Please sign the following and return this page to the Physical Therapy Office at 801 Clark Hall.

I, ____________________________, (print name) have read and reviewed the policies and procedures in the Physical Therapy Student Handbook. I understand that I can locate general information, as well as program policies and procedures within the handbook. I understand that further information regarding Clinical Education will be forthcoming each semester as I proceed through the professional program. I am aware that departmental or program policies and procedures are subject to change.

Date_________________________

Please note errors of spelling, grammar, or logic below so we may correct future editions!
If you have comments regarding this information, particularly if there are other items that should be included, include those ideas as well.

With Thanks,
The Faculty of the Physical Therapy Department

__________________________________________
Signature
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INTRODUCTION

The materials in this Handbook were prepared to help students locate and understand current policies and procedures of the Department of Physical Therapy at the University of Missouri. The Student Handbook also serves as a resource and guide to faculty and staff in their dealings with students by clarifying expectations, and helping maintain consistency from person to person. The faculty and staff expect that students--you--will have a better understanding of both opportunities for, and obligations of each participant in this endeavor, whether student, faculty or staff member, because this information has been set down in writing.

Students should also refer to the M BOOK, the primary campus resource regarding most matters of University policy; it is updated yearly https://mbook.missouri.edu/standard-of-conduct/. The University Catalog http://registrar.missouri.edu/ contains the academic calendar, campus rules and regulations regarding courses and grading, information about the various schools and colleges and specific course descriptions. The Office of Graduate Studies website (http://gradstudies.missouri.edu/) describes the function of that office and relevant policies and procedures. Please use these MU websites for the most current information regarding your academic questions.

The Schedule of Courses (http://registrar.missouri.edu/) each semester contains information for course registration, reference numbers, and a tentative schedule. Please note that meeting times for Physical Therapy courses and lab sections may be different from the ones printed in the schedule. Work schedules and other non-academic arrangements should be made after the semester schedule is distributed by the Physical Therapy Department.

Students are encouraged to visit the MU website for information about the many services provided by the university. The Student services website (http://www.missouri.edu/students/) is a helpful place to start your search. Additionally, faculty and staff may be able to provide guidance about specific services, so please feel free to ask for help! The University website contains valuable information about environmental health and safety as well at http://ehs.missouri.edu/.
THE DEPARTMENT OF PHYSICAL THERAPY

The University of Missouri Department of Physical Therapy is part of the School of Health Professions (SHP). SHP is home to several health care programs (Clinical Laboratory Science, Diagnostic Medical Ultrasound, Nuclear Medicine, Radiography, Communication Science and Disorders, Occupational Therapy and Respiratory Therapy, Athletic Training, Public Health, Health Sciences, Health Psychology). The PT Department Office is located at 801 Clark Hall.

In addition to physical therapy education, the faculty makes research contributions, function as consultants, offer physical therapy services to clients, provide continuing professional education, and are active in school, campus, and professional organizations. The majority of faculty/staff offices are on the eighth floor of Clark, where a conference room is also located. The main classroom, student laboratory, a student clinical education room, research labs, and additional faculty offices are located on the sixth floor or ground floor of Clark Hall.

Other campus facilities are used for classes. Clinical education is provided through an array of clinical sites both inside and outside of Missouri.

History of the University of Missouri Program in Physical Therapy

The program began in 1963, graduating its first class of 10 in 1965. Approximately 60% of graduates remain in Missouri where a significant proportion provide physical therapy services in rural areas. In 1997, the Coordinating Board for Higher Education in Missouri approved the change in degree from the Bachelor of Health Science-Physical Therapy to the Master of Physical Therapy. In 2006, the Coordinating Board approved the change in degree the Doctor of Physical Therapy. Since 1976, the program has been a part of the School of Health-Related Professions. In December, 2000, the School of Health Professions, containing Departments of Physical Therapy, Occupational Therapy, Communication Sciences and Disorders, and Cardiopulmonary and Diagnostic Services, was created. The entry-level physical therapy curriculum is nationally accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE).

The Mission Statement

Department Mission:
Our mission is to prepare skilled physical therapists who effectively translate research into practice and embrace the responsibility of serving the community and the profession.

Department Goals:
1. We will provide a high quality, contemporary educational experience to well-qualified students.
2. We will graduate individuals with the knowledge and behaviors necessary to be skilled physical therapists.
3. Our faculty, students, and graduates will provide professional/community service.
4. Our faculty, students and graduates will be leaders in the profession and the community.
Academic Philosophy, Principles, and Values
The Department of Physical Therapy ascribes to the value statement of the University of Missouri: respect, responsibility, discovery, and excellence. The maximum development of the individual is sought by offering educational opportunities that:

- develop creative capacities and critical thinking skills
- support clinical competence and confidence
- promote an independence of inquiry, vision, judgment, and an awareness of the environment of health care
- encourage involvement in professional issues, community service and a commitment to professional growth

The program is built on the principles of evidence-based practice and the development of a systematic process of clinical reasoning. Faculty and students will consider best available evidence, expertise, and stakeholder preference in clinical as well as educational practice.

Open communication and mutual respect among students, staff, and faculty and appropriate professional responsibility and behavior are paramount to learning and professional development. For all of its participants, the program supports the concepts of a balanced life, attitudes of satisfaction, humor, an optimistic view of change, and the appreciation of the active contribution that each individual may make to the betterment of family, community, country, and the world.

Critical Thinking/Clinical Reasoning Examinations
At specific intervals in the PT curriculum, students will complete examinations of critical thinking/clinical reasoning as a part of our instruction and development. The testing will be completed at scheduled times outside of the ordinary class schedule. You will be advised when the testing will occur. Participation is mandatory.
Professional Behavior

The mission of the University of Missouri Department of Physical Therapy is to prepare students to be exemplar therapists. Knowledge, clinical skills and professional behaviors are crucial components for the best practice of physical therapy. It is our obligation as a faculty to provide for the development of all three components in all of our students. To this end, the department expects professional behavior, as well as academic and clinical excellence from all students and faculty. The Department of Physical Therapy endorses the philosophy and behaviors embodied in the APTA Core Values, Code of Ethics, and Generic Abilities (see appendices at back of handbook). No professional standards can address every possible scenario that may arise, but the following paragraphs provide descriptions and examples of the minimum standards of expected behaviors for students.

Come to class

Classroom and laboratory activities are carefully planned and are designed to convey critical content. It is the expectation of all physical therapy faculty that you attend all classes. The faculty does recognize that there may be rare instances when attendance is impossible. It is your sole responsibility to notify all appropriate faculty prior to the absence, to make independent arrangements for mastery of the material covered in that class period, to obtain class materials, and to arrange to meet with faculty regarding questions.

MU Rules and Regulations: Attendance

A. Students are expected to attend all scheduled class sessions. A student who does not complete assigned academic work because of absence from class is responsible for making up that work in accordance with instructions provided by the faculty member consistent with any policy established by the faculty of the respective department or division.

B. Divisional or department faculty, a course director or an individual instructor may establish attendance standards and will determine whether a student will be permitted to make up work missed as a result of absence(s). There will be no "Deans' Excuse" or "Official Absence".

School of Health Professions: Statement on Attendance

A. Students enrolled in the School of Health Professions are expected to attend classes regularly and may be dismissed for inattention to their academic responsibilities.

B. Permission to make up class work missed as a result of absence is granted at the discretion of the individual instructor. Normally, students who have been absent from classes due to illness or hospitalization will be allowed an opportunity to make up work missed. If more than 3 weeks of class in a regular semester have been missed, students will normally withdraw from the University.

Physical Therapy Program Attendance Expectations

A. Students are expected to attend 100% of classes.
B. If an acute illness requires absence from class, the student is expected to call the program office (573) 882-7103, e-mail, or otherwise leave word for the instructor prior to the absence. Course coordinators will determine what impact absences will have on the final grade.

C. Students are responsible for obtaining distributed materials or class notes, and for arranging to take tests missed during absences.

UNIVERSITY CALENDAR AND SPECIAL DATES/TIMES:
Several courses within the curriculum utilize block scheduling that does not correspond to the standard university calendar. These courses are allowed to meet on University Reading Day and may have classes during finals week (approved by Office of the Provost, Spring 2009). Courses scheduled for the standard 16 week semester will observe University policy regarding Reading Day and finals week.

Courses may meet outside of the standard days/times listed during registration. These special meeting times will be noted in the syllabus distributed at the beginning of the course. Special sessions noted in the syllabus will be governed by the standard department attendance policy.

Be prepared for class
Being prepared enables you to be an active participant and contribute to the overall learning experience for yourself and the class as a whole. Prior preparation by all students allows for a more efficient use of classroom time and deeper discussion of content instead of reviewing basic material that can be found independently.

Be on time for class
Tardiness is disruptive and discourteous to the faculty and the rest of the class. This behavior is particularly unacceptable and reflects poorly on the department and students when the program is hosting guest speakers or patient volunteers.

Be courteous
Everyone deserves to be treated with respect: classmates, faculty and staff. Examples of discourteous classroom behavior include sleeping in class, talking to your classmates during lectures, rude non-verbal behaviors, answering email with your laptop or cell phone, and/or preparing to leave prior to the end of class. Cell phones and pagers must be turned off while in class.

Give and accept constructive feedback
Being able to give and accept constructive feedback is critical to the learning of any new skill. Faculty members are committed to providing you with feedback designed to enhance your learning. This feedback is offered in the spirit of assisting you to be the best physical therapist you can be.

Giving constructive feedback is also an important skill. You develop this skill throughout your professional education with multiple opportunities to give feedback to your peers and your faculty. The ability to exchange ideas is crucial to your future professional practice.
You will encounter many different clinical instructors, each has a different way of treating, educating patients and documentation. Please EMBRACE all the differences, this will allow you the opportunity to see all the aspects of physical therapy from different points of view and experience.

**Communicate effectively**

Good communication skills, both verbal and non-verbal are critical to the successful practice of physical therapy. The development of excellent communication skills is a goal of this program and therefore you are given multiple opportunities to practice these skills.

*It is your responsibility to keep the faculty informed of any situation that might adversely affect your educational experience here at MU. The faculty strives to articulate clear expectations of student performance, however ambiguities may sometimes occur. It is your responsibility to seek clarification from the faculty as needed.*

At a minimum we expect you to demonstrate respectful communication with all staff, faculty and peers. This extends to written communication through electronic means (email, blackboard, text message, etc.). The following information can assist you with sending respectful, meaningful communications through email.

“*Bad things can happen on email…*” You can send the wrong message, get the wrong answer, make a mess of things and even ensure that someone doesn’t like you before they even meet you. (Shipley & Schwalbe)

**Effective email communication** can save time and provide a written record. It also is challenging. Probably the most challenging aspect of email communication is the tone of the message. Because you are not there when the words you have sent are received, you have no way to set or modify the tone of your message with your own voice and facial expressions. In an email that you have sent, you can’t modify the message based on feedback you are getting from a listener. You have to send the whole message at one time instead of having a conversation with the other person. The recipient can’t ask you questions as they are reading and you can’t add to your message. In fact, just because you sent an email you cannot assume that it was received.

Because we rely on email for personal and academic communications, it is important that we all understand the medium and follow good email etiquette.

**Below are guidelines for email communications between students, faculty and staff.**

- Address others with their titles unless you are already friends or have established a first-name relationship. (Dr. North, Ms. Brown, Professor West)
- It is up to you to set the tone in the message you send. If you don’t consciously insert the tone you intend to communicate, the reader will insert her/his own tone. How the reader interprets an email can be influenced by current mood, fatigue or even hunger. Make sure you are clearly polite, positive and respectful to get your message across as you intend.
- Email should use complete sentences, proper grammar and punctuation.
Sometimes it is better to use email to make an appointment to talk, rather than to present your issue in the email itself. Email is not a good way to deal with emotional or uncomfortable topics or to avoid a difficult conversation.

Remember, all email on the MU system is in the public domain and can be repeated and forwarded by others.

**Think before you SEND.**
Send email you would like to receive

From *Send* by David Shipley and Will Schwalbe. Alfred A. Knopf, New York,

**Be a good ambassador for the program**
Our reputation as a program on and off campus depends greatly on how you present yourself. First impressions are very important. Often, the behaviors you display are the only contact some individuals will ever have with this program. It is especially important to be courteous, appreciative and attentive while interacting with all individuals from outside of our department. In addition it is important to wear modest, professional dress for all guest lectures, patient presentations and outside laboratory experiences. Name tags should be worn for all patient labs and for any school related activity off of campus.

**Summary:**
We owe it to you, and the profession as a whole, to take the steps necessary to insure the excellence of our graduates. The faculty takes this responsibility seriously and it is a major focus of our curriculum. Professional behavior performance is an integral part of each class in the curriculum and is a requirement for successful completion of each course and the program as a whole. The faculty is committed to providing you with feedback regarding your professional behavior and is dedicated to being viewed as positive, professional role models.

Students must possess and exhibit personal characteristics and abilities that are associated with patient welfare and professional trust. **These personal characteristics, which are part of the regular, overall student evaluation process, include the ability to:**

1. Communicate effectively with varied audiences and for different purposes (speaking, body language, listening, reading, and writing);
2. Self-assess, -correct, and –direct; identify learning needs and resources; continually seek knowledge and understanding;
3. Fulfill program and school related commitments and be accountable for actions;
4. Obtain the maximum benefit from a minimum investment of time and resources;
5. Identify sources of feedback and use it effectively to improve performance; provide appropriate feedback to others;
6. Recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes;
7. Identify, generate and evaluate elements of logical argument; recognize and differentiate facts, illusions, assumptions; distinguish the relevant from the irrelevant.
8. Assume responsibility for all actions, words, and non-verbal communication that is exhibited.
Professional Clinical Attire

It is the policy of this program that students dress in professional clinical attire during lectures and labs where guest speakers or participants are invited, as well as during all off-campus educational experiences when the student represents the University of Missouri-Columbia Department of Physical Therapy.

Professional attire is defined by:
- Long pants or skirts that are knee length or longer
  - Jeans or leggings are not appropriate
- Shirts should cover the waistline during any activity. Necklines should be modest to allow complete coverage of chest during all activities.
- Closed toe shoes
- MU Physical Therapy nametag.

Laboratory Information:
- Students must wear appropriate clothing to lab and be dressed out at the beginning of the lab session. Hands will be washed before practicing techniques on each new “patient”. Students will rotate lab partners (between and within labs) to ensure exposure to different gender and body types.

Laboratory attire is defined by:
- Clothing that allows complete exposure of the joints being examined that day
  - Examples include: Shorts, halter, swim suits, or sports bra tops
- Long hair under control so that it cannot touch your patient
- Fingernails short enough that there is no imprint with proper application of thumb/finger pressure
- Jewelry or other accessories removed as necessary to avoid scratching others

Students needing accommodations for the dress code due to personal, religious, or other reasons are welcome to speak with the instructor.
Student Professional Behavior

**Policy:**
The Department of Physical Therapy expects professional behaviors from all students during classroom and clinical experiences. Professional behaviors are characterized in the Student Handbook.

Failure to demonstrate professional behavior could result in dismissal from the program.

**Procedures:**
- Faculty will monitor professional behavior in the classroom and during any clinical opportunities that develop. Faculty will discuss concerns regarding professional behavior with students as they occur. If minor or infrequent, these infractions do not require documentation.
- A significant/frequent occurrence requires faculty discussion with the student, documentation of the discussion and forwarding of the documentation to the Chair of the Academic and Student Affairs Committee.
- Disciplinary action will depend upon the severity and/or frequency of the infraction(s). It may consist of a warning, probation, alteration of final grade, failing of the course, or dismissal from the program. Discussions with the student either by the specific faculty member, Chair of the Academic and Student Affairs Committee, or the Executive Committee will occur at each level of disciplinary action. A severe infraction can result in dismissal from the program without prior disciplinary action.
Student Performance Policy:

The faculty of the University of Missouri Physical Therapy Department is committed to high academic and professional standards. These high standards are central to our mission of preparing exceptional clinicians who will serve as stewards of our profession. Therefore, it is our obligation to insure that graduates demonstrate mastery of all course content. It is to this end we establish the following grading policies and procedures.

Grading Scale:
Grades will be assigned based on the following departmental standard: All undergraduate students will be evaluated based on the undergraduate scale. Graduate students may be evaluated on either scale depending on faculty preference, but students will be advised about which scale will be utilized in each course.

Graduate:
92% +: A
83% - 91.9%: B
74% - 82.9%: C
Below 74%: Fail

Graduate/Undergraduate (for those first year students classified as undergraduates)
98-100 A+
95-97 A
92-94 A-
89-91 B+
86-88 B
83-85 B-
80-82 C+
77-79 C
74-76 C-
<74 Fail

Minimum Competency:
Students must obtain a minimum competency of 74% on all major course activities such as written examinations, checkouts and projects.

Remediation Policy:
Students scoring below a 74% will be required to perform remediation of the activity to demonstrate mastery. The nature of the remediation and the level of acceptable performance will be at the discretion of the individual faculty member. The original score will be used in the tabulation of the final course grade.

Deficiencies:
If a student does not achieve the required level of performance on the initial remediation, a deficiency for that activity will be assigned. Eventual remediation for all activities is required. Deficiencies occurring in 2 activities will result in failure of the class regardless of the current cumulative point total. Failure in any of the professional courses prevents students from proceeding to clinical education participation.
Final Examinations:
Final examinations will be held to the same standard previously described for other activities. Every possible effort will be made to allow students to remediate prior to the University imposed deadline for submission of grades. If the activity cannot be remediated prior to this deadline, University policy dictates that an “Incomplete” be assigned. A change of grade form will be submitted when successful remediation occurs. Students will not be allowed to attend/participate in clinical education experiences until remediation has been successful, and a passing grade has been assigned.

Successful Completion of Course:
Students must fulfill each of the following requirements to successfully complete a course:

1. Score of 74% on all examinations, checkouts, projects, etc. OR successful remediation of those activities
2. Deficiency in not more than one activity
3. Cumulative point total of 74% or above
4. Exhibit professional behavior as described in the Student Handbook, Department of Physical Therapy, School of Health Professions, University of Missouri. Issues with professional behavior can result in warning, probation, alteration of final grade, failure of the course, or dismissal from the program. Please see Student Handbook section on Student Professional Behavior for policy and procedure concerning professional behavior issues

GPA and Probation
At the end of each semester, physical therapist students with a cumulative GPA below 3.0 are placed on probation. If at the end of the following semester the cumulative GPA is 3.0 or better, the probationary status is removed. A student on probation failing to raise the cumulative GPA to 3.0 may, on the recommendation of the department or area program, be allowed a second probationary semester. To graduate, a student must have an overall GPA of 3.0 in all professional courses taken at MU.

A student is subject to dismissal upon failure to raise the cumulative GPA to 3.0 by the end of the second probationary semester, or at any time a semester/term or cumulative GPA falls below 2.0. Note: Summer session is not counted as a semester.

AMERICANS WITH DISABILITIES ACT STATEMENT:
If you anticipate barriers related to the format or requirements of courses, if you have emergency medical information to share with us, or if you need to make arrangements in case the building must be evacuated, please let us know as soon as possible. If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Office of Disability Services (http://disabilityservices.missouri.edu), S5 Memorial Union, 882-4696, and then notify us of your eligibility for reasonable accommodations. This is the only avenue through which faculty can make academic accommodations. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.
Accommodations during the National Physical Therapist Exam require evidence that accommodations were required during the professional education. Please refer to this website for more complete information.  

In addition, situations arise from time to time that require temporary accommodations (recent injury or current illness, etc). It is the responsibility of the student to let a faculty member or clinical instructor know if there is any medical risk or safety concern related to participation in the educational/clinical activities (including simulation, role-play, etc).

Policy: Probation, Delay, Deceleration and Dismissal
All students in the professional phase of the program are expected to maintain at least a 3.0 for each semester (term) and during the professional program as a cumulative grade point average, with no grade below a "C" (or C- if using + - grading) in courses required for the degree. A student who fails to achieve at least a 3.0 semester GPA will automatically be placed on academic probation.

Procedure:
A. Failure of a course results in delay of graduation, deceleration to a future cohort, or dismissal from the program. Decisions regarding delay, deceleration, or dismissal must be approved by core faculty vote (3/4 majority of a 2/3 quorum). See note below for rules regarding deceleration to the following cohort.
   • Failure of Clinical Education Coursework
     o Can result in delay, deceleration, or dismissal
     o Students may be allowed to continue with didactic coursework (delay graduation) and repeat the clinical affiliation at the next available clinical education slot.
     o Student may decelerate and join a future cohort. See “Deceleration” below.
   • Failure of Didactic Coursework
     o Can result in complete dismissal from the program
     o Student may decelerate and join a future cohort
     o Students may not proceed within the curriculum if they fail a didactic course (delaying graduation is not an option).
B. Failure to achieve a semester (term) or professional cumulative grade point average of 3.0 during any semester will result in the one or more of the following:
   • Dismissal from the program
   • Conditional probation or continued conditional probation
   • Remediation of weak areas of content via special project or additional coursework
   • Delay in graduation
   • Deceleration to a future cohort
C. In any case of probation, delay, deceleration, or dismissal, the student will receive written notification of his/her status from the Department.
D. Decisions regarding probation, delay, deceleration, or dismissal are not subject to appeal at the Department level (including the Department Student Grievance Policy). Appeals of this nature can be made to the School of Health Professions Deans office.
Note: Deceleration to a Future Cohort (as noted above):

- Students may be removed from their graduating cohort and be placed in a future graduation cohort to allow them to retake coursework. The extent to which coursework will be repeated is at the discretion of the core faculty and may include previously passed courses.

Approved 1-27-10; approved 1-24-14 to reiterate ability for faculty to grade graduate students with UG scale per campus policy; 1-27-16 clarifications approved; reviewed 1/29/18

Academic Honesty

As future health care professionals, it is imperative that students of physical therapy are scrupulously honest in their academic and personal pursuits. Standards of Conduct in the Collected Rules and Regulations, as published in the M Book, describes actions considered academically dishonest. Specific attention is called to the following:

"Academic dishonesty includes, but is not necessarily limited to the following:

A. Cheating, or knowingly assisting another student in committing an act of cheating or other academic dishonesty.
B. Unless specifically provided by the instructor, use of past exams, assignments, or course materials will be considered cheating.
C. Plagiarism, which includes, but is not necessarily limited to, submitting examinations, theses, reports, drawings, projects, laboratory notes or other materials as one's own work when such work has been prepared by another person or copied from another person.
D. Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials/experiments, or any other similar actions."

E. Violation of trust may result in a lowered test grade, course grade, and/or suspension or dismissal from the University. Procedural due process will be observed. For a full statement of University, faculty, and student obligations and expectations, refer to the M Book.

The Collected Rules and Regulations include other Standards of Conduct including Grievance Procedures and Rules of Procedure in Student Disciplinary Matters. Standards of Conduct are identified through department policy and procedure.

Policy: Policies regulating student conduct and performance are designed to maintain the safety, dignity, rights, and privacy of all persons associated with the Department of Physical Therapy and to encourage performance consistent with the educational purposes of the program.

Procedure: The enforcement of these policies will be accomplished in a fair, just, and consistent manner, keeping the welfare of the student and the welfare of the department in balance. Enforcement procedures are specified for each policy in effect.
**Grievance Policy**

Students enrolled in the Physical Therapy program are entitled to an appropriate and equitable educational opportunity. In the event that a student feels like these rights have been violated, the following grievance procedures will be applied.

1. The student should initiate discussions directly with the involved PT faculty member or peer to resolve the concern. Guidance from their academic advisor prior to such meeting may be warranted.

2. If the involved parties are unable to resolve the differences, the student should provide a written complaint to the Departmental Student Affairs Committee Chair within 10 working days following the non-resolution. Upon receipt of such complaint, the Student Affairs Committee will investigate the situation – consult with the Department Chair and provide a written response to the student within 20 working days.

3. If the student remains dissatisfied with the proposed resolution, the student may file a complaint directly with the Departmental Chair within 10 working days. The Department Chair can uphold the decision, offer another resolution or refer the complaint to the School of Health Professions Dean.

4. Continued dissatisfaction with the proposed resolution would warrant a complaint directly to the School of Health Professions Dean and must follow procedure outlined in the SHP handbook available on the web.

This policy does not apply to decisions regarding probation, delay, deceleration or dismissal as these decisions are not subject to appeal at the Department level. Appeals of this nature can be made to the School of Health Professions Deans office.

Additional information relative to grievance may be found in these resources:
- University of Missouri M-book
  - http://conduct.missouri.edu

- University of Missouri Collected Rules and Regulations
  - https://www.umsystem.edu/ums/rules/collected_rules/

Should a student find it necessary to contact the Commission on Accreditation in Physical Therapy Education (CAPTE) about the program, the following information is available to guide that process.

The only mechanism through which the Commission on Accreditation in Physical Therapy Education (CAPTE) can act on your concerns is through the formal complaint process. Please be aware that your complaint MUST be related specifically to one or more of the Evaluative Criteria, to the Statement on Integrity in Program Closure, or to the Statement of Integrity in Accreditation. In other words you need to link your complaint to violation of the Criteria or the Statements. The Criteria can be found in the Accreditation Handbook. Also, in order for CAPTE to consider your complaint to be bona fide, you MUST have exhausted all of your avenues for redress at the institution.
You need to understand that CAPTE cannot function as an arbiter between you and the school. Should CAPTE find that your complaint has merit and that the program is out of compliance with the Evaluative Criteria or the Statements, CAPTE can only require the program to come into compliance with the Evaluative Criteria. If you wish to pursue filing a complaint against a program, please contact the Department of Accreditation and they will provide you with the appropriate forms and information for doing so.

http://www.capteonline.org/Complaints/

Link to Evaluative Criteria

http://www.capteonline.org/AccreditationHandbook/
Student Rights/Safety

Student Records

The federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C.§1232g, and the University of Missouri’s policy on student records, Section 180.020 and Section 180.025 of the Collected Rules and Regulations, describe student rights of access and rights of privacy which a student can expect with regard to his or her education records. That law and University policy applies whether those education records are in hard copy, are electronically stored or are contained along with other images either recorded or broadcast in connection with courses available online or through distance learning. The content of such education records should not be shared with individuals, other than individuals who have been determined by the University of Missouri to have an educational need to know, except in accordance with the provisions of FERPA and University policy.

Student Address and Telephone Number: Access or Changes

A. Policy: Students’ telephone numbers and address information is only given to persons who have a legitimate need to know how to contact the student, e.g. clinical supervisors. Other persons, such as recruiters and other employers, are not provided this information without students’ approval. If a person identifying her or himself as a parent or other family member calls, a message is taken, and the student is able to determine whether to make the return call or not.

B. Procedure: Please keep the department secretary informed of address and phone number changes. It is important that we know where to contact you outside regular hours. E-mail is usually used, but occasionally other forms of contact are necessary. If a change in address and/or telephone number occurs, please go by the PT office, e-mail, or call staff with the information. All electronic departmental/academic contact with students will be made using the student’s MU email account.
**Immunization and Health Screening Requirements**

University of Missouri  
School of Health Professions  
Department of Physical Therapy

<table>
<thead>
<tr>
<th>Immunization</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polio</strong></td>
<td>Completion of primary series with booster between ages 4 to 6.</td>
</tr>
<tr>
<td><strong>Tetanus/diphtheria (Td)</strong></td>
<td>Completion of primary series with booster given within the past 10 years.</td>
</tr>
<tr>
<td><strong>Measles/Mumps/Rubella</strong></td>
<td>Two doses measles vaccine, with at least one dose MMR (See Mandatory MU Immunization Policy.)</td>
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<tr>
<td><strong>Hepatitis B</strong></td>
<td>Completion of 3 dose series. This will require a minimum of 7 months to complete</td>
</tr>
<tr>
<td><strong>Hepatitis B Surface Antibody Blood Test</strong>*</td>
<td>Recommended approximately one month after completion of immunity to verify immunity.</td>
</tr>
<tr>
<td><strong>Varicella (Chicken pox)</strong></td>
<td>Positive immune titer or two dose vaccine series.</td>
</tr>
<tr>
<td><strong>Tuberculosis (TB Screening)</strong></td>
<td>Documentation of two Mantoux TB skin tests (measured in millimeters of induration) performed in the U.S. within prior two years. Annual testing will be performed during the 3 years of physical therapy school. Students with past history of positive TB skin tests must provide documentation of the positive skin test, documentation of any medication taken and a chest x-ray report. Those students will undergo annual symptoms review instead of skin testing.</td>
</tr>
<tr>
<td><strong>Influenza</strong>*</td>
<td>An influenza vaccination dose is required annually.</td>
</tr>
</tbody>
</table>

*Not required

Each student is responsible for obtaining any additional immunizations or tests required by specific clinical education sites.

Students will pay for all immunizations, tests, and x-rays required by the Physical Therapy Program, as well as any required by the facility to which they are assigned.

Students may utilize private physicians for the required immunizations, tests, and x-rays, provided documentation and pertinent results are provided to the Student Health Service. Students are encouraged to visit [http://studenthealth.missouri.edu/](http://studenthealth.missouri.edu/) for more information about services available at the Student Health Center.

**All immunizations/tests must be completed or confirmed prior to each clinical affiliation.**
General Response Procedures for Anticipated Emergencies:

NOTE: In all of the circumstances below, it is important to remain calm and follow steps as indicated.

Fire Emergencies

1. Call 911. Give the nature of the emergency, the location, that the Lewis and Clark Lobby has been designated as an area of refuge for Eldercare and any other information requested. DO NOT HANG UP UNTIL THEY HANG UP FIRST!
2. Evacuate the building. People in LEWIS HALL should go to parking lot WG16 closest to the Newman Center. People in CLARK HALL should go to parking lot WG16 in the center of the parking lot.
3. Use an appropriate fire extinguisher if the fire is small and contained and if it is possible to do so without jeopardizing your personal well-being.
4. Notify MU Police (882-7102) from a remote/safe location.
5. Notify Campus Facilities (882-8211, day and 882-3333, night) from a remote/safe location.
6. Notify Environmental Health and Safety (882-7018) from a remote/safe location.
7. Faculty/Staff/Students from Physical Therapy are to assist Elder Care clients.
8. Report to the Floor Monitor who will in turn report to the Building Coordinator or Assistant Building Coordinators, at the designated assembly point.

Medical Emergencies

1. If the individual is conscious:
   - call for an ambulance (911) if requested by the individual
   - if the injured party is a University employee, assist them in contacting a care facility authorized by Worker’s Compensation
2. If the individual is unconscious:
   - call an ambulance (911)
   - do not move the individual unless authorized by some medical authority, or it is obvious that delay in movement would be detrimental to the individual
3. If the individual is a student and fully conscious, call Student Health Services (882-7481) and give information
4. Call MU Police (882-7201).
5. Notify Floor Monitor who will report to the Building Coordinator or Assistant Building Coordinators.

Tornado/Severe Weather as indicated by blowing sirens

1. People on the eighth (8th) floors should move to the 5th floors.
2. People on the seventh (7th) floors should move to the 4th floors.
3. People on the sixth floors (6th) should move to the 3rd floors.
4. People in Adult Day Connection should move to their interior hallways.
5. People in Center for Distance and Independent Study and lobby should go to basement.
6. People on the second, third, fourth and fifth floors, as well as the first floor of Lewis and basement, should remain where they are.
7. All office doors should be closed with individuals staying in the hallways.
8. If outdoors, lie flat in the nearest depression, such as a ditch or ravine. If there is time, move away from the path of the tornado at a right angle.

**Oral or Written Threat to People or Facilities, i.e. Bomb Threat**

1. Record time and date of call or receipt of message.
2. If caller, keep on line as long as possible and attempt to determine the following:
   - Who or what are they attempting to harm?
   - What is to happen?
   - When is it to happen?
   - Where is it to happen?
   - Listen closely to background noises.
   - Listen closely for voice type (male, female, voice quality, etc.)
   - Ask why they are making the threat.
   - Note if caller knows area by description of location.
   - Note caller’s phone number if you have a display phone.
3. When the caller hangs up call MU Police (882-7201) and report the above information.
4. Report to the Building Coordinator or Assistant Building Coordinators.

**Active Shooter**

If an armed person enters the building or you hear gunfire, take immediate steps to protect your students and yourself.

1. Stop class.
2. If you are near an exterior exit, try to escape the building.
3. If you are in an office or classroom, immediately close the door and lock it if possible. Use desks and chairs to block the doorway.
4. Stay away from windows and out of view. Turn off the lights. Get behind heavy furniture or anything that will hide you and provide some cover. Stay hidden until the police arrive.
5. If a phone is available, call 911.
6. If you are in an open area, find a room to hide in.
7. If the gunman approaches you, your actions depend solely on your judgement and capabilities. No strategy is 100% effective.

**Mechanical Equipment or Other Physical Facility Emergencies**

1. Call Campus Facilities (882-8211, day; 882-3333, night).
2. Do not attempt to correct the mechanical emergency.
3. If fire ensues, follow procedures outlined for a fire emergency.

**Earthquake**

1. Stay indoors, if already there.
2. Take cover under sturdy furniture such as work tables or desks, or in doorways, halls or against inside walls.
3. Stay near the center of the building.
4. Stay away from glass windows or doors.
5. Avoid running through or near buildings where there is danger of falling debris. Persons on the outside should stay in the open, away from buildings and structures and a safe distance from utility wires.
6. After tremors have stopped, stay away from damaged buildings and structures because of possible aftershocks.

**Chemical or Biological Spills**

1. Evacuate the area to the extent appropriate.
2. Warn fellow workers and supervisors.
3. Call Environmental Health and Safety (882-7018). At night/weekends call the MU Police (882-7201).
4. Take action to contain the spill if you are properly trained and if it is possible do to so without jeopardizing your personal well-being.
5. DO NOT call State or National Chemical Emergency numbers without prior authorization from the Department of Environmental Health and Safety (EH&S) unless the spill is of disaster proportions and immediate contact with EH&S is impossible.

**Hazardous Materials**

Minimal exposure to hazardous materials exists within the curriculum but all risk cannot be eliminated. Should a student have a concern about potential risk or appropriate handling of materials, they are directed to the Environmental Health and Safety website for the University.

http://ehs.missouri.edu/

1. Material Safety Data Sheets are located at this link https://ehs.missouri.edu/ehs/chem/msds-online
2. Sharps containers are available in the PhysZOU clinic space or brought to class as needed.

**Incident Report**

1. Any incident /accident directly related to University operations should be reported on this form https://www.umsystem.edu/media/fa/management/records/UM200-1.pdf
2. This form should be completed within 48 hours after the incident/accident.
3. In addition, the incident/accident should be reported to your immediate supervisor, the Department Chair and the Dean’s Office (School of Health Professions).
4. If a patient is involved, it may be necessary to contact the referring physician as well.
5. The incident/accident should be recorded in the medical record if appropriate.
**Infectious Disease Exposure**

Standard precautions are taught and utilized in the physical therapy curriculum. Despite efforts to control risk and exposure to students, the potential risk still exists. Faculty are expected to follow-up on any potential infectious disease exposure in a timely manner.

Procedure: If a faculty member becomes aware of a potential infectious disease exposure, please contact the Assistant Director of Student Health immediately. (2015: Dr. Scott Henderson)

Regular Hours: Student Health Administrative Line: 884-9388, ask to speak to Dr. Henderson

After Hours: Dr. Scott Henderson cell: (573) 355-4402
Patient Experiences
The Department of Physical Therapy is committed to providing opportunities for students to practice patient care and experience interactions with patient labs and simulations. This privilege comes with the responsibility that students show the utmost respect and uphold the dignity of all guests.

Patients/Clients in Class
The Department of Physical Therapy applies the guidelines contained in the Health Insurance Portability and Accountability Act of 1996, or HIPAA, (Public Law 104-19) concerning patient confidentiality in classroom and research activities. Students will follow procedures established by clinical sites in maintaining provisions of HIPAA when on clinical rotations.

To insure that the dignity and privacy of individuals who have consented to participate in class demonstrations are maintained, the faculty, students, and staff are expected to be sensitive in their questioning of individuals and their families, maintain appropriate draping of the individual throughout presentations, and avoid comments which would be a source of embarrassment to the patient, friends, and family members who may be present, as well as students.

In preparation for the activity, the individual should be advised of the purposes of the presentation and what will be done and provide consent. If the individual is a minor, the responsible party must provide written consent. If the proposed demonstration or case presentation includes activities or subjects that are potentially embarrassing or harmful, these topics must be discussed before the class activity. The individual's wishes in this regard must be honored. The individual patient's right to terminate the session shall be recognized and those wishes carried out immediately.

The “Unlimited Personal Release Agreement” form should be completed prior to the scheduled activity by the instructor presenting the case and placed on file in the PT Department office. If a University or VA Hospital inpatient is presented, the form should also be placed in the patient's chart.

Visitors in Class
Policy: Visitors may attend class or laboratory with the prior consent of the instructor.
Procedure: Obtain permission from the instructor. Arrange to introduce your guest.
PhysZOU

PhysZOU was started in fall of 2011 by students to meet the need in our community for access to Physical Therapy for the uninsured or underinsured. It was originally voluntary (students and community physical therapists) then August 2013 it was fully incorporated in MUPT curriculum. This allowed the pro bono clinic to have more structure, see more patients and students had full access to all the benefits.

Mission:
1. To provide free physical therapy care and education to the un/under-insured population of Mid-Missouri.
2. Empower patients to take charge of their health and well-being.
3. Hands-on student learning and research opportunities.
4. Improve function and quality of life for patients.

PhysZOU provides services to adults and children with orthopedic and neurological conditions. It is pass/fail but it is a part of a class each semester. At the end of each 4 weeks you will perform a self-evaluation of your performance and your CI will perform one as well. This has portions of the CPI that you will use on your clinicals in the future. Additional assignments relative to PhysZOU will be coordinated through the courses below.
- 1st years: Introduction to Clinical Education and PhysZOU I and Introduction to Clinical Education and PhysZOU II
- 2nd years: PhysZOU III and PhysZOU IV
- 3rd years: PhysZOU V and PhysZOU VI
General Information

Registration
Information about preregistration will be emailed to you. Course information including name, number and class number will be listed; pre-register via myZou. Pre-registration appointment times are listed in myZou under Student Services/Enrollment Appointment. A student may prefer to wait until the regular registration period.

Required Books
Required books will be available in campus bookstores or can be purchased independently. Professional textbooks should be retained for the duration of the program and for your personal library, rather than sold back to the bookstore. Syllabi will be available at a local copy service for some courses or through the Canvas Course Management System.

Photographs
Photographs for composite pictures will be taken early in the first professional year, and should be available during the fall semester.

Copy Machine
There is no copy machine available in Lewis or Clark Halls for student use. See SPTO Faculty Advisor or Department secretary for details.

Student Mailboxes
Mailboxes are located in the lounge area on the sixth floor of Clark Hall. Students need to check regularly.

Office Hours
Faculty will endeavor to post/announce/place in course syllabus their office hours for course consultation or other matters. It is helpful to set up an appointment by telephone or immediately after a class.

Educational Space: Maintenance and Use
Students are expected to help keep classroom and laboratory spaces safe, clean, and neat. Equipment is to be put away at end of each class, lab, or practice session. Remember that the space is sometimes used for patient care.

Classrooms
Classrooms and other community space may be reserved during unscheduled time for student meetings. See the department staff to reserve.

Policy:
Students will have access to the lab/clinic/PBL rooms at times for practice.

Procedure:
- The lab will be unlocked by faculty or staff for student use (when otherwise not reserved) Monday through Friday from 8:00 – 5:00 pm.
Lab schedules are posted outside the door of the lab.

Students will have Open Access to Room 612 (unless the room has been reserved) during all hours that Clark Hall is open to the public. (7am-7pm)

Additional lab practice may be arranged with an individual faculty member. If students remain in the clinic space, lab spaces or PBL spaces after regular hours or during non-public hours, the lab/clinic/PBL doors will be locked and the students will lose access if they exit the rooms. Students must ensure doors are locked when they leave the building.

Conference Rooms/PBL Rooms/Clinical Education Resource Center
The Conference/PBL Rooms are available to provide student access to references and study space during unscheduled weekday hours. Rooms will not be available when scheduled for Problem Based Learning (PBL) activities or if another meeting is scheduled.

Laundry and Laboratory Clean Up
First year students will be assigned one week per semester to do laundry and straighten the laboratories. A week-by-week sign up sheet will be available at the beginning of the fall and spring semesters. Duties include washing, drying, folding, and storing laundry. In addition, assigned students may need to set up chairs and plinths, dust and/or polish PT equipment being used in the lab, clean mats, store equipment, wipe-out the sinks, and/or return the lab to an orderly and clean space. The laboratory should look like a clinical department as much as possible. Thanks!

Security
Be responsible for your personal belongings. Hospitals, classrooms, and offices are not secure locations. Be sure purses, backpacks, jeans and billfolds are stored out of sight and in a safe place.

Report any suspicious activity to the department staff, or call University Security at 882 - 7407. The Health Sciences Center Security Staff is available after dark if students feel the need for an escort. Students should only return to Lewis and Clark in small groups after 5:00 pm because a security officer is not on duty in the building after hours; doors are locked at approximately 7:00 PM, unless an event is scheduled in the building. Weekend access is only available with special scheduling.

Telephone and FAX
Policy: The office telephone and facsimile/copy machine are to be used for business related to clinical education or the student organization only. No personal calls or FAX are allowed unless for an emergency.

Procedure: A telephone for student use (local calls) is located in the PT laboratory when class is not in session.

SHP Student Computer Laboratory
The School of Health Professions Student Computer Lab, Clark Hall, 2nd floor Mezzanine area has been set up for SHP student use. Access the computer using student e-mail ID and password. As these are your campus ID and password, if problems develop, call the campus help desk at 882-5000.
There is a page allotment for each student per semester. Pages over the allotment will be charged $0.05 per page. Computers have Microsoft Office and Internet software installed.

The equipment is expensive and not easily replaced. Please be considerate, leave the computer workstation in an orderly manner for those who come after you.
FINANCIAL MATTERS

Medical Liability
Students are covered by the University of Missouri when they are engaged in clinical activities that are approved by the departmental faculty as well as part of the established curriculum. Medical liability insurance will be addressed in more detail as part of the Introduction to Clinical Education courses and in the Professional Issues course.

General Liability
Students are not covered for any general liability by the University of Missouri. Students might have coverage through a homeowners/rental policy, but this would be your unique individual policy. Coverage can be purchased through the University if desired.

Health Insurance
The School of Health Professions and the Department strongly recommend that students determine the status of their health and hospitalization insurance, including the availability of coverage if the student is ill or injured away from the plan’s geographic/designated provider area. If not covered by parents or his/her individual policy, students are encouraged to purchase the comparatively inexpensive University insurance offered at the time of registration. The American Physical Therapy Association offers health and liability insurance to student members at reasonable rates. Injuries or illnesses that occur during clinical affiliations are not covered by worker's compensation, and the associated medical costs are the responsibility of the student. If an injury occurs, students are encouraged to have the supervisor complete the Student or General Public Injury and Property Damage Report and submit it as the directions indicate.

Employment
Many students must work in order to attend the university. It is important for students to recognize that some academic requirements fall outside of regularly scheduled class hours. Students must be able to arrange work schedules to accommodate these requirements. If employment becomes an academic obstacle and burden, students should talk with a faculty advisor to determine alternatives.

Occasionally the department will have short-term employment opportunities for students. Tutoring is another source of funds. The Learning Center occasionally recruits physical therapy students to tutor students in anatomy, kinesiology, and some other classes. If interested, contact the Learning Center. Private tutoring is, of course, the student’s prerogative.

Traineeships/Stipends
The Roger S. Williams bequest funds modest stipends for students who are interested in working with the clients in the SHP Adult Day Connection (ADC) facility. There is an application process. Please consult faculty if interested. ADC also takes volunteers.
DEPARTMENT OF PHYSICAL THERAPY Scholarships and AWARDS

Judy Kleiboeker Frieders Award: this award was established by the family of a member of the Class of 1968 who passed away shortly after her graduation. A student who shows outstanding promise in the profession of physical therapy is selected by classmates. This award is accompanied by a certificate, monetary award and plaque displayed in the department office.

Christopher Griffith Memorial Scholarship: Established by the family of a member of the Class of 1976. This is an endowed scholarship. Recipients must demonstrate personal/professional qualities including being constructive and supportive in interactions with classmates; high ideals manifested in action; generosity with the student's own time and talent, upholding the human dignity of individuals in all types of relationships; a determined, enduring, serious learner; gentleness and charity.” Applications are accepted in the spring/summer of the third professional year and awarded for the last academic year. Selections are by scholarship committee.

Stacey Bragg Memorial Scholarship: This is an endowed scholarship established by the family of a member of the Class of 1997. It is awarded to a student who demonstrates the ability and desire to work with people of all ages; an energy and excitement for life; a commitment to professional growth and life long learning; and the passion to pick more daisies. Applications are accepted in the spring of the third professional year and awarded for the last academic year. Selections are by scholarship committee.

Roger S. Williams Award: Established by a patient who received physical therapy following a stroke. It honors clinical promise in a new graduate. The award is accompanied by a certificate, monetary award and plaque displayed in department office.

Gerald W. Browning Award: This award was established by alumni and faculty to honor a past chair of the department. It is awarded to a graduating student who demonstrates commitment to scholarship and education, love of people, skill with language, positive attitude, enthusiasm, cheerfulness, and dedication to the physical therapy profession. The award is accompanied by a certificate and plaque displayed in department office.

Marilyn K. Sanford Hargrove Award/Scholarship: this award was established by alumni and faculty to honor Dr. Sanford Hargrove, a member of the first MU PT Class in 1965, and former chair of the physical therapy program. It is presented to graduating PT student who exemplifies Dr. Sanford’s dedication to scholarly activity, clinical excellence and a strong willingness to serve the profession and the community. The award is accompanied by a certificate and plaque displayed in department office. The scholarship was endowed by Dr. Sanford Hargrove and Charlie Hargrove. Applications are accepted in the spring/summer of the second professional year and awarded for the next academic year. Selections are by scholarship committee.

Briedwell Spirit of Compassion Scholarship: this scholarship will be awarded to a physical therapy student who early in their professional development have recognized and
embraced the caring and compassion that is fundamental to successful therapeutic and work relationships. Two scholarships are available annually with applications due in spring/summer and funds rewarded during your second year of the professional program.

**Raymond E. Hogue, PT, PhD, Founder:** This scholarship honors the dedication, goal-orientation, integrity, positive attitude, professional commitment and hard work that were necessary to bring the program into being. Applications are accepted in the spring/summer of the second/third professional year and awarded for the next academic year. Selections are by scholarship committee.

**Schaal Family Endowed Scholarship for Physical Therapy** This scholarship was created to honor the legacy of Tiger spirit within the Schaal family that saw two generations and three family members graduate from this program. The scholarship is awarded to a student that represents the MU tradition of excellence. Applications are accepted in the spring/summer of the second/third professional year and awarded for the next academic year. Selections are by scholarship committee.

**Departmental Scholarships:** Additional scholarships to support housing during designated rural clinical sites may be available. Information about the potential support is located in the clinical education files. Scholarships are also available to support students who have exemplified excellence in academics, service or research. All students will be notified about these potential scholarship opportunities when available. Applications are accepted in the spring/summer of the second/third professional year and awarded for the next academic year. Selections are by scholarship committee.

**Erin Spralding Memorial Scholarship:** currently in endowment stage.
EXTRACURRICULAR ACTIVITIES

Student Organization
The Student Physical Therapy Organization (SPTO) is an approved organization recognized by the MU Physical Therapy (PT) Department. The stated mission of the SPTO is to provide service to the physical therapy profession, to the School of Health Professions and PT Department, and to the community. A faculty member, the Director of Student Activities, serves as advisor. The SPTO includes all professional PT students. According to the bylaws of the organization, pre-PT students may attend meetings and events, but do not have voting privileges.

Officers-Elect for SPTO are chosen from First Year PT students at the end of the fall semester. They are elected by all student members of SPTO. The Officers-Elect become the standing SPTO officers in the spring semester of their first year of the professional program and serve one full year. The SPTO officers will then retire and assume advisory duties as they transition to the final year-and-a-half of the program.

Officers typically identify committees to carry out various group activities, community service projects, and fund-raising. They run 2-3 SPTO meetings each semester at which all available students in the PT Program are required to attend. Decisions are made regarding how SPTO funds are spent and activities students will participate using majority rules.

A partial listing of organizations/activities in which physical therapy students have participated in the past is as follows:
- Adapted Gymnastics
- Special Olympics
- Wheelchair Relay
- Intramurals
- Sponsored 5K/10K Run/Walk
- Fall Prevention Screenings
- Campus education and screenings

Hosting During Applicant Interviews and Open House
A traditional custom has continued through the years to make new applicant interviews run more smoothly. A coordinator from the first year class is appointed who will work with the department staff and Director of Admissions who develops the interview schedule and location of activities for the applicants.

The PT Open House takes place in the spring semester, and generally coincides with a campus-wide event. First year students traditionally provide tours of the PT classroom, labs, and other facilities, and answer questions from prospective students.

All students are welcome to participate in these events.

School Organizations and Activities
SHP is home to Sigma Eta Rho, a professional fraternity. Membership is available to pre-professional as well as some professional students in SHP with certain minimal qualifications.
The organization sponsors and coordinates SHP student activities such as blood drives, social events, charitable causes and graduation activities.

Student Ambassadors are selected to assist the school in advisement and outreach activities. Peer advisors are sometimes hired by the School to assist with preregistration.

**Campus Organizations**
Students are free to select organizations that interest them. First year PT students are sometimes tapped for organizations before they enter graduate school (Mortar Board, Mystical Seven, etc.)

**Professional Organizations/Activities (APTA/MPTA)**
The American Physical Therapy Association
1111 North Fairfax Street
Alexandria, VA  22314
(800) 999-APTA
www.apta.org

APTA is the national association for physical therapists and physical therapist assistants. It is the governing body for our profession. It is responsible for CAPTE, the Commission on Accreditation of Physical Therapy Education.

The APTA is the professional organization that represents physical therapists before all branches of the federal government (particularly the United States Congress). It is important that at a minimum, physical therapists support the profession through membership, even if more active participation is not possible. The profession would not be what it is today and cannot continue to grow without the APTA and its members.

Students are required to become members in the first professional year of academic preparation and to maintain annual memberships while enrolled in MU PT. Evidence of current membership is required each year. Active involvement early in your career, beginning while you are a student, is important for fully understanding your chosen profession. The student membership fee provides access to reduced registration costs for educational programs at the state level, access to educational web-based resources on the APTA website (www.apta.org) publications, activities, and job opportunities. Importantly, it is a source of information about legislative measures affecting income, practice opportunities, and health care issues. Student membership can mean discounted active membership after graduation. Refer to the APTA website (www.apta.org) for details.

**APTA National Meetings**
- a. National Conference - usually in June (student runners are recruited for the House of Delegates)
- b. National Student Conclave – Usually occurs in late fall
- c. Combined Sections Meeting – Usually occurs in mid-February
Sections of the APTA: Sections representing special interest areas are open to student membership, and some are free. See the Student Membership Application for the list.

APTA offers several financial packages to all members with information through its Website or by calling 800-999-2782 (APTA). Information available includes:
- Professional Liability Insurance
- Student Health Insurance
- Auto and Homeowners/Renters Insurance
- Student Loans
- Short Term Medical Coverage
- APTA Student Credit Card
- Group Term Life Insurance
- Home Mortgages

Missouri Physical Therapy Association (MPTA) a Chapter of the APTA
(This is included in your APTA membership, but you might be assigned to another chapter depending on the permanent address you provide on the APTA application)

205 E. Capitol, Suite 100
Jefferson City, MO  65101
(573) 556-6730    (573) 556-6731 (FAX)
http://www.mopt.org/
GRADUATION

Graduation Policy
Graduate: A minimum of 72 hours above the baccalaureate degree is required for the degree of Doctor of Physical Therapy. Successful completion of a capstone experience is required in lieu of a thesis, dissertation, or research project for the DPT degree.

Procedure:
Failure to complete the required number of hours will result in delayed graduation.

Caps and Gowns
Black caps and gowns plus green and gold tassels for undergraduate graduation are available from the University Bookstore. A graduation fair offers discount incentives for orders placed in early March. Limited supplies of regalia can be purchased the week of graduation. Doctoral hoods must be ordered by March 1st of the spring semester preceding graduation.

Graduation Invitations
May be purchased through the Bookstore. Note: Award Reception invitations are handled within the Department of Physical Therapy.

Graduation Activities
A graduating class event sponsored by the Physical Therapy Department will be arranged by the department, with input from the graduating class. Dates and details will be completed and disseminated prior to the final clinical.
PHYSICAL THERAPIST LICENSURE

Preparation
The program endeavors to provide students with a comprehensive education that prepares them for practice. In so doing, preparation for the National Physical Therapy Examination (NPTE) is accomplished. However, review prior to the examination is essential! There are numerous courses, books, and CDs available for purchase. Third year students have traditionally planned and sponsored a week-end review course in the spring semester of the third year.

State Licensure
For information about Missouri Licensure, request a packet from (these change yearly):
   Missouri State Board for the Healing Arts
   P.O. Box 4
   Jefferson City, MO  65102
   (573)  751-0098
   (573) 751-3166 (FAX)
   http://pr.mo.gov/healingarts.asp

Other states: addresses can be obtained through APTA

National Physical Therapist Examination
   Federation of State Boards of Physical Therapy
   124 West Street South • Third Floor
   Alexandria, VA  22314
   www.fsbpt.org
   Tel: 703-299-3100
PROFESSIONAL GOALS AND STANDARDS (Ethical Requirements)
(Most of the documents can be found at the APTA website  https://www.apta.org/)

APTA Standards of Practice
APTA Code of Ethics and Guide for Professional Conduct
APTA Standards of Ethical Conduct for the Physical Therapist Assistant and Guide for conduct of the Affiliate Member

APTA Core Values