

LAREDO COMMUNITY COLLEGE
GENERAL COURSE SYLLABUS
Spring 2014

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| INSTRUCTOR: | Lorinda L. Luna, C.O.T.A |
| DEPARTMENT: | Occupational Therapy Assistant |
| PHONE NUMBER/EXTENSION: | (956)721-5702 |
| E-MAIL ADDRESS: | lorinda.luna@laredo.edu and lluna6146@students.laredo.edu |
| CAMPUS/OFFICE LOCATION: OFFICE HOURS: | 126 D at Lopez Nursing Building Monday: 8:00 a.m.-12:00 p.m./2:30-3:30 p.m. Tuesday: 10:30 a.m.-12:00 p.m./1:30-3:30 p.m. Wednesday: 2:30-3:30 p.m. Thursday: 10:30 a.m.- 12:00 p.m./1:30-5:00 p.m. |
| COURSE TITLE: | Human Structure and Function in OT |
| COURSE NUMBER: | OTHA 1409 |
| COURSE LEVEL: | Introductory |
| CONTACT HOURS (RANGE FOR STATE INFORMATION): | Range 80-128 |
| LAB: | Recommended |
| TEXTBOOKS/MATERIALS: | <ol style="list-style-type: none"> 1. Lippert, L. (2011). <i>Clinical kinesiology and Anatomy, 5th edition</i>. Philadelphia, PA: F.A. Davis ISBN: 978-0-8036-2363-7. 2. Lippert, L. (2011). <i>Laboratory manual for clinical kinesiology and Anatomy, 3rd edition</i>. Philadelphia, PA:F.A. Davis ISBN: 978-0-8036-2390-3 3. Lippert, L. (2011). <i>Flash cards for clinical kinesiology and Anatomy, 3rd edition</i>. Philadelphia, PA:F.A. Davis ISBN: 978-0-8036-2548-8 4. Hislop, H & Montgomery, J. (2007). <i>Daniels and Worthingham's Muscle Testing Techniques of Manual Examination, 8th edi.</i> St. Louis, Saunders. ISBB: 978-1-41602-350-0 <p>Recommended:</p> <ol style="list-style-type: none"> 1. AOTA (2008). <i>Occupational therapy practice Framework: domain and process, 2nd edi.</i> Bethesda, MD: AOTA. ISBN: 978-1-56900-265-0 |
| CORE or NON-CORE Course: | Non-Core |
| COURSE DESCRIPTION: | Study of the biomechanics of human motion. Emphasis on the musculoskeletal system including skeletal structure, muscles and nerves, and biomechanical assessment procedures. |

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| <p>END-OF-COURSE OUTCOMES:</p> | <p>Upon completion of the course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Identify human skeletal structure by bones, boney landmarks, and muscles. 2. Analyze human motion by muscle function, innervation, and kinetics related to functional outcomes. 3. Identify normal and abnormal movement. 4. Evaluate joint range of motion and muscle strength. |
| <p>COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:</p> | <p>B.2.7. Demonstrate task analysis in areas of occupation, performance skills, performance patterns, activity demands, context(s) and environments, and client factors to implement the intervention plan.</p> <p>B.2.8. Use sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice.</p> <p>B.2.10. Explain the need for and use of compensatory strategies when desired life tasks cannot be performed.</p> <p>B.4.1. Gather and share data for the purpose of screening and evaluation using methods including, but not limited to, specified screening tools; assessments; skilled observations; occupational histories; consultations with other professionals; and interviews with the client, family, and significant others.</p> <p>B.4.2. Administer selected assessments using appropriate procedures and protocols (including standardized formats) and use occupation for the purpose of assessment.</p> <p>B.4.4. Gather and share data for the purpose of evaluating client(s)' occupational performance in activities of daily living (ADLs), instrumental activities of daily living (IADLs), education, work, play, rest, sleep, leisure, and social participation. Evaluation of occupational performance includes</p> <ul style="list-style-type: none"> <input type="checkbox"/> The occupational profile, including participation in activities that are meaningful and necessary for the client to carry out roles in home, work, and community environments. <input type="checkbox"/> Client factors, including values, beliefs, spirituality, body functions (e.g., neuromuscular, sensory and pain, visual, perceptual, cognitive, mental) and body structures (e.g., cardiovascular, digestive, nervous, genitourinary, integumentary systems). <input type="checkbox"/> Performance patterns (e.g., habits, routines, rituals, roles). <input type="checkbox"/> Context (e.g., cultural, personal, temporal, virtual) and |

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| | <p>environment (e.g., physical, social).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Performance skills, including motor and praxis skills, sensory–perceptual skills, emotional regulation skills, cognitive skills, and communication and social skills. <p>B.4.10. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, adhering to the requirements of applicable facility, local, state, federal, and reimbursement agencies. Documentation must effectively communicate the need and rationale for occupational therapy services.</p> <p>B.5.1. Assist with the development of occupation-based intervention plans and strategies (including goals and methods to achieve them) on the basis of the stated needs of the client as well as data gathered during the evaluation process in collaboration with the client and others. Intervention plans and strategies must be culturally relevant, reflective of current occupational therapy practice, and based on available evidence. Interventions address the following components:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The occupational profile, including participation in activities that are meaningful and necessary for the client to carry out roles in home, work, and community environments. <input type="checkbox"/> Client factors, including values, beliefs, spirituality, body functions (e.g., neuromuscular, sensory and pain, visual, perceptual, cognitive, mental) and body structures (e.g., cardiovascular, digestive, nervous, genitourinary, integumentary systems). <input type="checkbox"/> Performance patterns (e.g., habits, routines, rituals, roles). <input type="checkbox"/> Context (e.g., cultural, personal, temporal, virtual) and environment (e.g., physical, social). <input type="checkbox"/> Performance skills, including motor and praxis skills, sensory–perceptual skills, emotional regulation skills, cognitive skills, and communication and social skills. |
| <p>QUALITY ENHANCEMENT PLAN (QEP)</p> <p>Reading: Gateway to Learning</p> | <p>The QEP is a long-term institutional commitment designed to improve student learning. The improvement of reading and reading comprehension was selected by the students, faculty, staff, and administration of LCC as the focus of our QEP. The diverse reading materials assigned in this course should help you to improve your basic reading and reading comprehension skills necessary to succeed in college.</p> |
| <p>SCANS COMPETENCIES:</p> | <p>Refer to attachment.</p> |
| <p>SCANS ASSESSMENT:</p> | <p>Reading and writing skills will be graded as components of required abstracts and examinations; speaking and listening will be graded as a component of oral reporting; thinking skills will be graded as a component of the required analysis of case studies; personal qualities and</p> |

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| | work place competencies will include respect of others and attendance including punctuality and will be a component of personal counseling sessions as needed; computer usage is required in the course with assignments to be turned in which will be reflected in their grade. | | | | | | | | | | | | | | |
| TEACHING STRATEGIES/METHODS OF INSTRUCTION: | Lecture, discussions, quizzes, tests, case studies, assignments, group assignments, and online resources. | | | | | | | | | | | | | | |
| OUTCOMES ASSESSMENT: | Chapter exams, chapter review questions, skills lab exercises, assignments (end of chapter review questions, additional assignments), and a final examination will measure the student's achievement of the specific learning objectives identified for the course. | | | | | | | | | | | | | | |
| EXTERNAL ASSESSMENTS: | Students enrolled in this course may be randomly selected to participate in external assessments to determine educational gains. You may be asked to provide assignments which may be included in course portfolios and used for evaluation of General Education Competencies. In addition, you may be selected to participate in the completion of surveys and/or be selected to take tests which will gauge your overall improvement in reading, writing, critical thinking, and mathematics. These activities are designed to collectively monitor your overall progress as a higher education student. | | | | | | | | | | | | | | |
| METHODS AND CRITERIA FOR EVALUATION: | <table> <tr> <td>Assignments/Lab Skills</td> <td>5%</td> </tr> <tr> <td>Quizzes</td> <td>10%</td> </tr> <tr> <td>UE/LE MMT/Goniometry Practicum:</td> <td>20%</td> </tr> <tr> <td>Exams</td> <td>30%</td> </tr> <tr> <td>Final Exam</td> <td>25%</td> </tr> <tr> <td>Professionalism</td> <td>10%</td> </tr> <tr> <td>Total:</td> <td>100%</td> </tr> </table> | Assignments/Lab Skills | 5% | Quizzes | 10% | UE/LE MMT/Goniometry Practicum: | 20% | Exams | 30% | Final Exam | 25% | Professionalism | 10% | Total: | 100% |
| Assignments/Lab Skills | 5% | | | | | | | | | | | | | | |
| Quizzes | 10% | | | | | | | | | | | | | | |
| UE/LE MMT/Goniometry Practicum: | 20% | | | | | | | | | | | | | | |
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| Final Exam | 25% | | | | | | | | | | | | | | |
| Professionalism | 10% | | | | | | | | | | | | | | |
| Total: | 100% | | | | | | | | | | | | | | |
| GRADING SCALE: | <p>A Excellent, 100-90%</p> <p>B Good, 89-80%</p> <p>C Average, 79-70%</p> <p>D Poor, 69-60%</p> <p>F Fail, 59% or below</p> <p>F_ Failure, Non-Participatory</p> <p>I Incomplete</p> <p>W Withdrawal</p> <p>NC No Credit</p> <p>NC_ No Credit, Non-Participatory</p> <p>NC_DV.. No Credit, Developmental</p> <p>NCDV ... No Credit, Developmental, Non-Participatory</p> <p>P Pass</p> <p>NP No Pass</p> <p>AU Audit</p> <p>Students must access the Semester Progress Report and Final Grades through PASPort (http://passport.laredo.edu).</p> <p>Instructors will notify students of the window of availability for grades.</p> | | | | | | | | | | | | | | |
| ATTENDANCE REGULATIONS: | Attendance will be taken up until the official census date, which is the first 11 class days during the fall and spring semester, and for the | | | | | | | | | | | | | | |

Office of the Registrar

- Fort McIntosh Campus - Memorial Hall Room 103 or call (956) 721-5887

- South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109

Enrollment and Registration Services Center

- Fort McIntosh Campus - Memorial Hall Room 125 or call (956) 721-5109 or 5421

- South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109

Financial Aid Center

- Fort McIntosh Campus – Building P-24 or call (956) 721-5361.

- South Campus – Billy Hall Student Center Room 123 or call (956) 794-4361.

Health Services Center

- Fort McIntosh Campus – Kazen College Center Room 132 or call (956) 721-5189.

- South Campus – Billy Hall Student Center Room 208 or call (956) 794-4189.

first three days during the summer sessions. Students who attend at least one day of class leading up to the census date will be officially enrolled in the course, and faculty members will drop any students who have not attended at least one class day. Once the official census date for the semester or session has passed, no formal attendance will be required except for programs where the respective accreditation agency requires attendance records.

Students who do not intend to remain enrolled after attending at least one class day **must** initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Services Center or through PASPort. **Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.**

It is advised that a student contact Financial Aid Center at either campus prior to dropping a course.

Absence From Final Examinations:

A student who is absent from a final examination receives a grade of "0" for the examination and a grade of "F" for the course. Any students authorized to be absent from a final examination receive a grade of "I" on their transcript until they take the final examination. Such students must take the final exam within four months. Final exams cannot be re-taken. The instructor will submit a Grade Change Form to change the previously submitted incomplete grade to an "F" if the student does not meet the 4 month deadline.

Other Policies (LCC and State-Wide):

- A. **3-peat**—If a student signs up for a class for a third time, even if he/she dropped or failed it before, the State will not provide funding for that student and the student will be required to pay an additional fee.
- B. **6 W's**—Beginning Fall 2007; students cannot drop more than 6 classes throughout their college career. Any subsequent drops will become F's. The rule includes credits earned at all Texas colleges/universities, and W's will carry over when transferring to other institutions.
- C. **Finishing on time**—The State expects students to graduate on time. Students who obtain 90 or more credit hours at a Community College are no longer eligible for financial aid.
- D. **Bacterial Meningitis Vaccination Requirement effective Spring 2012; update effective October 1, 2013.**
 - Per Texas State Law (SB 62), students who meet the criteria below must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.
 - All new or transfer students under age 22.
 - All returning students under the age of 22, who have experienced a break in enrollment of at least one fall or spring term.
 - Students enrolled in online courses that physically attend classes or come to campus within the semester.

Vaccination records must be submitted to LCC's Campus Nurse at the Health Services Center.

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| <p>SPECIAL SERVICES CENTER:</p> <ul style="list-style-type: none"> • Fort McIntosh Campus - Building P-41 • South Campus – Billy Hall Student Center, Room 21 <p>Fort McIntosh and South Campus Phone Number: (956) 721-5137</p> | <p>A student with disabilities, including learning disabilities, who wishes to request special accommodations in this class, should notify the Special Services Center. The request should be made early in the semester so that appropriate arrangements may be made. In accordance with Federal Law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, call or visit the Special Services Center.</p> <p>The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.</p> <p>A pregnant student is required to meet all course/ program outcomes, including attendance.</p> <p>There may be contaminants present in clinical area(s) that could adversely affect a fetus. It is advisable for the student to contact her obstetrician, once pregnancy has been confirmed, to ensure that there are no medical concerns/limitations to continuing her courses.</p> |
| <p>GRADE APPEAL:</p> | <p>A student who wishes to question the final grade earned in a course or class activity should first discuss the situation with the instructor who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson to request a review of the grade.</p> <p>If the student is not satisfied with the Department Chairperson’s decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade appeals. After all other avenues have been exhausted; the student may request a review of the grade by the Vice-President for Instruction. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.</p> <p>Students have two weeks (10 working days) after a final course grade is issued to appeal it. Students have one week (five working days) after an activity grade is issued to appeal it. Exceptions require the approval of the Vice-President for Instruction.</p> |
| <p>CLASSROOM ETIQUETTE:</p> <p>Office of Dean of Student Affairs</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Memorial Hall Room 212 • Phone Number: (956) 721-5417 | <p style="text-align: center;">Code of Student Conduct & Discipline</p> <p>Each student is expected to be fully acquainted with all published policies, rules, and regulations of the College, copies of which shall be available to each student for review at LCC’s website at www.laredo.edu (Student Life/Student Handbook/Student Rights and Responsibilities) and the Office of the Dean of Student Affairs. Laredo Community College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this Code. Students are also expected to comply with all federal, state, and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on Laredo Community College or on the educational process.</p> <p style="text-align: center;">Student Misconduct</p> <p>Each student is expected to conduct him/herself in a manner consistent with the college's functions as an educational institution. Specific examples of misconduct and the disciplinary process are located at LCC’s website at www.laredo.edu (Student Life/Student</p> |

Handbook/Student Rights and Responsibilities).

Use of Personal Electronic Devices

The use of an electronic device shall not interfere with the instructional, administrative, student activities, public service, and other authorized activities on College District premises. Unless prior authorization is obtained from the instructor or respective College District official, the use of an electronic device is expressly prohibited in classrooms, laboratories, clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.

The use of electronic equipment capable of capturing still or moving images in any location where individuals may reasonably expect a right to privacy is not authorized on College District premises. Noncompliance with these provisions shall be considered a violation of Board adopted policy and shall warrant appropriate disciplinary action.

Academic Dishonesty

The College expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in their academic work is subject to disciplinary action.

(1) The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:

- A. **Scholastic dishonesty** includes, but is not limited to, cheating on academic work, plagiarism, and collusion.
- B. **Cheating on academic work includes:**
 - a. Copying from another student's test paper or other academic work.
 - b. Using, during a test, materials not authorized by the person giving the test.
 - c. Collaborating, without authority, with another student during an examination or in preparing academic work.
 - d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.
 - e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.
 - f. Bribing another person to obtain an unadministered test or information about an unadministered test.
- C. **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.
- D. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

(2) Procedures for discipline due to academic dishonesty shall be the

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| | <p>same as in student disciplinary actions, except that all academic dishonesty actions shall be first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he/she may appeal the decision to the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction. If the student does not accept the decision of the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction, the student may then follow the normal disciplinary appeal procedures for a review of the decision.</p> <p>For additional information please refer to the: Student Policies - LCC Policy Manual</p> <p>The LCC Policy Manual is available online and includes all Federal, State, and Local Policies applicable to the College. Students may access the LCC Policy Manual through LCC's website at www.laredo.edu (About LCC/Manual of Policy).</p> |
| <p>EMERGENCY PROCEDURES:</p> <p>IN CASE OF EMERGENCY,</p> <p>From an LCC phone, dial 111.</p> <p>From a Cell phone, dial 911.</p> <p>LCC Campus Police Offices</p> <ul style="list-style-type: none"> • Fort McIntosh Campus – Building P-64 Room 102 • South Campus – Henry Cuellar Protective Services Center Room 130 | <p><u>LCC Alert System:</u> Safety and security for LCC is paramount. When an emergency arises, LCC will provide students with information as rapidly and as efficiently as possible. Students must register for the LCC Alert system at www.laredo.edu/lccalert.</p> <p><u>Emergencies:</u> In case of an emergency, contact Campus Police. Campus Police will then dispatch a police officer to the site and alert emergency personnel. If it is determined that a notification needs to be sent out after an emergency is reported, the notification will provide information on what to do.</p> <p>When a person calls 111 or 911, Campus Police strongly encourages the caller to provide the following information: name, the location from where they are calling, the location of the emergency, and the type of emergency. The caller is to remain on the phone with the dispatcher until emergency responders arrive.</p> |
| <p>DISCLAIMER:</p> | <p>Every attempt has been made to make the contents of this syllabus informative and accurate. Content of the syllabus is subject to revision and change in the event of extenuating circumstances. Changes will be made available to you electronically.</p> |

The updated official version of the LCC Catalog is the on-line catalog and can be found at www.laredo.edu (Admission/College Catalog).

ADDITIONAL COURSE INFORMATION

Assignments:

Final grade will not be rounded to the nearest whole number.
Students are expected to turn in completed assignments on time. The course instructor may extend the deadline if notified of catastrophic circumstances prior to the due date. Students are to expect point deduction for each day that the assignment is late at the discretion of the course instructor.

Students are expected to read chapters and answer the end of chapter questions before coming into class the day the chapter is covered. It is at the discretion of the instructor to collect questions for an assignment grade.

Quizzes and Exams:

Unannounced quizzes may be given at the discretion of the Instructor. Missed quizzes **may not** be made up (**no exceptions**).

If a student misses an exam, it will be up to the discretion of the Instructor as to how the missed exam will be made up. It is also at the discretion of the Instructor to determine if a student will receive a penalty for a late exam. A student who knows that they will be absent on a scheduled exam date should arrange an appointment with the Instructor to discuss the options, **before the missed exam**.

Attendance:

Students are expected to have regular and **punctual** attendance at all classes. Classes start promptly and tardiness is unacceptable. Consistently entering or leaving the room when lecture or a presentation has begun is disruptive and reflects disregard towards others. The student is responsible for obtaining missed material when absent from class and **held responsible for regularly checking CANVAS for course-related matters**. A student who offers no explanation for an absence will have that absence classified as unexcused with a grade of **zero** awarded for any tests, assignment or classroom work which occurs or is due during such absence with no opportunity to make up work that was missed. Specific attendance policies for classes are explained in the syllabus for each course. Refer to course syllabus.

It is the student's responsibility to contact the instructor for missed class sessions. Lack of communication can result in un-excuses absences.

Written Work:

Written work must follow the specific style of the 6th edition of the Publication Manual of the American Psychological Association (APA) unless otherwise specified by the Instructor. This includes but is not limited to: cover page, table of contents 12 point font, double-spacing, APA reference list and Times New Roman font. Failure to submit written work that is well organized, concise, accurate, substantive, within designated page limits, and free from errors in spelling, grammar and sentence structure will result in point deductions beyond those made for content. The Yeary Library provides the LCC student with the necessary resources for APA style. You may also use a citation website such as <http://citationmachine.net/>.

Written work must be cited appropriately. The use of reputable resources is required. Resources such as Wikipedia, personal home pages, etc. are not considered valid resources and will not be allowed.

Oral Presentations:

Students are required to demonstrate professionalism during oral presentations. The presenter should dress properly; avoid reading directly from the choice of media and use appropriate terminology. Proper grammar use is expected. Audience members should demonstrate courteous and respectful behavior(s) to the presenter. Texting, talking, and working on other materials during presentations will not be tolerated. **Presentations are required**. A student who does not show up for the presentation will receive a grade of a zero and will not be able to make up the assignment. **All presentations will be turned in on expected due date through CANVAS.**

CANVAS

This is a web-enhanced course that utilizes Canvas. The student is expected to log into Canvas on a regular basis for announcements, assignment submission, access to notes and worksheets, email communication, etc. Please ensure you have reliable access to the Internet. The LCC Fort McIntosh Campus and the South Campus both have numerous computer labs with Internet access. Check www.laredo.edu for more information on computer labs, location and availability.

Laredo Community College
Course Calendar
OTHA 1409M01 – Human Structure and Function in OT
Spring, 2014- Lorinda L. Luna, C.O.T.A.

*Schedule is subject to change

| <i>Date Week</i> | <i>Brief Description of Topic</i> | <i>Assignments/Examinations/ Activities with Brief Description</i> | <i>Chapters/ Reading</i> |
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| Week 1 1/14/14 | Introduction to Course Introduction of Concepts Ch. 1-4 | Lecture, group activity, group discussion. | Ch. 1-4 |
| 1/13/14 1/15/14 | <i>Lab</i> Ch. 1-4 <i>Introduction of concepts</i> | <i>Lab activity, group activity, demonstration</i> | Ch. 5-8 |
| Week 2 1/21/14 | Ch. 5-8 Introduction of concepts Lecture | Lecture, group activity, group discussion. | |
| 1/22/14 1/24/14 | <i>Lab</i> Ch. 5-8 <i>Introduction of concepts</i> | <i>Lab activity, group activity, demonstration</i> | Ch. 9 |
| Week 3 1/28/14 | Exam 1 Ch. 1-8 Ch. 9 Shoulder Girdle Lecture | Exam, lecture, group activity, group discussion. | Ch. 10-11 |
| 1/29/14 1/31/14 | <i>Lab</i> Ch. 9-10 <i>Shoulder Girdle and Joint</i> | <i>Lab activity, group activity, demonstration</i> | |
| Week 4 02/04/14 | Ch. 10 Shoulder Joint Ch. 11 Elbow Joint Lecture | Lecture, group activity, group discussion. | |
| 02/05/14 02/07/14 | <i>Lab</i> Ch. 10-11 <i>Shoulder and Elbow</i> | <i>Lab activity, group activity, demonstration</i> | |
| Week 5 02/11/14 | Ch. 10 Shoulder Joint Ch. 11 Elbow Joint Lecture | Lecture, group activity, group discussion. | |
| 02/12/14 02/14/14 | <i>Lab</i> Ch. 10-11 <i>Shoulder and Elbow</i> | <i>Lab</i> Ch. 10-11 <i>Shoulder and Elbow</i> | Ch. 12 |
| Week 6 02/18/14 | Exam 2 Ch. 9-11 Ch. 12 Wrist Joint Lecture | Exam Lecture | |
| 02/19/14 02/21/14 | <i>Lab</i> Ch. 12 <i>Wrist</i> | <i>Lab activity, group activity, demonstration</i> | Ch. 13 |
| Week 7 02/25/14 | Ch. 13 Hand Lecture | Lecture, group activity, group discussion. | |
| 02/26/14 02/28/14 | <i>Lab</i> Ch. 9-13 <i>Wrist and Hand</i> | <i>Lab activity, group activity, demonstration</i> | |
| Week 8 03/04/14 | Exam 3 Ch. 12-13 | Exam | |
| 03/05/14 03/07/14 | Lab Practicum UE | Lab Practicum UE | Ch. 18 |
| Week 9 Spring Break | Holiday | Holiday | Holiday |
| Spring Break | Holiday | Holiday | Holiday |

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| Week 10 03/18/14 | Ch. 17 Pelvic Girdle Ch. 18 Hip Joint Lecture | Lecture, group activity, group discussion. | |
| 03/19/14 03/21/14 | Lab Ch. 17 Pelvic Girdle Ch. 18 Hip Joint | Lab activity, group activity, demonstration | |
| Week 11 03/25/14 | Ch. 19 Knee Lecture | Lecture, group activity, group discussion. | |
| 03/26/14 03/28/14 | Lab Pelvic girdle, hip joint, and knee | Lab activity, group activity, demonstration | Ch. 16 and 21 |
| Week 12 04/01/14 | Exam 4 Ch. 17-19 | Exam | |
| 04/02/14 04/04/14 | UE MMT/GONIOMETRY PRACTICUM | UE MMT/GONIOMETRY PRACTICUM | |
| Week 13 4/08/14 | Ch. 20 Ankle/Foot Lecture | Lecture, group activity, group discussion. | |
| 04/09/14 04/11/14 | Ch. 20 Ankle/Foot Lecture and Lab | Lecture, lab activity, group activity, demonstration | |
| Week 14 04/15/14 | Exam 5 Ch. 20 | Exam | |
| 04/16/14 04/18/14 | Lab Practicum LE | Lab Practicum LE | |
| Week 15 04/22/14 | Ch. 15, 16, 21 Lecture Neck/Trunk, Posture, Respiratory | Group activity | |
| 04/23/14 04/25/14 | Lab Lab Neck/Trunk, Posture, Respiratory | Lab activity, group activity, demonstration | |
| Week 16 04/29/14 04/30/14 05/02/14 | MMT MMT Repeat Practicums | | |
| 05/05/14 - 05/10/14 | Final Exam | | |

SCANS COMPETENCIES

ENCLOSURE

The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified foundation skills and workplace competencies for students. Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. Basic Skills includes Reading, Writing, Arithmetic and Mathematical Operations, Listening, and Speaking effectively. Thinking Skills include a worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. Personal Qualities include a worker must display responsibility, self-esteem, sociability, self-management, integrity, and honest. Work Place Competencies include resources, interpersonal skills, information, systems, and technology.

Foundation Skills

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks.

- F1. **Reading:** Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F2. **Writing:** Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- F3. **Arithmetic:** Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F4. **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F5. **Speaking:** Organizes ideas and communicates orally.

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.

- F6. **Creative Thinking:** Generates new ideas.
- F7. **Decision Making:** Specific goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F8. **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F9. **Seeing Things in the Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F10. **Knowing How To Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F11. **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

- F12. **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
- F13. **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
- F14. **Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F15. **Self-Management:** Assesses self accurately; sets personal goals, monitors progress, and exhibits self-control.
- F16. **Integrity/Honesty:** Chooses ethical course of action.

Workplace Competencies

Resources

- C1. **Allocates Time:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- C2. **Allocates Money:** Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
- C3. **Allocates Material and Facility Resources:** Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
- C4. **Allocates Human Resources:** Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

Interpersonal

- C5. **Participates as a member of a team:** Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
- C6. **Teach Others New Skills:** Helps others to learn.

- C7. **Serves Clients/Customers:** Works and communicates with clients and customers to satisfy their expectations.
- C8. **Exercises Leadership:** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups: including responsibly challenging existing procedures, policies, or authority.
- C9. **Negotiates to Arrive at a Decision:** Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
- C10. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Information

- C11. **Acquires and Evaluates Information:** Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.
- C12. **Organizes and Maintains Information:** Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
- C13. **Interprets and Communicates Information:** Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.
- C14. **Uses Computers to Process Information:** Employs computers to acquire, organize, analyze, and communicate information.

Systems

- C15. **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- C16. **Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.
- C17. **Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

Technology

- C18. **Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- C19. **Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- C20. **Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.

LAREDO COMMUNITY COLLEGE
COURSE SYLLABUS
STUDENT ACKNOWLEDGEMENT FORM

I have read and understood the information and requirements of the course syllabus for

_____, _____
Course & Number Semester

Student Name (Please Print)

Palomino ID

Date

Admission into and/or graduation from a program does not guarantee employment, a particular salary level, and/or passage on any licensure examinations.

Student Signature _____

Faculty Name _____
(Please Print)