

## Request for Graduate Course Change

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**

College: COHP

Dept/Division: Physical Therapy

Current Alpha Designator/Number: PT 756

Contact Person: Penny Kroll, PT, PhD

Phone: 304-606-5614

### CURRENT COURSE DATA:

Course Title: Evidence Based Practice III

Alpha Designator/Number:

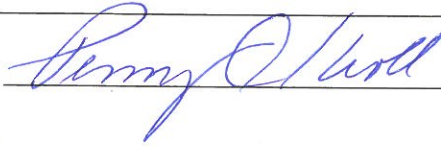
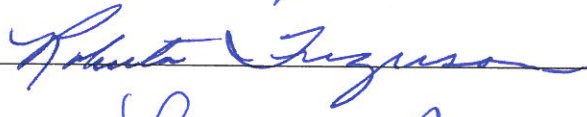

P	T	7	5	6					
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Title Abbreviation:

P	r	o	f	e	s	s	i	o	n	a	l		P	r	a	c	t	i	c	e		V		
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1. Complete this **five** page form in its entirety and route through the departments/committees below for changes to a course involving: course title, alpha designator, course number, course content, credit hours, or catalog description.
2. If this change will affect other departments that require this course, please send a memo to the affected department and include it with this packet, as well as the response received from the affected department.
3. If the changes made to this course will make the course similar in title or content to another department's courses, please send a memo to the affected department and include it with this packet as well as the response received from the affected department.
4. List courses, if any, that will be deleted because of this change (*must submit course deletion form*).
5. If the faculty requirements and/or equipment need to be changed upon approval of this proposal, attach a written estimate of additional needs.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u></u>	Date <u>3/23/15</u>
Registrar <u></u>	Date <u>3/23/15</u>
College Curriculum Chair <u></u>	Date <u>4/13/15</u>
Graduate Council Chair _____	Date _____

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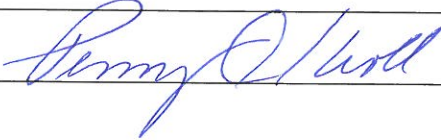
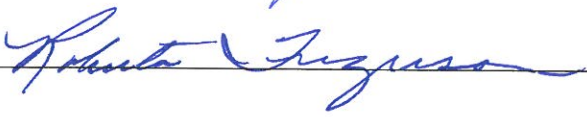
Course Title: Evidence Based Practice III

Alpha Designator/Number: P T 7 5 6

Title Abbreviation: P r o f e s s i o n a l P r a c t i c e V

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## Request for Graduate Course Change - Page 3

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Change in COURSE CREDIT HOURS: ☐ YES ☒ NO If YES, fill in below:

NOTE: If credit hours increase/decrease, please provide documentation that specifies the adjusted work requirements.

From

To

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Change in COURSE CONTENT: ☐ YES ☒ NO (May attach separate page if needed)

From

To

Rationale

## Request for Graduate Course Change-Page 4

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College: COHP \_\_\_\_\_

Department: Physical Therapy \_\_\_\_\_

Course Number/Title PT 756 Professional Practice VI \_\_\_\_\_

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1. REQUIRED COURSE: If this course is required by another department(s), identify it/them by name and attach the written notification you sent to them announcing to them the proposed change and any response received. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

2. COURSE DELETION: List any courses that will be deleted because of this change. A *Course Deletion* form is also required. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

3. ADDITIONAL RESOURCE REQUIREMENTS: If your department requires additional faculty, equipment, or specialized materials as a result of this change, attach an estimate of the time and cost etc. required to secure these items. (NOTE: approval of this form does not imply approval for additional resources. Enter NOT APPLICABLE if not applicable.

NOT APPLICABLE

## Request for Graduate Course Change - Page 5

Please insert in the text box below your course change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings) based on the appropriate change:

### COURSE DESCRIPTION CHANGE

Department:

Course Number and Title:

Rationale:

Course Description (old)

Course Description: (new)

Catalog Description:

### COURSE NUMBER CHANGE

Department:

Current Course Number/Title:

New Course Number:

Rationale:

Catalog Description:

Credit hours:

### COURSE TITLE CHANGE

Department:

Current Course Number/Title:

New Course Title:

Rationale:

Catalog Description:

### COURSE DESCRIPTION CHANGE

Department: School of Physical Therapy

Current Course Number/Title: PT 756 Professional Practice V

New Course Title: PT 756 Administration in PT

Rational:

With the deletion of two Professional Practice course in the past, using numbers in the names of the courses has lead to confusion. The change of the name of this and subsequent courses in that series clears up that confusion

Course Description:

This 3 credit emphasizes administration of clinical practice in multiple settings. Information about licensure, attainment and retention of employment, professional organization membership, residency and fellowship programs, and specialization is provided. The student must have successfully completed all prior curricular course work.



(old)

Course Number Title	<b>PT 756</b> <b>Professional Practice VI</b>
Semester/Year	Summer 2014
Days/Time	Tuesday/Thursday 10:30-12:00; (Contact hrs-27)
Location	SMEC Room 105
Instructor	Rania Karim, PT, DPT, GCS
Office	SMEC Room 146
Phone	304-696-5604
E-Mail	Karimr@marshall.edu
Office/Hours	Tuesday 1-3 and by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on "Marshall University Policies." Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

### Course Description: From Catalog

**Credit Hours: 3**

This 3 credit emphasizes administration of clinical practice in multiple settings. Information about licensure, attainment and retention of employment, professional organization membership, residency and fellowship programs, and specialization is provided. The student must have successfully completed all prior curricular course work.

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**Course Student Learning Outcomes and Assessment Measures:** The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

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2. Describe how to manage a physical therapy practice in multiple clinical settings (inpatient acute, subacute, outpatient, long-term care, home health) in accordance with regulatory and legal requirements.	Lecture/Group Project	Assignment Written Exam
3. Identify mentors in further post-graduate education opportunities and career promotion.	Lecture Small group discussions	Assignment Written Exam
4. Discuss the challenges facing today's healthcare organization in the current economic climate.	Lecture Small group discussions	Assignment

5. Assess and revise their plan for their current and future professional development.	Lecture Small group discussions	Written Exams Assignment
6. Identify career paths of interest within the profession of physical therapy and describe and implement a plan of action for working toward the career path(s) of choice.	Lecture Small group discussions	Written Exams Class Participation Assignment
7. Demonstrate an awareness of the professional duties and responsibilities of practicing physical therapists outside the boundaries of basic clinical practice.	Lecture Small group discussions Experiential lab	Assignment
8. Identify multiple opportunities for participation, advancement, service, and leadership within the APTA and other professional organizations.	Lecture Small group discussions Experiential lab	Written Exam Assignment
9. Demonstrate an understanding of the importance of participation and promotion of professional organizations.	Lecture Small group discussions	Assignment
10. Discuss the ethical and legal aspects of supervising physical therapy students, physical therapy assistants, physical therapy aids or technicians, as well as other healthcare professionals and support staff.	Lecture Small group discussion	Assignment
11. Develop and present, orally and in writing, a business plan that might be implemented in a physical therapy practice.	Small group project	Assignment

### Required Texts, Additional Reading, and Other Materials

1. Richmond and Powers. Business Fundamentals for the Rehabilitation Professional 2<sup>nd</sup> edition. SLACK 2009.
2. Member Access to [www.APTA.org](http://www.APTA.org). Student Membership applications found online at [www.APTA.org](http://www.APTA.org)
3. Other handouts as provided.

### Course Requirements: See 'Assignments' Section for Details

1. Resume and Cover Letter
2. Mock Interview Reflection Paper
3. Licensure Assignment Oral Presentation
4. Exam
5. Career Development Reflection Paper
6. Business Plan Formal Paper
7. Business Plan Oral Presentation




## Grading Policy

<b>Grading Criteria:</b>		<b>Grading Scale</b>
Resume and Cover Letter	10%	89.5-100% A
Mock Interview Reflection Paper	10%	79.5-89.49% B
Licensure Assignment Oral Presentation	15%	69.5-79.49% C
Exam	15%	Below- 69.5% F (non-passing)
Career Development Reflection	10%	
Business Plan Formal Paper	30 %	
Business Plan Oral Presentation	<u>10%</u>	
	100 %	

## Attendance Policy

[Please see the School of Physical Therapy Student Handbook for details.]

## Course Schedule

	Content	Required Prior to Class
5/19	Getting Started- SWAT Analysis	Chapter 1
5/21	Business Plan Components  Business Plan Structure- Tax status, legal structure, organizational structure, regulations	Chapters 2-3
5/26	<b>Memorial Day No Class</b>	
5/28	Licensure Obtainment	<a href="http://www.apta.org/Licensure/">http://www.apta.org/Licensure/</a> <a href="http://www.fsbpt.org/FreeResources/RegulatoryResources/LicensureReferenceGuide.aspx#number-of-pts">http://www.fsbpt.org/FreeResources/RegulatoryResources/LicensureReferenceGuide.aspx#number-of-pts</a>
6/2	Employment Laws	United States Department of Labor <a href="http://www.dol.gov/elaws/elg/">http://www.dol.gov/elaws/elg/</a>

6/4	Business Plan Financial Management Marketing	Chapter 4 and 6
6/9	Resume Workshop	
6/11	Class time to work on assignments	
6/16	Resume Review	<b>DUE: Resume and Cover Letter (before class)</b>
6/18	Interview Workshop	
<b>6/23 10:00-12:00</b>	Mock Interviews	
6/25	Class time to work on assignments	
6/30	Licensure Assignment Oral Presentation	<b>Due: Mock Interview Reflection Paper</b>
7/2	Licensure Assignment Oral Presentation	
7/7	Career Development	
7/9	Continuing Competencies	<b>Due: Friday 7/11 Career Development Reflection</b> <a href="http://www.fsbpt.org/Licensees/ContinuingCompetence.aspx">http://www.fsbpt.org/Licensees/ContinuingCompetence.aspx</a>
7/14	Exam	
<b>7/16 9-10</b>	Class time to work on assignments	<b>Due: Friday 7/18 Business Plan Formal Paper</b>
7/21	Business Plan Oral Presentation	
7/23	Business Plan Oral Presentations	

## Assignments

### **Resume and Cover Letter:** Due before class Monday 6/16/14

You will be responsible for creating a resume and cover letter that is acceptable to use for employment purposes. Career Development must officially approve your resume in order to receive credit for this assignment.

### **Mock Interview Reflection Paper:** Due by noon Monday 6/30/14

Individually, write a reflection on your Mock Interview experience. Papers should be double spaced, have one-inch margins and NOT exceed 3 pages. Your reflection **MUST** include **ALL** of the following:

1. Your feelings as the interview progressed
2. Favorable aspects of the interview and why.
3. Shortcoming and areas for improvement – where there any questions you wish you responded differently too? Why?
4. What did you benefit from this mock interview?
5. A list of steps you will take to improve for future interviews

### **Licensure Assignment Oral Presentation:** Due 6/30/14

With a partner you will be responsible to gather and presenting licensure information for assigned states. An excel sheet with column headings will be provided for input of information.

### **Career Development Reflection Paper:** Due by 5pm Friday 7/11/14

Based on information presented in class and information available on the APTA website, describe in detail what your 5 year career plan is and how you plan on accomplishing it. Papers should be double spaced, have one-inch margins and NOT exceed 2 pages.

### **Business Plan Formal Paper:** Due by noon Friday 7/18/14

Refer to *Business Fundamentals for Rehabilitation Professional* page 47 'Business Plan Outline' for requirements.

### **Business Plan Oral Presentation:** Due date of presentation

A group presentation that briefly describes clinical practice and each of the sub-headings of the business plan. (20 minutes)

**\*Any late assignment will receive a 5 point deduction per day**

## Academic Dishonesty Policy

All students should be familiar with the university's policy concerning academic dishonesty. This policy can be found on pp. 66 – 68 of the undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf) or on pp. 61 – 64 in the spring 2010 online graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). (Faculty are encouraged to add any additional information specific to their expectations and/or rules regarding academic dishonesty in their class).

## Policy for Students with Disabilities

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## University Computing Services' Acceptable Use Policy

All students are responsible for knowing this policy, which can be found on the web at <http://www.marshall.edu/ucs/CS/accptuse.asp>.

## Affirmative Action Policy

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## Inclement Weather Policy

Students can find information concerning Marshall's policy regarding inclement weather on pp. 64 – 65 of the 2010 – 2011 undergraduate online catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-](http://www.marshall.edu/catalog/undergraduate/ug_10-)

[11\\_published.pdf](#), or on pp. 21 – 23 of the [spring 2010 graduate catalog](#)  
[http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf).

(Note: A link has been added to the Assessment website which has the University Computing Services Acceptable Use Policy, the Affirmative Action Policy and the Inclement Weather Policy. Faculty are welcome to reference the following link  
[http://www.marshall.edu/assessment/Syllabus%20Information/University\\_Policies.doc](http://www.marshall.edu/assessment/Syllabus%20Information/University_Policies.doc).



Course Number	<i>(new)</i> <b>PT 756</b>
Title	<b>Administration in Physical Therapy</b>
Semester/Year	Summer 2014
Days/Time	Tuesday/Thursday 10:30-12:00; (Contact hrs-27)
Location	SMEC Room 105
Instructor	Rania Karim, PT, DPT, GCS
Office	SMEC Room 146
Phone	304-696-5604
E-Mail	Karimr@marshall.edu
Office/Hours	Tuesday 1-3 and by appointment
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to <a href="http://www.marshall.edu/academic-affairs">www.marshall.edu/academic-affairs</a> and clicking on "Marshall University Policies." Or, you can access the policies directly by going to <a href="http://www.marshall.edu/academic-affairs/?page_id=802">http://www.marshall.edu/academic-affairs/?page_id=802</a>  Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

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This course will follow Marshall University's policy on Affirmative Action, which can be found on p. 63 of the 2010 – 2011 undergraduate catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-11\\_published.pdf](http://www.marshall.edu/catalog/undergraduate/ug_10-11_published.pdf) or on p. 16 of the spring 2010 graduate catalog [http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf). Specifically, all students will be afforded equal opportunity without regard to race, color, sex, religion, age, disability, national origin, or sexual orientation.

## Inclement Weather Policy

Students can find information concerning Marshall's policy regarding inclement weather on pp. 64 – 65 of the 2010 – 2011 undergraduate online catalog [http://www.marshall.edu/catalog/undergraduate/ug\\_10-](http://www.marshall.edu/catalog/undergraduate/ug_10-)

[11 published.pdf, or on pp. 21 – 23 of the spring 2010 graduate catalog  
http://www.marshall.edu/catalog/Graduate/S2010/gr\\_sp10\\_final.pdf.](http://www.marshall.edu/catalog/Graduate/S2010/gr_sp10_final.pdf)

(Note: A link has been added to the Assessment website which has the University Computing Services Acceptable Use Policy, the Affirmative Action Policy and the Inclement Weather Policy. Faculty are welcome to reference the following link  
[http://www.marshall.edu/assessment/Syllabus%20Information/University\\_Policies.doc.](http://www.marshall.edu/assessment/Syllabus%20Information/University_Policies.doc)