

**University of Missouri  
School of Health Professions**

***DEPARTMENT OF  
PHYSICAL THERAPY***

***STUDENT HANDBOOK  
General Information***

***Discovery in Action...Excellence in Caring***

**801 Clark Hall  
Columbia, Missouri 65211  
(573) 882-7103  
FAX (573) 884-8369**

**<https://healthprofessions.missouri.edu/physical-therapy-program/>**

# HANDBOOK VERIFICATION

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. I acknowledge and agree to the unlimited personal release contained within this handbook.

Date \_\_\_\_\_

## **OPT OUT**

Although I verify my understanding with this signature, I am opting out of the automatic unlimited personal release to the University.

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Signature

\*electronic signature will be accepted as an indication that you have reviewed the information. Please submit the verification as instructed. Thank you!

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## Professional Goals and Standards

### 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 primary campus resource regarding most matters of University policy; it is updated yearly <https://accountability.missouri.edu/accountability/university-policies/>. 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 Graduate School website (<https://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, Public Health, Health Sciences, Health Psychology, Social Work). 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, student problem-based learning rooms, 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 to 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.

**Equal Opportunity and Non-discrimination Statement:** <https://missouri.edu/eo-aa>

MU is an equal opportunity/access/affirmative action/pro-disabled and veteran employer and does not discriminate on the basis of sex in our education programs or activities, pursuant to Title IX and 34 CFR Part 106. For more information, visit MU's Nondiscrimination Policy or the Office for Civil Rights & Title IX.

**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.

## Graduation Plan for DPT-Professional Students

Catalog	#	Title	Waived *	MU Cr Hrs	Term	Completed
P&A	7222	Gross Human Anatomy		7	Summer	
PH_THR	3022	Fundamentals of Physical Therapy		1	Summer	
PH_THR	5210	Applied Neurophysiology		3	Fall	
PH_THR	5220	Biophysical Agents		3	Fall	
PH_THR	5230	Clinical Evaluation and Procedures		4	Fall	
PH_THR	5240	Foundations of Therapeutic Exercise *		3	Fall	
PH_THR	5250	Human Kinesiology *		3/*1	Fall	
PH_THR	5260	Introduction to Clinical Education and PhysZou 1		1	Fall	
PH_THR	5310	Applied Therapeutic Exercise		3	Spring	
PH_THR	5320	Clinical Kinesiology		3	Spring	
PH_THR	5330	Clinical Pathophysiology		3	Spring	
PH_THR	5340	Introduction to Clinical Education and PhysZou II		1	Spring	
PH_THR	5350	Introduction to Orthopedic Physical Therapy		3	Spring	
PH_THR	5360	Pharmacology in Rehabilitation *		2	Spring	
PH_THR	5100	Intro to Interprofessional Practice		1	Spring	
PH_THR	6410	Clinical Education I		5	Summer	
PH_THR	6510	Differential Diagnosis in Physical Therapy		3	Fall	
PH_THR	6520	Evidence Based Practice		3	Fall	
PH_THR	6530	Orthopedic Physical Therapy		3	Fall	
PH_THR	6540	Pediatric Physical Therapy		4	Fall	
PH_THR	6550	PhysZOU III		0.5	Fall	
PH_THR	6560	Rehabilitation of the Neurologically Impaired Adult		4	Fall	
PH_THR	6620	Case Management: Acute and Chronic Med/Surg Conditions		5	Spring	
PH_THR	6630	Clinical Education II		6	Spring	
PH_THR	6640	Diagnostic Imaging in Rehabilitation		3	Spring	
PH_THR	6650	PhysZOU IV		0.5	Spring	
PH_THR	6660	Psychological Issues for Health Promotion		2	Spring	
PH_THR	6710	Case Mgmt: Neurological Impairments Across the Lifespan		5	Summer	
PH_THR	6610	Assessment and Neuropsychology of Pain		1	Summer	
PH_THR	6810	Case Management: Geriatrics and Orthopedics		5	Fall	
PH_THR	6820	Clinical Education III		6	Fall	
PH_THR	6830	Health Policy and Leadership in Physical Therapy		2	Fall	
PH_THR	6840	PhysZOU V		0.5	Fall	
PH_THR	6850	Professional Issues		3	Fall	
PH_THR	6910	Clinical Education IV		6	Spring	
PH_THR	6920	PhysZOU VI and Professional Development Plan		0.5	Spring	
PH_THR	6930	Seminar in Physical Therapy		4	Spring	
PH_THR	6940	Special Skills in Physical Therapy		1	Spring	
<b>TOTAL</b>				<b>114</b>		

Students who enter the DPT program take all courses as a professional student. \*Up to 7 credit hours may be waived for courses taken prior to admission. (107-114 credit hours-DPT)

Students who enter the DPT program without a degree, enroll in 1st year coursework as undergraduates enrolling in PT professional courses. A baccalaureate degree will be earned at the completion of year one. (73 credit hours- DPT)

Curriculum design is subject to change for accreditation compliance.

\*Students completing Human Kines in the undergraduate degree that are approved for partial waiver, will be enrolled in a one-hour Problems course for Human Kinesiology.

## **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 [Standards of Practice](#). 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**.

### **Comply with Code of Ethics of the APTA**

The Code of Ethics of the APTA states that all students shall be accountable for making sound professional judgements. In accordance with the [Code of Ethics](#), our Department's policy is to refrain from using alcohol or other intoxicants prior to (i.e. the same day) as patient encounters whether these are in the classroom, lab activities or PhysZOU.

### **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 Attendance/Late Work Policy:**

Attendance in all courses is mandatory and necessary to achieve the required mastery of content. Excused absences are typically limited to such things as illness (may require official documentation), emergencies concerning immediate family members, jury duty, mandatory military service commitment, and accommodations for religious practice. Students should contact faculty via email prior to missing class if at all possible. Students must obtain prior approval of absence for religious practice via the appropriate [documentation](#) (available from the Department of Inclusion, Diversity, & Equity). Students who cannot complete all coursework or attain the required level of master for excused reasons will receive a course grade of “Incomplete”.

Other absences (e.g. non-emergency appointments, weddings, vacations) will be considered unexcused. Unexcused absences can be viewed as unprofessional behavior and may result in alteration of your course grade or failure of the course.

**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:**

Professional coursework may not correspond to the standard university calendar. Courses may meet on University Reading Day and you may have classes scheduled during finals week. Effort will be made to communicate nonstandard meeting days at the start of the semester. (approved by Office of the Provost, Spring 2009).

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 unless being used for class activities.

### **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, Canvas, 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 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.

## Netiquette

According to “The Core Rules of Netiquette” by Virginia Shea, Netiquette (known as "Internet etiquette") is a catch-all term for the conventions of politeness and respect recognized in live chats, discussions, and emails. In online learning, Netiquette includes a set of guidelines that everyone should follow to promote appropriate online communication. Here are a few guidelines to follow when posting in online chats, discussions, and emails:

- Maintain a positive tone: When communicating online, we often forget that we are communicating with other human beings because we only see a computer screen. You do not see facial expressions, body language, or hear the tone of voice when you read messages. It's easy to misinterpret your correspondent's meaning, so always stop and think about your response before hitting submit. Always ask yourself, "Would I say that to a person's face?"
- Use appropriate grammar and structure: In other words, avoid using "R U" instead of "are you." There are some students in class that may not understand this type of communication and it does not enhance anyone's writing or vocabulary skills. Emoticons are fine as long as they are appropriate. A smile :) is welcome, anything offensive is not.
- Never use all CAPS: In online communication, caps are known as shouting, so refrain from using them.
- Avoid personal attacks and flames: Do not respond to personal attacks or flames when responding online. If you believe that you are being attacked, please email your instructor.
- Avoid Offensive language: Cursing, racial slurs, and other types of language that would not be appropriate in a face-to-face class are also inappropriate online.
- Be respectful: Always be polite and respectful in your discussions. Discussions are constructed so that they will allow you to think critically and offer theory plus opinion.

There will be differences in opinions. There will be many viewpoints. Remember: Students taking online courses come from different parts of the country or even other countries. Cultural differences allow us to appreciate different perspectives.

To learn more, watch this helpful video on [what netiquette is and why it is important](#).

Adapted from the following website:

Albion.com & Ross, S. T. (2011). The Core Rules of Netiquette. Retrieved on July 11, 2013.

## **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 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. 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 ensure 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: Professional 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**

**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. For activities that include the assessment of clinical competence (checkout, project, etc) as a component of the activity, a minimum level of clinical competency (determined by the instructor) must be achieved on each clinical technique assessed to pass the activity (checkout, project, etc) regardless of the aggregate point total achieved. For pass/fail activities, a minimum level of clinical competency on all techniques assessed must be achieved.

**Remediation Policy:**

Students failing to achieve the minimum competence 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.

Assignment of Grade:

Reasonable effort will be made to allow students to remediate prior to the University imposed deadline for submission of grades. If remediation is not completed by grade submission deadline, and the completed portion of the student's work in the course is of passing quality, a grade of "I" will be assigned (see Policy on Incomplete Work, Office of the Registrar, University of Missouri-Columbia). If, at the end of the course, the final cumulative point total will result in a failing grade, remediation will not be completed and a failing grade will be assigned for the course.

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 and safe 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 or semester GPA below 3.0 are placed on [probation](#). If at the end of the following semester the cumulative and semester 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 courses within the physical therapy curriculum.

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.

**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 Disability Center (<http://disabilitycenter.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, search "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.

<https://www.fsbpt.org/SecondaryPages/ExamCandidates/TestingAccommodations.aspx>

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).

### **Student Support and Retention**

Support and retention practices are considered on an individualized basis to determine the appropriate support for each situation. The program has been proactive with discussion of study strategies, emotional intelligence and the commitment to mastery in the first semester of the program. A discussion of possible support is reviewed in general and students are encouraged to seek additional information if needed about specific resources available. Faculty make recommendations for accommodations, counseling services, food insecurities, scholarships or other services that might be appropriate for individual student situations. The breadth of resources available has been effective for retention in our program.

Students are encouraged to visit the MU website for information about the many services provided by the university. The Student services website (<https://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! Student services are available during clinical experiences as well.

**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
    - Can result in delay, deceleration, or dismissal
    - Students may be allowed to continue with didactic coursework (delay graduation) and repeat the clinical affiliation at the next available clinical education slot.
    - Student may decelerate and join a future cohort. See "Deceleration" below.
  - Failure of Didactic Coursework
    - Can result in complete dismissal from the program
    - Student may decelerate and join a future cohort
    - 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 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.

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  
<https://accountability.missouri.edu/accountability/university-policies/>
- University of Missouri Collected Rules and Regulations  
[https://www.umsystem.edu/ums/rules/collected\\_rules/](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/>

### **Inclement Weather Policy**

For the safety of students, faculty, staff and guests, the course coordinator may be forced to cancel an activity that requires in-person attendance, e.g. a laboratory or check out, due to inclement weather. In the event that these cancellations impact the coursework in this program, your faculty will make an effort to reschedule the learning experiences that might involve weekends or evening class sessions. You will be expected to make every effort possible to attend the rescheduled sessions, however, if you are unable to attend, please communicate directly with the faculty member. *Updated 1/2021*

### **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.

**Unlimited Personal Release Agreement**

For consideration which I acknowledge, I irrevocably grant to THE CURATORS OF THE UNIVERSITY OF MISSOURI ("University") and University's assigns, licensees and successors the right to use my image, likeness, voice and/or interview or biographical material, in whole or in part, individually or in conjunction with other materials, in all forms and all media including composite or modified representations for all purposes, including advertising, trade or any commercial purpose throughout the world and in perpetuity. I waive the right to inspect or approve such materials created and/or used by or on behalf of University pursuant to this release.

**Release**

I release University, its officers, employees, agents, assigns, successors, licensees, and members of the Board of Curators of the University of Missouri from any claims that may arise here from, including but not limited to any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright. University is permitted, although not obligated, to include my name as a credit in connection with the use of materials related hereto. University is not obligated to utilize any of the rights granted in this Agreement.

I have read and understood this agreement and I am over the age of 18. This Agreement expresses the complete understanding of the parties and will stand throughout your tenure in this program. If you wish to opt out of this release, please mark this on your verification page. *(added to handbook 1/2021)*

**Policy on Unlimited Release from Students**

Information about the unlimited personal release agreement is provided in the Student Handbook which is reviewed with students in the Fundamental of PT course and available to students on the website. The students submit a verification that they have reviewed and understand the contents of the handbook which includes agreement with the unlimited personal release. The student have the ability to OPT OUT of the personal release when the verification is submitted.

Faculty will be notified of any students that OPT OUT of the release via e-mail. It will be the responsibility of faculty to avoid taking pictures or using that student in any media unless they obtain a signed consent for a specific project. *(adopted 2/19/2021)*

**Policy on Sitting for Board Exam Prior to Graduation**

- Student must be on track for a May graduation.
  - This includes achieving entry level on all elements of the CPI.

Students can begin the registration process following midterm of Clinical Education IV, however approval can be rescinded or delayed for cause.

- Presence of a red flag during the mid-term evaluation of Clinical Education IV will result in delayed approval until achieving entry-level in all categories of the CPI.

- Evidence of unprofessional behavior could result in delayed approval.

*(adopted 4/2021)*

## Immunization and Health Screening Requirements

University of Missouri  
School of Health Professions  
Department of Physical Therapy

Immunization	Description
<b>Polio</b>	Completion of primary series with booster between ages 4 to 6.
<b>Tetanus/diphtheria (Td)</b>	Completion of primary series with booster given within the past 10 years.
<b>Measles/Mumps/Rubella</b>	Two doses measles vaccine, with at least one dose MMR (See Mandatory MU Immunization Policy.)
<b>Hepatitis B</b>	Completion of 3 dose series. This will require a minimum of 7 months to complete
<b>Hepatitis B Surface Antibody Blood Test*</b>	Recommended approximately one month after completion of immunity to verify immunity.
<b>Varicella (Chicken pox)</b>	Positive immune titer <u>or</u> two dose vaccine series.
<b>Tuberculosis (TB Screening)</b>	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.
<b>Influenza</b>	An influenza vaccination dose is required annually.
<b>COVID</b>	This vaccination is highly recommended.

\*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/>) 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 and for 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 (882-7201) from a remote/safe location.
5. Notify Campus Facilities (882-8211, day) from a remote/safe location.
6. Notify Environmental Health and Safety (882-7018) from a remote/safe location.
7. 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. Move to the lowest level of the building in an interior corridor or stairwell.
2. Stay away from doors and windows
3. All office doors should be closed with individuals staying in the hallways.
4. 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).
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 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. <https://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/lab 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 ensure 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 "[Participant Photo-Video-Interview Release](#)" form should be completed prior to the scheduled activity by the instructor presenting the case and placed on file in the **PT Box Account for Consent**. 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 the 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.

- 1<sup>st</sup> years: Introduction to Clinical Education and PhysZOU I and Introduction to Clinical Education and PhysZOU II
- 2<sup>nd</sup> years: PhysZOU III and PhysZOU IV
- 3<sup>rd</sup> years: PhysZOU V and PhysZOU VI and Professional Development Plan

## **General Information**

### **Registration**

Information about preregistration will be emailed to you. Block enrollment will be completed, but students are required to annually accept financial responsibility when logging into myZou. Summer registration is in April, Fall registration around mid-June and Spring registration is in October. Students will be emailed when registration is completed.

### **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. Students will be granted swipe card access to Lewis and Clark Halls.

#### Procedure:

- The labs/classroom will be unlocked by faculty or staff for student use (when otherwise not reserved) Monday through Friday from 8:00 – 4:00 pm or students can gain access via the keypads when the rooms are not in use.
- Schedules are posted outside the door of the labs/classroom.
- Students must ensure doors are locked if they are the last to leave any room in the buildings.

If you must enter the buildings after hours for work purposes, please make sure your (1) Employee ID/Student ID card has been activated and (2) use/swipe your card for entry. When entering the building AFTER regular hours, your MU ID will record your name; date and time you entered the building.

- Cards should work for after-hours access in all Swipe entryways in Lewis/Clark Halls.
- In the unlikely event that the card does not work, campus security (882-7201) may be called for entry. It is advisable to enter the number into your cell phone now as a precaution.
- Store cards away from cell phones or other electronics that may demagnetize card.
- Damaged cards may be recoded or replaced. The ID Card Office is located in the basement of The Mizzou Store, in the Student Center.
- Please DO NOT
  - Loan your card to another person.
  - Prop doors at ANY time for any reason.
  - Allow others (particularly someone unknown) to enter with you. Don't allow anybody to enter with you that you are not willing to be responsible for.

**NO SWIPE CARD ACCESS IS ALLOWED AT ANY TIME ON HOME FOOTBALL GAME DAYS.**

### **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 hours. Rooms will not be available when scheduled for Problem Based Learning (PBL) activities or if another meeting is scheduled.

*Modified Aug 2019*

### **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 MU Police Department at 882-7201. Students are advised to 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. The University Police Department offers free escorts to your on-campus destination. Call 573-882-7201 to request an escort by one of our Security Officers or Campus Safety Officers. Please note these escorts are done on foot and we cannot provide rides to your destination. *Update 3/11/2021*

**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.

**SHP Student Computer Laboratory**

The School of Health Professions Student Computer Lab, Clark Hall, 2<sup>nd</sup> 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.

**DEPARTMENT OF PHYSICAL THERAPY SCHOLARSHIPS and AWARDS**

**Judy Kleiboeker Frieders Scholarship/Award:** This scholarship/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. The scholarship is presented to a PT student who demonstrates the commitment and passion for physical therapy that Judy possessed. Scholarship selections are by scholarship committee. The award is voted on by the graduating class.

**Christopher Griffith Memorial Scholarship:** Established and endowed by the family of a member of the Class of 1976. 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/summer 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. Selection by faculty and announced at graduation ceremonies.

**Gerald W. Browning Scholarship/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 selected by faculty. The scholarship is presented to a PT student who demonstrates these same qualities. Selections are by scholarship committee.

**Marilyn K. Sanford Hargrove Scholarship/Award:** 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 selected by the faculty. The scholarship was endowed by Dr. Sanford Hargrove and Charlie Hargrove. 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.

**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. Selections are by scholarship committee.

**Raymond E. Hogue, PT, PhD, Founder Scholarship:** 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.

**Erin Spralding Memorial Scholarship:** This scholarship is designed to support physical therapy students who are energized and motivated to be life-long learners and are committed to improving the field of physical therapy through their academic, leadership and service endeavors. Applications are accepted in the spring/summer of the 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.

## **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. The Organization has faculty advisors. 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 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  
3030 Potomac Avenue, Suite 100  
Alexandria, VA 22030-3085  
800-999-2782  
<https://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. **Membership in APTA is a requirement throughout the program. Students must submit a copy of their APTA membership card by start of classes each fall. (9/2019)**

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](http://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](http://www.apta.org)) for details.

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

APTA Missouri

(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**

Caps and gowns are available from the Mizzou Store. 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 as soon as reservations are confirmed.

## **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 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 or FSBPT

### **National Physical Therapist Examination**

Federation of State Boards of Physical Therapy

124 West Street South • Third Floor

Alexandria, VA 22314

[www.fsbpt.org](http://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/> or linked within the handbook)

**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**