INTRODUCTION

This handbook was developed to provide you with much information about the School of Physical Therapy and is in addition to what is presented in Pacific University’s Catalog and Pacific University’s Student Handbook.

The contents of this handbook should be helpful to you during your academic experience at Pacific University. You are strongly encouraged to read the Handbook and keep it nearby for use as the need arises. Suggestions for additions or other modifications will be gladly accepted.

The Faculty
School of Physical Therapy
Fall, 2017
PACIFIC UNIVERSITY
School of Physical Therapy
Academic Calendar 2017-2018

2017 FALL SEMESTER

Aug 14 – Oct 20 (10 wk) Third Year Students - Clinical Internship III
Aug 24 First Year PT Student Orientation 8-1pm
Aug 28 (Monday) First Day of Classes - First and Second Year Students
Sept 4 Labor Day Holiday – (no courses held)
Oct 19-21 APTA National Student Conclave – Portland, OR (Optional attendance)
Oct 24 Third Year Students - Start of Classes
Nov 14 Recruitment Day/PT Job fair 4-6:30pm
Nov 22, 23, 24 Thanksgiving Holiday (no courses held)
Dec 11-15 Final Examinations - 1st & 2nd yr. students
Dec 15 Third year students Last day of Fall classes
Dec 18 - Jan 2 Holiday Break (Dec. 25 – Jan 2 PT office closed)

2018 SPRING SEMESTER

Jan 2 – Feb 9 (6 wk) Second Year Students - Clinical Internship II
Jan 2 – Mar 9 (10 wk) Third Year Students - Clinical Internship IV
Jan 8 First Day of Classes - First Year Students
Jan 15 MLK Day – (no courses held)
Feb 12 Second Year Students – Begin Classes
Feb 19-23 Winter Break - APTA/CSM – New Orleans, LA 21-24th (1st & 2nd yrs.)
Mar 12 – May 11 (9 wk) Third Year Students - Clinical Internship V
Mar 26-30 Spring Break - First and Second Year Students (no courses held)
Apr TBA OPTA Annual Conference – Ptd.
May 7-11 First Year Students - Final Examinations
May 14-18 Second Year Students - Final Examinations
May 14 – June 8 (4 wk) First Year Students - Clinical Internship I
May 17 Third Year Students – Exit Interview 1-4pm
May 19 (Saturday) Commencement
June 27-30 APTA NEXT Conf. & Expo. – Orlando, FL
(Optional attendance)
MISSION OF THE SCHOOL OF PHYSICAL THERAPY

Mission

The School of Physical Therapy educates and mentors students to become skilled, critical-thinking, and self-directed practitioners.

The mission is accomplished by preparing doctors of physical therapy who provide compassionate, ethical, and innovative care, using an inquiry-driven team approach that focuses on the needs of individuals, the community, and the profession.

Vision

The School of Physical Therapy at Pacific University will be renowned for:

- Faculty and graduates who serve their diverse communities through advocacy and delivery of person-centered care.
- Faculty and graduates who advance the practice of physical therapy through post-professional education and original and translational inquiry.
- Graduates who are innovative leaders in physical therapy and who are integral members of the inter-professional healthcare team.
- Inter-professional clinics that serve the needs of our communities and are fully integrated into the didactic and clinical components of the academic program.

Core Values

We embrace the values enacted by the College of Health Profession at Pacific University:

- Diversity of people and ideas
- Ethical and professional principles
- Health equality
- Professional and Public Advocacy
- Community Health and Wellness
STATEMENT OF PHILOSOPHY OF PHYSICAL THERAPY EDUCATION

The profession of physical therapy, while maintaining its essential values, must change as society changes. It is through education, research, clinical expertise, and participation in the political process that the profession will continue to progress.

The physical therapist is a health professional, who examines and evaluates, makes diagnoses and prognoses, provides interventions, and measures outcomes in people. This process is directed at preventing, alleviating or correcting impairments, functional limitations, and/or disabilities. A physical therapist is also a case manager, consultant, educator, administrator, and patient advocate.

The physical therapist practices in cooperation with other professionals and patient/client support networks to maintain and promote health and function through appropriate interventions. The physical therapist works with the patient/client/caregiver in establishing goals which address discharge planning and achieve maximum benefit.

A student seeking to enter this program must possess a liberal arts foundation upon which to build professional knowledge, skill, and behavior. Along with competence in the natural and social sciences, communication and development of humanistic qualities are essential to the art and science of physical therapy. Learning experiences to enhance these skills are integrated throughout this curriculum.

A student entering the program will have demonstrated motivation, academic ability, and the personal qualities deemed important in a physical therapist. Through the subsequent educational process, the student will obtain the clinical competencies and professional behaviors necessary for the practice of physical therapy. Implicit in the role of the physical therapist are responsibilities towards the patient/client and society, as well as advancement of the profession.

Self-confidence, independent and critical thinking, problem solving, adaptability to various groups and situations, and effective communication are important characteristics of a professional. These will be fostered through the program’s academic and clinical experiences.

Students completing this program will be prepared to provide physical therapy services in diverse settings. These settings may include hospitals and clinics in large, small, urban, and rural communities, as well as schools, homes, and industrial sites.
Research is an essential element for the advancement of the profession of physical therapy. Graduates of this program will promote evidence-based practice through critical analysis and application of research.

It is the responsibility of the physical therapy faculty to provide the learning climate and experiences which will best assist the student in acquiring the necessary knowledge, skills, and behaviors. The faculty must remain sensitive to the personal, cultural and learning needs of students. The faculty must anticipate and be responsive to changes within the profession and to the demands of the community and of society.
CURRICULUM OBJECTIVES

The graduate of this curriculum will be able to:

1. Examine patients/clients of all ages through the process of obtaining a history, performing relevant systems reviews, and selecting and administering specific tests and measures.

2. Make clinical judgments based on data gathered during examination/reexamination (i.e. evaluation), and formulate diagnoses by organizing results of evaluation to help determine the most appropriate intervention strategies, including referral to other health professionals.

3. Make prognoses by determining the level of optimal improvement that might be attained through intervention and the amount of time required to reach that level.

4. Establish patient-directed measurable goals which lead to functional and optimal outcomes within a specified time frame.

5. Implement interventions with the patient/client/caregiver using various physical therapy methods and techniques to produce changes in the condition that are consistent with the diagnosis and prognosis.

6. Utilize interventions which take into account the patient’s/client’s physical and psychological status and cultural background.

7. Obtain and utilize outcome measures to facilitate remediation of functional limitation and disability, optimization of patient/client satisfaction, and prevention.

8. Act as a case manager, educator, consultant, and patient advocate in diverse settings.

9. Effectively interact with patients/clients, family and support systems, payers, and others professionals in the health care system.

10. Supervise and manage support personnel, including the delegation of appropriate tasks.

11. Provide education using a variety of teaching methods that are commensurate with the needs and unique characteristics of the learner(s).

12. Communicate with patients/clients, family, caregivers, other professionals, consumers, and payers with cultural sensitivity.

13. Complete accurate, analytically sound, concise, timely, and legible documentation that follows the specific forms required by a practice setting.

14. Demonstrate professional behaviors in all interactions with patients/clients, families, caregivers, other professionals, students, other consumers, and payers.
15. Adhere to all safe, legal, and ethical practice standards.
16. Promote optimal health by providing information on wellness, prevention, impairment, functional limitation, disability, and health risks related to age, ability, gender, culture, and lifestyle.
17. Understand the importance of participation in professional organizations/activities and the legislative process.
18. Demonstrate social responsibility by advocating for patients/clients and by providing pro bono services.
20. Develop critical thinking skills in the area of clinical reasoning and in the evaluation of published studies, new techniques, and technology.
21. Be capable of planning, budgeting, and establishing a marketing plan and public relations activities.
Prior to the initiation of Pacific University’s Physical Therapy Program in 1975, Oregon did not have a program for educating professional physical therapists.

In the early 1970s, Varina French, a professor in the Physical Education Department, and David Malcolm, Ph.D., Dean of the College of Arts and Sciences, began to plan for a program in physical therapy with the cooperation of the Oregon Physical Therapy Association. Jean Baldwin, Ph.D., P.T., was hired as the first academic administrator of the new department which was located in the Natural Sciences Division and housed in the Pacific Athletic Complex.

The first class, consisting of 16 members, matriculated in September, 1975 and graduated in May, 1977. The program received accreditation from the American Physical Therapy Association in 1977. Also that same year the Department was moved to the basement of McCormick Hall where it remained until August, 1987 when it moved into its present location, the Physical Therapy Building. In 1984, upon the retirement of Jean Baldwin, Daiva A. Banaitis, Ph.D., PT was appointed academic administrator. She had come to Pacific as a faculty member in 1981.

The program originally was designed in a 3 & 2 format; three years undergraduate work, including prerequisites, followed by an intensive 21 month professional course of study. The degree granted was a bachelor of science.

In 1985, the program was redesigned as a graduate entry-level program leading to the degree Master of Science in Physical Therapy (MSPT). It had a 3 & 3 format; three years undergraduate work followed by three academic years of professional work. The first class to graduate with this new degree was the Class of 1988. The transition from one degree program to another precluded a graduating class in 1987.

One of the unique characteristics of the master’s program was the integration of clinical and didactic study. Instead of leaving all of clinical education to follow the academic portion of the program, full-time clinical rotations were initiated in the second semester of the first year and progressed to longer affiliations every semester thereafter. Thus, in the Third Year, the time spent in clinical rotations exceeded significantly the time in academic endeavors - a reversal of the pattern in Years I and II. Contracts with 200 clinical sites are currently maintained for internships and clinical experience.

In May, 2000, Pacific University became one of only fourteen accredited physical therapy educational programs nationwide to offer the Doctor of Physical Therapy (DPT) as the entry-level degree. The new class entering Fall Semester, 2000, was the first of the DPT classes. This new program replaced the MSPT as the professional degree. The doctoral program though heavily based on the MSPT, added another 18 semester hours to a total of
125. These new hours were spread over clinical internships and new and expanded academic courses.

In 1995, a program, intended for practicing clinicians, was added to the School. This program, resulting in a Master of Science in the Health Sciences (MSHS), was offered in a non-traditional format to make it possible for working therapists to achieve a graduate degree in a reasonable time frame. This program is presently not enrolling new students. In the fall of 2001 we initiated a transition Doctor of Physical Therapy degree program. This is a post-professional course of study intended for the practicing clinician. It too offered non-traditional formats such as intensive weekends, home study, and distance education.

In terms of organizational structure, the original Program, as mentioned earlier, started out as a department in the Natural Sciences Division. In 1983, a Division of the Health Sciences was created consisting of the Departments of Physical Therapy, Occupational Therapy, Therapeutic Recreation and Communication Disorders. By 1989, the Departments of Therapeutic Recreation and Communication Disorders had been closed and the School of Professional Psychology joined the University. The continued growth of the Physical and Occupational Therapy programs led to them being constituted as free standing schools. Thus, in May 1989 the Schools of Physical Therapy, Occupational Therapy and Professional Psychology were organized into the Faculty of the Health Professions. In 1995 with the addition of the School of Education, the group was renamed—Faculty of Professional Schools (FPS). The School of Physician Assistant Studies was added to the FPS in 1996. In the spring of 2004 the College of Health Professions was formed consisting of the Schools of Occupational Therapy, Physical Therapy, Physician Assistant Studies, and Professional Psychology.

Over the years, a clinic was opened to serve the faculty, students and staff of Pacific as well as the local community. Initially a physical therapist was hired to manage the clinic; currently it is operated as a faculty practice.

In 2006, the School of Physical Therapy moved to the new College of Health Professions building located in Hillsboro (Creighton Hall), where we occupy the entire third floor. In 2010, a second building was added in Hillsboro (HPC2), where our 12-cadaver Human Anatomy Lab is now located. A few years later in 2013, the School of Physical Therapy added an entry-level Master of Science degree program in Athletic Training, which received initial accreditation from CAATE the following year. Also in 2014, the School of Physical Therapy expanded to its current class size of 50 students per cohort in the PT program. In the spring of 2016, CAPTE reaffirmed the PT program’s accreditation for another 10-year period (2016-2026).
In the Physical Therapy program, there are currently thirteen full time (core) faculty members including the Director, and a large cadre of adjunct faculty including lab assistants and guest lecturers. The core faculty represent a diverse group of academic backgrounds and areas clinical expertise, and they are complemented by highly qualified adjunct faculty. In addition, core faculty are recognized for their teaching excellence, scholarship in peer-reviewed publications and presentations, and service to their School, College, University, and profession. The program has consistently achieved outstanding student outcomes that exceed CAPTE standards and national averages, as measured by graduation rates, first time and ultimate National Physical Therapy Exam pass rates, and employment rates.
ESSENTIAL JOB FUNCTIONS FOR PHYSICAL THERAPISTS

The following information is provided to assist you in achieving a better understanding of the cognitive and physical demands of the Pacific University School of Physical Therapy and of the abilities needed to successfully work as a physical therapist (PT). These criteria are based on cognitive and physical abilities identified as being essential job functions for PTs and as such, closely match the abilities needed to successfully complete the clinical and didactic component of the physical therapy curriculum.

Essential job functions, performed either with or without reasonable accommodations, must not jeopardize safety (patient or therapist) or quality of care.

COGNITIVE DEMANDS include but are not limited to the ability to:
1. Adapt to frequent changes in work environment and patient/client population.
2. Concentrate and attend to detail amidst a variety of environmental distractions.
3. Process information accurately, thoroughly and quickly.
4. Provide clients with clear instructions, adapted to their cognitive levels and communication needs.
5. Generalize learning from one situation and patient to another, as appropriate.
6. Adapt communication style in order to work with a variety of different supervisors.
7. Interact positively with many professionals possibly including members of the multi-disciplinary team.
8. Prioritize tasks.
9. Read and compose therapy reports, clinical notes, communications to and from other professional team members.
10. Deal with a variety of patient/client ages, behavior, cognitive abilities, cultures and ethnic backgrounds both individually and in groups.
11. Learn and apply new information on methods of treatment, equipment, pathologies, etc. on an on-going basis.

PHYSICAL DEMANDS include but are not limited to the ability to perform the following activities:
1. OCCASIONALLY (1/2-2.5 hours/day): sit, stand in place, walk, twist (knees/waist/neck), climb, push/pull and lift objects of various weights.
2. FREQUENTLY (2.5-5.5 hours per day): crouch (bend at knees), stoop (bend at waist), turn/pivot, reach overhead, pinch (grasp small objects).
3. CONTINUOUSLY (5.5-8 hours per day): be mobile, grasps larger objects.

If you have a disability and need special accommodations, please contact Edna Gehring, Director of Learning Support Services, Student Services (503-352-2107). Information will be kept strictly confidential and used only to assist applicants in obtaining equal access to the application process and/or to perform essential program-related functions.
References:
2. Physical Therapist Job Description, St. Vincent’s Hospital and Medical Center, Portland, Oregon 1992.
ADDITIONAL STUDENT EXPENSES

Books, Supplies, Equipment, & Computer:  
1st year  approx. $1100.00  
   + Comp.  $2000.00  
2nd year approx.  $800.00  
3rd year approx.  $500.00

Lab Fees - Included with tuition:  
1st year  
   Dissection Kit, Lab Coat, Bone Box  $200.00  
(Refunded upon return of items in good and complete condition.)

American Physical Therapy Association (APTA) Student Dues:  $80.00

Oregon Physical Therapy Association (OPTA) Student Dues  $20.00

State of Oregon Licensing Application Fee  $150.00

State of Oregon Licensing Exam Fee:  $285.00
Chapter 2: Professional & Academic Conduct

Professional & Academic Standards
Academic Grading Policies
Faculty Instructional Philosophy
Professional Behaviors
Professional Expectations
University Standards and Appeals
Learning Support Services
Policies on Infectious Diseases
HBV Immunization Policy
Pacific University Infectious Diseases Policy

PROFESSIONAL and ACADEMIC STANDARDS

Good academic standing in the School of Physical Therapy is defined as continued enrollment, satisfactory academic progress, sound clinical skills, behavior that leads to professional competence and positive interpersonal and professional relations, and appropriate professional/ethical conduct and attitudes. Students are evaluated regularly in these five areas.

Students are expected to demonstrate behavior consistent with the Pacific University Code of Academic Conduct, American Physical Therapy Association (APTA) Code of Ethics, Guide to Professional Conduct, School of Physical Therapy Professional Behaviors, and state and federal laws governing the conduct of physical therapy. The School of Physical Therapy reserves the right to define professional competence and behavior, to establish standards of excellence, and to evaluate students in regard to them.

Agreement to abide by the policies and procedures of the University and the program is implicitly confirmed when students register each term. Students are expected to adhere to the various administrative and academic deadlines listed in the academic calendar and in course syllabi. Failure to do so may jeopardize their academic standing in the School of Physical Therapy and may constitute grounds for probation or dismissal from the program. Students must maintain good standing in the program in order to be eligible for, or continue on, any School of Physical Therapy administered scholarships.

A student's academic standing will be judged by one or more of the following:

2. Acceptable progress in the development of clinical skills.
3. Compliance with School rules and procedures.
4. Professional procedures, ethical and legal conduct.

5. Evidence of behavior that supports professional conduct and interpersonal or professional relations. (See “Professional Behaviors” below on pg 7)

Faculty will evaluate academic performance, clinical skills, professional development and professional behaviors demonstrated in the educational environment and in clinical performance according to standards set forth in the University Catalog, the School of Physical Therapy Student Handbook, the APTA Code of Ethics and elsewhere.

Students will be given regular reports on their progress in the program. A student who is not performing adequately according to the standards will receive notification through written feedback and/or individual advisement. After receiving such warning, failure to improve performance before the next scheduled evaluation may result in academic probation.

Students placed on academic probation will receive formal written notification outlining the reasons for probation and expectations that must be met in order for probation to be lifted. Failure to meet the requirements of probation in a timely manner may result in dismissal from the program.

In the case of flagrant and intentional violations of the Code of Academic Conduct or APTA Code of Ethics, a student may be dismissed without previous warning at any time in his or her academic career.

In general, program decisions regarding academic standing are final. A decision may be appealed only if the student can show that 1) there was an error in the procedure used by the faculty, 2) there is new evidence sufficient to alter the decisions, or 3) the sanction imposed was not appropriate to the severity of the violation and professional or academic standards. The Director’s office informs the student of faculty actions.

Appeals should be filed with the Director of the School of Physical Therapy or the Executive Dean of the College of Health Professions within 10 days from the date of notification of the original action. Students are not allowed to attend class until the student has filed an appeal. Further appeals may be pursued through the University Standards and Appeals Committee.

Individuals convicted of felony may not be eligible for licensing in Physical Therapy. Students are urged to contact the appropriate licensing agency for further information.

Additional Information:
For details of professional and academic standards, academic policies and procedures, clinical policies and procedures, the appeals process, and the academic conduct policies, please see the following documents:
ACADEMIC GRADING POLICY

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100 (94.5 – 100)</td>
</tr>
<tr>
<td>A-</td>
<td>90-94 (89.5 – 94.49)</td>
</tr>
<tr>
<td>B+</td>
<td>87-89 (86.5 – 89.49)</td>
</tr>
<tr>
<td>B</td>
<td>83-86 (82.5 – 86.49)</td>
</tr>
<tr>
<td>B-</td>
<td>80-82 (79.5 – 82.49)</td>
</tr>
<tr>
<td>C</td>
<td>77-79 (76.5 – 79.49)</td>
</tr>
<tr>
<td>F</td>
<td>less than 76.5</td>
</tr>
<tr>
<td>P</td>
<td>Pass (equivalent to B- or above)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>X</td>
<td>Continuing courses (e.g., Bioethics)</td>
</tr>
</tbody>
</table>

This policy describes the standards by which progress is assessed and the determination of academic standing for the Doctor of Physical Therapy degree. Any changes to the Physical Therapy Academic Grading Policy must be approved by majority vote of the physical therapy faculty.

I. Grades

A. Didactic Courses: Each course syllabus will state whether an “A-F/I” or “P/NP/I” scale is used for that course.

B. Clinical internships: The grading system is P, NP, and I.

C. Incomplete (I) grade: An instructor may issue an incomplete grade if the majority of coursework is completed satisfactorily, but health or other extenuating circumstances keep the student from completing the course. An “I” grade is not a substitute for a failing or otherwise undesirable grade; it cannot be granted to a student who is failing a class and wants additional time to submit make-up work in order to improve a grade. Prior to submitting an “I” grade, the instructor and the student complete an Incomplete Grade
Contract detailing the requirements for completion and submission of all remaining work and specifying a timeline for completion. After submission of the work, the instructor completes a Grade Change Form and submits it to the School Director for approval; the form is then processed by the Registrar’s office.

D. Withdrawal (W) grade: A student may choose to withdraw from a didactic course through the week that corresponds to completion of 2/3 of the course and receive a “W” grade. It is the responsibility of the student to notify the instructor and the Registrar's Office regarding withdrawal from a class; failure to do so may result in a failing grade. If the student chooses to withdraw from a course, he/she can continue with the remainder of the courses within that semester. However, the student will not be able to progress within the program until he/she re-takes the course the following academic year. In order to be eligible to re-take this course, the student must be in good academic standing (See II.C.). Students also need to consider that a course withdrawal will impact their ability to complete the program in the 4.5 academic year maximum for completion (See II.B. and II.F.4.).

E. X grade: An instructor may issue an “X” grade for successful completion of semester requirements for a course that spans multiple semesters. The “X” is replaced with a final “P” grade if all required components of the course are successfully completed or an “NP” grade if all required components of the course are not successfully completed.

F. Remediation of any practical or written examination within a course is at the discretion of the respective faculty member and will be stated in the course syllabus. There is no remediation for the final course grade.

II. Academic Standing and Progression through the Program

A. Progression through the program. All courses within a semester must be satisfactorily completed before a student may enroll in courses in the subsequent semester. If a clinical internship is not completed secondary to personal/medical reasons, faculty will determine whether a student is allowed to progress through the program.

B. Timeline for completion of program. A student must complete the curriculum in no longer than 4.5 academic years from matriculation. Progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.
C. **Good Academic Standing**: A student is considered to be in good academic standing if he/she: (1) completes didactic courses with a grade of 79.5% (B-) or better, and (2) passes didactic courses and clinical internships graded as P/NP. A student remains in good academic standing if he/she receives no more than one grade of C in a didactic course.

D. **Probation**: Academic probation indicates concern about the student’s performance in the program. By placing the student on academic probation, the student is notified of the faculty’s concern regarding past performance. A student is placed on academic probation following the attainment of one F/NP grade (either didactic or clinical course) or C grades in two didactic courses in the curriculum.

   i. The Director will notify the student in writing that he/she has been placed on academic probation, and that he/she will remain in this academic standing for the remainder of the program. This letter will contain an Action Plan pertinent to that student. The Director will also notify the Registrar that the student should be placed on academic probation.

E. **Probation with Suspension**: A student is placed on probation with suspension for either of the following reasons:

   1. If a student receives one F/NP grade in a didactic or clinical course, the student is suspended from the program at the end of that semester in which the F/NP grade was received. The Director will notify the student in writing that he/she has been placed on suspension with an Action Plan pertinent to that student. Before progressing further through the program, the student must repeat failed coursework when offered in the subsequent academic year.

   2. Violation of the Code of Academic Conduct or the Physical Therapy Code of Ethics. The Director will notify the student in writing that he/she has been placed on suspension with an Action Plan pertinent to that student. This Action Plan will outline criteria to be met for the student to re-enroll in the program.

F. **Dismissal**: A student is dismissed from the program for any of the following reasons:

   1. Attainment of two F/NP grades in didactic or clinical courses

   2. Attainment of one F/NP in didactic or clinical courses and two C grades in didactic courses

   3. Attainment of three C grades in didactic courses
4. Inability to complete the curriculum in 4.5 academic years. As noted above (Section II.B.), progression delayed by personal/medical reasons will be evaluated by faculty on a case-by-case basis.

5. Flagrant and intentional violations of the Code of Academic Conduct or the Physical Therapy Code of Ethics. No previous warning is required for this type of dismissal.

G. Leave of Absence or Administrative Withdrawal: If the student leaves the program for a personal/medical reason, documentation of such must be provided to the Director and the Registrar. The student will have the opportunity to re-enroll the following academic year in the semester that the student did not successfully complete. In the case of a medical leave of absence/medical withdrawal, the student must provide a letter of medical clearance to the Director and Registrar before re-enrollment.

**Readmission:** The catalog in effect at the time of a student’s initial enrollment indicates the specific requirements for that student. Students leaving the program for 3 consecutive terms or more must apply for readmission to return, and would re-enter the program under the requirements in effect at the time of readmission.

**Auditing:** At the discretion of the respective faculty member, the Athletic Training Program will allow students accepted into the Program and other currently enrolled CHP students to audit courses. Students must declare the audit option before the end of the add-drop period; once the audit option has been declared, the course cannot revert back to the graded option.

**Non-Degree Seeking Students:** Alumni, current students, and applicants accepted into the program are not permitted to study as non-degree seeking students.
FACULTY INSTRUCTIONAL PHILOSOPHY

The faculty of the School of Physical Therapy thoroughly embraces the concept of adult learning. As such, each party in the teaching/learning relationship must accept certain responsibilities in order for the system to flourish. We believe that it is the faculty role to serve as facilitators in the process rather than mere dispensers of knowledge. The faculty create a setting which maximizes student learning and fosters professional development, not merely the traditional student role. Such an environment is created when the instructor teaches in ways which stimulate and challenge, provides timely, behavior-specific feedback, while simultaneously assisting each student to reach his/her full potential. However, the student assumes the ultimate responsibility for the overall quality of her/his educational experience by becoming actively involved in the process, providing ongoing feedback to faculty and peers alike.

The concept of ability (competency) based learning and assessment is a part of the educational philosophy shared by the Physical Therapy faculty. This concept evolved from the recognition by educators in many disciplines that, in addition to a core of cognitive and psychomotor skills, a certain repertoire of behaviors is required for success in any given profession.

Traditional formats often assess only recall or recognition of information, as with multiple choice, fill-in-the-blank, or true-false questions. In ability-based assessment, the student's performance will be observed in a variety of different formats as the student completes different types of professional tasks. Appraisal of the student's performance is based on explicit behavioral criteria which have been shared with the student prior to assessment. This provides information about the student's ability to analyze and apply information in the ways he/she would actually use it in practice.

Ability-based learning and assessment provides the student with clear guidelines about instructor expectations and reflects real-life situations. Assessment is considered an integral part of the learning experience. Explicit criteria and timely feedback help students develop the ability to self-assess, self-correct, and self-direct their development.

With the exception of your laptop computer and any associated peripheral devices essential to the function of interaction with the course material (e.g., mouse, portable external
disc drive, flash drive), no portable electronic devices (e.g., iPods, iPads, iPhones, Blackberries, cameras, etc.) are permitted during any formal, informal, or otherwise scheduled meeting of this course (this includes, but is not restricted to, lectures, laboratories and examinations). Any device that draws power from a battery, USB connection, or direct electric connection power source, is considered a portable electronic device and is not permitted to be used. If such devices are on your person, or in your personal effects, they should at all times be in the shutdown/power off (not standby) mode. Medical devices are excluded from this section.

No audio, video, or photographic recordings are permitted of any course session, whether part of the formal course schedule or otherwise, without the signed, written consent of the course faculty. All course materials are intended for individual student use only; for the purpose of learning and applying the material. Reproducing or distributing course material widely is not permitted.
PROFESSIONAL BEHAVIORS

Professional behavior is vital to the success of each student physical therapist, the School of Physical Therapy, and the Physical Therapy profession. The process of becoming an effective physical therapist involves attaining competency not only in professional knowledge and skill, but behavior as well. These requisite behaviors, attributes, or characteristics may not be explicitly part of any given profession’s core of knowledge and technical skills, but they are nevertheless essential for success in that profession. The abilities which define expected behavior within a given profession serve as the foundation for ability-based learning.

The term “Generic Abilities” and behavioral criteria specific to the practice of physical therapy were first classified by the faculty of the UW-Madison Physical Therapy School, and have been validated and accepted by clinicians as defining physical therapy professional behavior. The Faculty of the School of Physical Therapy at Pacific has chosen to adopt these originally defined abilities, with some minor modifications, as Professional Behaviors. The quality of professional behavior expected of Pacific University graduates is exemplified by the ten Physical Therapy-specific professional behaviors and the three levels of associated behavioral criteria. Satisfactory progress is demonstrated by exhibiting beginning level criteria by the end of the first year of the program, developing level criteria by the end of the second year and entry level criteria by the end of the final clinical internship in the third year (please refer to the section on Professional Behaviors.). These behavioral guidelines apply both to the classroom and to the clinical setting. Specific to the clinical setting, each student is expected to demonstrate appropriate professional behaviors and commitment to learning throughout the clinical education experience. This includes, but is not limited to, being punctual and prepared for every work day, respecting his/her clinical instructor, and being committed to a positive learning experience.

Specifically, the Professional Behaviors to which we refer are:

1. Commitment to learning
2. Interpersonal skills
3. Communication skills
4. Effective use of time and resources
5. Use of constructive feedback
6. Problem solving
7. Professionalism  
8. Responsibility  
9. Critical thinking  
10. Stress management  

Mastery of this repertoire of behaviors facilitates the ability to:

1. Generalize from one context to another  
2. Integrate information from different sources  
3. Apply knowledge and skills in the practice setting  
4. Synthesize cognitive, affective, and psychomotor behaviors  
5. Interact effectively with clients, families, the community, and other professionals.  

To facilitate development of competency in the ten Professional Behaviors, faculty (classroom faculty and clinical instructors) provide formal and informal feedback to all students. Specific professional behavior is assessed during practical examinations, laboratory experiences, and presentations as well.  

Also, students are encouraged to recognize the importance of self-assessment in their development as students and professional physical therapists. Reflecting on past experiences is an extremely valuable method of assessing one’s own performance and planning more useful strategies for the future. We also expect each student to seek feedback from fellow students, clinical educators, and faculty.  

If a student demonstrates behaviors inconsistent with the Professional Behaviors, the following response will occur:

1. The student will be provided feedback regarding perceived inappropriate behavior(s) and relevant expectations of the instructor/faculty.  
2. If a change to more appropriate behavior(s) does not occur, the student will be subject to appropriate consequences as determined by the faculty ranging from remediation to dismissal from the program.  

**PROFESSIONAL DRESS**  

Interns are expected to abide by the dress code established by each clinical facility. In general, attire should be appropriate for the setting as well as the activity in which an intern is involved. It is also important that patients, families, visitors and colleagues be able to easily
identify students as Physical Therapist Interns. Each intern is provided with a name tag before embarking on the first clinical rotation and is expected to wear this name tag during all clinical work.

**COLLABORATIVE LEARNING**

The faculty encourages students in the School of Physical Therapy to engage in collaborative learning: to help each other to attain the knowledge and develop the skills necessary to be a competent physical therapist. Although attaining admission to the School is highly competitive, succeeding as a physical therapist requires working cooperatively with others for the benefit of patients, the profession and society. Because grading in the School is criterion based, it is an excellent opportunity for students to practice the behaviors that will help them succeed as physical therapists in an increasingly collaborative professional environment. However, collaboration does not involve copying another student's work, or having one or two members of a group doing all of the work. Students are encouraged to seek/offer help from/to their classmates, but each completed assignment must represent the student's own work.

**ACADEMIC CONDUCT**

*Appropriate academic conduct* as defined by the University is expected of all students in the School. The values of academic integrity that foster an atmosphere of trust between faculty and students are the same values exemplified by the APTA Guide of Professional Conduct and School of Physical Therapy Professional Behaviors. It is expected that all students behave the same way while they are in the academic setting as they would in the clinical setting and vice-versa.

Each student is expected to demonstrate appropriate professional behaviors and commitment to learning throughout the semester. In keeping with the professional behavior that all members of a health care team uphold, each student enrolled in this course is expected to conduct her/himself in a respectful and professional manner. This includes, but is not limited to, being punctual and prepared for every class session; respecting his/her classmates and the instructor during class discussions; working independent of classmates when asked to do so; working in a positive and productive manner with classmates on group projects; respecting oneself by presenting his/her own ideas and opinions in a positive and thoughtful manner that
demands the attention and respect of classmates; and being committed to a positive learning experience. (See Pacific University’s Student Handbook for university policies)
PROFESSIONAL EXPECTATIONS

Attendance: Students have personal responsibility for class attendance, participation, and completion of assignments. A large portion of classes are composed of experiential learning sessions, discussions and experiences difficult to obtain from any one textbook. Attendance and class participation is expected for maximum learning. When absence is inevitable, the student is responsible for contacting the faculty member or if unavailable, the department secretary, PRIOR to class to be missed. Assignment of make-up work, if any, is at the discretion of the instructor. In case of illness or an emergency please call in to inform the School 503-352-7279.

Interpersonal Skills and Behavior: The general principle governing academic conduct standards at Pacific is that students have the obligation to conduct themselves as mature and responsible members of the community. Honesty and integrity are expected of all students in class participation, examinations, assignments, patient care and other academic work.

Each student is expected to demonstrate appropriate professional behaviors and commitment to learning. In keeping with the professional behavior that all members of a health care team uphold, each student is expected to conduct her/himself in a respectful and professional manner. This includes, but is not limited to, being punctual and prepared for every class session; respecting his/her classmates and the instructor; working independently of classmates when asked to do so; working in a positive and productive manner with classmates on group projects; presenting his/her own ideas and opinions in a positive and thoughtful manner that demands the attention and respect of classmates; and being committed to a positive learning experience. (See Professional Behaviors, Chap 2, pg 7)

Written Assignments: All written assignments must reflect the quality expected of students enrolled in graduate level professional programs. The American Medical Association (AMA) Manual of Style should be used as a reference. This manual is a required reference for this curriculum and is a standard reference book in the Pacific University Library. It is also the style that is followed in Physical Therapy, Journal of the American Physical Therapy Association. See Chpt 5 of this Handbook for referencing guidelines. For all papers, the following minimum standards must be adhered to:

1. Typewritten.
2. Proper grammar, sentence structure, spelling, and organization.
3. Proper referencing. All papers should include references.
Professional writing skills are essential. Development and refinement of these skills will be facilitated during your professional education. Papers will not be considered which do not adhere to the minimum standards and will be returned to the student for revision. Students are strongly encouraged to allow sufficient time in completion of papers to have another individual read their papers for editing/proofing purposes. The policy for papers turned in late is up to the individual faculty member. Further instructions for theses will be discussed in Research class.
UNIVERSITY ACADEMIC STANDARDS AND APPEALS BOARD

Each of the schools and colleges of Pacific University has a formal academic standards committee which carries out academic policy review, hears and rules on issues of student academic progress, alleged unprofessional conduct, or issues of alleged violation of the Academic Code of Conduct.

Membership on college and school academic standards committees shall be determined by those colleges and schools, according to standard procedures.

All requests for appeals of rulings by college or school academic standards committees shall be submitted in writing to the Vice President for Academic Affairs within 10 school days after the ruling is received by the student. Appeals shall be heard by the University Standards and Appeals Board, which is a standing committee of the University.

The University Standards and Appeals Board will make the decision to hear appeals of college/school academic standards committee rulings if one or more of the following criteria are met:

1) there was an error in procedure by a school of college academic standards committee,
2) there is new evidence sufficient to alter a decision is available,
3) or if the sanction(s) imposed was not appropriate in relation to the severity of the violation.

Normally, appeals dealing with introduction of new evidence will be returned by the University Standards and Appeals Board to the original academic standards committee for reconsideration. If the appeal involves inappropriate sanctions or procedural errors, the University Standards and Appeals Board will hear the case and rule on the appeal. Decisions of the University Standards and Appeals Board are final.

Membership on the University Standards and Appeals Board (7):

1. Vice President for Academic Affairs
2. Registrar
3. Three Faculty
   a) one from the College of Arts and Sciences
   b) one from the faculties of the professional schools (Optometry, Physical Therapy, Occupational Therapy, Professional Psychology, Education)
   c) one faculty member mutually agreed upon by the appellant and the Vice President for Academic Affairs
4. Two students
   a) one appointed from the Undergraduate Community Council
   b) one appointed from the Professional Students Council

A faculty member will be elected to serve as chair of the committee. Membership for faculty is for a period of two years (staggered terms). Students may be appointed for one year. The Vice President for Academic Affairs shall appoint alternate members in cases of conflict of interest.

**Hearings**

The Vice President for Academic Affairs shall inform students of the appeal process and options, including the student's right to an advisor. Any non-attorney member of the University community may serve as an advisor. Students are responsible for presenting their appeal, therefore, advisors may not participate directly in the appeal hearing.

- All hearings shall be conducted in private and shall remain confidential.
- Students may present witnesses and evidence.
- There shall be a single verbatim record of the appeal. The record shall be the property of the University.
- The Vice President for Academic Affairs is responsible for ensuring that policy and procedures are followed.
- Appeals Board decisions shall be determined by majority vote. All votes shall be by secret ballot.
- All members of the Appeals Board must be present for a hearing to take place.
- Decisions made by the Appeals Board are final.
LEARNING SUPPORT SERVICES:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the more recent Americans with Disabilities Act (1991), Pacific University does not discriminate with respect to individuals with disabilities and provides the same educational opportunities for students with disabilities that it provides for all students, unless an undue burden would result.

The University maintains academic standards which apply to all students. However, students with disabilities may require additional or specialized services to meet academic standards.

The term "learning disability" refers to disorders in one or more of the basic processes involved in understanding or in using language, spoken or written, which may manifest itself in difficulty with listening, speaking, reading, writing, spelling or performing mathematical calculations.

It is the student's obligation to provide acceptable evidence that he/she has a learning disability; Pacific University requires that this be documented through psycho educational or psycho-neurological testing by an appropriate professional (licensed psychologist or educational specialist). A student who has a documented learning disability or believes that he/she might have one, should contact the Director of Support Services at 503.352.2107 or via email at LSS@pacificu.edu. Students may then be referred to the Director of the Counseling Center to review that documentation or for a referral if they have not yet obtained the appropriate assessment. A list of referrals for specialists who do assessments for learning disabilities is available. Learning Support Services will partner with you to review the necessary documentation, discuss the services Pacific offers and facilitate the provision of any accommodations required for specific courses. It is extremely important that you begin this process no later than the end of the first week of the semester.

If it is determined that the student does fit the criteria for having a learning disability, the following accommodations may be available:

- tutoring
- classroom accommodation (sitting near the front, for example)
- permission to tape lectures and/or classroom discussions
- readers
- note-takers
- advance copies of syllabi and lecture notes
- access to computers with voice activation and speech synthesis software
- extra time as needed for exams
- a space with minimal distraction for exams
It is the student's responsibility to contact the Director of Learning Support Services to discuss his/her needs and request any of these services. The request will be evaluated and appropriate resources provided. It is also the student's responsibility to notify instructors of special needs. If the instructors have questions regarding the student's request they may be referred to the Director of Learning Support Services for consultation on how to accommodate the student. Services other than those described above are not available through the University. However, students may be referred to learning disability specialists in the community.
PACIFIC UNIVERSITY
School of Physical Therapy

POLICIES ON INFECTIOUS DISEASES

POSITION STATEMENT ON INFECTIOUS DISEASES
Adapted from APTA policy: HOD 06-89-39-84

Since physical therapy students, faculty and practitioners have an obligation to provide quality, non-judgmental care in accordance with their knowledge and expertise to all persons who need it, regardless of the nature of the health problem, when providing care to individuals, the School of Physical Therapy advocates that students, faculty and practitioners be guided to their actions by guidelines developed by the Centers for Disease Control (CDC) and regulations set by the Occupational Safety and Health Administration (OSHA).

PHYSICAL THERAPY STUDENTS, FACULTY AND PRACTITIONERS WITH COMMUNICABLE DISEASES OR CONDITIONS
Adapted from APTA policy: RC 20-91

Physical therapy students, faculty and practitioners with known communicable diseases or conditions have a right to continue careers in physical therapy in a capacity which poses no identifiable risk to their patients.

Physical therapy students, faculty and practitioners with known communicable diseases or conditions have an ethical obligation to either abstain from professional activities which have an identifiable risk of transmission to the patients or disclose their condition to the patient. Practitioner decisions about which action is appropriate should take in to account the nature of the specific communicable disease or condition and the consequences of it transmission.

Physical therapy students, faculty and practitioners who are both at risk of acquiring communicable diseases or conditions and who engage in professional activities with identifiable risks of transmission of those communicable diseases or conditions should take appropriate measures to determine their health status.

SUPPORT STATEMENT

This motion balances the protection of the patient's right to know the risks of health care procedures including the risk of transmission of infections from professionals to patients, with the professional's right to privacy and to continue to work in ways which do not pose risks to patients. The broad language encompasses communicable diseases in general, thereby addressing both the timely issue of practitioners with HIV infection and the problem of preventing iatrogenic infections in the patients we serve.
INTRODUCTION

Due to the nature of their work, physical therapists and other health professionals are at risk for exposure to potentially fatal blood borne infectious diseases as well as other infectious diseases. Physical therapy students also face the same risks as they carry out their clinical experiences and internships. During their academic preparation physical therapy students are taught proper safety and precautionary techniques. They are also required to have certain immunizations as a way of protecting themselves. In addition to all the standard immunizations individuals receive in childhood, the School of Physical Therapy is also requiring of its incoming students, (starting September 1, 1993) to be immunized for the Hepatitis B Virus (HBV).

IMMUNIZATION FOR HEPATITIS B

All physical therapy students are required to have proof of immunization against the HBV. Since the vaccination process takes 6 months to be completed, incoming students can initiate the process before matriculating in the School of Physical Therapy, but must supply documentation of having done so to the School. The vaccination process, however, must be completed prior to Clinical Experience I which takes place toward the end of the second semester of the First Year.

The cost of the immunization will be the responsibility of the student. The vaccine may be received from one's own personal physician or from a public health facility. In Oregon, county public health offices offer this service.

July 21, 1993
INTRODUCTION

As an institution of higher education, Pacific University has the responsibility to inform students about potentially fatal blood borne infectious diseases such as Human Immunodeficiency Virus and Hepatitis B Virus, and to persuade students to protect themselves and others. The Student Health Service will provide on-going education on the prevention of such diseases.

Further, the University has an obligation, insofar as it is able, to protect the rights of students with potentially fatal infectious diseases, and to make reasonable accommodation. At the same time, the University has an obligation to protect, insofar as it is able, the well-being of the entire University community.

According to the U.S. Department of Health and Human Services: "Identified risk factors for HIV transmission are essentially identical to those for HBV." The same protection is needed to avoid exposure to either virus. The United States Public Health Service states: "There is no risk created in living in the same dwelling with an infected person, eating food handled by an infected person, being coughed or sneezed upon by an infected person, swimming in a pool with or caring for an infected person. Transmission of the HIV virus is primarily through intimate sexual contract, sharing dirty needles, contact with contaminated blood products, contact with bleeding injuries, and maternal-fetus transmission."

ADMISSION

Applicants for admission to Pacific University will not be denied admission based solely on having the HIV or HBV virus.

UNIVERSITY STATUS

No student will be dismissed from the University solely on the basis of having a potentially fatal blood borne disease.

If a student with HIV or HBV is not able to achieve satisfactory academic progress, his/her progress will be reviewed through established procedures for determining academic progress and standards. The University will follow the same procedures for making reasonable accommodations as it would be for any other medical condition.
TESTING

The University will not require students to be tested for HIV or HBV. Students wishing to be tested will be referred to private or public health services. The Student Health Service may provide such testing as staffing levels permit.

IMMUNIZATION FOR HEPATITIS B

Professional Students

Effective September 1, 1993, students who are enrolled or who plan to enroll in professional programs in Optometry, Physical Therapy and Occupational Therapy must meet the standards for HBV immunization established by their respective programs. These standards may be subject to change, based on program factors and associated risks. Meeting immunization requirements will be a condition of enrollment. The Student Health Center will provide immunizations at cost, as staffing levels allow.

Student Employees

Students who are employed as athletic trainers or in other positions in which they are at risk of contact with blood or other potentially infectious materials will be provided with training and offered the Hepatitis B vaccine as required by the Occupational Safety and Health Administration for all employees. Students who decline the vaccination must sign a declination form. The student employee may request and obtain the vaccination at no cost at a later date, if they continue to be exposed.

CONFIDENTIALITY

Students with HIV or HBV are strongly encouraged to disclose their health status to the Director of the Student Health Service in order to receive education, take appropriate precautions, receive care, or referral for care.

Information regarding the health status of students, including HIV or HBV, is confidential and will not be released without the student's written consent. Such information will only be disclosed to those with a need to know in order to protect the health and safety of other students and staff members.

If a student voluntarily discloses their health status regarding HIV or HBV to a University employee (faculty, coach, staff, for example), those individuals are required to observe the same standard of confidentiality as health professionals. Failure to do so will be subject to sanction. Individuals who have received confidential information are encouraged to refer the student to the Director of the Student Health Center, and/or to seek the advice of the
Director of the Student Health Center to determine how best to respond. This advice should be sought without revealing the identity of the infected student.

If a student voluntarily discloses their health status regarding HIV or HBV to another student, and requests confidentiality, the same standards of confidentiality are expected. The student or students who have received such information are strongly encouraged to refer infected students to the Director of the Student Health Center and/or seek the advice of the Director of the Student Health Center about how best to respond. Such advice should be sought without revealing the identity of the infected student.

If the Dean of Students in consultation with the Vice President for University Relations determines that a public statement regarding rumored or identified persons having AIDS/HBV or other infectious diseases is necessary, then the Vice-President for University Relations shall designate a spokesperson who shall be solely responsible for developing and releasing such statements and for handling all contact with the media or others.

Laws regarding confidentiality are constantly changing. New laws will become part of this policy as they are enacted.

**INTERCOLLEGIATE ATHLETICS**

In addition to University policy, students involved in intercollegiate athletics will be expected to follow the HIV/HBV policies of the CNA. HIV and/or HBV testing are not required to participate in athletics.

Any athlete who participates in intercollegiate athletics, intramurals or club sports and has an infectious disease (including HIV/HBV) is required to disclose such information to the Head Athletic Trainer. This information will be held in confidence, with the exception that the Head Athletic Trainer may determine that the coach has a bona fide need to know such information. An infected student may be prohibited by the Head Trainer from participating in athletic activities with significant risk of bleeding injuries, or other activities which pose a risk of transmission. Such determination shall be made by the Head Athletic Trainer in consultation with a qualified health professional not employed by the University.

Athletic trainers will follow universal precautions when responding to bleeding injuries. The Athletic Department will provide every athlete and coach with information about HIV and HBV, including prevention, transmission, universal precautions, and the availability of the Hepatitis B vaccine.

**STUDENT HEALTH SERVICE**

Student health records are confidential, and will not be released without written consent of the student.
At the request of the student with HIV or HBV, and if student has voluntarily disclosed their health status, the Director of the Student Health Service may serve as a liaison and advocate for the student.

The Student Health Service will use universal precautionary measures in providing care to all students.

HEALTH PROFESSIONS PROGRAMS

In addition to University policy, students enrolled in professional programs in Occupational Therapy, Optometry, Physical Therapy, Physician Assistant and Professional Psychology are expected to follow policies and standards established by their respective professions. Students enrolled in the health professions clinics are required to follow standards and policies established by clinical and practice settings.

STUDENTS STUDYING OVERSEAS

HIV or HBV testing may be required by the host country for students who participate in overseas programs or projects. Such tests are not required by Pacific University, but may be a condition of participation for certain programs or countries. Student who choose to participate in such programs must comply with such requirements.

STANDARDS OF CONDUCT FOR HIV/HBV INFECTED STUDENTS

Any student who has been diagnosed as having an HIV, HBV, or any other potentially fatal infectious disease must not knowingly or willingly transmit the disease. To do so may be considered endangering behavior, and may be subject to University disciplinary procedures. The likely consequence will be permanent expulsion from the University. Criminal penalties may also apply.

STANDARDS OF CONDUCT FOR ALL STUDENTS

Any student who refuses to attend classes or participate in activities with a member of the University community who has or is suspected of having HIV or HBV will be counseled and provided with educational information. If the student refuses, the University will assist in changing classes, dropping classes, or withdrawing from the University in accordance with established University policies and procedures.
BODILY FLUIDS CONTACT PROCEDURES

Students with HIV or HBV may attend classes as any other student. Laboratory courses, or other courses where there is a risk of exposure to blood or other bodily fluids must utilize universal precautionary measures.

All members of the University community are expected to seek appropriately trained assistance in responding to emergency situations. When responding to bleeding injuries, members of the community should use universal precautions and contact the Safety Coordinator to properly dispose of contaminated materials.

REVISION OF POLICY

This policy will be revised as new medical and legal information is available. Students will be informed of any revisions.
PHYSICAL THERAPY STUDENT ASSOCIATION (PTSA)

BY-LAWS
OF THE PHYSICAL THERAPY STUDENT ASSOCIATION
OF PACIFIC UNIVERSITY,
SCHOOL OF PHYSICAL THERAPY

ARTICLE I. NAME
This organization shall be known by the name Physical Therapy Student Association (PTSA), and shall be the affiliation of Pacific University School of Physical Therapy (PUSPT).

ARTICLE II. OBJECTIVES
The objectives of the PTSA shall be:
A. To unite and affiliate into one organization all Pacific University physical therapy students for the establishment of a stable form of student self-government.
B. To serve as liaison between students and faculty of Pacific University, physical therapy alumni, administration, Professional Student Senate (PSS) and the general public.
C. To voice concerns of physical therapy students and faithfully pursue the resolution of those concerns.
D. To attain high ethical standards and promote a positive attitude towards the profession of physical therapy and Pacific University.
E. To promote physical therapy knowledge for the benefit of the students, the academic community, and the public.

ARTICLE III. CLASS OFFICERS
Section 1. Class Officers
Each class from year to year of the professional curriculum shall be responsible for electing the following class officers:
A. President
B. Vice-President
C. Treasurer
D. Social Coordinators (2-4)
E. Historian
F. Additional officers may be elected as deemed necessary by the individual class.

ARTICLE IV. EXECUTIVE BOARD OFFICERS AND EMPOWERMENT
Section 1. Executive Board Officers
A. President
B. Vice-President
C. Treasurer
D. Social Coordinator
E. Professional Student Senate Representative (2)
F. At-large Members
Section 2. Empowerment
A. Executive power of the PTSA shall be vested in an Executive Board composed of all Class Presidents, Treasurers, Social Coordinators, and the Professional Student Senate Representatives.
B. All Executive Board members will vote on motions before the Executive Board, with the exception of the PTSA President who will vote only in the case of a tie.

ARTICLE V. DUTIES OF CLASS OFFICERS
Section 1. Duties of Class Officers

A. President: The Class President shall have those powers usually vested upon the office of president. He/she shall be spokesperson of the class, preside at all class officer meetings, attend all PTSA and Executive Committee meetings. And shall oversee the other class officers, be responsible for any other duties authorized by a majority vote of the class, bring class concerns or comments to the Director of the School of Physical Therapy, and perform all other duties customarily assigned to the secretary. He/she will keep minutes of all class and class officer meetings email them out to class officers within one week of meeting.
B. Vice President: Supports president and all class officer positions as needed. And shall assume the powers and duties of the class president in his/her absence or vacancy of this office by attending all class officer meetings and presiding over this group when the class president cannot be present.
C. Treasurer: The Class Treasurer shall be responsible for all financial transactions of the class and perform all other duties customarily assigned to the Treasurer.
D. Social Coordinators: The Class Social Coordinators shall organize class social functions including but not limited recognizing class birthdays, coordinating fundraising, and planning class social functions including Holiday Party (2nd year) and graduation dinner. Social functions shall be coordinated with the class treasurer (as necessary for financial need) and with the PTSA Executive Board. The Social Coordinator shall be the Class rep/contact once the class has graduated. The Social Coordinators may identify another class member if they are unable to remain as the class representative and contact.
E. Historian: Documenting important events during the school year.

ARTICLE VI. DUTIES OF EXECUTIVE BOARD OFFICERS
Section 1. Duties of Executive Board Officers
A. President: The President of PTSA shall preside at general meetings and Executive Board meetings. The President shall set and distribute an agenda at least one day prior to all Executive Board meetings. The President shall act as official spokesperson for PTSA and shall present student concerns to the Director of PUSPT and as appropriate, the Provost and/or President of Pacific University. The President shall assist the Treasurer in the preparation of the annual budget proposal for the PTSA. The President shall insure that financial records are maintained by the Treasurer. The President shall be responsible for orienting the new President to the PTSA files upon his/her retirement of office.
B. Vice-President

The Vice-President shall preside at Executive Board meetings when the President is absent. In the event the President’s position is vacated, the Vice-President shall assume the office and the duties of President as described in Article VI, Section 1. The Vice-President shall oversee and coordinate the activities of all PTSA committees, and all student committee members. The Vice-President shall oversee all PTSA Fundraising Activities. The Vice-President shall be responsible for orienting the new Vice-President to the PTSA files upon retirement of office.

C. Treasurer

The Treasurer shall assist the President in preparing the annual budget, and present the budget to the PTSA. For an estimated example see Appendix E. The Treasurer shall oversee and properly record spending of approved funds. The Treasurer shall keep accurate accounts of all other monies taken in and paid out by PTSA (in accordance with Pacific University policies) and fulfill economic commitments duly authorized by the Executive Board. The Treasurer shall submit a current financial statement at each general meeting, and shall insure that all statements and complete financial records are properly maintained. The Treasurer shall be responsible for orienting the new Treasurer to the PTSA files upon his/her retirement of office.

D. Social Coordinator

The Social Coordinator organizes PTSA social functions. He or she should become familiar with university held events concerning student entertainment (e.g. Milky Way and Outback). The Social Coordinator shall preside over the Social Committee (Article XV, Section 1, Part B1). The Social Coordinator shall be responsible for orienting the new Social Coordinator to the PTSA files upon retirement of office.

E. Professional Student Senate (PSS) Representative

The 2 PSS Representative will serve as the liaisons between the PSS and the PTSA/PUSPT on behalf of the PTSA members. The PSSPC Representatives will be elected from the 1st year class during the last month of the spring semester following the same process set forth in the By-laws under Article VII, Section 3 and 4. The PPC Representative will serve during their second year of school.

F. At-Large Members

All Class Officers will be voting members of the Executive Board and assist with fulfilling the duties of the Executive Board as delegated.

ARTICLE VII. ELECTION PROCEDURES FOR CLASS OFFICERS

Section 1. Second and Third Year Class Elections

Within the last fifteen days of April, an independent faculty (or director) election advisor is responsible for overseeing the election of the class officers described in Article III, Section 1 of these by-laws. The election committee shall oversee the nomination and election process. The nomination and election process will follow the guidelines in Article VII, Section 3 and 4 of these by-laws.

Section 2. First Year Class Elections

The second year class officers will be responsible for the following:

A. Informing the First-year class of the officers to be elected and their duties as described in Article III and V of these by-laws.

B. Elections will be conducted no later than October 31st for that academic year following procedures described in Article VII, Sections 3 and 4 of these by-laws.
Section 3. Nominations
Officer nominations will be accepted by the election committee (see Article VII, Section 1 & 2) for a period of two days prior to the election. Valid nominations must be filled out on the provided nomination slips (See Appendix B) and include the signature of the accepting nominee. (Note: No class member can accept a nomination with a signature on the nomination slip for more than one Class Office. If this is seen on the nomination slip(s) the student will not be placed on the ballot for any offices – the nomination will come from the floor). On the day of elections, a ballot listing the nominees for each class office will be distributed to the respective class members. At this time the election committee will request nominations from the floor. Any floor nominations will be honored and considered as if they were on the printed ballot.

Section 4. Elections
The officers shall be elected by closed ballot by a simple majority with a quorum of class members present. The election committee will distribute and collect the ballots and count the votes. The nominee receiving the greatest number of votes will be elected to the office. In the event of a tie, a runoff election of these candidates will be held using the same guidelines, during the same day. The results will be announced by the end of that day.

Section 5. Terms of Office
Second and Third year class officers shall be elected for the term of one year and shall commence after elections held in April of that year. First year class officers will assume their duties immediately upon election and will remain in office until second year elections. The retiring officer and the newly elected officer for each elected position are required to attend the transition meeting, which will provide details about officer duties and expectations.

ARTICLE VIII. APPOINTMENT PROCEDURE FOR EXECUTIVE BOARD OFFICERS

Section 1. Appointment of Executive Board Officers
A. President - The Second year class president shall be the Executive Board President.
B. Vice-President - The Third year class president shall be the Executive Board Vice-president.
C. Treasurer - The Second year class treasurer shall be the Executive Board Treasurer.
D. Social Coordinator - The Second year class social coordinator shall be the Executive Board Social Coordinator.
E. Professional Student Senate Representative – will serve as liaison between the Professional Programs and the PUSPT.
F. At-large Members – All class officers not mentioned above shall be Executive Board At-large Members.

Section 2. Attendance
All officers are required to attend Executive Board meetings and all PTSA functions.
Section 3. Eligibility
Any members shall be eligible to run for any Class Office, as listed in the by-laws Article III, Section 1. Executive Board Officer positions are filled by Class Officers and therefore can be obtained by any elected class member.

Section 4. Officer Voting Privileges
The right to vote on all matters before the PTSA Executive Board is granted to all PTSA Officers upon their election. Loss of these privileges will begin following the third absence from any scheduled PTSA meetings. Absences due to professor-scheduled academic events may be exempted once per semester, and the absence due to clinical affiliations is exempt while PTSA members are on out-of-town clinicals. No less than two consecutive meetings must be attended in order to regain voting privileges. Privilege will be returned at the meeting immediately after this requirement has been met. After the first loss of vote due to absence has occurred, each additional absence will result in the same loss of privilege and the same requirements exist to regain a vote. During this time, officers are still required to fulfill their duties. The PTSA Vice-president shall be responsible for notifying the PTSA President and officers in question whenever there is a change in voting status.

ARTICLE IX. RESIGNATION AND REMOVALS OF CLASS OFFICERS
Section 1. Resignation Procedure
Any class officer may resign from office provided he/she submits a written resignation to the class president or in the event of the class president resigning, to the class treasurer. The class president shall announce the resignation at the next class meeting. In the event of a presidential resignation, the treasurer will assume the office of president until the election process can take nominations from the class. Any other offices vacated will have a subsequent appointment. Replacement officers will be voted by the class at the earliest convenience (as stated under Article VII, Sections 3 and 4 of these by-laws). These officers will serve the remainder of the term of office started by the resigning officer.

Section 2. Removal Procedure
The class may remove from office any class officer by a 2/3 majority vote of a quorum of the class by ballot vote.

ARTICLE X. RESIGNATION AND REPLACEMENT OF EXECUTIVE BOARD OFFICERS
Section 1. Resignation and replacement of Executive Board Officers
In the event that any office is vacated by resignation or by the officer being declared ineligible to serve, the Class President, for the respective class, shall take nominations under Article VII, Section 3. In the event that the Presidents office is vacated the Class Treasurer will preside as Class President until nominations can be taken under Article VII, Section 3. The newly elected officer will then fill the role on the Executive Board.

ARTICLE XI. PTSA STUDENT MEMBERSHIP
Section 1. Membership
PTSA Membership shall consist of all students who are currently enrolled in PUSPT for academic credit.
Section 2. Membership Dues
Membership dues will be taken out of the PTSA funding after the business office of Pacific University disburses the 60% return from the Student Activity Fee. Member dues are $2.50 per student per semester. These Membership dues will be deposited in the Student Conclave Fund, see Article XVI, Section 4, Part C.

Section 3. Voting Privileges
The right to vote in all general PTSA meetings and elections is granted exclusively to members (Article XI, Section 1).

Section 4. Discipline
All PTSA members shall uphold the Pacific University Student Code of Conduct, Professional & Academic Standards of the School of Physical Therapy, and the Physical Therapy Code of Ethics. Questions or disputes concerning the conduct of any officer shall be referred by the PTSA Executive Board to the Student Judicial Council.

ARTICLE XII. MEETINGS
Section 1. PTSA General Assemblies
General Assemblies shall be held no less than once every fall and spring semesters during the academic year, and shall have an agenda established by the President. The Fall assembly shall be held within the first month of school during the time when all classes are present at Pacific University, while the Spring assembly shall be held immediately after the PTSA elections.

Section 2. Executive Board Meetings
The Executive Board shall meet regularly at a time and place determined by the Executive Board. The Executive Board meetings shall be open to active PTSA members, and invited guests such as PUSPT faculty and administration. A social chair from 2nd year will be responsible for keeping minutes and emailing minutes out to entire class within a week of the meeting.

Section 3. Conduct of Meetings
All meetings shall be conducted according to Robert’s Rules of Order (see Appendix C), when not superseded by this constitution or its by-laws.

Section 4. Order of Business
All meetings shall be conducted according to the following format:
A. Call to Order
B. Roll Call
C. Approval of Minutes
D. Report of the Treasurer
E. Officer Reports
F. Committee Reports
G. Communications
H. Old Business
I. New Business
J. Adjournment
ARTICLE XIII. AMENDMENTS
The constitution and by-laws of the PTSA may be amended by a majority quorum vote cast by Executive Board membership. Proposed amendments may be submitted in writing to the Executive Board. A minimum of 30 days shall be allowed between the submission of the proposed amendments and the voting. The proposal shall be posted for a minimum of ten days prior to voting. Ballots shall be distributed to all PTSA members (Article XI, Section 1). For ballot to be valid, the voter’s test identification number must be placed at the top of the ballot. A minimum of one day is allowed for ballots to be cast and placed in a ballot box. Absentee ballots may be turned into any of the PTSA Executive Board Members.

ARTICLE XIV. QUORUM
Section 1. Executive Board Meetings
An Executive Board quorum shall be declared by the President when 8 of the 13 voting members are present.

Section 2. Class Meetings
A minimum of twenty class members shall constitute a quorum for doing class business at a duly announced general class meeting.

ARTICLE XV. COMMITTEES
A. Section 1. Standing Committees
   A. Establishing Standing Committees
      1. By a simple majority the Executive Board shall establish standing committees to deal with PTSA concerns of a continuing nature.
      2. Committees will be formed of volunteers from the membership at large at the beginning of the academic year. Each standing Committee will have a chairperson.
      3. Committee Chairperson
         a. An active chairperson or Co-chairs shall be elected by majority vote of the Executive Board at an Executive Board Meeting.
         b. The Chairperson of each standing committee shall act as a liaison between her/his respective committee and the Executive Board.
         c. The Chairpersons of each standing committee shall submit copies of their end of the year report to the Executive Board prior to the end of spring semester.
         d. Every committee shall submit monthly committee reports to the Executive Board.
         e. All committee chairs will be responsible for drafting the committee budget and submitting it to the treasurer, at the time appointed.
   B. Standing Committees
      1. Social Committee
         a. The Social Committee is comprised of the Social Coordinators from each class and is overseen by the Executive Committee Social Coordinator (Article VI, Section 1). The committee is responsible for, but not limited to planning a Christmas party with the second year class. Co-Chairs: Social Coordinators
Section 2. Ad Hoc Committees
The Executive Board shall establish ad hoc committees to deal with PTSA concerns which are of temporary nature.

Section 3. Discharging Committees
Standing committees may be discharged by majority vote of the Executive Board if and when it is determined the committee no longer serves a useful purpose. Ad hoc committees shall be discharged by the majority vote of the executive board upon completion or resolution of their assigned task.

ARTICLE XVI. FINANCES

Section 1. Funding
Activities shall be financed by the following source:
PTSA Funding: 60% of the Pacific University Student Activity Fee paid by PT students is disbursed through the Pacific business office. This designated percentage and amount of fee is subject to change. Additional PTSA fundraising activities may be authorized by the Executive Board. See Article VI, Section 1, Part B.

Section 2. Allocation of Funds
Funds will be distributed according to the number of students enrolled in each class. This amount will be in accordance with the School of Physical Therapy Account regulations. See Article XVI, Section 3 of these By-laws for further fund disbursements. The Treasurer of each class will keep a record of transactions; see Article V, Section 1, Part B.

Section 3. PTSA Funded Organizations and Events
A. An estimated budget will be submitted to the Treasurer prior to the beginning of the academic year from each class and PTSA funded event, before any PTSA funds are budgeted for that class or event. The monies distributed will be in the form of a reimbursement check from PTSA.
B. Prior to receiving reimbursement, groups must provide PTSA with an itemized list of expenditures using the Expense Reimbursement Form. Each Treasurer is responsible for submitting receipts. Receipts must accompany the form in order to receive reimbursement. See Appendix A.
C. Reimbursement checks can be requested in advance and require approval from the Treasurer and the President. Itemized receipts must be turned into the Treasurer and any monies received but not spent must be returned to the respective PTSA general fund within two weeks following receipt of the check.

Section 4. Mandated Allocations
A. Christmas Party - The First and Third year classes will make a donation of $500 to the Christmas party, and the second year class will pay for the remainder of costs associated with putting on the annual Christmas Party.
B. Research - The Third year class will assist with Capstone projects by reimbursing Capstone projects according to the number of student in each group and the receipts that are attached to the reimbursement form (Appendix A) with an explanation of each items uses. Capstone groups will receive $100 per project. If any amount of the $100 is unused the additional money may go towards groups that had greater than $100 in funds, if the class so votes.
C. Student Conclave Fund – Annually the PTSA will send a representative from the 2nd year class to the National Student Conclave and with this fund the student will be reimbursed after attending the Conclave and submitting receipts of expense. This fund will annually fund $500 for air fare or room and board. All additional funds will be paid for by the student at their expense. The student attending will be required to present the events attended during a one-hour talk during that academic year. The representative will be selected by the 2nd year class via a random name drawing of those interested and able to attend the conclave. Two alternatives will also be assigned.

D. Student Scholarship Fund – All remaining funds from each Third year class will be allocated to the Student Scholarship Fund. This fund will be used to support students in dire need of assistance. The amount will vary dependent on the individual situation and the current status of the account. This fund will be used sparingly to insure that money will be available for emergency student needs (i.e. fire victim, death, financial hardship). Allocation of this fund will be monitored by the PUSPT director and dispersed at their discretion. Any questions will be directed towards the PTSA Executive Board.

Section 5. Mandated Allocations - Unused Funds
A. Any mandated funds not used for allocation shall be returned to the appropriate PTSA or class fund at the end of the academic year.
B. The remaining funds in the First and Second year class accounts at the end of the academic year will roll over to the same classes fund for the following year. The third year class funds will be deposited into the Student Scholarship Fund for use towards a student from the PUSPT that is in financial need. The amount used will be determined according to each years fund, with the intention that the money will be used towards the schooling costs of a financially in need student, see Article XVI, Section 4, Part D.

ARTICLE XVII. FINANCIAL AUDITS OF COMMITTEES AND CLASSES
The financial records of all committees and classes may be audited by the PTSA Treasurer. The PTSA Treasurer shall give at least one week notice of such an audit.

ARTICLE XVIII. FISCAL YEAR
The fiscal year of PTSA shall coincide with that of the Pacific University School of Physical Therapy, beginning July 1 of a given year and ending June 30 of the following year.

ARTICLE XIX. REVIEW BYLAWS
The Bylaws will be reviewed by the Executive Board Officers on a bi-annual basis. The first review will take place at the first meeting of the year. The second review will take place at the last meeting of the year. Further reviews can take place as needed. Changes to the Bylaws will require a simple majority vote when quorum was been meet as described in (Article XIV, Section 1).
Expense Disbursement Form

PACIFIC UNIVERSITY
CAMPUS CHECK REQUEST

1099 – TAX ID/SSN: ________________ VOUCHER # ________________

CHECK PAYABLE TO: ________________ DATE: ________________

ADDRESS: ________________ DATE REQUIRED: ________________

______________________________ YOUR REF ________________

______________________________ ATTACHMENTS TO MAIL ______

INVOICE #: ________________ MAIL TO ADDRESS ______

DESCRIPTION: ________________ HOLD FOR PICK UP ______

______________________________ HOLD NAME ________________

DISTRIBUTION ON FUNDS

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<th>AMOUNT</th>
<th>DATATEL DEPT COMMENTS (optional)</th>
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BUDGET AUTHORITY SIGNATURE: ________________________ EXT ____

PRINTED NAME: ____________________________
Class Officer Nomination Slip

Year of class (circle one)  1st  2nd  3rd

Class Office nominated for (circle one)
President  Vice President  Treasure  Social Chair  Historian

Nominee Printed Name_______________________________

Nominee Signature of acceptance_______________________

Class Officer Ballot

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<th>President:</th>
<th>Vice President</th>
<th>Treasurer</th>
<th>Social (choose 2-4)</th>
<th>Historian</th>
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<tr>
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<td>Pres 4 _____</td>
<td>VP 4 ___</td>
<td>T4 ____</td>
<td>Social 4 ___</td>
<td>H4 ____</td>
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</table>
APPENDIX C

Robert’s Rules of Order

These are to be added at the convenience of the Executive Board for clarification of how a meeting is to be run by the Elected Class Officers.
APPENDIX D

Estimated Example of Class Expenditures

1st Years – 50 students → $750 / year (60% of Pacific University Activity Fee)

- $500.00 Christmas Party (to 2nd years)
- $200.00 Class Trip (not required)
- $100.00 Miscellaneous Expenses (flowers, treats)
- $250.00 To Student Conclave Fund ($2.50 x 50 students x 2 semesters)

2nd Years – 50 students → $750 / year (60% of Pacific University Activity Fee)

- $500.00 Christmas Party (combined funds of 1,500)
- $200.00 Miscellaneous Expenses (flowers, treats, rent Park for the 1st years)
- $100.00 Hops in Hillsboro (not required)
- $250.00 To Student Conclave Fund ($2.50 x 50 students x 2 semesters)

3rd Years – 50 students → $750 / year (60% of Pacific University Activity Fee)

- $500.00 Christmas Party (to 2nd years)
- $200.00 Miscellaneous Expenses (flowers, treats)
- $4000.00 Graduation Dinner
- $300.00 Class Gift (not required)
- $250.00 To Student Conclave Fund ($2.50 x 50 students x 2 semesters)

Each class of ~50 students will receive the 60% reimbursement from the Pacific University Student Activity Fee for each semester. See Article XVI, Section 1.

*Note: These numbers are just estimated for reference*
AMERICAN PHYSICAL THERAPY ASSOCIATION

The American Physical Therapy Association (APTA) is our national professional organization. The Association's efforts are directed toward serving its members and the public by increasing the understanding of the physical therapist's role in the health care system and by fostering improvements in physical therapy education, practice, and research.

While Pacific University School of PT does not require that students become members of APTA, the School embraces the idea that membership is a professional responsibility that all therapists and therapy students should uphold. Membership for students is deeply discounted by APTA. To become a member, go to www.apta.org.

The School supports student involvement in APTA activities. This includes the Combined Sections Meeting held each February, and the Annual Conference held each June, and National Student Conclave held each fall. For registration information, go to apta.org/csm, apta.org/annual conference, or apta.org/nsc. For more information on how students can be involved in APTA, go to http://www.apta.org/CurrentStudents/Involvement/.

OREGON PHYSICAL THERAPY ASSOCIATION

The Oregon Physical Therapy Association (OPTA) is our local chapter of the APTA. The mission of the OPTA is to support, promote, and advocate for the profession of physical therapy. OPTA strives to further the profession’s role in the prevention, diagnosis, and treatment of conditions that affect movement and function.

The OPTA is extremely supportive of student participation organization. Students can attend OPTA Board meetings, join committees, participate in OPTA social events, and attend the Spring and Fall conferences. The OPTA leadership recognizes and encourages students to begin their involvement early and to stay involved throughout their careers. Additionally, each Oregon academic program chooses one student to serve as a Student Liaison between the student body of his or her program and the OPTA Board. The Liaison is announced each year at the Spring Conference. To be considered as the liaison and further information about the OPTA go to www.opta.org.

OREGON PHYSICAL THERAPY LICENSING BOARD

The Physical Therapist Licensing Board was created in 1971 to regulate the practice of physical therapy in Oregon. The Board's purpose is public protection and to establish professional standards of practice which assure that physical therapists and physical therapist assistants are properly educated, hold valid/current licenses, practice within their scope of practice and continue to receive ongoing training throughout their careers. Physical therapy practice is governed by state statutes and rules, which define the scope of practice. The Board
issues licenses, promulgates rules, monitors continuing education, investigates complaints, issues
civil penalties for violations and may revoke, suspend or impose probation on a licensee or limit
his/her practice. The Board is comprised of eight volunteer members: five physical therapists,
one physical therapist assistant, and two public members. Each member is appointed by the
Governor and may serve a four-year term. [http://www.oregon.gov/PTBrd/Pages/index.aspx](http://www.oregon.gov/PTBrd/Pages/index.aspx)
Guidelines for Referencing Written Assignments

References

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, table, and legends by Arabic numerals in parentheses. References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration.

Use the style of the examples below, which are based with slight modifications on the formats used by the U.S. National Library of Medicine in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult List of Journals Indexed in Index Medicus, published annually as a separate publication by the library and as a list in the January issue of Index Medicus.

Try to avoid using abstracts as references; "unpublished observations" and "personal communications" should be used only when absolutely necessary, although references to written, not oral, communications may be inserted (in parentheses) in the text. Include among the references papers accepted by no yet published; designate the journal and add "In press." Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations: (in parentheses).

The references must be verified by the author(s) against the original documents. Examples of correct forms of references are given below.

Articles in Journals

(1) Standard journal article (List all authors, but if the number exceeds six give six followed by et al.)


As an option, if a journal carries continuous pagination throughout a volume, the month and issue number may be omitted.

You Ch, Lee KY, Chey Ry, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. Gastroenterology 1980; 79:311-4


(2) Organization as author
The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. Lancet 1977;2:742-4

(3) *No author given*


(4) *Article in a foreign language*


(5) *Volume with supplement*


(6) *Issue with supplement*


(7) *Volume with part*


(8) *Issue with part*


(9) *Issue with no volume*


(10) *No issue or volume*


(11) *Pagination in Roman numerals*

(12) Type of article indicated as needed


Furhman SA, Joiner KA. Binding of the third component of complement C3 by Toxoplasma gondii [abstract]. Clin Res 1987;35:475A

(13) Article containing comment


(14) Article commented on


(15) Article with published erratum


Books and Other Monographs

(16) Personal author(s)


(17) Editor(s), compiler as author


(18) Organization as author and publisher

(19) *Chapters in a book*


(20) *Conference proceedings*


(21) *Conference proceedings*


(22) *Scientific and technical report*


(23) *Dissertation*


(24) *Patent*


**Other Published Material**

(25) *Newspaper article*

Rensberger B, Specter B. CFCs may be destroyed by natural process. The Washington Post 1989 Aug 7; Sec. A:2(col 5).

(26) *Audiovisual*

(27) Computer file


(28) Legal material


(29) Map


(30) Book of the Bible


(31) Dictionary and similar references


(32) Classical material


Unpublished Material

(33) In press


Electronic Media

(34) Selected citations

NOTE: Not more than 20 of your references may be electronic citations!
Citing electronic documents from various sites

When citing electronic versions of printed publications, cite the usual bibliographic information.
For example, to cite an Advanced Data viewed on the NCHS home page, use the suggested citation on the last page,

National Center for Health Statistics home page
Place of publication or publisher, title, the full HTTP address, and the date of access.
Example National Center for Health Statistics. Home page.

(35) Public-use data file
Place of publication or publisher, title, the full FTP address, and the date of access,

(36) Entire database
Place of publication or publisher, title, the full HTTP address, and the date of access.
April 1995,

To cite documents from various electronic locations, use the following formats.

(37) File Transfer Protocol (FTP) sites
To cite files available for downloading via FTP, give the author's name (if known), the full title of the paper, and the address of the FTP site along with the full path to follow to find the paper and the date of access.
Example: Bruckman A. Approaches to managing deviant behavior in virtual communities.

(38) World Wide Web (WWW) sites
To cite files available for viewing/downloading via the World Wide Web, give the author's name (if known) of the work the title of the complete work if applicable the full HTTP address, and the date of visit.
Example Burka LP. A hypertext history of multi-user dimensions. MUD history.

(39) Telnet sites
(Sites and files available via the telnet protocol)
List the author's name (if known), the title of the work (if shown), the title of the full work if applicable, and the complete telnet address, along with directions to access the publication along with the date of visit.

(40) **Synchronous communications (MOOs, MUDs, IRC, etc.)**

Give the name of the speaker(s) and type of communication (i.e. personal interview), the address if applicable and the date in parentheses.

(41) **GOPHER sites (Information available via gopher search protocols)**

For information found using gopher search protocols, list the author's name, the title of the paper, any print publication information, and the gopher search path followed to access the information including the date that the file was accessed.
Example: QuitmernJ Far out: Welcome to their world built of MUD. Published in Newsday Nov 7 1993. gopher University of Koeln/About MUDs. MOOs and MUSEs In education/selected paper/newsday. Dec 5. 1994.

(42) **E-Mail, listserv, and newslst citations**

Give the author's name (if known), the subject line from the posting, and the address of the listserv or newslst along with the date. For personal e-mail listings, the address may be omitted.


**Appendix or Appendices**
Lists of terms, definitions, questionnaires, and other supplemental information useful but not essential to the main body of text may be included in an appendix or appendices. If the thesis cannot stand on its own without this material, then the material is not an appendix and should be incorporated into the main text.
AWARDS

The School of Physical Therapy presents the following awards at graduation each year: Valedictorian award; Director’s award; Outstanding Service the School of PT; and Community Service. Application for the following Scholarships are announced in the Spring. Bindler, Lellelid, Olson, and Karen Mitcheell-Douglas Scholarship. Students will also be notified each year of the Sara Hopkins-Powell Scholarship.

SCHOLARSHIP RESOURCES

1. APTA - Contact through website or 1-800-999-2782 ext. 3144
   703-706-3144
2. Datatel - Contact through website
3. OPTA Physical therapy student HoD – 503-539-7793
4. AMBUCS – www.ambucs.com/Ascholars.htm
5. Special Olympics, Inc. 202-715-7748
6. Soroptimist International (Women’s Opportunity Awards) 503-666-4114
   415.263.1300 ext. 101
PACIFIC UNIVERSITY
School of Physical Therapy

Activity Summary
Please complete the following information to assist faculty in writing references and recommendations for awards/scholarships, etc.

Name: ________________________    Date: ________

PT School Service:

University Service:

Community Service:

Professional Meetings:

Organizations:

Scholarships/Awards:

Employment:

Foreign Languages Competency:
   (Speaking/Writing)

Extracurricular:
STUDENTS!

EMERGENCY LOANS AVAILABLE

EBEL LOAN
Available to PT students only. Maximum/$50.00/short-term loan with no interest. Contact: Student Account Coordinator/ext. 223 I/Business Office/Marsh Hall.

SCHOOL OF PHYSICAL THERAPY LOAN (Anonymous)
Available to physical therapy students only. Flexible, maximum/$500.00/interest free loan. Payment plan contract required! Contact: PT Director.

GAMMA SIGMA
Available to Pacific students, faculty, administrators and staff. Flexible maximum/$500.00/interest free loan. Contact: Dean of Student Life/ext. 2212/Student Services Office or Gamma President. Must be approved by President of the trust fund Process takes 1-2 days. Payment plan contract required.

EMERGENCY LOAN
Available to all Pacific students whose student account is in good standing. Maximum/$50.00/short-term/interest free loan. Process takes 3-5 days. Contact: Student Account Coordinator/ext. 2231/Business Office/Marsh Hall.

PENDLETON LOAN
Available to all Pacific students whose student account is in good standing. Maximum/$500.00. Loan must be repaid within 90 days or May 1, whichever comes first. The interest rate is 4% per year compounded daily. No prepayment penalty exists. The loan requires a co-signer who must be a real property holder and may not be an employee of Pacific University. The co-signer's signature must be notarized. Process takes 1-2 days. Contact: Student Loan Advisor in the Business Office, ext. 2378.
SHARING PERSONAL INFO

Please print the complete names of parents, guardians, or other people you want to have access to your private information. Without your written authorization, we cannot discuss any of your personal information with others. This release form will remain in effect until you leave Pacific University or you notify us in writing you wish to change this authorization.

<table>
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<tr>
<th>COMPLETE NAME</th>
<th>RELATIONSHIP TO STUDENT</th>
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I authorize Pacific University School of Physical Therapy to release my name, address, clinical location and information about my GPA, year in college, anticipated graduation date, and hometown to the above mentioned names.

Print Student Name

Social Security Number

Signature

Date

PLEASE RETURN THIS FORM TO:
Pacific University
School of Physical Therapy
CHANGE OF ADDRESS

Name___________________________________ Date____________________
Student ID #__________________ and S.S.# ___________________________
NEW ADDRESS__________________________________________________
Street_____________________________________________________
City State Zip_______________________________________________
Home Phone #______________________________________________

Is this a temporary address? If so enter dates____________   ________
(ALL, correspondence will go to this address)    Start Date      End Date
If not check off the appropriate address(s) below:

1.____Local
2.____Parent
3.____Permanent (grades are sent to this address)
4.____ Billing (list name if other than student) __________________
PACIFIC UNIVERSITY INSTITUTIONAL PROCEDURES
RE: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pacific University, in accordance with the regulations of the Family Rights & Privacy Act, uses the following guidelines/procedures in handling Student Records:

A. STUDENT ACCESS TO RECORDS. Students are allowed access to all personally identifiable records in accordance with Pacific University Policy of Privacy & Confidentiality, hereinafter referred to as "The Policy". Students may be asked to provide identification e.g. student body id card, drivers license etc. in order to ensure proper release of information. It is recommended that students be informed of this at the time they request the information. Important note: "access" does not necessarily mean "a copy" of a student record. In accordance with FERPA guidelines institutions must allow students the ability to view records, but are not required to provide a copy of such records, unless the denial of a copy results in denial of access. Such "holds" on records are defined within the Policy.

B. SCHOOL OFFICIALS ACCESS TO/CUSTODY OF STUDENT RECORDS. All school officials as defined in the Policy are expected to manage student records in their custody in accordance with all FERPA regulations. To receive access to student records school officials (including work study student personnel) must receive a copy of these procedures, a copy of the Policy, and remain current regarding any FERPA modifications. All school officials, including work study students requesting access to student records (including electronic student records) must adhere to the requirements stipulated within the Pacific University Employee Statement of Understanding of the Family Educational Rights and Privacy Act as signified by their signature on the agreement(s). FERPA information sessions are required for all new full-time school officials having access to student records, and as a regular part of orientation programs for those school officials.

Any school official failing to provide necessary security of student records as stipulated may be denied further access to student records until adequate security can be guaranteed.

   Proper custody of student records includes but is not limited to
   1. Keeping all student records in a secure environment when the school official is not present.
   2. Keeping student records inaccessible to third parties without student consent by:
      a. not leaving student records on tables, desks or in other areas open to third parties
      b. securing computer screens so that third parties do not have access to student information
      c. posting student grades, satisfactory progress or other student records only as designated by these guidelines.
C. RELEASE OF STUDENT INFORMATION TO PARTIES OTHER THAN THE. Pacific University will not release student information without the written consent of the student unless specifically allowed according to FERPA regulations. All student requests for release of information must be in writing, dated, and must include:

1. Purpose of the release
2. Specific information to be released
3. Specific parties to whom the information is to be released
4. The student's signature

Telephone requests will not be honored unless they fall within the definition of "emergency" as allowed by FERPA regulations. FAX requests for release of information are allowed under FERPA regulations. In most cases all requests for release of information will be routed to the Registrar's Office. Parties to whom personally identifiable information is released as a general rule, are not permitted to disclose the information to others without the written consent of the student, and must be informed of that restriction in writing at the time they receive the information. The official wording of this notification will be as follows:

"The attached information has been forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release."

D. PUBLIC POSTING OF STUDENT GRADES. FERPA regulations clearly state that the public posting of grades either by the student's name, institutional student identification number, or social security number without the student's written permission is a violation. In order to post grades an instructor must either obtain the student's uncoerced written permission to do so or by using code words or randomly assigned numbers that only the instructor and individual student know.

E. LETTERS OF RECOMMENDATION. Pacific University school officials are encouraged to support students in their efforts to attend graduate school, apply for scholarship programs, or seek professional employment. In order to submit letters of recommendation in accordance with FERPA regulations, school officials must request that students submit "Consent For Release of Information or its equivalent prior to providing student information to third parties. This consent for release shall be maintained by the appropriate school official in accordance with the maintenance guidelines.

F. RELEASE OF INFORMATION TO STUDENT RELATIVES, SIGNIFICANT OTHERS. Pacific University does not release personally identifiable information to student's relatives or significant others without written permission from the student unless specifically authorized by FERPA regulations. Parents of dependent students do not receive access to student’s records solely on that basis without the student’s written consent. The exception to this is account receivable information. In order to submit letters of recommendation in accordance with FERPA regulations, school officials must request that students submit "Consent For Release of Information or its equivalent prior to providing student information to third parties. This consent for release shall be maintained by the appropriate school official in accordance with the maintenance guidelines.
G. RELEASE OF DIRECTORY INFORMATION. Pacific University has defined the following categories as "Directory Information", that is, information not considered harmful or an invasion of privacy if disclosed:
student name, permanent address, local address, temporary address, electronic mail address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, theses titles/topics, photograph, full-time/part-time status. Pacific University has chosen not to release Directory Information, as defined in the Policy, to parties outside the University. Exceptions to this guideline include but are not limited to Deans Lists, Academic or Athletic Honors/Awards or programs, or information to hometown newspapers of students attending the university. Directory Information for use within the university is permitted in accordance with FERPA guidelines; however disclosure within the university does not constitute institutional authorization to transmit, share, or disclose any or all information received to a third party.

1. Offices receiving requests for directory information from outside the university should forward such requests to the Registrar's Office.
2. No lists of students will be given to parties outside the University.
3. Requests for directory lists by Pacific University individuals or groups should be addressed to the Registrars Office, and if approved, such information will be given the Pacific University employee responsible for the maintenance of the record.
4. Student Directories may be distributed by the University Colleges/Schools; such directories will not include the student's phone number or address.

H. HOLDING OF DIRECTORY INFORMATION. In accordance with FERPA guidelines and University Policy, students may withhold the release of directory information. Such "holds" refer to all information regarding the student's attendance at Pacific University, and are binding for all information except that necessary for educational purposes released to school officials. All requests for directory holds must be in writing and submitted to the Registrar's Office, which is the sole office authorized to maintain directory holds. Although the initial request may be filed at any time, non-disclosure requests will be honored by Pacific University for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Registrar's Office within the first two weeks of fall semester. The Registrar's Office will place computer designations within the Student Information system on those students requesting directory holds; all school officials, prior to releasing directory information, must check either the student information system or contact the Registrar's Office to insure compliance with student requests for non-disclosure. The proper response to any third party request for such withheld information should be: "We are unable to provide that information". Any other response may reveal that the student is in attendance.

I. MAINTENANCE OF PERSONALLY IDENTIFIABLE RECORDS. Students Records will be maintained and disposed in accordance to the AACRAO guidelines for Retention of Records. All academic units maintaining student’s records will maintain those records for a period of one year following the student's last date of attendance, after which the student's records will be sent to the Registrar's Office and maintained in accordance with records guidelines. Student records maintained in the Student Health Center, Counseling Center, and Dean of Students Office, Financial Aid Office, and Business Office shall be maintained and disposed in accordance with established guidelines.
PACIFIC UNIVERSITY
POLICY OF PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act of 1974 is a Federal law which provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Pacific University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, and academic, cooperative education, and placement records. Student wishing to review their education records must make written requests to the Registrar listing the item or items of interest (written request will not be required for transcript review by student for personal use). Only records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions, a copy of the academic record for which a financial "hold" exists or a transcript of an original or source document, which exists elsewhere). These copies may be made at the students' expense at the rate of $.10 plus postage with the exception of academic transcripts, the fee for which is designated in the University Catalog. Pacific University will provide a copy of student records "if failure to do so would effectively prevent the parent or student from exercising the right to inspect and review the records." Authority: Vol. 20 U.S.C. 1232f(1)(1)(A); 34 CFR 99.10. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Pacific University accords all the rights under the law to students as defined by the Act. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act. Pacific University does not release personally identifiable information to student's relatives or significant others without written permission from the student unless specifically authorized by FERPA regulations. Parents of dependent (dependent as defined within FERPA regulations) students do not receive access to student’s records solely on that basis without the students written consent. The exception to this is account receivable information.

Within the Pacific community, only those members, individually or collectively, having legitimate educational interest are defined as "school officials" and allowed access to student education records within limitations of their need to know. These members include personnel in all academic and administrative offices of the University, academic personnel including students performing research on behalf of the university, outside parties acting on behalf of Pacific University including but not limited to the National Student Loan Clearinghouse, and other personnel as determined by the Registrar.

At its discretion the institution may provide Directory Information in accordance with the provisions of the Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated Directory Information at Pacific University includes the following: student name, permanent address, local address, temporary address, electronic mail address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletic teams, theses titles/topics, photograph, full-time/part-time status.

Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request.

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Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University for no more than one academic year. Re-authorization to withhold Directory Information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.

Records regarding academic progress and academic standing in the Deans or Director's Offices are protected by the Family Educational Rights and Privacy Act and will not be released without the written consent of the student. Faculty members, advisors, or University officials with a legitimate education interest may have access to these files under the "need to know" provisions of the Act. Records in the Dean of Students' Office, including disciplinary files, are protected by the Family Educational Rights and Privacy Act, and will not be released without the written consent of the student. Students may review their files in the Dean of Students' Office on request.

Student records in the Student Health Center and the Counseling Center are not educational records per se, but are considered confidential by professional standards. These records are not available to anyone but the student; however, may be review by physicians of the students' choosing. Students may review their health and/or counseling records on request, and with the consent of the Directors of the Health or Counseling Centers. Although parents do not have access to student's health or counseling records, in life threatening or potentially life threatening situations, parents will be notified at the discretion of the Dean of Students.

Student records created by the Security Office, Pacific University's law enforcement unit, that are created by the Security Office for a law enforcement purpose and maintained by the Security Office are exempt from the definition of education records.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar who, within their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Registrar who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel, which will adjudicate such challenges, will be the Provost, Dean of Students, Appropriate Academic Dean or Director, and the Registrar. (Note: any member of the panel with a direct interest in the outcome will be excluded. As in accordance with 20 U.S.C. 1232f(a)(2); Sect. 99.22).

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Pacific University to comply with the Act.

Revisions and clarifications will be published as experience with the law and institution's policy warrants.
This section provides general information regarding the day-to-day functioning of the School of Physical Therapy. Please refer to the latest editions of the Pacific University Catalog and Pacific University Student Handbook as well as the Pacific University website http://www.pacificu.edu, for information related to the University at large. Note: "School" refers specifically to the School of Physical Therapy and "University" refers specifically to Pacific University.

**Address Change**

All students should inform the School of any changes in their current or permanent address or telephone number. A current address is where a student can be contacted immediately. For example, a student's residence while attending the University would be considered a current address. A permanent address is what a student considers his or her primary residence, although he or she may not be living there while attending the University. In many circumstances, current address may be the same as permanent address. The School will use the current address for all School correspondence and telephone calls. Note: Pacific University will use a student's permanent address to mail grade reports, academic status correspondence, and W-2 forms unless a student requests otherwise. Please contact the Registrar's office for further information. Students may log onto Boxer online to update their address with Pacific University.

Students should submit all address changes to the School, using the form entitled "Change of Address" (See Chpt. 7). Address changes may also be emailed to the PT Administrative Assistant.
Administrative Assistant

The School's administrative assistant manages the day-to-day functioning of the School and, in collaboration with the faculty, serve to facilitate each student's educational process. To this end, many of the services provided by the School are coordinated by the administrative assistants. For example, students may request such services as: (a) scheduling rooms, appointments, or (b) checking out PT resources or evaluation tools.

All School office equipment (e.g., computers, telephones, and copy machine) is for staff and faculty use only and may not be utilized by students. Students have this equipment available to them at other locations.

Audiovisual Equipment

Equipment is available within some rooms of the School and students are welcome to utilize the equipment for learning and class preparation. When using any equipment, students should ensure that the equipment is ready for the next person to use by returning all equipment to its designated area and turning off all power to the equipment. Students wishing to reserve a video camera or powerpoint remote presenter for a course assignment may do so through the PT Administrative Office.

Boxer Cards

Students will be issued a Boxer Card during orientation. This card serves as your student ID, library card, internship ID, and must be worn at all times while in Health Professions Campus Buildings. It will allow access to the building after normal business hours. For replacement cards you would contact Campus Public Safety.

Class Representatives

Each academic year, students representatives from each class shall be elected to serve as a formal liaison between each class and the School. Each representative shall be responsible for ensuring that on-going communication occurs amongst all students and between classes and to facilitate the resolution of issues that are of collective concern to students with in each class. Procedures for nominations and elections, as well as additional information regarding the role and responsibilities, will be shared with students at the beginning of each academic year. (See Chpt. 4 By-Laws)

Computers

Computers are available in the HPC University library. Computer specification requirements and recommendations for the School can be found online.

Confidentiality

The School of Physical Therapy will not give out any information on students including the address or home telephone number unless the student has signed a release form. (See Chpt. 7)
Counseling Services

The Counseling Center is the place to go if you have personal or academic concerns. The Counseling Center offers individual counseling plus workshop offerings to help students deal with test anxiety, performance anxiety and stress reduction. All services are free and confidential. The Counseling Center is fully staffed from September through Commencement in May. For Center hours call 352-2191.

E-mail

All students are required to utilize a University E-mail account while enrolled in the School. Much communication from the School occurs via e-mail and students are expected to access their account regularly to check for messages. Only Pacific University email addresses will be used. *Students are responsible for ensuring that all Pacific email is routed to their own private email accounts if they elect not to use the University email interface.* For further information regarding e-mail accounts and other campus locations to access e-mail (as well as the Internet), please contact University Information Services or visit the Pacific University website at [http://www.pacificu.edu](http://www.pacificu.edu)

Faxes

Students may not send faxes from the School administrative office unless related specifically to PT and permission has been granted by the appropriate School staff or faculty member. If a fax is received by the PT office, administrative staff will email students and notify them to pick up fax. Students may use fax services in HPC Library.

First Aid/University Precautions

Accidents or injuries requiring first aid care should be reported to the Administrative Assistants. First Aid supplies are stored in PT office. More serious injuries or conditions should call 911, or Campus Public Safety 503-352-7207.

Faculty Office Hours

Faculty members will have times posted on their doors when they will be available for meetings with students. If a faculty member is unavailable during his or her designated hours, a written message regarding your need or request may be left as a note on the faculty member's door. Further, faculty members may be contacted via their voice mail telephone numbers or e-mail.

HPC/PT Campus Hours

The Health Professions Building doors will typically be opened at 7:00a.m and closed at 10:00p.m.on weekdays. Saturday is 12-6pm and Sunday 12-9pm except holidays. The School's administrative offices are 8-5pm, M-F weekly. Occasionally, it is closed during regular School hours due to meetings.

**HPC afterhours access** is available with your **Boxer Card**. It will allow access to the building after normal 8-5pm office hours.
PT 3rd floor Monitors will be on duty Monday - Thursday, 5-7 pm, Saturday/Sunday, 1 - 5 pm. Students may utilize common areas within the School (i.e., main hallway, classrooms). At no time should students or monitors allow anyone into a classroom except those known by the student (PT students). HPC meeting guests should contact building security to access meeting rooms, etc.

**Lockers**

Lockers are located in the hall of the School. Students may sign up for a locker of their choice at the beginning of each academic year. Use of lockers is strongly encouraged due to limited space within the School. Students are requested to not bring unnecessary items to class. If you lock yourself out, contact the School administrative office or CPS at 503-352-7207.

**Mail**

Students are notified by email to pick up any mail they receive in the PT office. Mailboxes for the faculty are located in the School's office and are to be used for leaving messages and turning in assignments.

For further information regarding additional postal services that are available, please contact the University mailroom.

**Maintenance of Physical Space**

When the classrooms are not being used for class, they may be utilized by students for independent study.

All areas within the School are to be kept neat and orderly at all times, particularly when leaving at the end of a class. Each faculty member organizes his/her class for appropriate clean-up. Please note that only drinks with a lid on the container are allowed in classrooms.

If any liquid, food, or other such substances are spilled, the student(s) responsible for the spill must clean it up immediately. **This is not the responsibility of the custodial staff!** Cleaning supplies are located in the cupboard below the sink in rooms 303, 305, 307 & 309. If you are unsure as to the procedure for cleaning up a spill, please contact a staff or faculty member immediately.

**Messages**

The School telephone number, 503-352-7378, may be used by those students who need to leave an emergency telephone number with someone (e.g., day care provider, school district, spouse, partner, or children). Emergency messages will be delivered immediately to the student. (See **Telephones** for further information.)

**Nondiscrimination**

The School of Physical Therapy does not discriminate in the recruitment, selection and retention of students, faculty, or staff, as well as in the acceptance of
patients/clients for evaluation and/or treatment. The School is in complete compliance with the University's statement of nondiscrimination. (See Catalog.)

**Printer/Printing & Copiers**

The School's office printer/copy machine may not be used by students. A Student printer/copier is located on each floor (room 310 of 3rd floor) and the CHP Library.

**Parking/ Transportation**

Parking around the HPC campus is significantly limited and so you are encouraged to carpool, use TriMet, bicycle, or walk. Subsidized TriMet passes will be offered at reasonable rates. The College of Health Professions provides bicycle racks in the bicycle storage area on the east side of Creighton Hall, near HPC2, and in the Intermodal Transit Facility (ITF).

**Refrigerator/Microwave**

The refrigerator in the lounge may be used by students for the storage of lunches and snacks. Each student is responsible for cleaning up after him or herself at all times.

**Recycling**

The School recycles paper, plastic, glass, cardboard, batteries, and toner on a regular basis. Paper for recycling should be placed in the appropriate bins located throughout the building.

**Resource Materials (PT/Library)**

The School has some resource materials (e.g., books, journals, evaluation manuals, therapeutic equipment) which are available for student use. Some items are available for overnight check-out by students while other materials must remain within the School building. The check-out signature sheet is located in the School office.

DVD’s, books, periodicals, and videotapes related to physical therapy are available in the Pacific University library. For specific information regarding hours and resources available, please visit the University library. Also, you have library privileges at several metropolitan Universities including the Oregon Health Sciences University (OHSU).

**Safety Standards**

Safety standards are monitored and enforced for the well-being of all students, faculty and patients. Your initial coursework will include instruction in universal body substance precautions, use and storage of equipment, and the handling and storage of hazardous materials. These standards will be maintained in all classrooms laboratories and clinical sites. Should you encounter any problems with these issues while at the University, or at any clinical site, immediately notify your instructor.

**CPR**

The School of Physical Therapy is requiring cardiopulmonary resuscitation (CPR) training prior to your first clinical experience. Thereafter, it will be necessary for you to maintain your CPR certification on an annual basis.
Equipment
The course coordinator/instructor of DPT530 Physical Agents and Mechanical Modalities is responsible for assuring that all equipment used by students in School of Physical Therapy laboratories are inspected, calibrated and maintained in accordance with manufacturer’s recommendations, or by federal, state, or local ordinance.

Student Safety in Practical Coursework
Courses in the curriculum require practice of assessment and treatment skills on another person. Students are expected to participate as both the therapist, and as the client in these situations, practicing with the utmost safety of everyone involved.

Participation in such activities is integral to the collaborative learning process and provides an opportunity for immediate feedback to the student, including concerns about safety. If safety issues go unresolved the student should withdraw from the session without prejudice or penalty.

Hazardous Waste
The School of Physical Therapy generates hazardous waste from the cadavers used in the anatomy labs.

Pacific University is a conditionally exempt generator according to the state of Oregon. A licensed hazardous waste handler/hauler packages and removes all non-biological hazardous waste from the main campus a minimum of three times a year. Hazardous waste is removed from the Hillsboro location on an as-needed basis. The University Hazardous Waste Manager coordinates the removal of the waste and ensures that the University's generator classification does not change. The manager is an employee of the Chemistry Department and manages the hazardous waste in addition to departmental lab preparation and purchasing duties. The University strives to use non-hazardous alternatives when available, especially concerning custodial and facilities engineering activities.

Campus Public Safety coordinates the removal of biohazardous waste on the main campus in Forest Grove and the Hillsboro location.

There currently is no one person responsible for ensuring that hazardous materials are properly stored and inventories maintained. Each department is responsible for their own hazardous materials inventories. The University Hazardous Waste Manager assists other departments when needs arise.
**Student Advising**

Each student will be assigned one of the physical therapy faculty members as his/her advisor. The main purpose of advising is to make sure that students have "a person" on the faculty with whom they can talk and share any issues that might be relevant to academic or clinical activities or performance. Advisors and faculty are available to make the student's experience here at Pacific as valuable and memorable as possible. Second Year Students will be assigned a research advisor during the Fall Semester.

**Telephones**

The School telephone number, 503-352-7378, should only be used as an emergency contact number or for School-related business. This number may not be used by students to receive non-emergency messages.

**Telephone Tree**

In the event of an emergency, class cancellation, rescheduling of classes, events, or meetings, and other related needs, students will be notified via a telephone tree which will be provided at the beginning of each semester. Please ensure that you have ready access to the telephone tree at all times. Emails to your pacific email account will also be sent out. You may receive these by phone too.

**Useful Websites for Physical Therapists**

The following is a list of web sites that you might find useful.

- **PT Magazine**  
  [www.apta.org/PT_magazine/index.html](http://www.apta.org/PT_magazine/index.html)
- **Physical Therapy Journal**  
- **Therapy Student Journal**  
  [www.TSJournal.com](http://www.TSJournal.com)
- **Wheless’ Textbook of Orthopedics**  
  [www.medmedia.com](http://www.medmedia.com)
- **Oregon Physical Therapy Association**  
  [www.opta.org](http://www.opta.org)
- **Medline**  
  [www.medportal.com](http://www.medportal.com)
- **Physician and Sports Medicine**  
  [www.physsportsmed.com](http://www.physsportsmed.com)
- **Outlines of Clinical Medicine**  
  [www.avicenna.com](http://www.avicenna.com)
- **American Physical Therapy Association**  
  [www.apta.org](http://www.apta.org)
- **Oregon State Licensi**  
  [www.ptboard.state.or.us](http://www.ptboard.state.or.us)
- **North American Institute of Orthopedic**  
  [www.naiomt.com](http://www.naiomt.com)
- **Manual Therapy (NAIOMT)**  
  [www.naiomt.com](http://www.naiomt.com)
- **Employment Opportunities**  
  Email: sfisher@opta.org
Weather (Inclement)

Pacific University will make every attempt to keep offices and services operating in inclement weather or other emergencies. However, there are occasions when adverse weather conditions or other reasons may necessitate closure of the university. In that event, the decision regarding University closure or delayed opening will be made by the President (or his/her designee) to permit notification no later than 6 a.m.

In the event of emergency closure, the University’s web site will be updated with information about closures and/or late openings. It is the responsibility of each student to monitor this information. Additionally, information will be sent through Boxer Alerts and placed on local media regarding the University’s closures or late openings. Keep in mind that television and radio stations need extra time to update these messages. A phone tree and/or email will be implemented to notify students of class cancellation. However, should you feel you cannot travel safely to the University, please call the PT office at 503-352-7279 and inform us.

The following radio and television stations will also provide notification of school cancellation:

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