



Wichita State University
Department of Physical Therapy

Student Handbook

2022-2023 AY Version



WICHITA STATE
UNIVERSITY

COLLEGE OF
HEALTH PROFESSIONS

Department of Physical Therapy

WSU DPT Student,

Welcome to Wichita State University Department of Physical Therapy Clinical Doctorate Program. This is the 2022-2023 Clinical Doctoral Physical Therapy Student Handbook. You will be responsible for all information, policies, and procedures in this handbook. The faculty and staff are here to support and guide you through a rigorous course of study to become a physical therapist. Our program is designed to prepare students as entry-level physical therapists while supporting the development of future leaders within and outside our profession.

Sincerely,

WSU DPT Core Faculty

Dr. M'Lisa Shelden, Chair and Program Director, Clinical Professor

Dr. Christina Ashbrook, Director of Clinical Education, Assistant Teaching Professor

Dr. Jennifer Celso, Assistant Program Director, Associate Teaching Professor

Dr. B.J. Lehecka, Associate Professor

Dr. Rob Manske, Professor

Dr. Ken Pitetti, Professor

Dr. Barbara Smith, Professor

Dr. Elizabeth Tew, Assistant Director of Clinical Education, Assistant Teaching Professor

WSU DPT Associated Faculty

Mrs. Lisa Garcia, Associate Teaching Professor

Dr. Adam Veenis, PT, Lab Assistant

Dr. Justin Smith, Assistant Teaching Professor

Dr. Sam Smith, PT, Lab Assistant

Dr. Jennifer James, Assistant Teaching Professor

Dr. Nicole Windsor, PT, Adjunct Instructor

Mr. Doug Bozeman, PT, Adjunct Instructor

Mr. James Lenk, PT, Adjunct Instructor

Dr. Amy Dougan, PharmD, Adjunct Instructor

Dr. Brent Ehresman, PT, Lab Assistant

Dr. Corey Jackson, PT, Lab Assistant

Dr. Ryan Mentzer, PT, Lab Assistant

Dr. Gail Laochinda, PT, Lab Assistant

Mrs. Anne Wilson, PT, Lab Assistant

WSU DPT Staff

Mrs. Kelley Shetlar, Program Manager

Mrs. Emma Andersen, Clinical Placement Coordinator

Location and Building Information

The Department of Physical Therapy is located at 213 North Mead in downtown Wichita.





Parking

Parking lots are immediately east, adjacent to the building, west of the railroad tracks behind the building and in the parking garage east of the building. These are all city of Wichita parking spaces, so spaces are first come first serve. The Wichita Police Department has requested to park all vehicles with license plates facing outwards.

Directory

Emergency Numbers:

ALL EMERGENCIES: 911

Old Town Building:

Department of Physical Therapy (316) 978-3604

Ahlberg Hall (College of Health Professions):

Dean's Office (Room 400)	(316) 978-3600
Instructional Services (Room 100)	(316) 978-3608
Student Wellness Center (Steve Clark YMCA)	(316) 978-4792

WSU (Refer to the Campus Directory for additional numbers)

Ablah Library	(316) 978-3586
Campus Police Department	(316) 978-3450
Career Development Center	(316) 978-3688
Disability Services	(316) 978-3309
Financial Aid (201 Jardine Hall)	(316) 978-3430
Graduate School (107 Jardine Hall)	(316) 978-3095
Heskett Center	(316) 978-3082
Office of International Education	(316) 978-3232
Student Counseling and Testing (320 Grace Wilkie Hall)	(316) 978-3440
WSU Old Town Security	(316) 677-1911

24-Hour WSU Hotlines:

Inclement Weather/Class Status:	(316) 978-6633
Library Hours and Services	(316) 978-3481
Student Activity Council Action Line	(316) 978-3123
WSU Activity Line	(316) 978-6633

Off Campus

Wichita/Sedgwick County Crime Stoppers	(316) 267-2111
Kansas Road Conditions Hotline	(800) 585-7623
Kansas Highway Patrol	(316) 744-0451
Wichita Police Department (non-emergency)	(316) 688-9500
Wichita Fire Department (non-emergency)	(316) 268-4451
Poison Control Center	(316) 688-2277
Poison Information Center	(800) 332-6633

WSU Physical Therapy Department Faculty and Staff Directory

Core Faculty

Name	Building/Room #	Office Phone #	E-mail
Dr. Christina Ashbrook	Old Town B103E	978-3617	Christina.Ashbrook@wichita.edu
Dr. Jennifer Celso	Old Town B103F	978-5648	Jennifer.Celso@wichita.edu
Mrs. Lisa Garcia	Ahlberg 106E	978-7023	Lisa.Garcia@wichita.edu
Dr. B.J. Lehecka	Old Town B117	978-6156	Bryan.Lehecka@wichita.edu
Dr. Robert Manske	Old Town B103G	978-3702	Robert.Manske@wichita.edu
Dr. Ken Pitetti	Old Town B121	978-5635	Ken.Pitetti@wichita.edu
Dr. M'Lisa Shelden	Old Town B103G	978-5639	Mlisa.Shelden@wichita.edu
Dr. Barbara Smith	Old Town B119	978-5784	Barb.Smith@wichita.edu
Dr. Elizabeth Tew	Old Town B101B	978-	Elizabeth.Tew@wichita.edu

Staff

Name	Building/Room #	Office Phone #	E-mail
Mrs. Kelley Shetlar	Old Town B101E	978-5770	Kelley.Shetlar@wichita.edu
Mrs. Emma Andersen	Old Town B103H	978-3649	Emma.andersen@wichita.edu

Associated Faculty

Name	Building/Room #	Office Phone #	E-mail
Dr. Jennifer James	Old Town C139		Jennifer.james@wichita.edu
Dr. Justin Smith	Old Town A202		Justin.smith@wichita.edu
Mr. Jim Lenk			James.Lenk@wichita.edu
Mr. Doug Bozeman			Jerald.bozeman@wichita.edu
Dr. Amy Dougan			Amy.dougan@wichita.edu
Dr. Adam Veenis			Adam.veenis@wichita.edu

FERPA

Release of Student Information Policy

In compliance with the “Family Educational Rights and Privacy Act of 1974” (FERPA), as amended, the following constitutes the institution’s policy on providing appropriate access to educational records, while protecting their confidentiality.

Wichita State University accords all rights under the law to students. Those rights are: 1) the right to inspect and review the student’s education records; 2) the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent; and 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA.

Students will be notified of their FERPA rights by publication in the online Undergraduate and Graduate Catalogs, and via an email sent to all enrolled students each fall. For further details and institutional definitions related to FERPA, see the online catalog.

<https://www.wichita.edu/services/registrar/ferpa.php>

Program Information

Profession of Physical Therapy

Physical therapy is a dynamic profession with an established theoretical base and widespread clinical applications, particularly in the preservation, development, and restoration of maximum physical functions. Physical therapists seek to prevent injury, impairments, functional limitations, and disability; to maintain and promote fitness, health, and quality of life; and to ensure availability, accessibility, and excellence in the delivery of physical therapy services to the patient. As essential participants in the health care delivery system, physical therapists assume leadership roles in prevention and health maintenance programs, in the provision of rehabilitation services, and in

professional and community organizations. The physical therapist also plays an important role in developing health policy and appropriate standards for the various elements of physical therapy practice (*A Guide to Physical Therapist Practice*). Physical therapists practice in hospitals, community health centers, industrial health centers, sports facilities, rehabilitation centers, skilled nursing facilities, home health agencies, outpatient clinics, public schools, and early intervention; work in research institutions; and teach in colleges and universities.

Department of Physical Therapy Mission Statement

The mission of the College of Health Professions Department of Physical Therapy at Wichita State University is to graduate competent, compassionate, progressive physical therapists capable of serving diverse populations through direct access and collaborative care across a variety of settings. The Program's vision is to be a recognized leader in advancing the physical therapy profession by cultivating life-long learners through excellence in clinical practice, research, leadership, and service.

Strategic Plan Goals

1. Faculty are recognized as contemporary practitioners, educators, leaders, and scholarly contributors to the physical therapy profession;
2. Students demonstrate academic excellence and are recognized both regionally and nationally for scholarly endeavors;
3. Program faculty, staff, and students are recognized locally and nationally as leaders in service-connected activities;
4. Program will provide a more diverse learning environment by increasing the number of faculty, staff, and students from various backgrounds;
5. Program faculty, students, and graduates are recognized locally and nationally as leaders in their profession;
6. Graduates will be life-long learners demonstrating initiative and appropriate clinical decision-making abilities.

PT Program Goals

1. Students will be advocates for service to the community and the profession.
2. Students will demonstrate the skills necessary to practice physical therapy as autonomous practitioners at entry-level competencies, consistent with the American Physical Therapy Association's Standards of Practice and Minimum Required Skills of Physical Therapist Graduates at Entry-level.
3. Graduates will demonstrate the skills necessary to practice physical therapy as autonomous practitioners at entry-level competencies, consistent with the American Physical Therapy Association's Standards of Practice and Minimum Required Skills of Physical Therapist Graduates at Entry-level.
4. Graduates will be employed as physical therapists and provide quality collaborative care.
5. The Program faculty will be contemporary educators and scholars who communicate effectively, advise students, and provide service to the college, university, and/or profession.
6. Clinical education faculty will be contemporary educators who are effective in planning, coordinating, advising, and mentoring students in and across a variety of clinical settings.
7. The Program will admit exceptional students annually.
8. The Program will have adequate resources to meet program needs and strategic goals.

Accreditation

Accreditation is a voluntary process. Physical therapy programs desiring accreditation status apply to the Commission on Accreditation in Physical Therapy Education (CAPTE) and must first achieve candidacy status before being considered for initial accreditation status. Both steps involve careful internal and external review including, but not limited to, reports, on-site visits by qualified evaluators, and demonstrated compliance with established evaluative criteria and guidelines. Throughout the accreditation process, CAPTE provides consultation and assistance to the programs and their institutions. Once awarded accreditation status, the program must submit reports annually to the Commission ensuring continuing compliance with the evaluative criteria and is formally reviewed every ten years.

The physical therapy program has maintained full accreditation status. In December 2004 the Kansas board of Regents approved the DPT Program. This degree is recognized by CAPTE and full accreditation continues until April 21, 2023. The Program will be reviewed for reaccreditation November 6-9, 2022.

Submission of self-study reports and completion of an on-site evaluation does not assure continued accreditation status.

Licensure Requirements

Satisfactory completion of the physical therapy program does not guarantee licensure for graduates. Licensure requirements are a function of state government. In Kansas, physical therapy graduates may apply for licensure through the Kansas State Board of Healing Arts (KSBHA). Graduates must comply with all requirements in the jurisdiction in which they intend to practice. Graduation from an accredited program is only one requirement towards licensure in all states. The KSBHA conducts a thorough criminal background check on all applicants who apply for a physical therapy license. If the student knows of any offenses (misdemeanor or criminal), the Program recommends the student contact the [KSBHA](#) as soon as possible to avoid delay of licensure upon graduation.

Professional Education

The DPT program is comprised of three academic years, including summer semesters. Units of instructional content for most courses generally progress from: basic and clinical sciences to clinical management and intervention, typical to atypical, simple to complex, and laboratory practice to supervised clinical experiences. Instruction includes integration of the cognitive, psychomotor, and affective learning domains. The curriculum is designed to comply with accreditation criteria and is based on American Physical Therapy Association documents (e.g., A Normative Model of Physical Therapist Professional Education, A Guide to Physical Therapist Practice, and Guide for Professional Conduct and Interpreting Ethical Principles). Any future changes with these documents will influence future curriculum. Upon successful completion of the physical therapist program, graduating students receive the Doctor of Physical Therapy Degree (DPT). Success in the program requires students to engage in self-directed learning, critical inquiry, and problem solving.

Student Organizations

Students are required to join the American Physical Therapy Association (APTA), the professional organization for physical therapists. Membership includes receiving periodicals *Physical Therapy* and *PT In Motion*, which are required reading for many of the physical therapy courses. The Department will provide membership forms and fee schedules at the beginning of each academic year or students can access membership forms on the internet at www.apta.org.

Each class will have a student organization with bylaws approved by WSU Student Government Affairs office. Class officers are elected annually by each class and include the following: president, vice president, secretary, treasurer, admissions committee representative, KPTA representative, curriculum committee representative, faculty representative, historian, social chair, fund raising chair and intramural coordinator. Class officers are responsible for organizing student support in planning graduation events in May, fund raising activities, and other departmental academic and social activities that may arise. In addition, students will have the opportunity to serve on the Student Special Interest Group (SSIG) for the Kansas Physical Therapy Association and must be a dues-paying student member of APTA and KPTA.

Class Officers

Each student cohort is responsible for selecting each of the following class officers in a manner selected by the cohort.

President: oversees conduct and performance of class with regard to PT-related issues both in and out of the classroom; chair class meetings; make class announcements; inform class of student volunteer opportunities; participate in community activities; coordinate times for “chat with chair” and all faculty/all students meetings.

Vice-President: acts in the capacity of the President when the President is unavailable; assists the President as needed; organizes and oversees Big Brother/Big Sister activities of the class.

Secretary: takes minutes at class and officer meetings; organizes various administrative initiatives (e.g. initiate class phone tree); assists in coordination of beginning-of-year elections; notifies the Department Senior Specialist in writing, of items that need to be repaired or are missing; posts announcements; assists President and Vice President in organizing activities; distributes class meeting notes to class.

Treasurer: oversees funds brought in by dues, student payments, fund-raiser activities, etc.; maintains class checking account and writes checks and updates class on all financial matters; assesses fund raising needs of the class; coordinates account with Department Senior Specialist.

Admission Committee Representative: assists in coordinating and recruiting for information sessions, interviews, and contact persons for prospective students; helps with orientation of new students.

KPTA Student Representative: serves as the liaison between students, KPTA, and APTA; organizes PT Month activities; monitors the KPTA Web page for student information.

Curriculum Representative: attends all Curriculum Committee meetings, including all-day Department Advance Meeting in the summer; seeks student input on curriculum changes and discussion.

Faculty Representative: attends all Faculty meetings for the student Input portions of these meetings; seeks classmates’ input on issues, concerns, or challenges; furnishes agenda items to Department Chair prior to faculty meetings whenever possible.

Historian: maintains record of important dates; takes pictures for slide shows to be presented at special events; organizes slide show for graduation.

Social Chairperson: promotes and organizes social activities among classmates and among PT cohorts; monitors morale of class and reports to President.

Fund Raising Chairperson: oversees fundraising opportunities and solicits volunteers for fundraising activities; works closely with the Treasurer to monitor funds.

Intramural Coordinator: provides schedules for intramural events and creates and monitor lists of participants; notifies Chair of any events where PT teams have won a trophy or special recognition.

Kansas Physical Therapy Association Student Special Interest Group (SSIG) Positions:

The following positions are available to students through the KPTA SSIG, who determines nomination and election procedures for their own organization.

Chairperson: leads the SSIG Executive Board planning meetings; organizes and fundraises for KPTA student events (i.e., Fall Conclave, Spring Conference); and serves as the liaison between the SSIG and the KPTA Board of Directors.

Vice Chairperson: assists the Chair and helps set up virtual meetings, via Skype™; organizes the KPTA student conclave (contact vendors, sponsors, and guest speakers); organizes the Spring conference, and serves as public relations liaison for the SSIG.

Secretary: tracks and disseminates meeting minutes; contacts community organizations to set up booths at the conclave; writes thank you notes to speakers and vendors for events; maintains notebook of important documents.

Treasurer: manages financial responsibilities of the SSIG (e.g., deposits checks, tracks SSIG funds).

Director of Public Relations: serves as liaison between the executive board and students; sends out e-mails to inform students, faculty, and the PT community of upcoming events

Director of Membership: Maintain the SSIG membership records and notify SSIG members of the date, time and place of meetings. Responsible for submitting a report on the SSIG membership for the annual meeting. Submitting regular additions to the Student Page of the Chapter website, sending out emails to SSIG members, organizing recruitment efforts and reporting to school representatives, Executive Board, and the Chairman as requested. Take part in planning of the Midwest Student Conclave and other SSIG events.

Department Policies, Procedures, Standards, & Guidelines

Student Learning

The Department of Physical Therapy at Wichita State University fosters development of students through rigorous academic and clinical experiences. Students are accountable for all course requirements, including registration in all required and elective courses. Faculty challenge and support students to further develop critical thinking, problem-solving, clinical skills, and ethical responsibility. College and departmental resources are available to assist students with academic, psychological, and skill development.

Each instructor will inform students of the objectives, assignments, and performance expectations through the course syllabus. When student personal circumstances (e.g., financial hardship, family circumstances, medical or psychological conditions) begin to affect learning, various campus or community resources are available to assist when needed. Students are encouraged to be proactive in managing their journey through the DPT curriculum. The first step in this process is to notify faculty or staff of personal concerns, illness, or other issues, which are interfering with the student's ability to keep up with the pace of the program. The second step is to maintain ongoing communication with faculty and staff and be open to seeking assistance when needed. When students fail to meet responsibilities, they will bear the consequences of their own actions or inactions. Students are encouraged to access departmental, College of Health Professions, Graduate College, and University resources for special and general needs. These services include, but are not limited to college health services, library, financial aid, campus ministry, career development, counseling and testing services, disability services, and student government association.

Student Code of Conduct

The [WSU Student Code of Conduct](#) applies at the University campus, clinical affiliation sites, and sites of other school related activities. As physical therapy students, you have chosen to become a health professional. Professional conduct is expected at all times. Professionalism is reflected by appropriate behavior, appearance, and personal hygiene as a student and throughout your career. Students must conduct themselves in such a manner as to maintain professionalism that typifies those who dedicate themselves to maintenance and promotion of health through education, service, and research.

Appropriate behavior around patients/clients, their families, peer professionals, and other persons related to health care should reflect the student's understanding and respect for a professional environment. Attire must be appropriate for the time, place, and circumstances and in accordance with policies of affiliating institutions. The Department of Physical Therapy shares campus space with other programs. Although custodial services are furnished for major cleaning of classrooms and labs, each student is responsible for maintaining clean classrooms and labs each day.

Physical therapy faculty and students are expected to comply with current American Physical Therapy Association conduct and ethical principles and guidelines (*APTA Code of Ethics* and *Core Values for the Physical Therapist*). Physical therapy students and faculty are also expected to comply with the Physical Therapy department policies and the [WSU Department of Physical Therapy Clinical Education Handbook](#). Disciplinary action will be taken for professional misconduct. Refer to the appendix as well as appropriate APTA publications for review.

[APTA Code of Ethics](#)

Core Values for the Physical Therapist

Students as Representatives of the University

Students are representatives of the University, the College of Health Professions, and the Department of Physical Therapy. Students, however, do not have authority to make contacts or arrangements with any external persons or organizations on behalf of the program or their class without first receiving proper authority from the Department of Physical Therapy Chairperson or Dean of the College of Health Professions.

Academic Honesty

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research.

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of familiarity with university policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.

Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at Wichita State University:

- 1. Plagiarism – Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or accurate citation/attribution*
- 2. Unauthorized Use or Possession of Materials or Resources – Using or possessing any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).*
- 3. Unauthorized Collaboration or Consultation – Collaborating or consulting with another individual or group during an academic activity without the express permission of the faculty member.*
- 4. Fabrication, Falsification, or Misrepresentation of Information – Providing fabricated or falsified information or misrepresenting information in an academic activity or related to academic attendance or other academic requirements.*
- 5. Academic Interference – Engaging in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:*
 - a. removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity*

- b. *tampering with another person or group's work; and/or*
 - c. *interfering with another student's academic performance.*
6. *Unauthorized Resubmission – Submitting an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.*
 7. *Facilitation of Academic Misconduct – Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or resources, or forcing or coercing another student to complete academic work on behalf of another.*
 8. *Bribery – Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.*
 9. *Unauthorized Sale, Distribution, or Receipt of Academic Materials – Buying, selling, receiving, or distributing academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowdsourced digital databases and web platforms.*
 10. *Research misconduct as identified in Policy 9.13/Misconduct in Research. Alleged violations of research misconduct will be resolved through policy 9.13. Academic sanctions can be made when said research misconduct overlaps academics.*

Program Evaluation by Students

Students will be provided a variety of methods to evaluate the curriculum, learning resources, instruction, etc. Evaluations from students are deemed critical to program advancement. Methods include: course evaluations, curriculum evaluations, focus group discussions, student representation on committees, and informal and formal meetings with faculty.

Laboratory Participation

All students are required to demonstrate technical skill and safety when administering treatment interventions and examinations. During practical laboratory experiences, students may decline to receive certain clinical tests and treatment interventions due to medical contraindications or precautions. Students who opt to exercise their right to decline selected procedures must notify the course instructor and provide appropriate documentation to warrant being excused from participation. To assure confidentiality and privacy of students' health conditions, students diagnosed with conditions affecting their ability to participate in the curriculum shall report this information to Student Health Services and/or the Department of Physical Therapy Chair. As appropriate, the student may be offered a medical leave of absence pending a physician's statement regarding two factors: 1) the vulnerability of the student to a secondary infection from being in the health care institution, and 2) the potential for infection of others by the student in his/her present medical state. The Physical Therapy Department Chair may require documentation provided by the student and/or interview the student prior to a final determination regarding returning to class.

Faculty are not permitted to provide physical therapy examination or intervention for any student. Students in need of physical therapy must seek services off-campus.

Classroom/Lab Infection Control

All five class/lab rooms have been redesigned to accommodate social distancing guidelines for all lab content as needed. The Program provides personal protective equipment as needed. Hand sanitizer will also be provided at all times. In addition to regular and proper hand hygiene, the student is also expected to maintain a clean workspace.

Care and Maintenance of Labs and Equipment

Each student and faculty member is responsible for the equipment and facilities used. Equipment closets can only be accessed through Department Faculty, Staff or GTAs. Equipment may be checked out for class related activities with prior approval of the course instructor. Equipment must be returned in the same condition in which it was received. Students may be responsible for repair or replacement of damaged equipment.

Labs should be maintained in a condition comparable to a well-maintained health care facility. Each student should assist with clean-up prior to leaving the area.

Equipment, accessories, and supplies should be returned to appropriate storage locations when labs or independent practice sessions are terminated.

- Pillows placed in correct location with clean pillowcase.
- Stools placed in front of or beneath plinths.
- Mats, exercise equipment, and other items must be returned to appropriate storage areas.

Cleaning of plinths after each laboratory use with designated cleaning solution and towels per protocol.

- Spray plinths and mats with provided spray bottle.
- Wipe plinths and mats with towel.
- Use one towel for all areas to be cleaned.
- Place used towel in laundry bin.

Report any equipment malfunctions or breakage to the laboratory instructor, physical therapy office, and/or Chairperson according to the following procedure. Do NOT use equipment that needs repair.

Equipment Malfunction/Breakage Reporting Procedure

If a piece of equipment is found by either student or faculty member to be malfunctioning, broken or unsafe, the initial party is to place an “Unsafe Sticker” on that piece of equipment and transport to the departmental office, if possible (i.e., some pieces of equipment are too large to move safely).

The respective party will then complete an “Equipment Malfunction/Breakage Report Form” found in Appendix A. Upon completion of this form, the respective party will file the report form with the departmental Program Manager. The departmental Program Manager will make arrangements for equipment repair with the appropriate agency.

When the equipment has been repaired, the departmental Program Manager will file the report form, remove the “Unsafe Sticker” from the piece of equipment, replace the equipment in the closet and inform the appropriate faculty member of its status.

Advisement

Department of Physical Therapy advising will be provided through:

Course Instructors: students should direct questions or concerns about course content and requirements to the specific course instructor. Students may contact any faculty member for purposes of expanding their knowledge and should follow departmental procedures for resolution of concerns.

Assigned faculty academic and research advisor: each new student will be assigned an advisor during the first semester of the program. Students are given the opportunity to align potential research interests with faculty scholarly agendas. Advisors will assist students with enrollment procedures, identifying special campus resources to meet individual needs, and other general support. Any student may request to change his/her advisor by contacting the Department Chair. Academic/Research advisor supports student through early identification of academic, personal, or professional development needs.

Academic Standards

Admission Requirements

Admission to the Physical Therapy program is based on 1) admission to the Graduate School, 2) an earned bachelor's degree, 3) completion of all prerequisites, 4) 3.0 GPA in the last 60 semester credit hours; 3.0 GPA in math/science prerequisite courses; and a 3.0 overall prerequisite GPA. 5) completion of a minimum of 20 unpaid observation hours, 6) three letters of recommendation, and 7) the Physical Therapy Admissions Review Committee's evaluation of the application materials submitted.

Grading Policies

Grading, Progression, Remediation and Retention Related to Academic Progress

Students should become familiar with each course syllabus to determine the specific grading criteria for that course. Remediation of written and laboratory/practical examinations is dependent upon the individual instructor. Each instructor is responsible for communicating grade information to students in the manner stipulated in the course syllabus. Grades will not be communicated over the phone, email, or released by the departmental staff.

WSU DPT Grading Scale

The grading scale is not subject to rounding. For example, a score of 90.999 will result in an “A-”. To receive an A, the student must achieve 91.0 or above.

91.00-100.00	A
90.00-90.99	A-

89.00-89.99	B+
81.00-88.99	B
80.00-80.99	B-
79.00-79.99	C+
70.00-78.99	C
69.00-69.99	D+
61.00-68.99	D
60.00-60.99	D-

Grading Policy approved August 26, 2009/Department of Physical Therapy; Revised April 2, 2010

A student who achieves a grade of less than 70% on any examination will be notified immediately by the course instructor. The student is required to meet with the course instructor and advisor within one week of receiving the notice of the failed examination. The purpose of the meeting is to discuss the student's performance and identify solutions to support future progress. Documentation of the meeting will be placed in the student's record and the Department Chair will be notified.

An "I" may be given to a student when the course requirements are not fulfilled. Because professional courses are sequential, students must complete the course work prior to enrolling in professional courses in the following semester (other than Critical Inquiry) unless alternative arrangements are approved by the Program Progression, Remediation, and Retention Committee.

Program Progression, Remediation, and Retention Committee

This departmental committee is made up of core and associated faculty and is responsible for making decisions about student program progression, remediation, and retention. Remediation decisions will be based on student performance records including examinations, lab practical examinations, final course grades, written reports on conduct, clinical instructor(s) evaluations, and students' self-assessment. The Program Progression, Remediation, and Retention Committee will review consequences that impact the normal flow of course work for the student or which involve recommendation to the Graduate School for student dismissal. Decisions will be made consistent with Department and University policy.

Notice when a Student's Academic Status is At-Risk

A student will be notified in writing by the Program Chairperson that his/her status in the program is at-risk. At-Risk is defined as low grades, academic or non-academic misconduct, or any reason the program director deems appropriate. The notice will include:

1. the reason the student is being notified
2. the potential consequences of the circumstances
3. the time frame in which the student may attempt to remediate
4. necessary steps to remediate

5. consequences of the successful and unsuccessful attempts to resolve the matter within the specified time frame

Graduation Requirements

A cumulative grade point average of 3.00 must be maintained for all required physical therapy program courses and elective courses listed on the student's Plan of Study form. [The Plan of Study form](#) is completed during the first summer of the student's enrollment in the program and resigned annually throughout the program.

In order to graduate, students must file an [Application for Degree](#) with the Graduate School within 20 class days of the beginning of the spring semester of the third year of the curriculum. Students must also pay a \$25.00 fee and complete an Exit Survey.

Appeal of Grades

Physical Therapy students are encouraged to discuss their concern about a grade or evaluation with the course instructor involved first. If the matter cannot be resolved, the student should then meet with the Department Chairperson and then the Graduate School Dean. The [academic appeal process](#) is available for student reference.

Progression

To progress in the Physical Therapy program, students must:

- maintain a 3.00 grade point average in graduate work,
- earn no course grade lower than a "C,"
- maintain academic integrity and professional behavior in both classroom and clinical portions of the program, and
- maintain the standards of the affiliating clinical agencies.
- pass annual comprehensive examinations

Students will be placed on academic probation if their graduate grade point average falls below a 3.00. Students may be dismissed from their degree program or placed into non-degree status if they fail to attain a cumulative grade point average of at least 3.00 upon the completion of the following semester after being placed on probation. A cumulative grade point average of 3.00 is required before enrolling in PT 852, Clinical Education I, PT 953 Clinical Education II, PT 954 Clinical Education III, or PT 955 Clinical Education IV. The student must have a 3.00 cumulative grade point average before she/he is allowed to participate in these courses regardless of enrollment status. Unusual or exceptional situations will be reviewed by the Department Progression, Remediation and Retention Committee for decisions about enrolling in PT 852, PT 953, PT 954, or PT 955.

Assignments

The deadlines for assignments are established by each faculty member. Students are expected to comply with the established deadlines and complete all assignments. In the case of an emergency or illness, the appropriate course instructor should be contacted.

Examinations

Examinations are to be taken the day and time scheduled by the course instructor. If an examination is missed because of illness or emergency, the instructor is to be notified before the examination is given. Students must arrange make-up examinations within 48 hours of the originally scheduled examination date. Failure to notify the course instructor within 48 hours will result in a score of "0" for that examination. If the student's illness or

emergency does not permit meeting this timeline, the student must provide written notification from a physician regarding the illness or authority regarding the emergency. The student must schedule the make-up examination with the designated department staff upon his/her return from the extended absence. A student that is absent from any class the morning of an examination will not be allowed to sit for the examination that same day. (Note: the instructor is not obligated to provide late or make-up examinations.)

Examination Procedures

To ensure compliance with Wichita State University's academic integrity policies and CAPTE accrediting standards, the following procedures will be used for examinations in this program. Students will be required to:

1. Download Respondus (Respondus is a lock-down browser that will not allow access to any other tabs/screens during the exam)
 - a. FOR A PC https://www.wichita.edu/services/mrc/instructional_technology/Respondus/respondusdownloadpc.php
 - b. FOR A MAC https://www.wichita.edu/services/mrc/instructional_technology/Respondus/respondusdownloadmac.php
 - c. FOR AN iPad https://www.wichita.edu/services/mrc/instructional_technology/Respondus/respondusdownloadstudentipad.php
2. Respondus Monitor will be used in addition to Respondus Lockdown Browser. The student needs to ensure personal webcam and microphone are in working order prior to the day of the exam. This program will record the entire examination attempt through the webcam and microphone.
 - a. The webcam should capture the student's face and as much surrounding test space as possible through the entire exam.
 - b. The student is not allowed to wear hats, sunglasses, or anything that obscures the webcam from capturing a clear recording of the student's face through the entire exam.
 - c. The student must sit at a desk or table, clear of any other materials and free from distractions. The student must take the examination independently and MAY NOT take the examination in the presence of other students. The student is NOT allowed to sit on a bed, sofa, or recliner while taking the examination. If the student does not have a designated desk or table, they can reserve a private room at the Old Town building if available. The student must complete a thorough 360-degree Environmental Video of the testing environment at the beginning of the examination. This includes showing both sides of any allowed scratch paper before AND after the conclusion of the examination on the student's webcam (which will be recorded on Respondus Monitor).
 - d. If a student has an unexpected interruption during the examination, they must explain the situation into the webcam.
3. No bathroom breaks are allowed during the examination
 - a. The student is not allowed to get up and move away from the computer/webcam for the duration of the examination. If the student has an emergency, the student must speak into the webcam to explain the reason/need to get up.
4. To replicate examination procedures used for the National Physical Therapy Exam, students will not be allowed to ask questions during the examination. The student should notify the instructor via email if any typographical errors are found in examination items.
5. A private testing situation is your right as a student under FERPA protections. The student will inform the instructor as soon as possible if electing this option.

6. If a calculator is allowed to be used for the exam, the student is NOT permitted to use the calculator connected to their smart phone or any other electronic device.

Requests for Exceptions

Physical Therapy students are held accountable for following the rules and regulations of the University Graduate School and the Department of Physical Therapy. Departures from the rules and requirements of the Graduate School require that the student file the "Request for Exception" form and gain the necessary approvals indicated on the form. [Forms for such exceptions](#) are available from the Graduate School.

Departures from departmental policies that are different from those of the Graduate School will require a written request for exception by the student and will be acted upon by the Department of Physical Therapy faculty.

Class Attendance

Students are required to attend all classes, arrive on time to all lecture and/or lab sessions, and participate. Absence for illness or personal/family emergencies will require approval from the instructor prior to the start of class. The student should notify the instructor AND the entire WSU DPT Faculty via email of any absence. The student is responsible for all assignments and material covered in class. Any student-specific situation resulting in prolonged absence beyond one missed day of class will require prior approval of the WSU DPT Faculty and appropriate documentation. Absences, for any reason, of more than a two-week duration, will result in deceleration and/or possible recommendation of dismissal from the DPT Program. Faculty reserve the right to change class schedules.

Grades will be affected by unexcused absences and tardiness. Course instructors may penalize the student up to 10% of the final course grade for unexcused absences or tardiness (see specific course syllabi).

Synchronous Virtual Class attendance

Students are expected to attend all virtual classes in a manner consistent with face-to-face classes. Specifically, students should keep the video feature on throughout the duration of class, remain in an upright sitting posture, and keep focused and engaged with the Instructor. Students out of compliance with virtual class requirements will be considered absent. Extenuating circumstances must be pre-approved by instructor.

Dress Code

WSU, College of Health Professions, or DPT Events

When attending university, college, or physical therapy program events, students are expected to wear business casual or business professional attire, depending on the event (see Appendix C for specifics). It is the student's responsibility to inquire what type of attire is appropriate for events and plan accordingly. WSU Career Development Center has a [Career Closet](#) where students can shop for free business professional attire.

Laboratory Dress

Appropriate laboratory dress is required for all laboratory classes unless otherwise noted. Women should wear modest halters or sports bras and shorts. Men should wear shorts and tee shirts. Shorts should provide ease of movement yet provide modesty during exercises of the lower extremity. Leggings are not appropriate for some labs as they do not allow for proper access to the skin for palpation and skill practice. For safety

reasons, jewelry, such as bracelets, necklaces, and dangling earrings should not be worn. Low heeled, rubber soled shoes must always be worn, except when on a plinth, mat table or floor mat.

Professional Activity Requirement (PAR) Policy

The intent of this policy is to encourage student engagement in professional activities and to educate the student about the importance of professional development and participation in the physical therapy profession. All WSU DPT students are required to participate in research/volunteer work/service-oriented volunteer work, professional conferences, and inter-professional (IPE) activities throughout the duration of the DPT program. The student will earn points for these activities as defined by the Professional Activity Requirements Student Tracking Worksheet. Points are not transferable from one column to another column.

These requirements must be met by April 15 during the student's final year of the DPT program. All supporting documents must be uploaded to EXXAT student database by April 15th. If the student fails to meet these requirements, she/he will not qualify for graduation from the program until the required points are accumulated. The student is responsible for tracking his/her accrued points and evidence of completion of these activities throughout the entire program. Upon completion of an activity, the student must do the following:

1. Obtain the required proof of completion (as noted on the Professional Activity Requirements Student Tracking Worksheet Appendix D)
2. Obtain authorized signatures (if using a Professional Activity Completion form, as shown in appendix E, as proof of completion which is available on the PT Department Course on Blackboard)
3. Retain the proof of completion and supporting documentation.
4. The student will keep his/her own copy of the Professional Activity Requirements Student Tracking Worksheet with his/her accrued points and submit it with all supporting documentation into the Department of Physical Therapy Blackboard Site under the "Assignments" and then "Professional Points" tabs by April 15 of the student's final year in the program.
5. If the student plans to earn points for completing an activity that occurs after April 15 she/he needs to submit a "Professional Activity Completion" form and be sure to notate "I will be completing these points on ___date___" and submit in the manner mentioned above.

If the student is unable to meet any of these requirements it is the student's responsibility to provide a written appeal letter to the faculty. The faculty will determine the appropriate course of action based on individual cases.

Annual Comprehensive Examinations

First year students must take a comprehensive examination at the end of the first academic year. The examination items are written by program faculty. Following taking the 1st year comprehensive examination, students will be given feedback on their test by their respective faculty advisor. If the student scores below a 70% overall on the examination, the student will be required to develop a personal remediation plan to be discussed with the faculty advisor. This remediation plan should clearly outline what steps the student will take to ensure future success in the areas of deficiency. The remediation plan may be determined with input from the content instructor, faculty advisor and Program Director and Chair of the department.

The year 2 comprehensive exam will be provided by an online examination service contracted by the Department. This examination will be taken by students after their first 2 clinical rotations and completion of the second academic year of didactic course work. If a student does not pass the second-year comprehensive exam, the student must enroll in an external review course and show completion of this course. A student who does

not pass the year 2 comprehensive examination prior to the National Physical Therapy Examination (NPTE) registration date for the April examination will not be allowed to take the NPTE in April of their graduation year.

Remediation Completion

Remediation is completed per Remediation Policy in Appendix B. When the deadline for remediation completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met. If evidence supports successful attainment of remediation outcomes, the remediation plan will be considered complete once it is signed by faculty and student. If evidence does not support successful attainment of remediation outcomes, the remediation will be considered unsuccessful. Unsuccessful remediation signifies the student is unable to master a critical course objective or program requirement; therefore, the student will:

- 1.) receive a failing grade and be required to repeat the course,
- 2.) complete a secondary remediation plan.

If the failure is in a didactic course with a co-requisite clinical course, the student may be required to withdraw from the co-requisite clinical course and decelerate in the program. This decision for secondary remediation and withdrawal from clinical course or program will be considered by Program Director and Program Progression, Remediation, and Retention Committee.

Voluntary Withdrawal

Students may voluntarily withdraw from the Department of Physical Therapy (DPT) Program at any time. The student must notify the Program Director in writing of their request to withdraw from the Program. All voluntary withdrawals are effective at the time the request is received. Any student who voluntarily withdraws from the Program will not automatically be readmitted in the future. To be considered for possible readmission, the student must reapply.

Voluntary Deceleration

Voluntary deceleration occurs when a student chooses to withdraw from the program. Voluntary deceleration may be requested due to extenuating circumstances such as illness, pregnancy, personal or family issues, military leave, etc. that will impact successful progression through the curriculum. The student must submit a written request for voluntary deceleration to the Program Director. Approval of deceleration and how it will affect future matriculation will be decided by the Program Progression, Remediation and Retention Committee.

Voluntary deceleration is considered a proactive decision on the part of the student before experiencing academic difficulty and is only granted when extenuating circumstances justify the deceleration. The DPT curriculum is designed as an integrated, cumulative, lockstep program where students begin and end the Program as a single class. Approval of deceleration allows the student to resume coursework with another class of students. The decelerated student must comply with any revisions in curricular requirements, changes in fees/tuition, and changes to the Student Handbooks of the new class cohort.

A student voluntarily decelerating from any academic semester will be required to repeat courses deemed beneficial for the student's learning as determined by the Program Progression, Remediation, and Retention Committee. Because the PT program is designed as an integrated, cumulative, lockstep program, the class in which the decelerating student will be placed will also be determined by this committee.

When a student voluntarily decelerates from a clinical rotation, the Director of Clinical Education, the Program Progression, Remediation, and Retention Committee, and the student will determine the plan for the student to remediate this rotation. The student is responsible for tuition costs associated with remediation of clinical rotations.

Mandatory Deceleration

Deceleration occurs when a student is transitioned from one class to another class of students. The Program Progression, Remediation and Retention Committee may require mandatory deceleration to remediate deficiencies and as a preventive measure to avoid further academic or professional difficulty. The PT curriculum is designed as an integrated, cumulative, lockstep program where students begin and end the Program as a single class. A recommendation of deceleration, therefore, may require the student to re-enter the Program with another class of students. The decelerated student must comply with any revisions in curricular requirements, changes in fees/tuition, and changes to the Student Handbooks of their new graduating class. The decelerated student will repeat the curriculum (part or all) as required by the Program Progression, Remediation and Retention Committee including any components, clinical rotations, and courses already successfully completed, and is required to pay full tuition for the repeated components.

Deceleration during or at the conclusion of the clinical rotation may require the student to decelerate in the DPT Program with either the next class of incoming students, or depending upon individual circumstances, the subsequent class. Where significant deficiencies exist that are determined to require not only remediation of a clinical rotation but also academic semesters to rebuild clinical skills as well as the foundational knowledge for those skills, the Program Progression, Remediation and Retention Committee may require remediation based on the student's needs.

Dismissal

The Physical Therapy Department Progression, Remediation, and Retention Committee may recommend to the Dean of the Graduate School that the student should be dismissed from the program when any of the following has occurred:

- failure to meet the program's academic requirements.
- failure to meet non-academic conduct guidelines.

Physical Therapy Departmental Resolution Procedures

If a student has an unresolved concern, the student is responsible for following the proper departmental resolution procedures:

1. Initially, the student and the involved party will make a good faith effort to resolve the matter.
2. If the student and party involved are unable to satisfactorily resolve the matter and the student wishes to pursue the concern further, the student will discuss the matter with the Department Chair within ten (10) calendar days following the time which no resolution could be reached. The Department Chair may request written statements from the student and party involved.
3. If the student is unable to satisfactorily resolve the matter with the Department Chair and the student wishes to pursue the concern further, the student will send a written request to the Department Chair requesting opportunity to voice his/her concern to the Program Progression, Remediation, and Retention Committee. The student will be provided opportunity to voice his/her concern(s) to

the Committee. The other party will be provided opportunity to voice his/her comments about the situation. The Progression, Remediation, and Retention Committee will prepare written decision(s) within ten (10) days after the hearing.

Request for Review

If the student is dissatisfied with resolution of the concern as presented by the Program Progression, Remediation, and Retention Committee, the student may request a review of the decision within ten (10) calendar days to the Dean of the Graduate School. The review process, after following all departmental level procedures, should follow the Graduate School Grievance process.

Wichita State University & Graduate School Policies

Grievance Procedures for Graduate Students

Introduction: The following statements are designed to provide guidance to graduate students in protesting an actual or supposed circumstance in which they feel they have been wronged.

Limitations: Conflicts eligible for resolution under these procedures are restricted to academic matters other than grades. Disputes about grades are resolved through the Student Court of Academic Appeals. The following procedures do not include conflicts covered by other policies in the University. Grievances can be initiated for circumstances which are within one year from the time of occurrence.

Steps in the Process:

1. A student with a grievance should first consult with the faculty member or administrator perceived to be causing the circumstance which has resulted in the feeling of being wronged and attempt to resolve the conflict at that level.
2. Failure to resolve the conflict in the first step may lead to an appeal at the chairperson or college dean level, depending on who is perceived as causing the circumstance. If available, the student should attempt to resolve the grievance through discussions with the department chairperson, college dean, or through utilization of departmental structures such as a student affairs committee which may exist for this purpose.
3. If the student has exhausted the remedies provided in steps 1 and 2, without success, he/she should schedule a meeting with the Dean of the Graduate School or his/her designee (See *ROLE OF THE GRADUATE DEAN BELOW*). Grievances or appeals must be presented in writing.

Role of the Graduate Dean: The Dean of the Graduate School or his/her designee receives complaints or protests and decides whether to take direct administrative action to resolve the conflict or refer the grievance to the Graduate Council. A decision of the graduate dean may be appealed to the Graduate Council (see below). The decision of the Dean of the Graduate School on recommendations received from the Graduate Council is final.

Role of the Graduate Council: In addition to being the elected representative of the Graduate Faculty, the Graduate Council serves as the Committee on Exceptions in an advisory capacity to the Dean of the Graduate School. This responsibility may be discharged by the Council acting as a Committee of the Whole, through Subcommittees, or Ad Hoc Committees Consisting of selected members of the Graduate Faculty and graduate student body.

Conclusions reached by the Graduate Council will be transmitted as recommendations to the Dean of the Graduate School. The Graduate Council also serves as a Committee on Appeals if the student is dissatisfied with direct administrative action taken by the graduate dean. In such cases, the judgment of the Council is final.

Revised 9/96

<http://webs.wichita.edu/depttools/depttoolsmemberfiles/gradschool/grievance%20procedures.pdf>

Student Disciplinary Procedures (WSU Policies and Procedures Manual):

Reporting, Procedures and Appeals

1. *Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of Student Conduct and Community Standards. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of Student Conduct and Community Standards to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of Student Conduct and Community Standards, even when the faculty member chooses not to sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.*
2. [*View the Student Academic Integrity Process Flowchart*](#)
3. *Students who disagree with the sanction imposed by the faculty member may request a hearing by the Academic Integrity Committee. The Academic Integrity Committee will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.*
4. *The Office of Student Conduct and Community Standards will maintain a record of all reported incidents of Academic Misconduct. In some cases (e.g., repeat offenders or egregious offenses), the Office of Student Conduct and Community Standards may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Academic Integrity Committee will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate. The Academic Integrity Committee may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions. The Academic Integrity Committee will be the same as the prior case unless extenuating circumstances occur as determined by the Associate Vice President of Student Affairs.*
5. *Following notification of the outcome of their case, a Respondent may submit one appeal request within the University's process as outlined in Section V. of the Student Academic Integrity Process Procedures. The presumption is that the investigation and decision processes were appropriately conducted, and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews will be limited in scope and must focus on procedural issues or presenting new information not previously available at the time of the Academic Integrity Committee hearing.*

Sanctions

Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where egregious and/or

repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible. See Section VII of the Student Academic Integrity Process Procedures for more details.

Jurisdiction

1. *This policy applies to behavior that is committed by:*
 - a. *a University student, student group, or student organization;*
 - b. *an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or*
 - c. *an individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.*
2. *This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behavior conducted online, via e-mail or through other electronic media. Wichita State University may take action if an alleged violation of this policy is brought to the attention of University officials.*

Interpretation and Revision

1. *Any question of implementation/application of this policy should be referred to the Provost or their designee for final determination.*
2. *This policy shall be reviewed a minimum of every three (3) years under the direction of the Provost.*
3. *The Provost is responsible for notifying the University community of substantial changes to this policy*

All students are responsible for complying with all aspects of the WSU Student Academic Honesty Policy.

https://www.wichita.edu/about/policy/ch_02/ch2_17.php

Department Facilities

Operating Hours

The WSU Department of Physical Therapy provides a safe and secure academic environment. The Old Town location is unlocked every day from 8:00am to 9:00 pm. When in hallways, please be courteous of others who may be working in their offices or classrooms. Please take breaks in the halls or common areas and be respectful of others no matter where you are gathering.

In the fall semester of the first year, students will be taking PT 725, Anatomy for Physical Therapists, in Ahlberg Hall on main campus. The class will meet in the scheduled lecture hall and anatomy laboratory room.

Telephone

Faculty and program telephones should not be used by students EXCEPT for emergency situations with faculty/staff approval.

Computers

Departmental office and classroom computers are dedicated to faculty and staff. Students are permitted to use the computer in the research lab in room A108; however, the student must clean the keyboard and mouse with a sanitizing wipe before and after each use.

Main Departmental Office

Desks in the office are for support staff including personal items in and on these desks. A stapler, tape dispenser and three-hole punch are available for student use and are located at the main front office desk.

Classrooms

Classrooms may be used for laboratory practice or studying at times when there is no class in session. Physical therapy classes take place in classrooms generally from 7:30 AM to 6:00 PM Monday through Thursday. Since this is a shared facility, do not leave personal belongings in classrooms.

Lockers

Student lockers are available upon request. Students are required to furnish their own lock and must notify WSU DPT Program Manager of locker number and lock combination. Notice will be provided when lockers must be cleaned out. If lockers are not vacated by required date, all locks will be cut at student's expense and all personal belongings thrown away. DO NOT leave food or other perishable items in lockers. Storage of alcohol or illegal substances is strictly prohibited. WSU is not responsible for any lost or stolen items that students store in their lockers.

Textbooks

Texts and required print materials are ordered through the bookstore located in the Rhatigan Student Center. Books may also be purchased from second year students or through other online resources.

Safety

Students and faculty are responsible for maintaining a safe environment for themselves and others. WSU's Student Handbook should be reviewed for policies and procedures located at: www.wichita.edu/syllabuspolicies

- Student Conduct
- Alcohol and Other Drugs
- Damage to Property and Vandalism
- Fire and Safety
- Theft
- Harassment, Sexual Assault, Sexual Harassment
- Solicitation
- Weapons
- Violation of Federal or State Laws, County or City Ordinances
- Violation of Program and Department Policies, Rules, or Regulations
- Campus Network Access and E-mail Policy
- COVID-19

Safety guidelines for the department are comparable to safety (risk management) guidelines at health care facilities. Any unsafe event should be reported to the Department of Physical Therapy Chairperson immediately.

Personal Injury Sustained during School Hours and Department Activities

All personal injuries must be reported to the Student Health Services (SHS) office and appropriate incident forms completed if an injury is sustained during classroom, supplemental practice hours, or program activities. If an injury is sustained while at an affiliation, report to the affiliation health service and then report to the office of SHS within 24 hours of the injury.

For safety reasons, when using any laboratory equipment there must be three people present. If injury requiring medical assistance occurs, call 911. One person should remain with the injured person at all times. Notify a faculty member immediately.

Communicably Infectious Diseases

The following information is provided to establish protective measures to reduce risk to students to occupational exposure to blood and other potentially infectious materials in the classroom and clinical setting. This information applies to infectious materials including blood and blood products; body fluids such as saliva, semen, vaginal secretions; cerebrospinal, synovial, pleural, pericardial, peritoneal, and amniotic fluids; contaminated sharps; pathological wastes; and human immunodeficiency virus (HIV) and HBV- containing materials.

1. Students are to follow universal precautions such as wearing gloves and other appropriate personal protective clothing and eye protection, if necessary; washing hands; not eating, drinking, storing food, smoking, applying cosmetics, or handling contact lenses in the clinic.
2. Students are to follow the housekeeping policies and procedures of their assigned facility keeping in mind the need to clean and disinfect all surfaces and equipment; using mechanical means to pick up possibly contaminated broken glassware; using labeled, leak proof primary and secondary containers for storage and transportation of infectious wastes; collecting and disposing waste and laundry properly; and wearing gloves and other protective clothing as necessary.
3. Students with active hepatitis infections should have clearance by the DCE and either their personal physician or Student Health Service before returning to active clinical status. If a student has possible exposure to TB, HIV, or HBV containing materials or persons, he/she is to inform the CI immediately and follow the facility policies and procedures. Additionally, the student must inform the DCE and report to SHS for appropriate follow up measures.
4. Any student who contracts measles, mumps, or rubella is required to inform the DCE and report this information to SHS. The student cannot return to the clinic until released by SHS.
5. Any time the student has influenza or an infectious respiratory condition, it is encouraged that the student remove him/herself from the clinic and take appropriate medical measures until the symptoms subside.
6. All students must follow all WSU COVID-19 policy and procedures.

It is the policy of WSU that students who have AIDS, ARC, or positive HIV tests will be allowed normal classroom attendance or performance of regular duty assignments if they are physically and psychologically able. The University will offer educational programs to students to promote knowledge and prevention of AIDS. Individuals with AIDS, ARC, or positive HIV tests, who are participating in activities where an exchange of body fluids, such as blood, may occur (e.g. contact sports, educational laboratory/clinical settings) should discuss the advisability of participation in these activities with their physician. The participant with AIDS, ARC, or positive HIV tests has the responsibility to inform other participants of the possibility of contamination. You have the responsibility of sharing this information with the ACCE prior to clinical placement since you may be participating in clinical education activities in facilities whose policies may differ.

Definition of terms: acquired immunodeficiency syndrome (AIDS), AIDS-related condition (ARC), and positive human immunodeficiency virus (HIV) antibody tests.

Students with Infectious Diseases

Any student is expected to advise his/her instructor or any official of the College that he/she has been diagnosed as having an infectious disease, such as COVID-19, AIDS, tuberculosis or infectious hepatitis. He/she shall be put on a medical leave of absence pending a physician's statement regarding two factors: 1) the vulnerability of the student to a secondary infection from being in the health care institution, and 2) the potential for infection of others by the student in his/her present medical state. The Physical Therapy Department Chair may require documentation provided by the student and/or interview the student prior to a final determination regarding returning to class.

If it is determined that the student can continue, but has an infectious disease, one or more of the following shall occur:

1. The student will not be allowed to continue course work in a patient contact area if the student or patient must be protected.
2. The student shall continue a medical leave of absence until able to be reinstated. The Department Chair will recommend to the Dean the extent of credit for course work completed.
3. If the student is currently assigned in a non-patient contact area and has been released by his/her physician for return to class, he/she shall be allowed to return to class.
4. If it is determined that no reasonable accommodation is feasible for a student with an infectious disease, the student will continue a medical leave of absence for a period of time defined by his/her physician. Upon termination of the medical leave of absence, the student will be allowed to resume his/her course work in mode or manner recommended by the Department Chair and approved by the College of Health Professions Dean.

Needle Stick or Blood to Blood Exposure Protocol

Students are responsible for becoming familiar with this protocol found in the Clinical Education Handbook before beginning clinical rotations. This protocol will be followed for all exposures.

Treatment of Patients with Infectious Diseases

Students must comply with policies and procedures of each assigned affiliation site for protection of self and others. Students with special health problems or needs who are assigned to work with patients having an infectious disease shall have the responsibility for discussing the issue with his/her clinical instructor and of providing such medical history or information as is requested of him/her.

Practice Procedures

Physical therapy includes the study and application of thermal, mechanical, manual, and electrical modalities. Students are expected to perform these procedures on each other under faculty supervision in the classroom.

Legal Restrictions

Students may not perform physical therapy treatments other than those required for class, lab, or clinic except under the supervision of a physical therapist registered in the State of Kansas. Practice should be confined to classmates, if possible. In all cases you are responsible for your actions, and safety must be foremost.

Nursing Mothers

The designated breastfeeding / pumping room is in the back hall near faculty offices just north of the PT department storage room. Please schedule times with Departmental staff for using this room. If this room is not available, we will find another conference room for the student's use. There is space available in Ahlberg Hall if a student wishes to breastfeed or pump. Speak to the Dean's office to arrange a schedule and key for the room. Breastfeeding mothers should feel free to speak to their instructors if some flexibility is required in order to pump or feed as needed. If these resources are not helpful, you may contact Dr. Nancy Powers by campus phone at 316- 978-5717.

Department of Physical Therapy Student Handbook PT Program Policies and Procedures Notice

The Department of Physical Therapy Student Handbook provides students with a source of information concerning the organization, curriculum, and Department of Physical Therapy policies and procedures. Additions or modifications to departmental policies and procedures can be made reviewed annually, in attempt to update information and to address evolving needs. In the event of an addition or modification to departmental policies and procedures, students will be informed by the Department of Physical Therapy Chairperson.

Notice: *This form is to be completed and uploaded to the student's EXXAT Portal after reading the handbook and no later than one week after receipt.*

I acknowledge that I have received a current copy of the Department of Physical Therapy Student Handbook. I have read and understand all policies and procedures as written in the Department of Physical Therapy Student Handbook.

Signature of Student

Date

Signed forms will be maintained in the EXXAT Database

Appendix A - WSU Department of Physical Therapy Equipment Malfunction and Breakage Report Form

Equipment involved: _____

Description of damage/malfunction: _____

Signature of Reporter: _____ Date of Report: _____

Printed Name of Reporter: _____

Please submit completed form to Kelley Shetlar, Program Operations Manager.

Appendix B – WSU DPT Remediation Policy

Remediation Purpose

The remediation policy is designed to promote the success of students at risk to fail a course, at risk for failure of a clinical rotation, or risk to fail the National Physical Therapy Examination because they have difficulty accomplishing course objectives and/or meeting course or program requirements. The process is not intended to replace course curriculum or course/program requirements but to supplement the student's learning. The remediation process is initiated to address the following situations:

- academic jeopardy (i.e., low quiz/exam scores),
- lack of clinical competency (i.e., failing a clinical competency/laboratory exam, unsafe behavior in the clinical environment), and/or
- lapses in professional judgment (i.e., tardiness, absenteeism, unprofessional behavior).

If a student is struggling in multiple areas, separate remediation plans are established for each at risk behavior.

Remediation Process

The remediation process is initiated by faculty as soon as an at-risk student is identified. The faculty member is responsible for meeting with the student to discuss the identified concerns and develop an individualized remediation plan. The remediation plan must be documented on the form "Physical Therapy Student Remediation Agreement" (see attached) and meet the following guidelines:

- The Remediation Plan must clearly describe the area(s) of deficiency.
- Remediation outcomes must identify specific, measurable goals the student must attain or perform to demonstrate success.
- Remediation activities must be individualized to the student's area of weakness. They may include, but are not limited to, completion of suggested computer-based practice tests, written review materials, practice questions, instructor-developed materials, hands-on laboratory skill practice, or any other materials/methods suggested by the faculty.
- A time frame for completion must be agreed upon and documented in the remediation plan.
- The remediation form must be signed by faculty and student.

Once the remediation plan is signed, the student has until the established deadline for completion to meet the remediation outcomes. Faculty will be available to support the student during this time, but it is the student's responsibility to contact faculty to request additional assistance if/when it is needed.

Remediation Completion




When the deadline for remediation completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met. If evidence supports successful attainment of remediation outcomes,

the remediation plan will be considered complete once it is signed by faculty and student. If evidence does not support successful attainment of remediation outcomes, the remediation will be considered unsuccessful. Unsuccessful remediation signifies the student is unable to master a critical course objective or program requirement; therefore, the student will:

- 1.) receive a failing grade and be required to repeat the course,
- 2.) complete a secondary remediation plan.

If the failure is in a didactic course with a co-requisite clinical course, the student may be required to withdraw from the co-requisite clinical course or from the program. This decision for secondary remediation and withdraw from clinical course or program will be considered by Program Director and associated faculty.

Appendix C – Attire Guidelines

	<i>Casual</i>	<i>Business Casual</i>	<i>Business Professional</i>
<i>Women</i>	<p>Tops: t-shirts, blouses, sweaters</p> <p>Bottoms: jeans, cropped pants, shorts</p> <p>Shoes: athletic shoes, flats, sandals</p>	<p>blouses, button-down shirts</p> <p>slacks, khakis, pencil skirts (mid-thigh or longer)</p> <p>flats, loafers, mules, boots, heels</p>	<p>button-down or blouses WITH a blazer</p> <p>dress suit (mid-thigh or longer), pant suit</p> <p>classic heels (no higher than 3 in.), loafers, flats</p>
<i>Men</i>	<p>Tops: t-shirts, button-down, sweaters</p> <p>Bottoms: jeans, khakis, shorts</p> <p>Shoes: athletic shoes, loafers, sandals</p>	<p>button-downs, polos, sport coats</p> <p>slacks, khakis</p> <p>loafers, lifestyle sneakers (leather or canvas), boots</p>	<p>button-down WITH a tie</p> <p>dark-colored (gray or navy) suit and belt</p> <p>closed-toed oxford or loafer</p>
<i>Images</i>			

Appendix D – Professional Activity Requirements Student Tracking Worksheet

Research & Volunteer Work	Value	Student Completion Tracking	Required Proof of Completion	Professional Conferences	Required Proof of Completion	Date of Student Attendance for Tracking
Volunteer Research Subject (1 time)	1		Professional Activity Completion Form (PACF)	APTA CSM (Spring)	CE Certificates	
Volunteer Research Subject (on-going)	2		PACF	KPTA Conference (Fall)	CE Certificates	
Research Publication and/or Poster Submission	1		PACF and Submission Confirmation email	KPTA Conference (Spring)	CE Certificates	
Service Oriented Volunteer Work (Need 1.2 points before graduation)	Value	Student Completion Tracking	Required Proof of Completion	Midwest Student Conclave	Picture at the Event/Screenshot	
University Volunteer	1		PACF	Academy Specific Conference	CE Certificates	
College of Health Professions Volunteer	1		PACF	Division for Early Childhood (DEC) International Conference	CE Certificates	
Community Volunteer 1 = 1 time (PT related event)	1		PACF	Kansas Division for Early Childhood (KDEC) Conference	CE Certificates	
Incoming Student Reception	1		Sign in at event	APTA Student Conclave	Picture at the Event/Screenshot	
Incoming Student Information Session	1		Sign in at event	Poster/Platform Presentation	Picture at the Event/Screenshot	
Community Volunteer 2 = on-going or > 3 sessions (PT-Related event)	2		PACF	Other (per faculty approval)	CE Certificates	
Leadership Position	1		None			
Volunteer Tutor	1		PACF			
GoBabyGo (Must attend all sessions for credit)	4		PACF			
Interprofessional Autism Screening Team AIDT (Must attend all sessions for credit)	4		PACF			
Department Task Force	1		PACF			
Other (per faculty approval)	1		PACF			
TOTAL Professional Activities Required	Must complete 4 per year			Must attend 3 by graduation, ONLY 1 student conclave can be counted towards total, national conference = 2		
In addition to the requirement options on page 1, each student is required to complete the following activities throughout the WSU DPT Program						
Year 1 Required Activities						Date of Completion
Research Symposium						
Clinical Conference						
APTA Membership						
Year 2 Required Activities						Date of Completion
Career Fair						
Research Symposium						
Clinical Conference						
APTA Membership						
GRASP						
Year 3 Required Activities						Date of Completion
Clinical Conference						
APTA Membership						

Professional Activity Completion

Student Name: _____

Activity Completed: _____

Date of Completion: ____/____/____

Requested Points: _____ (please see spreadsheet for point value)

Research/Volunteer Work Professional Events CHP IPE

Student

Signature: _____ Date: _____