

# Student Handbook

## Physical Therapy Assistant Diploma Program Online Delivery

**2018-2019 ACADEMIC YEAR**

**Allied Health  
Faculty of Health and Community Studies**

**Faculty of Health and Community Studies Office**

Hours: Monday to Friday, 0800-1630

**Location:** 6<sup>th</sup> floor, Civic Employees Legacy Tower (CELT)  
10215-108 Street, Edmonton, AB

**Phone:** 780-644-6395

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## **MESSAGE FROM THE DEAN**

### **Jackie Nelson, RN, MPH**

Welcome to the Faculty of Health and Community Studies! We are very pleased that you have chosen NorQuest College as a starting point on your journey to becoming a Physical Therapy Assistant. Here, you will find highly qualified faculty, a current and workforce-relevant program curriculum, and a supportive learning environment.

As a graduate of the NorQuest College Physical Therapy Assistant Diploma (PTAD) Program, you will have excellent career opportunities with a skill set that is in high demand.

The Instructional Team looks forward to working with you as you embark on your educational journey. We encourage you to seek our assistance and support to help you achieve your goals.

This student handbook is designed to provide you with information to guide your success in the program.

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## **NORQUEST COLLEGE VISION/MISSION/VALUES**

### **Vision**

NorQuest College is a vibrant, inclusive and diverse learning environment that transforms lives and strengthens communities.

### **Mission**

NorQuest College inspires lifelong learning and the achievement of career goals by offering relevant and accessible education.

### **Values**

We value people. We:

- Treat people with integrity and respect
- Empower and encourage risk taking
- Celebrate commitment, contribution and accomplishments

We value learning. We:

- Foster creativity, innovation and critical thought
- Encourage growth, development and lifelong learning
- Build on the diversity of our learners, employees and partners

We value our role in the community. We:

- Display leadership and responsibility for our outcomes
- Partner to achieve community goals

We value the quality of the processes we use in reaching our goals. We:

- Demonstrate a learner-centred approach
- Set clear expectations, measure results and demonstrate accountability
- Promote teamwork, cooperation and sharing throughout the College
- Follow fair process in accomplishing our objectives

From: <http://www.norquest.ca/about-us/vision,-mission-values.aspx>

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## OUR COMMITMENT

### The NorQuest Learning Experience

Your experience as an online learner in the PTAD program is important to us. You will have an inclusive learning experience, embracing diversity, and developing skills needed to succeed. You will be taught by exemplary faculty with relevant physiotherapy experience, who will respect you as a partner in learning and bring together theory and practice in practical ways. Our commitment is to partner with you to prepare you for a successful career as a physical therapy assistant.

For more information on the NorQuest Learning Experience:  
<http://www.norquest.ca/about-us/the-norquest-learning-experience.aspx>

## OUR TEAM

<b>DEAN</b> Jackie Nelson	<a href="mailto:jackie.nelson@norquest.ca">jackie.nelson@norquest.ca</a>	780-644-6445
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<b>ASSOCIATE DEAN</b> Judith Anderson, PhD	<a href="mailto:judith.anderson@norquest.ca">judith.anderson@norquest.ca</a>	780-644-6787
<b>ASSOCIATE DEAN, PROGRAMS, AND PROGRAM CHAIR, ALLIED HEALTH</b> Bev Suntjens	<a href="mailto:bev.suntjens@norquest.ca">bev.suntjens@norquest.ca</a>	780-644-6413
<b>ASSOCIATE CHAIR, PHYSICAL THERAPY ASSISTANT</b> Michèle Vaillant, PT	<a href="mailto:michele.vaillant@norquest.ca">michele.vaillant@norquest.ca</a>	780-644-6401
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<b>INSTRUCTIONAL ASSISTANT</b> Dominique Bailey, OTA, PTA	<a href="mailto:dominique.bailey@norquest.ca">dominique.bailey@norquest.ca</a>	780-644-6059

**PROGRAM CHAIR, UNIVERSITY TRANSFER (ENGL, PSYC, SOCI, HEED Courses)**

Leigh Dyrda, PhD

[leigh.dyrda@norquest.ca](mailto:leigh.dyrda@norquest.ca)

780-644-6273

**ADMINISTRATIVE & OPERATIONAL SUPPORT**

Hilary Cheung

[hilary.cheung@norquest.ca](mailto:hilary.cheung@norquest.ca)

780-644-6394

**STUDENT NAVIGATOR (located in 1-205 CELT)**

Laura White

[student.navigators@norquest.ca](mailto:student.navigators@norquest.ca)

780-644-6205

## CONTACT INFORMATION: AT A GLANCE

CELT = Civic Employee Legacy Tower (formerly Heritage Tower)

SCFL= Singhmar Centre for Learning

Service / Area	Location	Phone	Email	Additional Info:
<b>Bookstore</b>	1-091 SCFL	780 644 6203 or toll free at 1 866 534 7218	<a href="mailto:studentbookstore@norquest.ca">studentbookstore@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/facilities/bookstore.aspx">https://www.norquest.ca/resources-services/facilities/bookstore.aspx</a>
<b>Computer Commons</b> (password, MyQuest, MyMail support) and Moodle Support	2-111 SCFL	780 644 6085	<a href="mailto:computercommons@norquest.ca">computercommons@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/facilities/computer-commons.aspx">https://www.norquest.ca/resources-services/facilities/computer-commons.aspx</a> <a href="https://www.norquest.ca/resources-services/resources/student-tools-support/moodle-support.aspx">https://www.norquest.ca/resources-services/resources/student-tools-support/moodle-support.aspx</a>
<b>Exam Bookings</b> (for online students)		780 644 6055	<a href="mailto:assessmentexams@norquest.ca">assessmentexams@norquest.ca</a> <a href="mailto:hilary.cheung@norquest.ca">hilary.cheung@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/college-services/office-of-the-registrar/online-delivery-information.aspx">https://www.norquest.ca/resources-services/college-services/office-of-the-registrar/online-delivery-information.aspx</a> <a href="https://www.norquest.ca/resources-services/college-services/assessment-testing-services/exam-request-writing-information.aspx">https://www.norquest.ca/resources-services/college-services/assessment-testing-services/exam-request-writing-information.aspx</a>



<b>Financial Aid</b>	1-205 CELT	780 644 6130		<a href="https://www.norquest.ca/resources-services/student-services/funding-your-education.aspx">https://www.norquest.ca/resources-services/student-services/funding-your-education.aspx</a>
<b>Centre for Growth and Harmony</b>	1-101 SCFL	780 644 6155	<a href="mailto:wellness@norquest.ca">wellness@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/student-services/safety-wellness/health-services.aspx">https://www.norquest.ca/resources-services/student-services/safety-wellness/health-services.aspx</a>
<b>International Student Office</b>	1-215 CELT	780 644 6128	<a href="mailto:international@norquest.ca">international@norquest.ca</a>	<a href="https://www.norquest.ca/prospective-students/international-students.aspx">https://www.norquest.ca/prospective-students/international-students.aspx</a>
<b>Learner Centre (Library)</b>	2-180 SCFL	780 644 6070 or toll free at 1 866 534 7218 Text questions to: 587 600 0084	<a href="mailto:library@norquest.ca">library@norquest.ca</a>	<a href="https://library.norquest.ca/services.aspx">https://library.norquest.ca/services.aspx</a>  Online student info: <a href="http://libguides.norquest.ca/c.php?g=254108">http://libguides.norquest.ca/c.php?g=254108</a>
<b>Office of Student Judicial Affairs</b>	1-205 CELT	780 644 6490	<a href="mailto:OSJA@norquest.ca">OSJA@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs.aspx">https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs.aspx</a>
<b>Office of the Registrar</b> (enrolments, extensions, tuition payment, withdrawals)	Main floor CELT (1-205)	780 644 6000 or toll free at 1 866 534 7218	<a href="mailto:enrolment@norquest.ca">enrolment@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/college-services/office-of-the-registrar.aspx">https://www.norquest.ca/resources-services/college-services/office-of-the-registrar.aspx</a>
<b>Parking Services</b>	Located in the Bookstore (1-091 SCFL)	780 644 6203 or toll free at 1 866 534 7218	<a href="mailto:studentbookstore@norquest.ca">studentbookstore@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/facilities/bookstore.aspx">https://www.norquest.ca/resources-services/facilities/bookstore.aspx</a>
<b>Faculty of Health and Community Studies</b>	6 <sup>th</sup> Floor CELT	780 644 6395	6 <sup>th</sup> Floor Reception Desk  Hilary Cheung, Administrative Assistant: <a href="mailto:hilary.cheung@norquest.ca">hilary.cheung@norquest.ca</a>	Fax: 780-644-6529  Open M-F from 0800 – 1630
<b>Services for Students with Disabilities</b>	Located inside the library, 2-180 SCFL	780 644 6055	<a href="mailto:learning.support@norquest.ca">learning.support@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/student-services/services-for-students-with-disabilities.aspx">https://www.norquest.ca/resources-services/student-services/services-for-students-with-disabilities.aspx</a>

<b>Students' Association</b>	1-114 SCFL	780 644 6250	<a href="mailto:students.association@norquest.ca">students.association@norquest.ca</a>	<a href="http://www.sanqc.ca/">http://www.sanqc.ca/</a> <a href="http://www.sanqc.ca/distance-students/">http://www.sanqc.ca/distance-students/</a>
<b>Student Navigator</b>	1-204 CELT	780 644 6130	<a href="mailto:student.navigator@norquest.ca">student.navigator@norquest.ca</a>	<a href="https://www.norquest.ca/resources-services/student-services/student-advisors/student-navigators.aspx">https://www.norquest.ca/resources-services/student-services/student-advisors/student-navigators.aspx</a>
<b>Writing Centre</b>	Located inside the library, 2-180 SCFL	780 644 5864 or toll free: 1 866 534 7218	<a href="mailto:Writing.centre@norquest.ca">Writing.centre@norquest.ca</a>	<a href="https://library.norquest.ca/services.aspx#Service-WritingCentre">https://library.norquest.ca/services.aspx#Service-WritingCentre</a>

## OUR CAMPUS

Your program is delivered at the Edmonton Downtown Campus. This consists of four buildings:

- **Health Education Centre 102**  
"HEC 102", with room numbers beginning in B – located at 10704-102 Avenue
- **Health Education Centre 106**  
"HEC 106 with room numbers beginning in E – located at 10232-106 Street
- **Civic Employees Legacy Tower (CELT)**  
Located at 10215-108 Street (south end of 108 Street)
- **Singhmar Centre for Learning (SCFL)**  
Located at 10215-108 Street (north end of 108 Street)

More information and Campus Maps can be found at:

<http://www.norquest.ca/about-us/campuses-maps/edmonton-downtown.aspx>

*Please note that our campus is a non-smoking campus. There is no smoking permitted inside any building or on campus property.*

### STUDENT INFORMATION ON WEBSITE

Please visit your student website, at <https://www.norquest.ca/current-students.aspx> for information on news, events, and resources available to you.

Additionally, there is an excellent resource for online students on our website at:

<http://www.norquest.ca/resources-services/college-services/office-of-the-registrar/online-delivery-information.aspx>

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## **ROLES IN YOUR PROGRAM**

### **Your instructor is responsible for the following items:**

- Course outline, schedule, materials, assignments, and exams
- Monitoring, and recording student progress
- Grading student assignments and providing feedback to the student
- Responding to student questions pertaining to the course
- Approving final course grades
- Questions about the material: readings, assignments, grades, classes, information on Moodle, and exams
- Course and classroom policies and procedures
- Requests for exam or assignment extensions/deferrals
- Address concerns if there is a discrepancy with your mark or you have not received your marks

### **Program Administration staff are responsible for the following items:**

- Maintaining student records
- Maintaining program information
- Collection of the following student documents: CPR/ /It's Your Move Certification/AHS Confidentiality and User Agreement Form/Criminal Record Check
- If you are having difficulty contacting your instructor
- If you will be absent for guided practice, clinical, or an exam
- General program information
- Booking appointments to see the Associate Chair, or Program Chair

### **The Associate Chair is responsible for the following items:**

- Working with students to outline their program plan
- Presenting various delivery options to students
- Responding to student questions
- Information about change of course registration
- Information if you have failed, withdrawn, or need to take a break from the program
- Information if you would like to transfer to another delivery option

### **The Chair and Associate Chair are responsible for the following items:**

- Overseeing all student activities
- Concerns about the program or curriculum
- Issues that are not satisfactorily addressed by other Faculty members
- Program policies
- Faculty and program evaluation

### **The Program Chair is responsible for the following items:**

- Overseeing the program for the College
- Issues not satisfactorily addressed by the Associate Chairs

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**The Office of the Registrar (OR) is responsible for the following items:**

- Registering students into courses
- Updating student information and maintaining student records
- Course fees and course extensions
- Transfer credit requests – refer to the policies and forms at:  
<https://www.norquest.ca/accepted-students/completing-admission-requirements/transfer-credit.aspx>

## STUDENT NAVIGATOR ROLE

If you are having trouble navigating College services, or need guidance on the resources available to you, please consult with you **Student Navigator**, accessed through the main reception area in the Civic Employees Legacy Tower lobby (1-204).

**What is a Student Navigator?** A team of **centralized advisors** who are available to answer student questions and concerns – providing advising services for students from application to graduation. *As soon as students apply to the College and pay an application fee, they can access Student Navigator services.*

**What do they do?** They are your go-to people for any general College inquiries – anytime you have any questions/issues about college services, policies, or processes that you are unsure about or don't know where to go to find the answer – your student navigator can help. This may include:

- **Program Information** (General policies and procedures)
- **College Services** (Provide information or direction to services such as: Career and Employment Services, Tutorial Centre, Counsellors, Social Worker, Bookstore, etc.)
- **Student Funding** (Grant Funding, Student Loans, how and when to apply, fulltime vs part-time, etc.)

### ***How can I contact them?***

**Office Location:** Civic Employee Legacy Tower, Room 1-204, 10215 108 Street

**Phone Number:** 780-644-6130

**Email:** [student.navigators@norquest.ca](mailto:student.navigators@norquest.ca)

**Hours of Operation:** Monday-Friday, 8:30 am – 3:30 pm

Drop in or pre-booked appointments available – call or email for more information.

**NOTE:** Most Monday - Thursday evenings, a Student Navigator is available until 6:15 pm. Please call ahead to the number above to confirm that a Navigator will be available.

## International Navigator Role

The International Office will help students make informed decisions. Advising and activity areas include:

- Application process
- An overview of the immigration process and important resources
- Online Pre-arrival sessions
- Orientation (ISTART)

- Settlement support
- Specialized workshop for managing your academic and immigration experience
- Referrals to appropriate internal and external resources

**Contact Information:**

Location: 1-215, Civic Employee Legacy Tower

Email: [international@norquest.ca](mailto:international@norquest.ca) Phone: 780-644-6128

## **ORIENTATION**

Online students receive orientation by reviewing the information on the Online Student Moodle Page for the program. Students will be emailed details on how to access this page prior to term start. After reviewing this information, you may have questions. Please contact your Associate Chair with any inquiries about orientation information: [michele.vaillant@norquest.ca](mailto:michele.vaillant@norquest.ca)

### **Booklists**

Booklists are available to view at the bookstore, or online at: <http://www.norquest.ca/resources-services/facilities/bookstore/booklists.aspx>.

You may purchase your books through our College bookstore (new or used books available through our buy-back program), through another online vendor, or from a previous student. We provide more information about used book sales at Orientation.

**New for Fall 2018: We have an Allied Health Student Textbook Sales Page on Moodle!** You can post books that you would like to sell, or browse for books. Allied Health provides this service as a voluntary means for students to connect to buy used books, and assumes no responsibility for the transactions that occur as a result of using the page. More information will be provided.

### **Emergency Procedures**

**Evacuation:** <http://www.norquest.ca/resources-services/college-services/security-services/evacuation-procedures.aspx>.

**Lockdown:** <http://www.norquest.ca/resources-services/college-services/security-services/lockdown-procedures.aspx>.

### **Scent-Free Environment**

NorQuest College maintains a scent-free environment. No scented products are permitted in the classroom, lab, or clinical setting.

## Media Consent

During your time in your program, we may be requesting to take your photo for educational or marketing purposes. We will provide a consent form for you to complete for such times. If you have any concerns, please discuss with your instructor or Associate Chair

## OVERVIEW OF THE PROGRAM

The focus and purpose of the Physical Therapy Assistant Diploma Program is to produce graduates who are qualified to provide safe and competent physical therapy services under the direction of a Registered Physiotherapist in rehabilitation hospitals, acute care hospitals, long term care centers, private clinics and special care facilities. This program is designed to meet the skill and knowledge competencies identified in the Essential Competency Profile for Physiotherapist Assistants in Canada, April 2012 created by the Canadian Alliance of Physiotherapy Regulators, Canadian Council of Physiotherapy University Programs, Canadian Physiotherapy Association, and Physiotherapy Education Accreditation Canada.

## PROFESSIONAL ASSOCIATIONS

Student membership in the following association is encouraged:

- Canadian Physiotherapy Association  
[www.physiotherapy.ca](http://www.physiotherapy.ca)
- National Physiotherapist Assistant Assembly (NPAA)  
[www.physiotherapy.ca/Physiotherapy-Assistants](http://www.physiotherapy.ca/Physiotherapy-Assistants)
- Therapy Assistant Association of Alberta (ThAAA)  
[www.thaaa.ca](http://www.thaaa.ca)

## PROGRAM ADVISORY COMMITTEE (PAC)

Each program in Allied Health has an active Program Advisory Committee, made up of educators, practitioners, industry leaders, alumni, and students. The purpose of this committee is to provide guidance to the program area in ensuring the curriculum and its delivery is current and relevant to the workforce. The PAC for this program meets at least twice per year.

## **ACCREDITATION**

The Physical Therapy Assistant diploma program at NorQuest College has been accredited by the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program (OTA & PTA EAP), in collaboration with Physiotherapy Education Accreditation Canada (PEAC) and the Canadian Association of Occupational Therapists. The status of accreditation was granted to the program on April 30, 2018 for the period until April 30, 2024.

For details regarding accreditation contact:

OTA & PTA EAP, c/o PEAC, Suite 26, 509 Commissioners Road West, London, ON, N6J 1Y5

Phone: 226-636-0632 Email: [info@otapta.ca](mailto:info@otapta.ca)

## **CREDENTIAL**

To graduate from the Physical Therapy Assistant Diploma Program you must successfully pass all courses. Upon graduation, you will receive the following:

- A NorQuest College Diploma
- An official transcript

Although you may have transfer credit from other post-secondary work, please note that to graduate from this program, at least 50% of your coursework must be obtained at NorQuest College.

## **PHYSICAL THERAPY ASSISTANT DIPLOMA PROGRAM MISSION AND LEARNING PHILOSOPHY**

The Physical Therapy Assistant Diploma (PTAD) Program offers accessible, outcome-based adult education that prepares learners for employment and career development in the health-care sector through:

- Innovative learning experiences delivered by exemplary faculty;
- A variety of flexible program delivery options;
- Small classes, individual attention, and tutorial support;
- An environment that encourages growth through curiosity, resourcefulness and critical thinking.

## **PHYSICAL THERAPY ASSISTANT DIPLOMA PROGRAM LEARNING OUTCOMES AND CONCEPTUAL FRAMEWORK**

Graduates of this program will be able to:

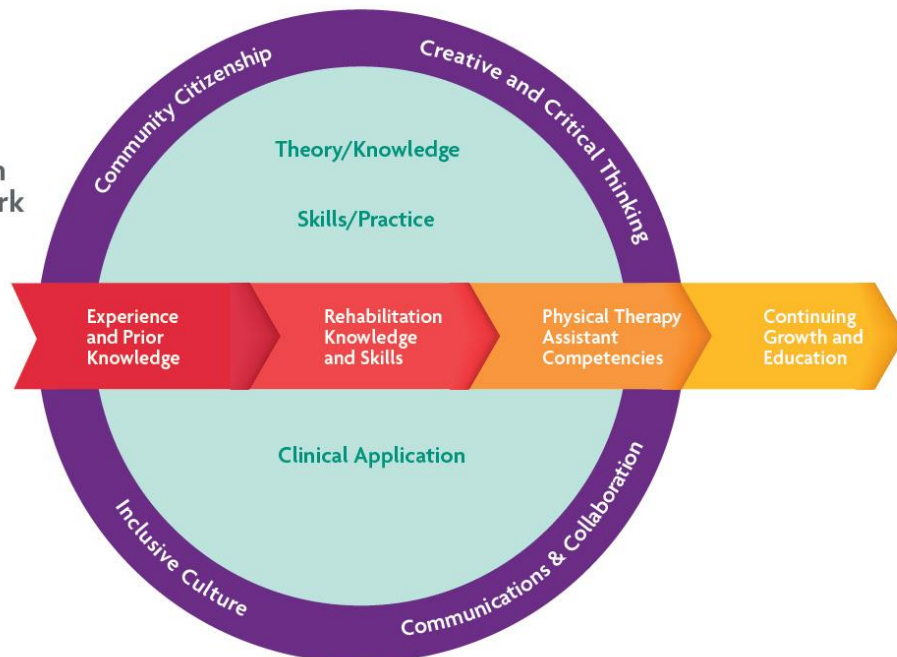
1. Provide safe and competent care under the supervision of a physiotherapist.
2. Communicate effectively and professionally.
3. Collaborate as a valuable member of a client-centered health care team.
4. Apply critical thinking skills into practice.

A conceptual framework for the program was developed to illustrate how the PTAD program is designed to embrace the College-wide learning outcomes (outer purple circle) and the flow of curriculum from theory to lab skill practice to application in the clinical setting (turquoise circle). The red and orange chevron arrows illustrate the progress of our students through the courses and learning experience:

- Recognizing students come to the program with experience and prior knowledge;
- Developing general rehabilitation knowledge and skills through the taking of common courses;
- Building on this in integrating knowledge and skills specific to Physical Therapy Assistants, as identified in the Essential Competency Profile for Physiotherapist Assistants in Canada;
- Fostering continuing growth and education in preparation for reflective practice and professional development.



**PTA Diploma Program  
Conceptual Framework**





## PROGRAM DELIVERIES

The program is offered in 2 formats:

- Through a fast track delivery (Edmonton downtown campus)
- Online delivery (with on-campus lab requirements)

**The courses and standards are the same for on-campus and online delivery.** The courses provide instruction that will increase your knowledge and skills within your chosen field, as well as general studies that enable you to enhance your interdisciplinary understanding and communication.

### Moving Between Deliveries

Students who wish to move between these deliveries are advised to meet with the Associate Chair to determine a plan for program completion.

### Full-Time “Fast Track” Face-To-Face Program

- On-campus daytime classes and labs from September to June, with two 6-week practicums in Year 2 Fall Term.
- Intensive, fast pace delivery.

### Online Program

- Self-paced distance delivery with instructor access via emails or e-live/telephone support as arranged.
- Up to 16 weeks to complete each course and up to 3 years to complete the program, including the practicum experience.
- Lab Skills Workshops on-campus in Edmonton upon completion of corresponding theory courses.
- Two six-week practicums after completion of all theory and lab courses.

### Lighten Your Course load

- Open studies courses: ENGL 2510, COMM 1011, COMM 2011, ANPH 1000, RHAB 1001, HEED 1000, PATH 1010 can be taken prior to starting the program to lighten your course load.

## **COURSE OF STUDY**

### **FULL TIME "FAST-TRACK" FACE-TO-FACE**

The program is 64 credits, completed over four terms of study.

<b>Term 1-16 weeks</b>				
<b>Open</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>
O	ANPH1000	Introduction to Anatomy and Physiology	45	3
O	COMM1011	Interpersonal Communication for Health-Care Professions	45	3
O	COMM2011	Therapeutic Communication for Health-Care Professions	45	3
O	ENGL2510	Scientific and Technical Writing	45	3
	THPR2019	Therapeutic Mobility - Theory	30	2
	THPR2020	Therapeutic Mobility - Lab	15	1
O	RHAB1001	Introduction to Rehabilitation	45	3

**O = Open Studies Available**

<b>Term 2-16 weeks</b>				
<b>Open</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>
	ANPH1004	Functional Anatomy	45	3
O	PATH1010	Pathophysiology	45	3
	THPR2015	Therapeutic Cardiopulmonary and Preventative Care - Theory	30	2
	THPR2016	Therapeutic Cardiopulmonary and Preventative Care - Lab	15	1
	THPR2017	Therapeutic Range of Motion and Outcome Measures - Theory	15	1
	THPR2018	Therapeutic Range of Motion and Outcome Measures - Lab	30	2
O	HEED1000	Health Education: Individual Health and Wellness	45	3
	THPR2021	Therapeutic Modalities - Theory	30	2
	THPR2022	Therapeutic Modalities - Lab	15	1

**O = Open Studies Available**

<b>Term 3-8 weeks</b>				
<b>Open</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Credits</b>
	THPR2023	Therapeutic Exercise - Theory	30	2
	THPR2024	Therapeutic Exercise - Lab	15	1
	THPR2008	Introduction to Assisting With Additional Therapeutic Interventions - Theory	45	3
	THPR2009	Introduction to Assisting With Additional Therapeutic Interventions - Lab	45	3
	THPR2010	Integrated Care Across the Lifespan - Theory	45	3

Term 4-16 weeks				
Open	Course Number	Course Title	Hours	Credits
N/A	PPRT2001	Physical Therapy Assistant: Community Practicum	240	8
N/A	PPRT2002	Physical Therapy Assistant: Hospital/Continuing Care Practicum	240	8

**Note:** Hours listed indicate approximate “in class hours” based on credit load. A course may take 2-3 times the hours listed to complete.

## ONLINE PROGRAM AND ON-CAMPUS LAB REQUIREMENTS

Students are given a 3-year period in which to complete the PTAD online program, including the practicum courses (PPRT 2001 and 2002). From the date a student registers in a course, they have a maximum of 16 weeks to complete it (exceptions may apply). It is recommended, however, that students complete each course within 8 weeks, or take more than one course at a time, in order to finish the program within the 3-year period. Students are required to submit a tentative schedule (online course planner) to the program office during their first month in the program.

**IMPORTANT:** Please complete the **Online Course Planner** on the next page and email to [michele.vaillant@norquest.ca](mailto:michele.vaillant@norquest.ca) during your first month in the program.

### When do I need to come to campus?

**For Exams:** if you live within 100 km of a NorQuest College-approved exam centre, you will write your exams there.

**For Labs:** You have required lab courses throughout your program. These lab courses are offered twice a year, once in September/December and once in February/April. You will need to come to the downtown Edmonton campus at least twice to complete all of these courses. Prepare yourself for these lab courses by practicing with a partner. You will need to complete a video assignment 2 weeks prior to attending some of these lab sessions to demonstrate that you have reviewed and practiced what you learned in the corresponding theory course. Registration for lab skills closes 2 weeks prior to the date of the in person meeting. You must have completed a minimum of 2 exams in the corresponding theory course prior to enrolling.

### Lab skills session Fall 2018 (instructors are listed tentatively)

THPR 2020	Sept 24, 8:00-16:00, instructor: Clara Bergen
THPR 2016	Sept 25, 8:00-16:00, and Sept 26 8-11:00, instructor: Farah Walji
THPR 2022	Sept 26 12:00-16:00, and Sept 27, 8:00-16:00, instructor: Rhonda Ashmore
THPR 2018	Sept 28 and 29, 8:00-16:00, instructor: Chantal Pinsent
THPR 2024	Dec 3, 8:00-16:00, and 4, 8-12:00, instructor: Anhtu Huynh

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XHLT 1070            Dec 4, 13:00-15:00, instructor: Dominique Bailey  
 THPR 2009            Dec 5-8, 8:00-16:00, instructor: Julia Giesen, SLP -Day1 /Erin Turnell, RecT-  
 Day2/Jayme Inkpen, OT Day 3-4

**Lab skills session Winter/Spring 2019**

THPR 2020            Feb 20, 8:00-16:00, instructor: Clara Bergen  
 THPR 2016            Feb 21, 8:00-16:00, and 22, 8-11:00, instructor: Farah Walji  
 THPR 2022            Feb 22 12:00-16:00, and 23 8:00-16:00, instructor: Rhonda Ashmore

THPR 2018            Feb 25-26, 8:00-16:00, instructor: Chantal Pinsent

THPR 2024            April 29, 8:00-16:00, and 30, 8-12:00, instructor: Jennifer Glumpak  
 XHLT 1070            April 30, 13:00-15:00, instructor: Dominique Bailey  
 THPR 2009            May 1-4, 8:00-16:00, instructor: Erin Turnell-Day1 /Julia Giesen-Day2/Jayme Inkpen  
 Day 3-4

## PHYSICAL THERAPY ASSISTANT DIPLOMA – ONLINE COURSE PLANNER

September 1, 2018

Students are given a 3 year period in which to complete the PTAD online program, including the practicum courses (PPRT 2001 and 2002). From the date a student registers in a course, they have a maximum of 16 weeks to complete it (exceptions may apply). It is recommended, however, that students complete each course within 8 weeks, or take more than one course at a time, in order to finish the program within the 3 year period. Students are required to submit a tentative schedule to the program office during their first month in the program.

Please complete this document by adding your tentative dates for each course, and email it to the Program Associate Chair at [Michele.Vaillant@norquest.ca](mailto:Michele.Vaillant@norquest.ca). Please review your goals and timelines every 4 months and send an updated document to the Program Associate Chair.

**While students can take any course for which they have the pre-requisite(s), it is advised that students take courses in the order listed, finishing the courses in one Block prior to moving on to the next block. The sequence below is recommended to optimize student learning.**

**Start and end date of course**

<b>Block 1</b>	ENGL2510	Scientific and Technical Writing (Prior Equivalent ENGL 2550)	
	ANPH1000	Introduction to Anatomy & Physiology	
	RHAB1001	Introduction to Rehabilitation	

<b>Block 2</b>	COMM1011	Interpersonal Communications for Health Care Professions	
	HEED1000	Health Education: Individual Health and Wellness	
	THPR2019	Therapeutic Mobility – Theory	

<b>Block 3</b>	PATH1010	Pathophysiology for Health Care Professions	
	ANPH1004	Functional Anatomy	
	THPR2015	Therapeutic Cardiopulmonary and Preventative Care - Theory	

## PHYSICAL THERAPY ASSISTANT DIPLOMA – ONLINE COURSE PLANNER

September 1, 2018

<b>Block 4</b>	COMM2011	Therapeutic Communications for Health Care Professions	
	THPR2017	Therapeutic Range of Motion and Outcome Measures- Theory	
	THPR2021	Therapeutic Modalities – Theory †	

The **lab courses** (THPR2016, THPR2018, THPR2020, THPR2022, and THPR2024, THPR2009) are taken in person during the Lab Skills Sessions, which are offered in Edmonton in September/October and February/May of each year. **Students must take the THPR lab course no more than 14 months after starting the corresponding THPR theory course.** Students can register in the lab course as soon as they have successfully completed 2 exams for the corresponding theory course. Please contact Hilary Cheung, the Education Administrator at [hilary.cheung@norquest.ca](mailto:hilary.cheung@norquest.ca) for information on lab registration. Please note that each lab is a separate credit course, with separate applicable tuition and fees.

### Start and end date of course

<b>Block 5 Lab Skills</b>	THPR2020	Therapeutic Mobility – Lab (1 day)	
	THPR2016	Therapeutic Cardiopulmonary and Preventative Care – Lab (1 ½ days)	
	THPR2018	Therapeutic Range of Motion and Outcome Measures – Lab (2 days)	
	THPR2022	Therapeutic Modalities – Lab (1 ½ days)	

<b>Block 6</b>	THPR2010	Integrated care across the lifespan	
	THPR2023	Therapeutic Exercise - Theory	
	THPR2008	Introduction to Interdisciplinary Care – Theory	

<b>Block 7 Lab Skills</b>	THPR2024	Therapeutic Exercise – Lab (1 ½ days)	
	THPR2009	Introduction to Interdisciplinary Care – Lab (4 days)	

## PHYSICAL THERAPY ASSISTANT DIPLOMA – ONLINE COURSE PLANNER

September 1, 2018

After completion of all courses, students are eligible to complete their two **practicum placements**. Each practicum is 6 weeks in length (full time). It is the student’s responsibility to contact [Kim.Dewling@NorQuest.ca](mailto:Kim.Dewling@NorQuest.ca) to obtain a request form and **submit the completed form by the deadlines** listed below.

<b>If you would like to take your practicum in...</b>	<b>You must submit your forms by...</b>
September-October 2018 and/or November-December 2018	April 1, 2018
January-February 2019 and/or March-April 2019	August 1, 2018
May-June 2019	December 1, 2018
September-October 2019 and/or November-December 2019	April 1, 2019
January-February 2020 and/or March-April 2020	August 1, 2019

**NOTE:** Due to site availability, PPRT2002 will almost exclusively be scheduled in September–October and November–December. Students can request alternate dates, but the program cannot guarantee site availability.

### Start and end date of course

<b>Block 8</b>			
	PPRT2001	Physical Therapy Assistant: Community Practicum	
	PPRT2002	Physical Therapy Assistant: Hospital/Continuing Care Practicum	

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## UNIVERSITY TRANSFER

Please note that certain courses are administered by the College's University Transfer department. These include English and Health Education courses. While taking these courses, you are subject to policies of the University Transfer department, which can be found on your course outlines for these courses. Any questions or concerns should be directed to your University Transfer course instructor or to Program Chair Leigh Dyrda at [leigh.dyrda@norquest.ca](mailto:leigh.dyrda@norquest.ca).

## COURSE DESCRIPTIONS

Course Number	Description
<b>ANPH 1000</b>	Study the basics of normal anatomy and physiology. The structure and function of each body system is covered, and the relationship between the structure and function of each system is explored. Learn about the interactions of body systems. <b>Prerequisite: None</b>
<b>ANPH 1004</b>	Learn the essential concepts of functional anatomy including terminology, the movements of joints during various activities, and biomechanical principles. <b>Prerequisite: ANPH 1000</b>
<b>COMM 1001</b>	Explore the fundamentals of communication and interpersonal relationships. Examine effective communication, barriers to effective communication, and specific communication strategies that can improve interactions with others. Learn theories related to communication climate, groups, teams, conflict, and conflict management. <b>Prerequisite: None</b>
<b>COMM 2011</b>	Explore the importance of communication skills in developing caring relationships with clients and working effectively within the health-care team. Learn to vary your communication techniques and methods in different situations. Explore various concepts and principles of therapeutic communication and consider their implications for professional practice. <b>Prerequisite: COMM 1001</b>
<b>ENGL 2510</b>	This technical writing course prepares students with the skills required for writing in a professional setting. Students will learn to produce documents reflecting different types of technical communication such as technical descriptions, proposals, reports, web pages, and instructional manuals. Students will also learn how to organize information effectively, write in a clear, concise style, rigorously edit their writing, and format and cite sources using APA style. Effective document design and use of graphic elements are also examined. Students will be required to deliver oral presentations. <b>Prerequisites: 60% in English Language Arts 30-1 or 70% in English Language Arts 30-2 or equivalent</b>



<b>HEED 1000</b>	<p>Gain an overview of the physical, social, psychological, environmental, and spiritual aspects of personal health and wellness within the context of the community, the Canadian health-care system, and the global environment. Lifestyle choices are introduced as physical and social determinants affecting personal health and the health of others. Learn how to take responsibility for your own health and to advocate for the health of others.</p> <p><b>Prerequisite: None</b></p>
<b>PATH 1010</b>	<p>This course focuses on the pathological processes underlying diseases and disorders. It gives learners a foundation for understanding the phenomena that produce alterations in human physiologic function across the lifespan. The course includes common disease entities as examples of pathological processes. Each pathological process is explained as a concept and illustrated by typical diseases and disorders. Disease is discussed in terms of manifestations, etiology, and complications. Learners will gain a basic understanding of the diagnosis and management of the disease process associated with pathophysiological dysfunction.</p> <p><b>Prerequisite: ANPH 1000 or ANPH 1001/1002</b></p>
<b>RHAB 1001</b>	<p>Learn the fundamental concepts and theories specific to rehabilitation and gain an introduction to the field of rehabilitation medicine. Examine the common practices and unique roles of physical therapy, therapeutic recreation, occupational therapy, and speech language pathology and explore the skills, roles, and traits of the therapy assistant</p> <p><b>Prerequisite: None</b></p>
<b>THPR 2015</b>	<p>Explore the fundamental concepts and theory related to therapeutic positioning and postural drainage. Learn about the importance of infection control, proper limb-handling techniques, and cardiopulmonary physical therapy techniques. Learn to position clients properly to promote client safety and comfort and prevent complications.</p> <p><b>Prerequisite: ANPH 1000 and RHAB 1001</b> <b>Corequisites: ANPH 1004, PATH 1010, and ENGL 2510</b></p>
<b>THPR 2016</b>	<p>Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2015.</p> <p><b>Prerequisites: ANPH 1000 and RHAB 1001</b> <b>Co-requisites: ANPH 1004, PATH 1010, ENGL 2510 and THPR 2015</b></p>
<b>THPR 2017</b>	<p>Study the fundamental concepts and theory related to therapeutic assessment tools and joint mobility. Learn about, goniometry, manual muscle testing, and muscle length testing.</p> <p><b>Prerequisite: ANPH 1000, RHAB 1001, COMM 1001, ENGL 2510 and THPR 2019</b> <b>Co-requisites: ANPH 1004, PATH 1010, THPR 2015 and COMM 2011</b></p>
<b>THPR 2018</b>	<p>Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2017.</p> <p><b>Prerequisites: ANPH 1000, RHAB 1001, COMM 1001, COMM 2011, ENGL 2510 and THPR 2019</b> <b>Co-requisites: ANPH 1004, PATH 1010, THPR 2015, THPR 2017, THPR 2020 and THPR 2016</b></p>

<b>THPR 2019</b>	Learn the fundamental concepts and theory related to therapeutic mobility, including proper lifting and transferring techniques, gait, mobility aids, and wheelchair skills. <b>Co-requisites: RHAB 1001 and ENGL 2510</b>
<b>THPR 2020</b>	Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2019. <b>Co-requisites: ANPH 1000, RHAB 1001 and THPR 2019</b>
<b>THPR 2021</b>	Explore the fundamental concepts and theory related to therapeutic modalities. Learn about the purpose of various therapeutic modalities in physical therapy treatment such as thermal therapy, cryotherapy, ultrasound therapy, and electrical therapy. <b>Prerequisites: ENGL 2510, ANPH 1000, RHAB 1001, COMM 1001 and THPR 2019</b> <b>Co-requisite: ANPH 1004, PATH 1010, THPR 2017 and COMM 2011</b>
<b>THPR 2022</b>	Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2021. <b>Prerequisites: ANPH 1000, COMM 1001, ENGL 2510, RHAB 1001 and THPR 2019</b> <b>Co-requisites: ANPH 1004, PATH 1010, THPR 2016, THPR 2017, THPR 2018, THPR 2020 and THPR 2021</b>
<b>THPR 2023</b>	Learn the fundamental concepts and theory specifically related to therapeutic exercise including: active and resisted exercises, balance and flexibility exercises, cardiovascular exercise, and individual and group exercises. <b>Prerequisites: ANPH 1004, PATH 1010, RHAB 1001, ENGL 2510, and THPR 2016</b>
<b>THPR 2024</b>	Participate in hands-on lab sessions to practice theoretical concepts learned in THPR 2023. <b>Prerequisites: ANPH 1004, ENGL 2510, PATH 1010, RHAB 1001, THPR 2015 and THPR 2016</b> <b>Co-requisites: THPR 2023</b>
<b>THPR 2008</b>	Expand your knowledge of additional therapeutic interventions that a physical therapy assistant may collaborate with in practice. This interdisciplinary-focused course will expose you to interventions by occupational therapy, therapeutic recreation, and speech-language pathology. <b>Prerequisites: ANPH 1004, COMM 2011, ENGL 2510, HEED 1000, PATH 1010, RHAB 1001, THPR 2015, THPR 2016, THPR 2017, THPR 2018, THPR 2019, THPR 2020 and THPR 2021</b> <b>Co-requisites: THPR 2010 and THPR 2023</b>
<b>THPR 2009</b>	Gain practical skills in assisting with a variety of therapeutic interventions for clients, including occupational therapy, therapeutic recreation, and speech-language pathology. <b>Co-requisites: THPR 2008, THPR 2010, THPR 2022 and THPR 2024</b>

<b>THPR 2010</b>	<p>Expand your knowledge of the neuromotor system and pathological changes across the lifespan. Learn the fundamentals of motor and cognitive development and the changes that occur with aging. Integrate theoretical knowledge into rehabilitation interventions.</p> <p><b>Prerequisites: ANPH 1004, PATH 1010, RHAB 1001, ENGL 2510, COMM 2011, THPR 2019, THPR 2020, THPR 2015, THPR 2016, THPR 2017, THPR 2018 and THPR 2021</b></p> <p><b>Co-requisite: THPR 2023</b></p>
<b>PPRT 2001</b>	<p>During this 6-week (30 day) practicum opportunity, you will be introduced to a community physical therapy setting and the role of the physical therapy assistant in providing therapy to clientele. Throughout this experience, you will have the opportunity to demonstrate therapeutic communication, positioning, mobility and modalities, the use of assessment tools, and exercise instruction under the supervision of a physical therapist. Professionalism and team communication skills are also emphasized.</p> <p><b>Prerequisites: All PTAD theory and lab courses</b></p>
<b>PPRT 2002</b>	<p>During this 6-week (30 day) practicum opportunity, you will be introduced to an institutional physical therapy setting and the role of the physical therapy assistant in providing therapy to clientele. Throughout this experience, you will have the opportunity to demonstrate therapeutic communication, positioning, mobility and modalities, the use of assessment tools, and exercise instruction under the supervision of a physical therapist. Professionalism and team communication skills are emphasized.</p> <p><b>Prerequisites: All PTAD theory and lab courses</b></p>

## TRANSFER CREDIT

Student may be eligible for credit for previous coursework at other post-secondary institutions. Students must apply for transfer credit to be assessed, and follow the policies outlined by the Office of the Registrar. More information, and the Request Form, can be found at:

<http://www.norquest.ca/accepted-students/completing-admission-requirements/transfer-credit.aspx>

Some important notes regarding transfer credit:

- You must be admitted to your program prior to requesting transfer credit
- Official transcripts and course outlines are required for transfer credit
- Transfer credit is subject to time limits, or a "shelf life" of the course previously taken-typically 5 years for discipline-specific courses, and 10 years for more general courses
- The form you use to request transfer credit can be found at the link above.

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## CHECKLIST FOR SUCCESS FOR ONLINE STUDENTS

You are responsible for your success in the program, and your instructional team is eager to partner with you in this endeavor. The Physical Therapy Assistant Diploma program is a demanding program to prepare you to enter a similar workplace.

### Upon admission to the program:

- ✓ **Check your email to review Orientation information on your Online Moodle page.** Important information about your program and the College is provided to set you up for success.
- ✓ **Review this Program Manual carefully.** Important information about your program and the College is provided to set you up for success.
- ✓ **Read and bookmark the “Online Delivery Information” for the College at:** <http://www.norquest.ca/resources-services/college-services/office-of-the-registrar/online-delivery-information.aspx>.
- ✓ **Make a plan!** Please complete the Online Program Planner in this manual and email it to: [michele.vaillant@norquest.ca](mailto:michele.vaillant@norquest.ca).
- ✓ **Review your “To Do” list on MyQuest and ensure you have met your clinical requirements for the program.**
- ✓ **Contact [enrolment@norquest.ca](mailto:enrolment@norquest.ca) to receive your student identification card.**
- ✓ **Complete a Library Orientation at:** [http://libguides.norquest.ca/distance\\_basics](http://libguides.norquest.ca/distance_basics)
- ✓ **Review the Reference guide for MyQuest at:** <http://www.norquest.ca/resources-services/resources/student-tools-support/myquest.aspx>.
- ✓ **Review the student manual for Moodle at:** <http://www.norquest.ca/resources-services/resources/student-tools-support/moodle-support.aspx>.
- ✓ **Register in your first course!** Contact [enrolment@norquest.ca](mailto:enrolment@norquest.ca) with your name, student ID, program, and course you want to enroll in. Students must register by the 15 of the month in order to start on the first day of the following month. (For example, for a Sept 1 course start, you must register by Aug 15).

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### Practical Tips For Success Throughout Your Online Program:

- **Engage and participate.** Although you are not in a classroom, you can still ask questions of your instructor, engage in online discussions, and reflect on your learning experiences. Provide feedback by completing pulse checks, course evaluations and by participating in focus groups.
- **Practice the hands on skills.** Prepare yourself for the lab courses by practicing the hands on skills described in the “THPR” theory courses at home with a partner.
- **Communicate with your instructor.** If you are concerned about your success, or need additional resources, initiate contact with your instructor. Instructor may be able to provide support outside of regular office hours.
- **Utilize your Student Navigator.** If you need assistance navigating College services, designed to maximize your potential for success, please see your Student Navigator.
- **Stay informed.** Students are asked to **check NorQuest email daily**, as this is the only email address that any College employee will use to contact you. Check the student website at <https://www.norquest.ca/current-students.aspx>, check your MyQuest page for mark information, and frequently check your course page on Moodle. As well, you receive regular general communications by email from the program area.
- **Use extensions wisely.** If you do require an extension on a course, you must contact [enrolment@norquest.ca](mailto:enrolment@norquest.ca) to request an extension at least five days prior to your end date. Extensions are for 28 days past your original end date and cost \$75. Some courses may not allow extensions.

## USING THE MOODLE ONLINE PLATFORM

- All program courses use the Moodle online platform. Students should familiarize themselves with the various type of resources and activities posted and seek support as needed. Obtain further information and support at <http://www.norquest.ca/resources-services/resources/student-tools-support/moodle-support.aspx> or email [computercommons@norquest.ca](mailto:computercommons@norquest.ca).
- You are advised to print or download resources that you may want to save from a course, as you will only have access to the materials for the duration of the course.

## DISCLOSURE – ACCOMMODATIONS AND ALLERGIES

It is the student’s responsibility to disclose any information to the Program Chair/Associate Chair that may affect their success in the program.

- **If the student requires an accommodation for lab activities or exams**, it is their responsibility to discuss their needs with the instructor. Accommodations are assessed through Student Services. If exams are to be written outside of the classroom, please inform your instructor in advance so that the program area can arrange for the exam to be ready for you. However, please note that it is the student’s responsibility to book exams. Exams must be booked for the same time as the in-class exam. For more information:

<https://www.norquest.ca/resources-services/student-services/services-for-students-with-disabilities.aspx>.

- **If a student's accommodation includes audio recording for lectures**, they must provide the instructor with the following completed form: *Agreement Regarding Audio Recording of Lectures*, at the conclusion of this manual.
- **Students with allergies** should be aware that in this program, you may use a variety of materials in your learning. It is the student's responsibility to be aware of their environment, ask for clarification as required, and inform the instructor or Associate Chair about any concerns.
- **Students in labs** are expected to participate in simulated activities that require touching others and wearing shorts and short-sleeved shirts. This is a part of demonstrating required skills and acting as a patient for other students. **Should students have cultural, religious, or personal reasons that impact this participation, they should discuss with the Associate Chair at the start of the program.**

## SCHOLARSHIPS, BURSARIES, AND AWARDS

Allied Health students are eligible for a variety of scholarship opportunities. You can review this information at <http://www.norquest.ca/resources-services/student-services/funding-your-education/scholarships,-bursaries-awards.aspx>.

### Additional Opportunities:

Health Care Practicum Funding Program:  
<http://www.benorth.ca/healthcare-practicum.asp>

CPA Indigenous Student Award:  
<https://physiotherapy.ca/cpa-indigenous-student-award>

If you need assistance, you can consult with your Student Navigator.

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## GRADING SCALE

The final letter grade for all theory courses is based on the following scale:

The following scale applies to credit programs and courses:

Letter Grade (Post-secondary programs)	Grade Point Value (Post-secondary programs)	Percentage (Alberta Education courses/preparatory)	Descriptor
A+	4.0	95-100	Excellent
A	4.0	90-94	
A-	3.7	85-89	
B+	3.3	80-84	Very Good
B	3.0	75-79	
B-	2.7	70-74	
C+	2.3	67-69	Satisfactory/Acceptable
C	2.0	64-66	
C-	1.7	60-63	
D+	1.3	55-59	
D	1.0	50-54	Pass
F	0.0	0-49	Fail

**Note:**

- Courses with a passing grade higher than a 1.0 will show all grades below the designated passing grade as an F.
- Some courses may be graded as Pass (P) or Fail (F)
- Passing grades for each course are found on the Course Outline on Moodle.

## HONOURS STANDING

To complete the program with honours standing you must meet the following criteria:

- Obtain a cumulative grade point average greater than or equal to an A-
- Not have failed or repeated any courses

## PUNCTUALITY

Please be aware of the course and instructor-specific expectations regarding being on time. Instructors are supported in helping you to develop habits that will serve you well as a future health provider and creating an environment that minimizes disruptions to optimize learning.

## COURSE OUTLINES

You are provided with a course outline for each course. It contains valuable information about the learning outcomes, assessments, and expectations for the course. Please review it carefully and consult with your instructor if you have any questions. **Please save your course outlines in case you are applying for transfer credit at another post-secondary institution in the future.**

## ASSIGNMENTS

In discipline-specific courses, you have 16 weeks to complete all of your assignments and exams. Therefore, you do not have “due dates”, but rather, set your own due dates to ensure everything is completed by your end date. Please note that University Transfer courses in Year 2 (ENGL,) may have specific deadlines or due dates within the 16 week courses.

### Extensions

If you cannot complete your coursework prior to your end date, it is your responsibility to request an extension. Please note:

- You must request an extension at least five business days before the course end date. All calls and emails are time and date stamped. If you do not meet this deadline, you are not eligible for an extension and will be assigned a grade based on the work you have completed by the course end date.
- Payment is required at the time of your extension request. If you are sending an email to request an extension, provide a telephone number where you can be reached to discuss payment details. See Tuition & Fees Payment for payment options.
- Only students in Open Entry/Open Exit courses may be granted an extension. If you are enrolled in a regular session online course, you are not eligible for an extension.

To request an extension you must email [enrolment@norquest.ca](mailto:enrolment@norquest.ca)



## EXAMINATIONS

Examinations are used to assess mastery of course outcomes in all theory courses. Each course outline specifies the examinations you will be required to write and the passing grade you will be required to achieve to meet course requirements. You will be exposed to various types of examinations during the program – the most common being automated assessments on Moodle, and practical lab exams.

Online students write all theory course exams in Moodle. Online students must follow the same policies as students writing in class in terms of procedures and academic honesty.

### Booking Exams For Online Students

- If you live within 100 km of a NorQuest-approved exam site, it is expected that you will sit for the exam in person.
- If you do not live within 100 km of an approved site, you may use an external proctor.
- To book exams, review the college's [exam request and writing information](#) and submit the required information by the deadlines? given.
- For Allied Health courses, contact the department one week in advance at [780-644-6394](tel:780-644-6394), or by email to [hilary.cheung@norquest.ca](mailto:hilary.cheung@norquest.ca).

### Late Arrival

If you are late for an examination, you will be allowed to come into the room to write the examination, but you will not be given any extra time to write. **You may not be able to write your exam after 25% of the time has passed or if other students have already left the room.**

**Email your proctor and your instructor to inform them of your late arrival ASAP. If you are unable to enter the exam room go to the Faculty of Health and Community Studies office on the 6<sup>th</sup> floor office of CELT and inform the front desk staff of the situation.**

### Examination Deferrals

**If you are ill or incapacitated and are unable to write an exam, you MUST** inform the instructor and proctor that you are unable to write the exam. Only in extenuating circumstances may the instructor, with the Program Chair's approval, agree to allow a student to write a deferred exam. You should notify the program office and your instructor/proctor **prior to the scheduled examination writing time**. Within 48 hours of your absence notice, you need to speak with the Program Chair (or designate) and **ask to reschedule (defer) your exam**. If you choose not to reschedule your exam and proceed to write the examination while you are not well, you will be required to accept the mark obtained on the examination.

If you request a deferral of the exam you must complete a Request for Deferral – Examination form and **provide documentation** (e.g. medical note) to support your request for deferment. Deferred

examinations must be written within 10 days of the examination date. Approval from the Program Chair is required if the deferment will be greater than 10 days.

## Release Of Examination Marks

Marks will be released on MyQuest. Do not approach the program staff regarding the exam results prior to the release of the marks. Your instructor will inform you should there be a delay in the release of marks.

If an exam mark is posted and you believe this mark to be inaccurate, then you must first approach your instructor to discuss the issue. If your instructor is unavailable, you may discuss the issue with a Program Chair, and arrange to have a content expert address your questions, explain the rationale for the mark you received, and the level of understanding or skill you would need to demonstrate in order to obtain full marks. If you are unable to resolve the issue in this manner, you may initiate an appeal process (see Appeals section).

## Examination Reviews

Instructors will not return exams, but will review exam material with you upon request. Should you not see an exam mark posted, your first course of action is to contact your instructor. If your instructor is unavailable, you may then contact a program team member and/or the Program Chair to address the issue.

For final examinations, your instructor may or may not be available to assist you with the review, but a designate will be provided.

## Protocol For Writing Examinations

- **Academic Honesty**

You are expected to work on your own during an examination.

Be aware that glancing at the work of your fellow students or exchanging glances with other students is not appropriate. **Communicating with other students in any way is prohibited.**

Sharing your answers with other students during an examination is not allowed.

**If you are writing an exam on Moodle, you are not allowed to open any additional windows on the computer.** Proctors will be monitoring your online activity during exams.

It is recommended that you cover your work while you are completing an examination so others will not be tempted to glance at your answers.

- **Asking a Question**

If you have a question, raise your hand and the examination proctor will come to you.

- **Personal Belongings**

All personal belongings (backpacks, purses, bulky jackets, cellphones, etc.). Must be left at the front of the classroom or with the examination proctor.

- **Technology**

Cell phones are to be turned off and stored with the rest of your belongings.

If you are expecting a call regarding an emergency situation, please inform your proctor. Your proctor will monitor your communication device while you write the examination.

- **Washroom Break**

It is highly recommended that you try not to leave the room during an examination.

If you must leave the room to go to the washroom, you must obtain permission from the proctor, give your examination, working papers, and answer key to the proctor prior to leaving the room. You will be escorted to and from the washroom area.

**Failure to respect examination policies and procedures may result in severe penalties on your exam marks and in an academic misconduct report.**

## **Examinations in Moodle**

Online students will write all exams in Moodle. Your proctor will have the password for your exam.

Please come into the exam knowing your Moodle password so you can sign in for the exam!

**Failure to respect examination policies and procedures may result in severe penalties on your exam marks and in an academic misconduct report.**

## COMMITMENT TO PROFESSIONALISM FOR PTAD STUDENTS

Professionalism is an integral part of the PTAD program. Your professionalism will be evaluated through a professionalism agreement as part of each lab course. Meeting the professionalism standards is a requirement to complete the lab courses and to progress to practicums.

All PTAD students sign a Commitment to Professionalism at the start of their lab courses. This outlines the expectations for professionalism in our classrooms, labs, and other learning experiences and is designed to begin the preparation for a career as a successful health care team member.

As the program ensures students are ready for practicum and their careers, professionalism expectations increase from Term 1 to Term 3. Your instructor in each course will outline the standards needing to be met during the term.

The Commitment of Professionalism for Students can be reviewed on the following page.

## PROFESSIONALISM EXPECTATIONS

The following outlines professionalism expectations throughout the program, and examples that are assessed. Each practical lab course includes a Professionalism Assessment, allowing the student and instructor to discuss the following expectations:

Grading Scale	Descriptor
<b>Above Expectations (AE)</b>	Meets or exceeds standards of practicing health professional
<b>Meets Expectations (ME)</b>	Meets standards for this level of student, consistently demonstrates behavior
<b>Below Expectations (BE)</b>	Does not meet standards expected for this level of student, insufficient improvement in spite of feedback
<b>Fail (F)</b>	Fail – poor performance, no improvement in spite of feedback, or formal misconduct report, resulting in automatic fail at course endpoint

<b>Adaptability</b>	<ul style="list-style-type: none"> <li>Adapt to new situations, people, procedures and ideas</li> <li>Display a willingness to approach situations in different ways to achieve better outcomes</li> </ul>
<b>Appearance &amp; Dress Code</b>	<ul style="list-style-type: none"> <li>Comply with lab dress code, proactively discussing any concerns with instructor</li> <li>Use proper hand and personal hygiene</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>• Respect confidentiality of classmates</li> <li>• Convey information in a clear, respectful and organized manner</li> <li>• Demonstrate respect for the feelings and opinions of others</li> <li>• Develop positive working relationships with others</li> <li>• Use active communication skills that respect the learning environments</li> <li>• Proactively communicate concerns to instructor</li> </ul>
<b>Honesty &amp; Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrate honesty, integrity, and accountability</li> <li>• Inform instructor of any issues (equipment, academic integrity, inappropriate conduct)</li> </ul>
<b>Personal Growth &amp; Continued Competence</b>	<ul style="list-style-type: none"> <li>• Demonstrate reflective practice in both written and verbal forms</li> <li>• Actively engage in lab activities</li> <li>• Implement actions to improve performance and skills based on feedback</li> <li>• Respond maturely and positively to suggestions and constructive criticism</li> <li>• Demonstrate self-confidence in labs, assessments, and other learning opportunities</li> </ul>
<b>Problem Solving &amp; Critical Thinking</b>	<ul style="list-style-type: none"> <li>• Identify problems and recognize risks to safety</li> <li>• Analyze situations and carry out solution-oriented actions</li> <li>• Demonstrate strong problem-solving and critical-thinking skills to work effectively in an independent capacity</li> <li>• Use available resources as appropriate to solve problems</li> </ul>
<b>Collaboration &amp; Teamwork</b>	<ul style="list-style-type: none"> <li>• Engage in teamwork as an active, cooperative participant</li> <li>• Offer creative and appropriate ideas to further the goals of the team</li> <li>• Report pertinent information to others, as appropriate, in a timely manner</li> <li>• Contribute equally to team learning activities</li> <li>• Manage interpersonal conflict effectively</li> <li>• Identify appropriate situations for collaboration</li> <li>• Provide constructive feedback to classmates and instructional team</li> <li>• Share College resources (supplies, equipment, etc.) fairly</li> </ul>
<b>Attendance &amp; Punctuality</b>	<ul style="list-style-type: none"> <li>• Adhere to attendance, punctuality, and absence notification requirements for labs, assessments</li> </ul>
<b>Work Habits</b>	<ul style="list-style-type: none"> <li>• Demonstrate preparedness for labs, assessments</li> </ul>

	<ul style="list-style-type: none"> <li>• Follow all NorQuest College and program specific policies and procedures</li> <li>• Maintain a clean and safe working environment</li> <li>• Plan and organize to successfully complete work for labs, assessments</li> <li>• Bring required materials &amp; textbooks</li> <li>• Manage lab time effectively</li> </ul>
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The student will be asked to self-reflect on their performance at the midpoint and at the end of the course by providing examples of how they demonstrate the professional behavior and/or what they need to improve

The instructor will then provide feedback at the midpoint and at the end of the course by providing examples of behaviors and grade how current behaviors align with the expectations outlined.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

NorQuest College is committed to maintaining high standards of non-academic conduct and academic performance and integrity, in order to foster a learning environment conducive to the personal, educational, and social development of its students. This commitment is founded upon the principles of fairness, trustworthiness, honesty, respect, and responsibility.

The college expects that its students will be guided at all times by these principles in the work that they submit and the behaviour in which they engage. As members of this learning community, students have both fundamental rights and consequential responsibilities that NorQuest commits to protect and enforce under the provisions of the specific procedures related to this policy for the benefit of the entire college community.

### **Student Rights**

Students have the right to:

- An educational environment that is safe, secure, and conducive to learning, and protects students from discrimination, harassment, indignity, or injury.
- The protection of their privacy according to college policy and privacy legislation.
- Reasonable and legitimate access to statements of college policies and procedures.
- Due process and procedural fairness in any investigation of alleged improper student conduct or alleged violations of college policy.
- Freedom of inquiry, expression, belief, political association, and assembly, provided that they are lawful and do not interfere with the rights of others or with the effective operation of the college or violate college policy.
- Reasonable and legitimate access to college buildings and facilities.
- Membership in an independent students' association, and participation in its governance and activities, subject only to its by-laws.

- Timely and accurate information about the content and requirements of their courses and programs.
- The availability of their instructors for assistance outside of scheduled class periods at mutually agreeable times and through mutually acceptable modes of communication.
- Reasonable and supervised access to their official student records as contained in their permanent files.
- Consult any written submission for which a mark has been assigned and to discuss the submission with the examiner.
- Request an impartial review of any grade.

## Student Responsibilities

Students have a responsibility to:

- Assist in making the college learning community respectful, safe, and inclusive by personally refraining from (and discouraging in others) conduct that threatens or endangers the health, safety, well-being, or dignity of any person(s).
- Exercise their rights and freedoms with integrity, respect for the rights of others, and acceptance of accountability for their words and actions, whether acting individually or as a member of a group.
- Abide by all relevant college policies and participate in related procedures, as required.
- Familiarize themselves with academic regulations, including graduation and program completion requirements.
- Comply with the policies of any employer or host organization where the student is involved in a work placement, site visit, practicum, or clinical placement.
- Adhere to class attendance policies and notify instructors in a timely manner of unavoidable absences.
- Maintain timely and respectful communication with appropriate college offices and personnel, whether in-person or through electronic means.

In addition to these rights and responsibilities, students must familiarize themselves with the college's overarching Code of Conduct (please see <https://www.norquest.ca/resources-services/student-life/student-policies/student-conduct.aspx>) which applies to all members of the college community.

## COLLABORATION AND A RESPECTFUL LEARNING ENVIRONMENT

In most fields of study, students benefit from sharing ideas with their classmates, friends, or family. Often, during the exchange of ideas, an original idea can develop into a stronger or more complex idea. This is a benefit of classroom or online discussions between students. Therefore, students should read course materials before class and arrive with questions and ideas related to the topic to be taught.

**Respect for your fellow students and program staff is expected.** Many controversial subjects are discussed and you are free to disagree with views presented by your instructor and fellow students; however, you must do so respectfully.

**As well, hand-on practice in labs and clinical settings requires students to be prepared to work with people of all cultures, religions, and genders.** A NorQuest college education is inclusive and our students are supported and prepared to meet the needs of a diverse society with hands-on training with people from a variety of cultures, religions, and genders.

**It is the student's responsibility to ask for clarification and initiate discussions with the instructor if expectations are not clear.** For example, talk to your instructor if you are unsure whether a learning activity is meant to be collaborative (e.g. group work) or individual (e.g. a reflective practice journal). If you have concerns regarding participation, please consult with your instructor.

**It is important to note that collaborating on assessments that are to be done individually could lead to an academic misconduct report.**

## **AWARENESS OF POLICIES**

**Again, it is your responsibility to read and ensure you understand the standard practices for your program area and the college.** These include those in the College Calendar, this manual, and information provided to you by your instructor, Associate Chair, or Chair.

**You will have to accept any consequences associated with not following the policies even if you do not read them.**

## **ACADEMIC MISCONDUCT**

Please review the following information provided by the Office of Student Judicial Affairs:  
<https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs/academic-misconduct.aspx>.

NorQuest College is committed to maintaining high standards of academic performance and integrity in order that all students may benefit equally from the opportunity to pursue their education in a learning environment that is characterized by high levels of fairness, trustworthiness, honesty, respect, and responsibility.

It is incumbent upon all members of the NorQuest community to uphold these standards by ensuring that they inform themselves and others of the fundamental importance of these standards.

### **Academic Misconduct**



Academic misconduct may be defined broadly as the giving, taking, or presenting of information that dishonestly aids an individual or group in the determination of academic merit or standing. Common examples include, but are not limited to, plagiarism and cheating.

### Examples of Academic Misconduct

**Plagiarism** is a form of academic misconduct that occurs when someone presents that has been created by another as his or her own work. Specific examples include:

- Presenting in any format the words, ideas, images, or data created by or belonging to someone else as if it were one's own.
- Manipulating source material in an effort to deceive or mislead.
- Submitting work that contains misleading references that do not accurately reflect the sources actually used.

**Cheating** is a form of academic misconduct that occurs when someone employs an unauthorized means to obtain credit for work submitted; to gain advantage over others in the assessment of academic work; or to assist others in obtaining such advantages. Specific examples include:

- Accessing information from unauthorized sources such as other students or notes in the course of completing an assignment, test, or examination.
- Being in unauthorized possession of evaluation materials in advance of their administration.
- Collaborating on any project, assignment, or examination without prior permission.

### Related Information

- [Download the Academic Misconduct Procedure \(171k pdf\)](#)
- [Misconduct Report Form \(112k pdf\)](#)

For more information on this procedure, contact [OSJA@norquest.ca](mailto:OSJA@norquest.ca).

## USING APA

**All work is to be referenced in APA, unless otherwise indicated by the instructor.**

The Learner Centre offers regular tutorials regarding APA, and more information can be found at: <http://libguides.norquest.ca/apa6>

As well, the Bookstore sells a beneficial guide: ***Clearly APA: The NorQuest Guide to APA Style***

The Writing Centre is there to support you in using APA, and offers both online and in-person services. Access them by making an online appointment: <http://libguides.norquest.ca/WritingCentre>

## **ACADEMIC PROGRESS IN ALLIED HEALTH**

Students must complete all assessments in each course, with the exception of extenuating circumstances which may result in alternate arrangements or supplemental assessments as determined by the Program Chair.

Students must successfully obtain credit by achieving the minimum passing grade for each course, meeting the pre-requisites for each course, in order to progress through the program. Lab courses include professionalism expectations, which must be met in order to pass the course.

Students must successfully complete all courses prior to practicum.

**In order to progress from one term to another, students must attain a minimum 2.0 (C) grade point average (GPA).**

Students must complete all diploma requirements within five years from admission.

### **Auditing a Course:**

If you are interested in auditing a course (taking the course not for credit, with no assignments, exams, grades, evaluation, or progress reports), you must receive permission from the Program Chair or Associate Chair.

### **If You Are Unsuccessful In A Course (Grade Of F Or WF):**

- You will be required to repeat the course.
- If you are repeating a course, you must complete all components of the course and may not submit any previously completed work.
- If you are repeating a lab course, be aware that students attempting the course for the first time are given priority if class capacity is an issue.
- You may register in other courses only if you meet the prerequisite and co-requisite requirements for those courses.
- You may attempt a course in the program only two times.
- Another delivery option may be available. Please discuss with the Chair/Associate Chair.

### **How to Calculate GPA**

A grade point average (GPA) is a weighted average of a student's grades. GPA is calculated according to the formula using the credits assigned to each course and the grade points received. The calculations used in recording a student's grades are:

- $\text{Grade Points} = \text{Credits} \times \text{Grade Point Value}$  if 4.0 grade scale is used, or percentage grade if Percentage Grade Scale is used.
- $\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credits taken}}$ .

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More information can be found at: <https://www.norquest.ca/about-us/policies-procedures/academic/assessment-and-grading-policy/assessment-and-grading-for-credit-courses-procedur.aspx>.

## **ACADEMIC PROBATION**

Academic Probation is a means of identifying students at risk of not being successful in the program. When a student has failed two courses (or received a mark of WF) or failed to maintain a GPA of 2.0 (64%), they are placed on academic probation for their next 5 courses. While on academic probation, the student pass all courses and must maintain a 2.0 GPA. If the student fails a course (or receives a mark of WF) or is unable to meet the requirement of 64% (2.0) in their next 5 courses, the student may not be able to continue in the program.

A student is automatically put on Academic Probation under the following circumstances:

- The student is re-admitted to the program after being required to withdraw
- The student commits an act of academic dishonesty but is allowed to remain in the program
- The student fails two courses (receiving a mark of F or WF) while in the program
- The student's GPA falls below 2.0 (64%) in any term

Once a student has successfully completed the next 5 courses while on academic probation, they will be returned to status as a student in good standing.

**Please note:** there may be additional requirements that need to be met while on academic probation. These will be outlined by the Chair/Associate Chair. Students on academic probation will also be unable to register in future courses until meeting with the Chair/Associate Chair.

### **Withdrawal from the Program**

Program and Course withdrawals may be initiated by the student or the program.

If a student is initiating a withdrawal for any reason, they are advised to discuss this decision with the Chair/Associate Chair to map out a plan prior to completing the withdrawal forms. Students who have withdrawn from the program and wish to re-enroll need to re-apply and meet the current admission requirements.

The Program Chair/Associate Chair will withdraw a student from the program if they:

- Are unsuccessful in their second attempt of a course (F or WF);
- Are unsuccessful in a total of 3 courses (F or WF).
- Are unsuccessful in a course while on academic probation.
- Achieve a GPA below 2.0 (64%) while on academic probation.
- Have taken more than 5 years to complete the diploma credential.
- Do not attend the first two weeks of term.
- Demonstrate a lack of academic progress (not enrolling in courses for more than one term).

When the program initiates a withdrawal, conditions for re-entry to the program will be outlined. These may include:

- Volunteer hours or work experience in the field.
- Coursework as an open studies student (not in the program).
- Remedial work or workshops.
- Evidence of self-reflection and growth (essays, reference letters).
- Evidence of supports in place for future success in the program.

### **Exceptions**

Exceptions regarding academic progress or withdrawals in the program may be determined at the discretion of the Program Chair/Associate Chair.

## **SHARED RESPONSIBILITY AND LEARNER IMPROVEMENT PLANS**

Your success in learning is a shared responsibility between you and your instructor. During the course of your program your progress will regularly be assessed. If, at any time you are having difficulty meeting course performance outcomes, you may be required to meet with your instructor. For minor concerns, the instructor may provide guidance and direction verbally, or by email. Other concerns may warrant a Learning Improvement Plan, to advise you of any areas in which you need to improve.

The written Learning Improvement Plan is used to aid both you and your instructor to identify the areas of concern.

- The first portion of the Learning Improvement Plan, completed by the instructor, will outline his or her assessment of your current level of performance in relation to the level of performance required to be successful in meeting the course/program objectives.
- The second part of the Learning Improvement Plan, completed by the student, clearly identifies the actions you will take to improve your chances of successfully completing the course/program requirements. The instructor may work with you to develop this action plan, or refer you to the Program Chair who can help you to identify potential obstacles and discuss strategies for overcoming those obstacles.

The goal of the Learning Improvement Plan is to outline any areas of concern, steps to be taken in order to address those concerns, dates for reassessment, and persons designated to reassess your progress, as well as resources available to you and the consequences of not meeting the course/program objectives. If at any time you do not understand the expectations stipulated in the Learning Improvement Plan, please ask for clarification.

You are always welcome to have a person attend a Learning Improvement Plan meeting with you. This may be a counsellor, or other support person. You are responsible for arranging for that person's attendance, and will be asked at the start of the meeting whether or not your situation can be discussed freely in front of the person accompanying you. Your situation will never be discussed with this person without your attendance and consent.

During the meeting, your performance issues will be discussed with you, and strategies will be identified to help you become more successful. These items will be written down in a Learning Improvement Plan, as stated above. It will be your responsibility to follow through on the commitments that you make when building the Learning Improvement Plan.

If you are still unable to meet course/program outcomes, the consequences stipulated in the Learning Improvement Plan will be implemented.

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## ACADEMIC GRADE APPEALS AND STUDENT COMPLAINTS

Should you disagree with a decision, you have the right to appeal. **If you disagree with a grade, you are asked to first speak with your instructor. If you have concerns about your experience in the program, please discuss with your Associate Chair or Chair.**

Processes regarding appeals and complaints are found at:

<https://www.norquest.ca/resources-services/student-services/office-of-student-judicial-affairs/academic-grade-appeal.aspx>.

The Student Complaint Report Form, used for grade appeals and complaints, is found at:

<https://www.norquest.ca/NorquestCollege/media/pdf/Judicial%20Affairs/Student-Complaint-Form.pdf>.

If you need assistance in this process, you may contact:

- The Office of Student Judicial Affairs at: [OSJA@norquest.ca](mailto:OSJA@norquest.ca)
- Your Student Navigator at [student.navigator@norquest.ca](mailto:student.navigator@norquest.ca)

## EVALUATION AND FEEDBACK TO THE PROGRAM AREA AND COLLEGE

It is important to NorQuest College that you receive quality programs and services and are able to find a job related to your education. In order to determine if the College is successful in meeting both goals, you are asked, at various points during the program, to provide anonymous and confidential feedback on the College and the PTAD program. Requests for feedback will usually be in survey form, although periodically you may be asked to participate in an in-person focus group.

You will have a number of opportunities to provide feedback on your time at NorQuest:

1. **Class Pulse Checks:** These are instructor-led questionnaires to determine how students' needs are being met in the classroom, and what could be done to improve the learner experience. These are typically done before the halfway point of the course.
2. **Impromptu Feedback:** The program chair may make an impromptu visit to your classroom to do a quick 60-second survey on your experience in the program so far.
3. **Student Representative Committees:** Each program in Allied Health elects a student representative to sit on the committee and meet at least once per term with the Chair. The purpose of this group is to provide feedback to the Chair on the delivery of the program and learner experience.

4. **Course and instructor evaluation:** This is a formal survey that will determine your satisfaction with each of your instructors at the end of the course.
5. **Program Exit Survey:** This survey will determine your satisfaction with College programs and services.
6. **Graduate Follow-Up Survey and Focus Groups:** After graduation, you may be contacted by Institutional Research to discuss your experience in the program, and your current employment.

With the exception of the Class Pulse Checks, individual faculty members do not see the individual responses to the surveys listed. A summary of the results is compiled and provided to the Program Chair and to the instructor being surveyed.

Survey information is used by the College to continually assess and improve the program. Evaluation information is also collected for accreditation reporting purposes. This information is compiled with student names removed to ensure confidentiality.

## CLINICAL PLACEMENT (Practicum)

You will be provided with detailed information, including a Practicum Manual and orientation, as you prepare for your clinical placement, or practicum. A successful placement includes a strong partnership between the student, the College, and the practicum site. Each student is assigned a **preceptor** at the site, who will provide informal and formal feedback; and an **instructor** from the college, who monitors the student progress through phone calls, email, reviewing learning journals, and site visits. The instructor uses feedback from the preceptor's evaluation to determine a grade of P (PASS) or F (FAIL) for the practicum course.

In your program, you complete two practicum courses:

- **PPRT 2001:** Physical Therapy Assistant: Community Practicum (240 hours, 6 weeks)
- **PPRT 2002:** Physical Therapy Assistant: Hospital/Continuing Care Practicum (240 hours, 6 weeks)

### Please note the following:

- You are **not to contact potential sites**, as these are arranged by the College.
- **You will need to pay tuition for your practicum, as any other course.** Tuition is calculated by credit value, so ensure you are informed of the practicum course tuitions by contacting the Office of the Registrar, or reviewing the Tuition and Fees Estimator at:  
<http://www.norquest.ca/resources-services/student-services/funding-your-education/tuition-fees-estimator.aspx>.
- You will be asked to complete a **Practicum Request Form** and **HSPnet Consent form** to initiate the placement preparation process.

- While you may make requests on these forms, due to circumstances beyond our control the **College cannot guarantee you a placement at your facility of choice**. We do our best to place students according to setting and location preference, as well as suitability, but you may be placed outside the region depending on the availability of sites.
- **PPRT 2002 practicums may only be available during Fall Term.**
- You will work the same hours as the supervising preceptor and this **may include day, evening, and weekend shifts**.
- You will be notified of the practicum site that you have been assigned to once the arrangements have been made.
- You must have all of the **clinical requirements** outlined for your program prior to requesting your practicum. These are outlined on your “To Do” list on MyQuest and include:
  - A **clear criminal record check, including Vulnerable Sector Check** (The student is responsible for this expense). Please note that your instructor will guide you as far as timing in completing this requirement. This is brought to the Faculty of Health and Community Studies office (6<sup>th</sup> floor CELT). It is the student’s responsibility to inform the program area immediately of any change to their criminal record.
  - **An up-to-date immunization record**, which is brought to the Centre for Growth and Harmony (1<sup>st</sup> floor, Singhmar Centre). You can find instructions on completing the Record of Immunizations at <http://www.norquest.ca/accepted-students/completing-admission-requirements/documentation-requirements.aspx>.
  - **An Alberta Health Services Information and Privacy Training Module**, which you will be guided to complete by your instructor or Associate Chair
  - **CPR –Basic Life Support for Health Care Providers certificate**, current at the time of placement. (valid for 12 months)
  - **It’s Your Move (XHLT1070)** – Alberta Health Services safe patient handling certificate that has been completed within the last 12 months. You will receive instructions from the program area when this training is offered.
  - Some clinical sites have **additional requirements** such as N95 mask fitting and O2 therapy modules. Your practicum coordinator will inform you of these additional requirements a few weeks prior to your start date. Students may be responsible for associated fees.



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## APPLYING TO GRADUATE & CONVOCATION

You must initiate the graduation process by applying to graduate.

- Regardless of whether or not you attend Convocation, you must apply to graduate in order to receive your credential.
- Please monitor your student email and [www.student.norquest.ca](http://www.student.norquest.ca) for important information **about applying to graduate and planning for convocation**.
- Please review the Graduation and Convocation Checklist at:
- <https://www.norquest.ca/current-students/convocation/graduation-and-convocation-checklist.aspx>.
- Please note that strict deadlines apply to this process that may impact you receiving your credential.
- Convocation for all programs at the College takes place in May each year at the Winspear Centre in downtown Edmonton. Our team looks forward to this event each year, as an opportunity to celebrate the hard work and success of our students.

## STUDENT CAREER AND EMPLOYMENT SERVICES

As you prepare for entering your chosen career, remember that Student Career and Employment Services organizes a number of job fairs each year, and is a valuable resource in preparing for employment. Experts will review your resume, conduct mock job interviews with you, and assist you with effective job search techniques. More information on their services can be found at: <http://www.norquest.ca/resources-services/student-services/student-career-employment-services.aspx>.

This service is available to you up to one year after you graduate from your program.

## **BLOCK TRANSFER**

Perhaps you see your diploma as a stepping stone for other educational goals. A number of NorQuest College courses have credit transfer agreements in place with other institutions; in some cases, block transfer agreements that give credit for the entire program of study can be accessed. Please ask your program office or consult the College Calendar for the most current transfer agreement information.

Currently, your program has **the following courses with university transfer credit:** COMM 1011, COMM 2011, ENGL 2510, and HEED 1000.

**Diploma program graduates are eligible for block transfer credit to the following post-secondary programs:**

- **Athabasca University** (Bachelor of Health Administration – up to 42 credits; Bachelor of Professional Arts Human Services – up to 30 credits; Bachelor of Science in Human Science – 30 credits)
- **NAIT** (Bachelor of Technology in Technology Management)
- **Thompson Rivers University** (Bachelor of Health Science – up to 57 credits; Bachelor of General Studies – up to 60 credits)
- **University of Calgary** (Bachelor of Community Rehabilitation)

## **ALUMNI ASSOCIATION**

As a graduate of NorQuest College, you are a member of the Alumni Association. Benefits to this membership include savings on different services, and the opportunity to stay connected to the College. You can learn more at: <http://www.norquest.ca/alumni.aspx>.

## **STAY IN TOUCH!**

Your instructional team has invested in your success, and we love to hear how our graduates are doing in the workforce or in furthering their studies. Please keep in touch with the program area via the Chair and let us know how you're doing. As we continually seek to ensure our programs are meeting the needs of the workforce, we may even ask you as an alumni to speak about your experience in the program at a recruitment event, or participate in a focus group.

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**\*\*\* Please note that students are responsible for awareness of information in this manual, and of all policies listed in the current College Calendar:**

<https://www.norquest.ca/NorquestCollege/media/pdf/publications/academic-calendar-2017-18.pdf>

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