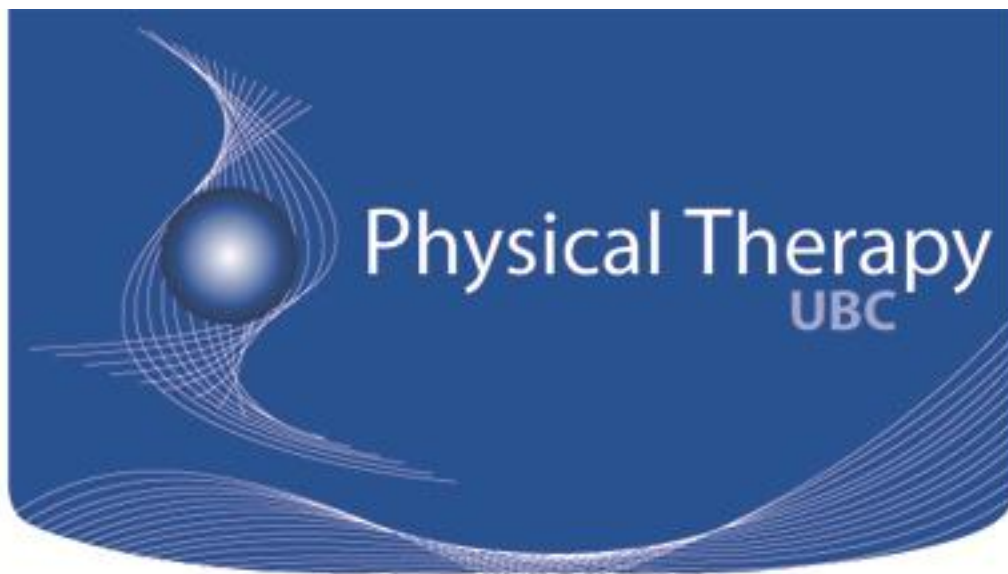


Department of Physical Therapy



Master of Physical Therapy External Instructor Handbook 2012-2013

MPT External Instructor Handbook

The MPT External Instructor Handbook is produced by the Department of Physical Therapy as an information resource for external instructors. Every effort has been made to ensure the completeness and accuracy of content. If you have additional questions related to the procedures and deadlines, please direct them to Carissa Dyck, MPT Program Coordinator. Queries related to teaching issues should be directed to Alison Greig, Associate Head, MPT Program.

The Department and the University reserve the right to change academic policies at their discretion. Such changes may be implemented without prior notice and may be applied to currently enrolled students. Regarding matters not addressed, current University regulations and policies apply.

Last Update: August 2012



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Table of Contents

Section I: ADMINISTRATION

Introduction.....	6
Administration Office	6
Roles and Responsibilities.....	6
Payment for Service	7
Support Services.....	9
Office of Technical and Instructional Support (OTIS).....	10
Guidelines for assistance with word processing.....	11
Guidelines for Photocopying.....	12
Mail	15
Fax.....	21
Email Lists.....	22
Telephone	22
Recycling.....	22
Lost and Found	22
Information Boards.....	22
Parking	22
Keys	22
Office Space	22
Office Hours for Student Advising.....	22
Room Bookings	22
Use of Classrooms and Facilities.....	22
Reserve Items	22
Library	22
Textbooks and Desk Copies	22
Course Handouts.....	22
Smoking.....	22

Section II: STUDENT SERVICES

Introduction.....	24
Assignments	24
Methods of Evaluation	24
Assignment Due Dates	24
Assignments Style and Standards	24
Handing in Assignments	24
Marking and Returning Assignments.....	24
Posting of Assignments Grades.....	24
Examinations	24
Examination Procedures	24
Missed Exams	24
Extraordinary Events.....	24
Writing Exams Early.....	24

Exam Invigilation Procedures	24
Examination Security	24
Marking Final Exams and Submitting Final Grades	24
Marked Final Exams	24
Posting of Final Grades	24
Failing Grades	24
Supplemental Exams / Failure of Courses	24
Student Conduct	24
Classroom Conduct	24
Attendance	24
Misconduct.....	24
Classes	24
Location of Scheduled Classes	24
Timetable Changes	24
Dress Code for Instructors.....	24
Professional Behaviour	24

SECTION I

ADMINISTRATION

Administration

Introduction

This handbook is designed to provide external instructors in the Masters of Physical Therapy program with a reference on policies, guidelines and procedures related to administration and students within the at the Department of Physical Therapy.

Office Hours

The Department's Main Office (room 212) is open from 8:30 a.m. to 4:30 p.m.

The Department's emergency contact is the PT Administrative Manager, Clare O'Connor via 604-822-7771 or clare.oconnor@ubc.ca.

Roles and Responsibilities:

Your roles and responsibilities were included in your offer letter. Any divergence from these responsibilities must be negotiated with the Associate Head, MPT Program. If you are coordinating a course and require additional TA support, or wish to bring in guests, clients or speakers who will incur additional costs to the Department, this must be discussed and approved in advance by the MPT Program Coordinator.

Payment for Service:

All external instructors will be compensated as per their offer letter. Payments will be arranged by UBC Financial Services. If you have any questions about this process, please feel free to contact Clare O'Connor via 604 8287-3315 or clare.oconnor@ubc.ca.

Support Services:

All support staff are located in the Main Office – Room 212 of the Friedman Building.

Physical Therapy Faculty Members

Dr. Jayne Garland

*Professor & Head
Department of Physical Therapy*

jayne.garland@ubc.ca

Dr. Lara Boyd

lara.boyd@ubc.ca

Dr. Pat Camp

pgcamp@interchange.ubc.ca

Dr. Kristin Campbell

kristin.campbell@ubc.ca

Dr. Elizabeth Dean

elizabeth.dean@ubc.ca

Dr. Janice Eng

janice.eng@vch.ca

Dr. Alison Greig

Associate Head, Master of Physical Therapy Program

alison.greig@ubc.ca

Dr. Jordan Guenette

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Dr. Michael Hunt

michael.hunt@ubc.ca

Dr. Linda Li

lli@arthritisresearch.ca

Dr. Teresa Lui-Ambrose

terasa.ambrose@ubc.ca

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Associate Head, Clinical Education

sue.murphy@ubc.ca

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darlene.reid@ubc.ca

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alex.scott@.ubc.ca

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naznin.virji-babul@ubc.ca

Dr. Susan Harris

Professor Emerita

susan.harris@ubc.ca

Dr. Donna MacIntyre

Professor Emerita

donna.macintyre@ubc.ca

Physical Therapy ADMINISTRATIVE STAFF

Clare O'Connor

Administrative Manager

clare.oconnor@ubc.ca

604-822-7771

The Administrative Manager has overall responsibility for administrative aspects of the Department. Students should first contact the support staff member with direct responsibility over the issue of concern. Only in the event that the concerned support staff member is unavailable and/or additional support is needed, should communication with the Administrative Manager be required.

Carolyn Andersson

Clinical Education Officer

carolyn.andersson@ubc.ca

604-827-5958

The Clinical Education Officer provides support to the ACCE and is responsible for multiple aspects of the Program, including coordination of Clinical Educator workshops, production of the Clinical Education newsletter, coordination of Clinical Education Committee meetings, and other student and marketing materials.

Sheila Williamson

Student Services Officer

sheila.williamson@ubc.ca

604-822-7050

The Student Services Officer provides support for all issues relating to the MPT Student Services, including advising, admissions, tuition fees, grades, graduation, student fee submissions, proof of CPR re-certification and First Aid. Any concerns about ombudsman, student loans, Freedom of Information and Privacy Act, discrimination and harassment, please bring them to Sheila's attention.

Diana Dawes

Research Coordinator

diana.dawes@ubc.ca

604-822-7765

The Research Coordinator is jointly appointed to the Departments of Physical Therapy and Family Practice. Diana's prime responsibilities are comprehensive planning, management, coordination, and communication of research projects.

Ingrid Dill

Clinical Placement Assistant

ingrid.dill@ubc.ca

604-827-3315

The Clinical Placement Assistant is responsible for coordinating all the logistical details surrounding student placements. This includes liaising with students, placement sites (potential and actual) and providing administrative support to the Academic Coordinator for Clinical Education.

Carissa Dyck

MPT Program Coordinator

carissa.dyck@ubc.ca

604-822-2272

The MPT Program Coordinator works in tandem with the Associate Head, MPT Program in managing the yearly planning of the curriculum while helping faculty to provide students with an outstanding educational experience. Carissa is responsible for facilitating multiple aspects of the MPT program, such as working with the core committees of the Department of Physical Therapy, offer letters for external

instructors and guest lecturers, preparation of credentialing packages and management of the OSCEs along with coordinating the Clinical Faculty appointment, re-appointment, and promotion process.

Melissa Haller

Department Secretary

melissa.haller@ubc.ca

604-827-7355

The Department Secretary provides administrative and secretarial support to the Department Head and Administrative Manager. Melissa is responsible to coordinate the calendar of the Department Head, travel requisitions and timesheets. Melissa also coordinates and schedules meetings, prepares agendas and distributes material; takes, transcribes and edits minutes for various Departmental meetings.

Finance Assistant

604-827-4745

The Finance Assistant is responsible for processing all incoming expenses to the Department and reimbursements to staff, faculty and students. The Finance Assistant monitors and reconciles ledgers and assists with the budget preparation.

Gillian Moseley

MPT Program Assistant

gillian.moseley@ubc.ca

604-827-4958

The MPT Program Assistant works in tandem with the Associate Head, MPT Program in managing the yearly planning of the curriculum while helping faculty to provide students with an outstanding educational experience. Gillian is responsible for facilitating multiple aspects of the MPT program, such as working with the core committees of the Department of Physical Therapy, offer letters for external instructors and guest lecturers, preparation of credentialing packages and management of the OSCEs along with coordinating the Clinical Faculty appointment, re-appointment, and promotion process.

Liam Mulrooney

Classroom and IT Support Officer

liam.mulrooney@ubc.ca

604-827-5953

The Classroom and IT Support Technician is responsible for setup and maintenance of labs, equipment, teaching aids and audio/visual systems. Liam provides IT support by way of troubleshooting hardware/software issues, setup and deployment of new systems, assists in the day to day maintenance of the network, and is in charge of the data backups. Liam is also the Department's Timetable-Rep, which includes inputting class schedules into UBC systems, processing of all classroom booking requests and is backup to the Friedman Facilities Manager.

Larry Smythe

Facilities and Information Systems Coordinator

larry.smythe@ubc.ca

604-822-7766

The Facilities and Information Systems Coordinator manages the facilities in the Friedman Building which consist of general maintenance and upgrades, building access, and site security for the Department. In the IT component Larry coordinates computers, network/internet operations, and telephone services for faculty, staff and students. This includes installation, purchasing and trouble-shooting of computer hardware, software, peripherals, web content, and e-mail.

Brenda Wessel

Research Grants Facilitator

brenda.wessel@ubc.ca

604-822-7408

The Research Grants Facilitator assists faculty with grant preparation, organization and funding; maintaining CV databases for grant applications, and assists in grant-writing proposals. Brenda's duties also include assisting the administrative manager with communications and private funding activities.

Office of Technical and Instructional Support (OTIS)

Technical Support

For lab and audiovisual equipment set-up, external instructors need to contact Liam Mulrooney with a minimum of two working days advance notice.

Equipment needed for lab instruction and practice during scheduled coursework will be requested and checked out through OTIS by the course instructor or her/his qualified designate (teaching or lab assistant). No equipment is to be removed from the Friedman Building.

A small library of videotapes, slides and books is located in OTIS. Any items borrowed must be signed out and returned in a timely manner. Any equipment required for lab instruction and practice during scheduled labs must be signed out by the instructor or designate (e.g., TA).

Guidelines for Support with Word Processing

Normally all external instructors are expected to provide handout materials for students, other course materials and examination questions in an electronic format. Access to computers for this purpose may be arranged at the Department.

If typing is required, please discuss your needs in advance with the Associate Head, MPT Program who will make arrangements for the completion of your course materials. Please provide materials to be typed **at least 10 full working days** prior to when the material is needed. Please refer any urgent request to the Associate Head, MPT Program. Work to be typed may be faxed or e-mailed to the Associate Head, MPT Program with the exception of examinations.

Please note the following further deadlines:

For Course Outlines:

Fall Term		Mid-August
Spring Term	Block 1	Early December
Spring Term	Block 2	Mid-January

Please note that course outlines require approval by the Associate Head, MPT Program before being photocopied for distribution. As such, submitting them at

least five (5) working days in advance of photocopying requirements facilitates turn-around times.

Examinations:

Fall Term

Early November together with answer key

Spring Term

Early March together with answer key

Examinations must be approved by the Associate Head, MPT Program before being photocopied for distribution, so should be submitted at least 10 working days in advance of the examination date.

Guidelines for Photocopying

Photocopying should not include materials that students can readily access through other sources. In this case, the instructor must either place the text on reserve or secure the journal article itself in the library.

The Department will also consider purchasing excellent resource materials for students to have access to in the Students Learning Centre. Please advise the Associate Head, MPT Program of your needs.

As a general guide, try not to exceed 4 xeroxed pages per hour of lecture. If your needs exceed this guide please discuss with the Associate Head, MPT Program in advance.

The photocopying for handouts to students is handled by the MPT Program Assistants. To request photocopying, please complete the 'Request for Photocopies' form available in the mailroom, next to the photocopier and attach it to the items that need to be copied. This form should be filled in as completely and legibly as possible and handed to the MPT Program Assistant who is responsible for the MPT cohort (MPT 1 or 2) for your course. Please note the following requirements

Examinations	submit 10 working days in advance
Outlines/Journals/Books	submit 5 working days in advance
Handouts/misc (ready to go)	submit 3 working days in advance
Bulk copying (Prior approval required)	submit 5 working days in advance

Mail

Mail slots are allocated to students. These are located in the mailroom of the Main Office. External Instructors may leave mail for students in their mail boxes. Mail to External Instructors can be found in the pick up tray next to the paper cutter in the mailroom.

Fax Machine

A fax machine is available in the Mailroom. **The Department's fax number is 604-822-1870.** Please record any personal long-distance charges on the Fax log sheet as the PT Department is able to support only those transmissions necessary for Department operations.

Students do not have access to the Department fax machine nor do we accept faxed assignments from students for distribution to instructors. Because of the confidential nature of examinations, they cannot be faxed.

Email Lists

To facilitate electronic messaging, the following e-mail lists have been set up:

Faculty and staff can be contacted via:

ptstaff-list@interchange.ubc.ca (PT staff only)
ptfac-list@interchange.ubc.ca (PT faculty only)
ptall-list@interchange.ubc.ca (PT faculty & staff)
ptexternal-list@interchange.ubc.ca (PT external instructors)
ptclinfac-list@interchange.ubc.ca (PT clinical faculty)

Students can be contacted via:

mpt1-list@interchange.ubc.ca
mpt2-list@interchange.ubc.ca

Telephone

A Department internal telephone list will be made available to you during our orientation. A faculty/staff directory is also accessible under www.pt.med.ubc.ca.

Recycling

The Department supports the three Rs – 'Recycle, Reuse and Reduce'. The Blue Recycling Boxes (for paper goods only) are located in various spots around the Department. For disposal of confidential material, a paper shredder can be found in the mailroom.

Lost and Found

Lost and found items can be dropped off to or pickup from the Classroom and IT Support Officer in the Main Office.

Information Boards

- **Student Boards** – are located in the hallway by the student mailboxes. Each student year has a bulletin board where individual student messages, important information relevant to classes and upcoming events can be posted.
- **Faculty Board** – is located in the hallway outside the mail room. Information on job postings, courses and conferences etc., are posted here. There is also a space reserved for information from the Faculty Association.
- **Online Information**
 - Faculty and External Instructors Information site: Information related to instruction in the MPT program, student handbook, instructional resources, and links to opportunities for continuing education for anyone participating in teaching of UBC students is available online at www.vista.ubc.ca. To access this site, check with IT Information Systems Coordinator, Larry Smythe, at larry.smythe@ubc.
 - Instructors are expected to be familiar with policies governing student learning, and the administration of the MPT program described in detail in the Student Handbook available in the online Faculty and External Instructors site.

Parking and Building Access

Parking

For information regarding parking locations, rules, fees and access at UBC see www.parking.ubc.ca

Keys

If you need access our teaching space please contact Larry Smythe.

Please note that access to the Multipurpose lab and Labs 204 and 304 are through electronic fobs. For access to these labs, contact Larry Smythe. . Students have access to the multipurpose lab and lab 204 for practice during non-class hours. If you wish the students to have access to particular equipment in non-teaching time, specific arrangements must be made (e.g. through the class rep or through OTIS).

Office Space

There is shared office for external instructors within the main office. The phone number for this office is 604-827-5927. Computer support is available through Larry Smythe.

Office Hours for Student Advising:

Sessional instructors must be available for student advising and must inform students about their office hours (ideally on the Course Outline).

Room Bookings:

Room bookings are to be addressed to the Classroom and IT Support Officer.

Use of Classrooms and Facilities:

Labs and equipment in the Department are in constant use. As a courtesy to those using the lab after your class, and as an example for the students, please ensure that all equipment and furniture is back in its customary place.

If your class finishes after 4:00 pm please check that all doors are locked.

Labs

Students may use Plinth Lab 204, the Multi-Purpose Lab 244, the Student Learning Centre (room 110) and the seminar rooms between the hours of 8:00am and 10:00pm when they are not being used for teaching, other meetings, or for clinical research (Multi-Purpose Lab). Plinth Lab 204 is designated for PRACTICAL SKILLS; the Student Learning Centre for SILENT STUDY; and the seminar rooms for GROUP STUDY.

Furniture, equipment and other items are not to be removed without prior approval from the Lab Technician.

Housekeeping

Students and their instructors are responsible for ensuring that all equipment is returned to its designated storage location after each lab, all laundry and pillows are changed as needed, and other equipment housed in the lab is left ready for the next class to use. Student assistance in maintaining orderly classrooms and labs is essential. If you are the last person to use a room, please ensure that it is left in a clean and tidy manner for the following day's classes and that all windows are closed. Students are asked to change the bed linens every Monday morning; this ensures a sanitary learning environment for all. Class Representatives are responsible for ensuring that Department facilities are tidy at all times.

Food in Classrooms

Food is not permitted in any of the laboratories at any time. Water bottles are allowed in labs. Food is permitted in the seminar rooms and learning resource centre as well as the student lounge. Students must ensure that all remnants of their meal are tidied before leaving that space. When a spill occurs on one of the

upholstered chairs, the lab technician is to be informed immediately to ensure immediate stain removal.

Reserve Items

It is recommended that you place a copy of any reading materials required for students (other than those from required course textbooks) on reserve in Woodward Library. Make sure you retain a copy should the Library need a replacement.

Textbooks and Desk Copies

For questions regarding textbooks, Please see Annick des Ormeaux, MPT Senior Program Assistant. The deadlines for submitting your list of textbooks are:

Fall Session (for Courses starting in September)	April 1
Winter Session (for Courses starting in January)	September 15
Summer Session Term 1 (for Courses starting in May / June)	April 1
Summer Session Term 2 (for Courses starting in July / August)	March 1

Request for texts or change in textbook(s) must be discussed with the Associate Head, MPT Program.

All textbooks, desk copies and review copies received or ordered for the Department are the property of the Department. Annick des Ormeaux should be informed of any book received in order to add it to the inventory.

All instructor copies are kept in the OTIS Office and can be signed out by External Instructors with Liam Mulrooney, Classroom and IT Support Officer (**604-822-7766** or liam.mulrooney@ubc.ca)

Course Materials

The PT Division supports two options for the organization of course materials:

1. Custom course materials (CCM) via the UBC Bookstore. Please note that the following deadlines:

for Fall sessions:	July 4
for Winter sessions:	November 30
for Summer Sessions:	2 weeks before starting dates

Questions regarding the process can be answered by phone 604-822-0874 or via e-mail customcourse@mail.bookstore.ubc.ca.

2. Electronic copies of course materials to be provided to course coordinators where the course is supported in an on-line web-based platform (Vista). Vista is software that allows educational institutions to create and host courses on the Internet. Lecture materials can be posted on Vista for students to access and print economically.

Smoking

Smoking is NOT permitted in University of British Columbia buildings (UBC policy #15 approved July 1, 1991).

SECTION II

STUDENT SERVICES

Introduction

Policies regarding grading, examinations and student conduct are given in brief below (i.e., rationales and details are not included). Additional information can be found in the Student Handbook. If you would like further information, please consult the PT Administrative Manager, **Clare O'Connor (604-822-7771 or clare.oconnor@ubc.ca)** for information or contact the Associate Head, MPT Program. Specific concerns regarding student conduct / professional behaviour should be addressed with the Associate Head, MPT Program, **Alison Greig (604-822-7571 or alison.greig@ubc.ca)**.

It is important that Department of Physical Therapy policies are applied consistently. If Instructors feel that a particular situation requires special consideration, they should discuss this with the course coordinator and the Associate Head, MPT Program, so that consistent decisions are made, and/or policies are changed.

Assignments

Methods of Evaluation

Students must be informed of all the methods of evaluation in the course outline (which must be approved by the Associate Head, MPT Program prior to copying and distribution). Evaluation methods cannot be changed once the course outline is distributed, since it is, in essence, a contract with the students. If participation is one of the evaluation methods used, what is meant by participation must be clearly stated on the course outline.

Assignment Due Dates

Assignments are due on the date assigned by the Instructor, unless the student has negotiated an extension before the due date. A penalty of 10% (of the maximum possible mark) per day should be applied to assignments handed in one to five days late (by 4:00 pm). Assignments handed in for marking after 4:00 pm on the fifth day following the due date will not be marked. *This penalty applies unless the Instructor has indicated otherwise on the course outline.*

Assignment Style and Standards

Assignments should be typed or written legibly as required by each Instructor. Correct spelling and grammar are required. Assignments and exams may be denied a passing mark if they are illegible or unacceptably deficient in English. Instructors may wish to specify font size and line spacing if the length of assignment is specified.

Faxing Assignments

Students do not have access to the Department fax machine to send assignments to off-campus Instructors. The Department will not accept faxed assignments from students to Instructors.

Handing in Assignments

As much as possible, Instructors are encouraged to have students hand in assignments during class time. When that is not possible, please ask students to hand in assignments in the designated box in the main office, and inform the MPT Program Assistant what time they are due so that the box can be cleared at that time.

Marking and Returning Assignments

It is the Instructor's responsibility to mark and return assignments to the students in a timely fashion (i.e., *within two weeks*). Please note that assignments may not be left in a public place; they must be distributed to students in class or during the Instructor's office hours. They may be placed in the student's mailbox.

If the Instructor is off-campus, *it is her/his responsibility to pick-up and return assignments to the Department. Exams may be couriered to the instructor (at the Instructors cost) if the instructor is not able to pick up the exams in person from the Department.* The Instructor may request self-addressed, stamped envelopes from students to return assignments after the term ends.

Posting of Assignment Grades

The policy of the Department of Physical Therapy regarding dissemination of grades requires that all instructors / course coordinators send assignment marks or final grades to Sheila Williamson (sheila.williamson@ubc.ca) with a copy to the Associate Head, MPT Program. Spreadsheets will be sorted according to student number (in numeric order), and a hard-copy of the marks will be posted on the student boards. This procedure is to ensure that any identifying data (beside student numbers) are removed from the spreadsheet to protect student confidentiality. All assignment grades must be clearly labelled "*Unofficial*".

Examinations

Examination Procedures

Exams or tests may not be scheduled in the last two weeks of term unless part of the class routine, e.g., weekly quizzes. Dates of end of term examinations are scheduled in the official exam period, unless otherwise noted on the student schedules. Exam schedules are generally finalized six (6) weeks prior to term end. There is no flexibility in the exam schedule once it is posted. If you have particular exam scheduling requests, these must be made at the beginning of the term.

Missed Exams

Students who are unable to write an examination because of an *extraordinary event* must inform the Instructor, Course Coordinator and Associate Head, MPT Program,

preferably in advance of the scheduled examination, but not later than 24 hours following the scheduled examination. (If the student does not report as required, a grade of "0" must be assigned). If it is a final exam, the course coordinator must consult with the Associate Head, MPT Program before rescheduling the exam. If it is not a final exam, and the course coordinator agrees to offer a new exam, the exam date must be set by the Instructor. In lieu of a rescheduled exam, the Course Coordinator may choose to re-allocate course marks to compensate for the missed exam, if the exam was worth 20% or less of the final grade. If the exam is worth more than 20%, please consult with the Associate Head, MPT Program.

Extraordinary Events

Examples of extraordinary events include:

- death, or sudden onset of life-threatening disease or injury to the student's spouse, parent, sibling, child or grandparent;
- sudden injury or accident directly involving the student;
- childbirth (of the student's own child).

Incidental events such as car breakdown, or predictable life events such as marriage, *will not be considered extraordinary*, except with approval of the PT Department Head.

Writing Exams Early

Under no circumstances will a student be allowed to write an examination prior to the formally scheduled exam.

Exam Invigilation Procedures

There must be a minimum of *two* invigilators present for all end-of-term and/or final written examinations. All Instructors are expected to invigilate their own exams.

Examination Security

The exam and answer key must be delivered to the MPT Program Assistant in a sealed envelope (marked confidential). The exam must be reviewed and approved by the Associate Head, MPT Program prior to copying. Exams will remain with the MPT Program Assistant until the day of the exam. If the exam is scheduled to start prior to the arrival of the MPT Program Assistant (i.e. at 8:00am), please make sure you have made arrangements to gain access to the exam on the day of the exam.

Marking Final Exams and Submitting Final Grades

Exams are to be marked within seven (7) calendar days (i.e. 7 days including weekends) if they are scheduled near the beginning of the examination period. If they are scheduled on the last day of exams, they must be marked within five (5) days (again, including weekends). For example, if an exam is written on Friday and Friday is the last day of exams, final grades are due on Tuesday of the following week.

Marks for courses that do not have final exams are due 7 days after end of term for MPT courses.

Please submit your grade spreadsheets to Sheila Williamson, the Student Services Program Assistant via email to (sheila.williamson@ubc.ca) with a copy to the Associate Head, MPT Program. Final grades will then be assigned directly to the Student Information System.

Marked Final Exams

Final exams must be returned to the MPT Program Assistant after they are marked. University policy requires that exams be kept for one (1) year. An instructor may request a final exam from the MPT Program Assistant if the student wishes to review the exam. This review must occur in the presence of the Instructor or designate, and the final exam must be returned to the MPT Program Assistant. A final exam with a failing mark should be given to the Associate Head, MPT Program, and will be kept until the student graduates from the program.

Posting of Final Grades

Students must access their final grades through the Student Service Centre. Grades may be posted when the student has expressly given permission for the instructor to do so, and when the student cannot be identified by others (i.e., post grades by student number or abridged student number).

Failing Grades

If a student obtains less than 60% in a course, the failing paper/exam must be read by and read by more than one Instructor. Please consult with the Associate Head, MPT Program.

Supplemental Exams / Failure of courses

The MPT program is governed by the Faculty of Graduate Studies (FOGS) and therefore FOGS policies related to student failure / supplemental exams applies. This policy states:

"Supplemental examinations are not granted to students registered in the Faculty of Graduate Studies. A course in which a grade of less than 68 per cent for PhD or 60 per cent for master's was obtained may be repeated for a higher standing if recommended by the graduate program and approved by the Dean of the Faculty of Graduate Studies."

(Please see www.grad.ubc.ca/policy/index for more details).

The Department of Physical Therapy is therefore unable to grant supplemental exams to students failing an entire course. However, if *part* of a course (e.g. a specific module / section) is failed, an alternative learning experience may be granted in exceptional circumstances. This policy also applies to the fieldwork component of the course, i.e. *each* clinical fieldwork placement must be successfully completed in order to pass the course and proceed in the program.

Many courses in the MPT program are highly integrated and have multiple areas of subject content, both theoretical and practical. Due to the clinical nature of the MPT program, students in the MPT program are required to not only pass the course as a whole but also to pass each section / module of the course (for example, in integrated clinical courses the student are required to pass each area of content; it is not sufficient to pass the orthopaedic section whilst failing the cardio-respiratory or neurological). Theoretical and practical components must likewise both be passed in order to successfully complete the course. These requirements are specifically and clearly stated in each course outline; if students have questions about the expectations for passing the course, they should approach the instructor at the beginning of the course.

Student Conduct

Classroom Conduct

Students are expected to be courteous and should address Instructors by their title (i.e., Dr., Ms., etc.) unless the Instructor indicates otherwise. Class representatives should make arrangements with Instructors regarding announcements during class. Generally, these are allowed at the end of class, or during the break.

Attendance

Students are expected to be at all lectures or labs, and the Instructor may refuse admission if the student is late. If a student misses a class, the student is responsible to obtain class notes from other students. The Instructor is not responsible to provide special instruction to a student who has missed a class or to loan equipment so they can practice outside of lab time. Instructors should notify the Course Coordinator of any student absences.

Misconduct

If students are discourteous or disruptive in class, or if you suspect plagiarism in an assignment, please consult the Associate Head, MPT Program for advice.

Classes

Location of Scheduled Classes

Scheduled classes must be held in the assigned space. If you require additional space, or wish to change space for one session, please submit your request to our MPT Program Assistant. Please note that for practice, students have access to Lab 204. Use of other space by students must be supervised and/or pre-arranged by course Instructors.

Timetable Changes

Timetables are set well in advance of the academic year. Classes must be held in the time slot allotted and cannot be permanently rescheduled to accommodate

students' or Instructors' preferences. Re-scheduling a single session may be arranged with an academic rep and notifying the Associate Head, MPT Program.

Dress Code for Instructors

The MPT Program is a professional degree where professional standards of behaviour are required from students in order to graduate. In order to promote an appropriate professional atmosphere in the Department, it is expected that those instructing students adhere to professional standards of dress as part of the role modeling of professional behaviour. Some areas (ie. wet labs) also have specific dress requirements which must be adhered to for safety reasons. It is recognized that in some practical classes clinical wear may be appropriate (ie. as per the guidelines of the clinical workplace).

In addition, any requirements of specific teaching areas must be followed (ie. lab coats or other protective clothing in Anatomy Labs). Instructors are expected to model this behavior and enforce the regulations.

Professional Behaviour

The MPT degree in the Department of Physical Therapy is a professional entry-level graduate degree. As such, professional standards of behaviour are expected from all students during the program and are a requirement for graduation. Inability to demonstrate a professional manner or behaviour may lead to delayed graduation or dismissal from the program.

The requirements for professional behaviour apply at all times while in the Department, during classes or Labs, and during clinical visits or fieldwork. The Department of Physical Therapy is part of the Faculty of Medicine and students are expected to follow the policy "Professional standards for faculty members and learners in the Faculties of Medicine and Dentistry at UBC". (http://www.med.ubc.ca/faculty_staff/policies-procedures.htm).

Professional behaviour also includes the responsibility to contribute to a positive learning environment which is free from harassment, and the Department strongly supports the UBC policy on Discrimination and Harassment.

In interpreting this policy, the following guidelines may be helpful:

- 1) All students have a responsibility to facilitate the learning of other students, and to create an atmosphere in the classroom which is conducive to learning, free of harassment and cooperative in nature rather than competitive. Teamwork is an essential part of health care and the ability to be an effective team player must be demonstrated during the program.

- 2) Assignments or other work prepared during the program must be tasteful, professional, non-discriminatory, and respectful to academic and clinical faculty, guest lecturers, other learners, and actual or potential clients. This includes assignments presented in any form (i.e. written, verbal, video, skits, poster presentation, etc).
- 3) Behaviour and communication in public areas of the Department must be professional, non-discriminatory and culturally sensitive. It is the right of every student to feel comfortable in the learning environment and be free of inappropriate humour or activities which may cause embarrassment or be construed as harassment.

Breaches of the professional behaviour standards or the policy on discrimination and harassment are taken very seriously and are dealt with under UBC policies (www.students.ubc.ca/calendar, link to 'Academic Regulations > 'Student Discipline'). Consequences may include a letter on the student's file which may affect employment references, suspension, or dismissal from the program.