\$352	\$2,230
Spring 2011	\$1,089	\$352	\$1,441
Total Tuition	\$12,657	\$2,525	\$15,182

* All State Tuition fees are subject to change by the Trustees of the California State University. Nonresident and International Students pay the resident fee plus \$339 per unit. All basic registration fees are mandatory.

Textbooks/Software Course Packs	Amount
Fall 2008	\$730
Spring 2009	\$780
Fall 2009	\$780
Spring 2010	\$780
Fall 2010	\$780
Spring 2011	\$0
Total	\$3,850

Administrative Fees	Amount	Description
Liability Insurance	\$56	\$14 per year, mandatory for 4 years
Application Fee for Graduation	\$47	One time charge
Certification Ceremony	\$50	One time charge
Traditional Activities	\$300	Selected social activities/gifts
Total	\$453	

(Continued on next page)

Classroom/Lab Costs	Amount	Description
Classroom/Lab Supplies	\$600	Photocopying, paper, gloves etc (\$100 per semester)
Name Badge	\$9.00	One time charge
Total	\$609	

Clinical Costs	Amount	Description
Clinical Tools/Supplies	\$165	One time charge
Background Check	\$50	One time charge
Drug Test	\$50	As applicable
Fingerprinting (\$75 each)	+\$225	Up to three times
Vaccinations	+\$160	As applicable
Total	+\$650	

Total Costs of Program	Amount
State Tuition/Campus Fees	\$15,182
Program Related Costs:	
Textbooks/Software and Course Packs	\$3,850
Administrative Fees	\$453
Classroom/Lab Costs	\$609
Clinical Costs	\$650
APPROXIMATE GRAND TOTAL FOR 3 YEARS*	\$20,744
Parking (\$162 per semester x 6 semesters)	\$972
Total with Parking	\$21,716

Additional Notes:

- *This is only an approximation of the academic costs of the CSUN Physical Therapy Program. These fees are subject to change.*
- *Living expenses, travel and health insurance are not included in the grand total as these prices will vary with each individual.*

End of Program Expenses	Amount
Licensure Application	\$175
Board Exam	\$400
Total	\$575

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