



## ASSESSMENTS/METHODS OF EVALUATION:

1. 60% of the final grade is comprised of written exam performances.
2. 40% of the final grade is comprised of presentation, practical and assignments.
3. Outside reading assignments: averaged with other assignments.

<b>GRADING POLICY:</b>	93-100	A
	85-92	B
	77-84	C
	70-76	D
	Below 70	F

## COURSE OUTLINE:

WEEK ONE: Review of Licensure Procedure  
Exam Content and Strategies for Successful Test Taking  
Individual schedules for test preparation (meet with instructor individually)  
Review of previous Practice Exams (meet with instructor individually)  
Student focus on Individual Topics as indicated by Practice Exams  
Practice Exam (FSBPTE or Textbook)

**STUDENT ATTENDANCE POLICY:** The College has a specific absence policy for all courses, which states that students are expected to attend a minimum of 80% of the total hours of the course, which includes classes, labs, and shops. Students must be present at least one class during the first 10% of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the 10% census date, the instructor will administratively withdraw the student. This program abides by the MCC policy. When an absence is unavoidable in a program course, the student is to notify the class instructor by telephone prior to the scheduled class time as to the reason for the absence. Upon return, the student is to meet personally with that instructor to discuss the class(es) missed and identify make-up work. This is the student's responsibility and must be done in a timely manner.

Attendance will be taken at seated class sessions.

Experience has shown that a person with frequent absences or tardy arrivals as a student demonstrates this same behavior as a worker. A potential employer usually inquires as to the student's behavior in regard to absences or tardiness as it reflects a possible problem as a worker. In a physical therapy department, workers depend on each other to be present and on time to get the work done without imposing a hardship or overload on others. The PTA Program is preparing you to be employed in physical therapy departments. We want you to be dependable and reliable as employees, thus as students.

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The **Request for Excused Absences for Religious Observances form** can be picked up from Student Services. This does not supersede the college-wide accommodation for the make-up of missed course work.

## COURSE POLICIES:

**Make-up Policy:** Make-up exams and presentations are allowed with permission of the instructor. Contact instructor before the exam or presentation. Exams will be taken on the first day you return to class following an absence. Assignments are due on the date assigned.

**Ethical Violations:** Students found cheating on a quiz, exam or practical will receive an F for the course and be dismissed from the program.

**Cell phones:** Cell phones are to be turned on silent or vibrate during class time. If you must answer a call, quietly excuse yourself from the classroom. The cell phone **MUST** be turned completely off during quizzes or exams.

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)792-1521 extension 246 by phone, pbroughton@martincc.edu by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 792-1521, ext. 293.*