



Walters State Community College Course Syllabus

Course Information

Course Number and Name: PTAT 2390 Integrated Clinical Educ I

Section ID: 80458.202380

Semester and Year: Fall 2023

Credit Hours: 3

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: CLN - Clinicals

Catalog Course Description: Integrated clinical education experiences consist of the student's supervised clinical practice of previously learned PTA duties and functions in a physical therapy practice setting under the direction of a licensed physical therapist or physical therapist assistant. Students are required to achieve the program's clinical performance expectations by the end of the clinical education experience. 160 hours clinical. **F**

Meeting Details: MTWRF; 08:00AM - 05:00PM;

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Marisa Miller, PT

Role: Associate Professor, Program Director

Office Location: Tech 242

Office Hours: Virtual Office Hours-Email faculty for appointment

Office Phone: 423-318-2722

Email: Marisa.Miller@ws.edu

PTA Required Clock Hours: 160 Hours Clinical Education over 4 weeks

Supervisor Name: Marty Rucker

Supervisor Phone: 423-585-6981

Secretary Name: Barbara Chandler

Secretary Phone: 423-585-6981

Name: Donna Cox, PTA
Role: Assistant Professor
Office Location: Tech 146
Office Hours: Virtual Office Hours- Email faculty for appointment.
Office Phone: 423-585-6854
Email: Donna.Cox@ws.edu
PTA Required Clock Hours: 160 Hours Clinical Education over 4 weeks
Supervisor Name: Marisa Miller, PT
Supervisor Phone: 423-318-2722
Secretary Name: Barbara Chandler
Secretary Phone: 423-585-6981

Name: Tye Ponder, PTA
Role: Assistant Professor, Director of Clinical Education
Office Location: TECH 144
Office Hours: Virtual Office Hours-Email faculty for appointment
Office Phone: 423-585-2657
Email: Tye.Ponder@ws.edu
PTA Required Clock Hours: 160 Hours Clinical Education over 4 weeks
Supervisor Name: Marisa Miller, PT
Supervisor Phone: 423-318-2722
Secretary Name: Barbara Chandler
Secretary Phone: 423-585-6981

Pre-Requisites and Co-Requisites

Pre-Requisites for Course:

PTAT 2410, PTAT 2440, PTAT 2250, HIMT 1300, PTAT 2260, PTAT 2510, PTAT 2520

Co-Requisites: PTAT 2530, PTAT 2370

Additional Course Requirements/Details/Information

This course, PTAT 2390, Integrated Clinical Education I, is offered by the Division of Health Programs at WSCC as a course within the Physical Therapist Assistant Program.

Student Preparation:

Student has completed first two semesters of PTA curriculum prior to Clinical I. Student has demonstrated success in didactic material and skills for the following courses: Bio Physical Agents, Kinesiology for the PTA, Patient Care Skills for the PTA I and II, Musculoskeletal Conditions and Treatment for the PTA, and Neuromuscular Conditions and Treatment for the PTA

Student is currently enrolled in PTA courses and, per course faculty, has made satisfactory progress to date. Progress is determined in part by, written exam scores, homework assignments, class discussion/participation, lab activities, Kahoot quizzes, meeting with course faculty for exam review and clinical case studies. Course faculty report academic readiness DCE prior to clinical start.

STUDENT COMPETENCIES PRIOR TO EACH CLINICAL

Evidence is provided to the DCE to verify that each student has demonstrated identified skill competencies before beginning each clinical. Competency is demonstrated to PTA faculty during scheduled skill check-offs, laboratory practical, and lecture exams. Students will not attend clinical if skill competencies are not met.

Skill Competencies assessed prior to Clinical I

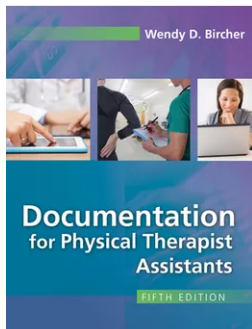
Handwashing, Vital signs (Heart Rate, Blood Pressure, Respiratory Rate), Proper body mechanics, transfers/advanced transfers, fitting of assistive device, gait training with assistive device on level surface and stairs, gait training progression, sensory testing, continuous passive motion equipment, ROM, girth measurements, myotome testing, reflex testing, joint mobilization (Grade I and Grade II on peripheral joints-shoulder, knee, ankle), PNF diagonal pattern for UE/LE, postural assessment, balance assessment, selection and application of neuromuscular facilitation techniques, sling application, hot pack, cold pack, ice massage, paraffin application, compression, traction, soft tissue massage, electrical stimulation, ultrasound, manual muscle testing UE/LE, palpation of common bony landmarks, goniometric measurements for UE, LE and spine.

Active Cycle Breathing Technique, Forced Expiratory Technique, Postural Drainage, Monofilament testing, vibration testing, diaphragmatic and pursed lip breathing, don and

doffing sterile gloves, don/doff Personal Protective Equipment, body composition lab, lines, tubes and drain identification and lung and heart auscultation.

Therapeutic exercise selection, instruction and progression for common musculoskeletal conditions, neuromuscular conditions, pulmonary conditions, cardiac conditions and other general medical surgical conditions. Documentation in SOAP note format.

Required Textbook(s) and Materials



Lukan's Documentation for Physical Therapist Assistants

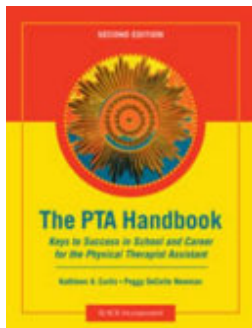
ISBN: 0803661142

Authors: Bircher, Wendy

Publisher: FA Davis Co

Publication Date: 2018

Edition: 5



The PTA Handbook

ISBN: 9781617110207

Authors: Kathleen A. Curtis, Peggy DeCelle Newman

Publisher: Slack

Publication Date: 2014-11-15

Edition: 2

WS PTA Student Handbook 2022-2023

WS PTA Clinical Handbook 2023-2024

Student Learning Outcomes/Objectives

- 1. Demonstrate expected professional and ethical Clinical behaviors including cultural

humility, in a health care setting in patient-care and non-patient care activities that are reflective of the physical therapy profession (Advanced Beginner Level per student's Clinical Performance Instrument).

- 2. Demonstrate safe and competent clinical problem-solving skills, critical thinking skills, and organizational skills for the implementation of the physical therapy plan of care (Advanced Beginner Level per student's Clinical Performance Instrument).
- 3. Exhibit safe and competent practice throughout the performance and application of all specified physical therapy interventions (Advanced Beginner Level per student's Clinical Performance Instrument).
- 4. Communicate with patients, physical therapy personnel, health care members and others in ways that are congruent with situational needs, including the production of quality documentation that support the physical therapy services (Advanced Beginner Level per student's Clinical Performance Instrument).

Academic Program Standards/Policies/Accreditation Information

Course Objectives:

1. Student will perform all patient interventions ensuring the safety of patient, self and others.
2. Student will recognize and report any change of patient status to the PT.
3. Student will perform all duties in a professional manner consistent with the Guide for Conduct of the Physical Therapist Assistant (APTA), Standards of Ethical Conduct (APTA), and Core Values for the PT and PTA (APTA).
4. Student will abide by all policies and procedures of the assigned clinical facility.
5. Student will maintain patient confidentiality.
6. Student will adapt delivery of physical therapy services with consideration for patients' differences, values, preferences and needs.
7. Student will act in a manner that demonstrates professionalism, integrity and values the dignity of all patients.

8. Student will communicate verbally and nonverbally in an effective, respectful and timely manner with all stakeholders including patients, family members, interprofessional team members at advanced beginner level.
9. Student will research and seek current knowledge on an assigned topic and present inservice education to healthcare team to promote patient care and best practices.
10. Student will apply knowledge, theory and clinical reasoning skills to determine correct intervention based on the PT plan of care at an advanced beginner level.
11. Student will perform therapeutic exercises including endurance conditioning, balance, coordination, flexibility, gait and locomotion training, strength training at advanced beginner level.
12. Student will perform accurate data collection for muscle performance, pain, range of motion, sensory response and vital signs to report patient response to therapeutic technique.
13. Student will perform selected therapeutic techniques of PROM, soft tissue massage, patient positioning and draping at advanced beginner level.
14. Student will apply physical agents and electrotherapeutic modalities in a safe and competent manner as indicated.
15. Student will perform functional training in a safe competent manner.
16. Student will produce documentation that is accurate, concise, timely, legible, grammatically and technically correct.
17. Student will produce documentation that is consistent with guidelines, format, and requirements of the facility, regulatory agencies, and third-party payors.
18. Student will accurately gather information from patient/clients, caregivers, and family to determine patient's readiness before initiating interventions.
19. Student will provide accurate education and instruction to patient, family and caregivers regarding disease/condition.
20. Student will communicate an understanding of plan of care developed by the physical therapist.
21. Student will review patient's health record and gather essential information to carry out physical therapy plan of care safely.

22. Student will modify therapeutic exercises/interventions based on patient's status and response to maximize patient safety.
23. Student will identify personal strengths and limitations in clinical performance.
24. Student will demonstrate effective use of time and space.
25. Student will utilize supportive personal as allowed by law and clinical agency.

Student Clinical Responsibilities

STUDENT CLINICAL RESPONSIBILITIES

1. Prior to each clinical experience, students must demonstrate competency in all required skills presented in PTA courses to date. Competency is demonstrated to PTA faculty during scheduled skill check-offs, laboratory practical, and lecture exams.
2. Student is to formulate a minimum of five objectives specific to the clinical assignment. Submit objectives to faculty for review 2 weeks prior to clinical, and bring copy of these objectives to clinical instructor the first day of clinical assignment.
3. Review and discuss clinical objectives with clinical instructor.
4. Student is responsible for obtaining flu shot, drug testing, and CBC by deadlines. Student is to keep current copies of Health and physical form, immunization records, flu shot, TB test, HPSO liability insurance certificate, and CPR card. Student to bring copies of these documents on the first day of each clinical assignment and resources to access CBC and drug test via electronic device.
5. Student to contact clinical site by phone or e-mail 2 weeks prior to clinical to obtain detailed information related to work hours, dress code, parking and policies specific to that clinical site.
6. Student to schedule site visit with academic faculty and clinical instructor for each clinical experience.

7. Student to complete self-evaluations for each clinical including midterm, final and evaluations.
8. Adhere to policies and procedures for each clinical assignment
9. Maintain professional behaviors, follow Standards of Ethical Conduct for the PTA and Guide for Conduct of the Physical Therapist Assistant.
10. Assume responsibility for own professional growth.
11. Maintain open communication with clinical instructor, and academic faculty.
12. Contact academic faculty if questions or concerns arise during the clinical experience.
13. Take the initiative to maximize his/her learning in each situation through appropriate participation
14. Maintain safety in all interactions and procedures.
15. Adhere to Attendance Policy.
16. Complete clinical de-briefing with assigned Core Faculty member.
17. Complete PTA Assessment of Clinical Instructor Survey
18. Complete PTA Assessment of Clinical Experience Survey
19. Complete Clinical Site Information Sheet

Instructional Approach and Methods

1. Observing professional behaviors and treatment skills of clinical faculty at clinical site.
2. Performing physical therapy skills for treatment intervention, data collection and documentation with verbal and written feedback from on-site clinical instructors.
3. Review of evidenced based literature for intervention selection.
4. Developing and delivering an in-service to the staff at the clinical facility.
5. Participating in site visit with academic faculty.
6. Participating in post clinical debriefing with academic faculty.

Assessment, Evaluation and Testing Procedures

Testing Procedures and Grading Policy

1. Student will be evaluated by the clinical instructor at the midterm and final period of the clinical experience using the electronic Clinical Performance Instrument for the physical therapist assistant evaluation tool.
2. Student will perform self-assessments at midterm and final evaluation periods of the clinical experience using the electronic Clinical Performance Instrument for the physical therapist assistant evaluation tool.
3. Student will meet with CI and core faculty to review CPI at midterm site visit.
4. Student will meet with core faculty post clinical for review of final CPI.
5. Core faculty will determine final grade for clinical course.

Evaluation of student for Clinical I:

Student and Clinical Instructor are to complete the Clinical Performance Instrument (CPI) electronically at midterm and final assessing student's performance and discuss.

Student and Clinical Instructor (CI) are to complete the midterm evaluations prior to site visits by academic faculty. Core faculty will complete site visit in person, via zoom or by phone call and complete Clinical Site Visit Form.

Core faculty use this site visit as an opportunity to monitor student progress, discuss goals for clinical, collect data on student performances and learning opportunities and determine if any areas of deficiency are noted.

Core faculty will communicate with DCE if any area of concerns are noted during the site visit. Should goals, objectives or action plans need to be revised for student's success it will be determined through communication with the CI, student communication, site visit, or the midterm evaluation. Follow-up telephone visits with the student and/or the clinical instructor may also occur as a part of this assessment process and will be documented.

The final evaluation must be completed and signed off by CI and Student on or before the student's last day at the clinical site. It is expected that students will achieve Advanced Beginner or higher on the CPI performance criteria at the Final Evaluation for Clinical I. Some students may rate at entry-level on the use of Mechanical and/or Electrotherapeutic Modalities.

In order to successfully complete this course, the student must do the following:

1. Complete pre-clinical orientation per specific clinical site.
2. Submit required pre-clinical documentation required by school and clinical site.
3. Abide by PTA Clinical Program policies described in PTA Program Clinical Handbook located on Walters State Community College PTA Program website.
4. Abide by policies of the clinical site.
5. Complete Clinical Performance Instrument electronically at midterm and final by defined deadline.
6. Deliver in-service to staff at clinical site or complete alternate assignment designed by clinical instructor.
7. Demonstrate behaviors and skills of Advanced Beginner level (or above) as defined in Clinical Performance Instrument.
8. Abide by clinical policies for attendance.

ACADEMIC GRADING OF CLINICAL COURSES

Final grades for all clinical experiences are determined and assigned by academic faculty. The evaluation process includes several elements, including formative and summative evaluations. Formative evaluations provide feedback to the student during the clinical experience, and summative evaluations consist of a comprehensive performance evaluation which is typically completed at midterm and end of the clinical experience. The performance evaluation, which is designed to paint a picture of the student's current performance in areas of specific skills or behaviors, is just one piece of the grading process.

Academic Faculty provide a grade of pass or fail for each clinical course based on several factors including assessment relative to expected outcomes for the specific clinical experience, the midterm and final performance evaluations by clinical instructor and student; formative evaluations during the clinical process; information gained during site visits and debriefing; student completion of all assignments including inservices; summative comments from CI and student and input from clinical and academic faculty.

If it were to occur that a student failed to meet expected threshold for clinical course including entry level performance during the final clinical, core faculty and DCE will meet to review and recommend an action plan for remediation or failure of the course. Remediation plans will be tailored to focus on areas that student has not met established benchmarks. Remediation activities will vary. Examples include, evaluation of PTA program course work including skill checks, lab exams, and professional activities. Faculty may consider extension of clinical experience to allow students additional time to meet goals for the clinical experience, student to demonstrate interventions/skills with PTA core faculty on campus and/or student to engage in learning activities designed by PTA Core Faculty to meet deficiencies. In rare circumstances, if the student needs to repeat the clinical experience, the DCE will make all efforts to arrange a new clinical experience in a similar healthcare environment.

UNSATISFACTORY GRADE/PROGRAM DISMISSAL

The criteria for an unsatisfactory grade or program dismissal include:

1. Failure to comply with safe standards of practice in the care of patients and in regard to co-workers and self.
2. Noncompliance with the clinical facilities' departmental policies, institutional/program policies, or legal or ethical standards.
3. Inability to effectively and safely apply procedural theories and perform procedural skills and interventions in the clinical setting as determined by the CPI performance ratings. This pertains to all skills, techniques, and procedures covered in the classroom prior to a given clinical course.
4. Excessive absenteeism.

Grading Scale

P	Pass- Satisfactory clinical evaluation from academic faculty with documentation from clinical instructor, academic faculty and student.
F	Fail- Unsatisfactory clinical evaluation from academic faculty with documentation from clinical instructor, academic faculty and student

Assignments

1. Complete pre-clinical orientation per specific clinical site.
2. Submit required pre-clinical documentation required by school and clinical site.
3. Abide by PTA Clinical Program polices described in PTA Program Clinical Handbook located on Walters State Community College PTA Program website.
4. Abide by policies of the clinical site.
5. Complete Clinical Performance Instrument electronically at midterm and final by defined deadline.
6. Deliver in-service to staff at clinical site or complete alternate assignment designed by clinical instructor.
7. Demonstrate behaviors and skills of Advanced Beginner level (or above) as defined in Clinical Performance Instrument.
8. Abide by clinical policies for attendance.
9. Complete PTA Assessment of Clinical Instructor Survey
10. Complete PTA Assessment of Clinical Experience Survey
11. Complete Clinical Site Information Sheet

Class Participation

ATTENDANCE POLICY

Student should attend a 40-hour work week in the clinical setting, with the student attending clinical hours determined by the clinical instructor.

CLINICAL ABSENCES

Students are expected to attend every day of each clinical experience, unless the college is closed. If a student is absent due to an emergency or illness the student is to contact the clinical instructor and the Director of Clinical Education by 8:30 AM to provide notification of absence. It is the student's responsibility to complete the Clinical Absence Form and email to the Director of Clinical Education within 24 hours of absence. The Clinical Absence form is found in eLearn. A Doctor's excuse is required if absent more than one day due to illness.

Academic Faculty will determine if clinical absence will need to be made up to ensure student's successful completion of the Clinical Course. The clinical instructor and academic faculty will determine how time missed from a clinical experience is to be made up. Time made up because of an absence will be scheduled at the convenience of the clinical instructor.

If classes are cancelled at WSCC or if the college is closed, the student is not to attend the clinical and is not expected to make up this time.

The PTA clinical program complies with accreditation and curriculum requirements by providing an adequate number of clinical hours for each student to develop the skills required of a physical therapist assistant. Each student and clinical instructor is responsible for complying with the attendance policy.

The Director of Clinical Education for the PTA program monitors absences. Failure to show up for a clinical may result in a failure of the clinical course.

Course and Class Policies/Procedures

Safety

Safety is one of the most important aspects of patient care as well as a core requirement for maintaining a safe work environment. It is imperative that student act in such a manner in PTA classes (lecture and labs) as well as clinicals and off-campus learning opportunities to uphold the objective of safety and exhibit safe practices and techniques. Some of the ways that safety can be assured are through:

- Make sure equipment is in good operating order

- Understanding the correct and appropriate manner in which to operate equipment

- Utilizing good body mechanics and postures

- Having clear communication with your classmates, instructors, patients, and health care team

- Following posted rules and regulations

- Abiding by all facility specific policies

Remember safety with all interactions and if in doubt, ask an instructor.

Weekend Policy

WS PTA program faculty understand that occasionally the Clinical Instructor assigned to a WS PTA student may be required to work on a weekend. It is essential that whenever a WS PTA student is at a clinical site, they are under the supervision and direction of an assigned clinical faculty member (Clinical Instructor) and a WS PTA faculty member be readily available if an emergency situation were to arise. Therefore, if a PTA student is asked by their Clinical Instructor to attend clinical on a weekend, a WS PTA Faculty member must first approve the dates/hours. The WS PTA Student must contact the PTA faculty member to ask for permission to provide weekend coverage.

If a WS PTA Faculty member is not available for coverage, the WS PTA student is not allowed to work the weekend. The WS PTA student is able to attend regularly scheduled clinical hours and if the Clinical Instructor is not present (as they are working the weekend) the Clinical Instructor has the responsibility to assign the WS PTA student to another PT/PTA during their absence from the clinical site.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.
 - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).

- h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](https://helpdesk.walters.edu)
helpdesk.walters.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](https://www.waltersstate.edu/student-services/disability/)
[ws.edu/student-services/disability/](https://www.waltersstate.edu/student-services/disability/)

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](https://www.waltersstate.edu/catalog/)
[catalog.ws.edu/](https://www.waltersstate.edu/catalog/)

[Walters State Timetable of Classes \(opens in new window\)](https://www.waltersstate.edu/admissions/registration/)
[ws.edu/admissions/registration/](https://www.waltersstate.edu/admissions/registration/)

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to

change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#)