Introduction

Dear students,

Welcome to the UCSF/SFSU Graduate Program in Physical Therapy! We look forward to working with you over the next three years. This Student Handbook has been assembled to acquaint you with the philosophy of the program and to familiarize you with the policies and procedures of the program not addressed in University publications. Please keep this manual in an accessible place, as this information will be relevant throughout your time in the graduate program.

Sincerely,

Kimberly Topp, PT, PhD
Professor & Chair, UCSF

Linda Wanek, PT, PhD
Professor & Chair, SFSU
By signing this form you indicate that you reviewed the UCSF/SFSU DPT Student Handbook, and are informed of the program’s policies related to academic, clinical, and professional expectations. Your signature confirms your understanding of these expectations and your willingness to be responsible for your conduct associated with these expectations. Your signature also confirms your agreement to abide by the Student Statement of Principles, as outlined below, at all times while a student in the program. You understand that policies may change and that it is your responsibility to review and follow any changes as they are provided to you by the program.

Sign and upload to your Certified Profile by **July 1**.

Print Name: __________________________________________________________

Signature: __________________________________________________________

Date: ______________________________________________________________
Student Statement of Principles

As a student in the UCSF/SFSU DPT program, I understand that it is a great privilege to study physical therapy. Over the course of my training, I will assume extraordinary responsibility for the health and well-being of others. This undertaking requires that I uphold the highest standards of ethical and compassionate behavior. Accordingly, I have adopted the following statement of principles to guide me throughout my academic, clinical, and research work. I will strive to uphold both the spirit and the letter of this code in my years in the UCSF/SFSU DPT program.

Honesty

- I will maintain the highest standards of academic honesty.
- I will neither give nor receive aid in examinations or assignments unless such cooperation is expressly permitted by the instructor.
- I will be truthful with patients and will report accurately all historical and physical findings, test results, and other information pertinent to the care of the patient.
- I will conduct research in an unbiased manner, report results truthfully, and credit ideas developed and work done by others.

Confidentiality

- I will regard confidentiality as a central obligation of patient care.
- I will limit discussions of patients to members of the health care team in settings removed from the public ear (e.g., not in elevators, hallways, cafeterias, etc.).

Respect for Others

- I will uphold a classroom atmosphere conducive to learning.
- I will treat patients and their families with respect and dignity, both in their presence and in discussions with other members of the health care team.
- I will interact with patients in a way that ensures their privacy and respects their modesty.
- I will interact with all members of the health care team in a considerate and cooperative manner.
- I will not tolerate discrimination on the basis of race, gender, religion, sexual orientation, age, disability, or socioeconomic status.
- I will judge my colleagues fairly and attempt to resolve conflicts in a manner that respects the dignity of every person involved.

Responsibility

- I will set patient care as the highest priority in the clinical setting.
- I will recognize my own limitations and will seek help when my level of experience is inadequate to handle a situation on my own.
- I will conduct myself professionally - in my demeanor, use of language, and appearance - in the presence of patients, in the classroom, and in health care settings.
- I will not use alcohol or drugs in any way that could interfere with my clinical responsibilities.
- I will not use my professional position to engage in romantic or sexual relationships with patients or members of their families.

Expectations of Faculty and Fellows

- I have the right to expect clear guidelines regarding assignments and examinations, as well as to have testing environments that are conducive to academic honesty.
- I cannot be compelled to perform procedures or examinations that I feel are unethical or beyond the level of my training.
- I have the right not to be harassed and not to be subjected to romantic or sexual overtures from those who are supervising my work.
- I have the right to be challenged to learn, but not to be abused or humiliated.
• I have the right to expect prompt, frequent, and constructive feedback from faculty and clinical instructors that will enhance my training in physical therapy.

When Dealing with Problems, Students are Expected to Use a “Chain of Command”:

- Academic courses (individual): first, talk with the course instructor; second, with the assigned faculty advisor; and third, with the Program Director(s).
- Academic courses (group): first, talk with the class president(s); second, the class president(s) presents the problem to the course instructor; third, the class president(s) presents the problem to the Program Director(s).
- Personal Problems: first, talk with the faculty advisor; second, talk with the Program Director(s).
- Financial Problems: first, talk with the Student Affairs Officer; second, talk with the Program Director(s).

Non-discrimination Policies

UCSF Non-discrimination Policy
It is the policy of the University of California, San Francisco to provide equal employment opportunities to all individuals without regard to race, color, religion, national origin, ancestry, marital status, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), age (over 40), citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).

SFSU Non-discrimination Policy
Race, Color, Ethnicity, National Origin, Age and Religion
The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, national origin, age, or religion be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

Disability
The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, and various state laws prohibit such discrimination.

Sex/Gender
The California State University does not discriminate on the basis of sex, gender or sexual orientation in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by San Francisco State University. Such programs and activities include admission of students and employment.

HIV/AIDS Policy
Students and employees with HIV/AIDS shall be afforded unrestricted classroom attendance, working conditions, use of university facilities, and participation in co-curricular and extra-curricular activities as long as they are physically and psychologically able to do so.
# Table of Contents

## Contact Lists
- Program and Core Faculty ................................................................. 1
- Class of 2019 Contact List and Advising Assignments .......................... 3

## Program Overview
- Program Mission ................................................................................. 5
- Program Philosophy ............................................................................... 5
- Program Goals & Expected Outcomes .................................................. 6
- Accreditation Status ........................................................................... 8

## Physical Therapy as a Profession
- American Physical Therapy Association Code of Ethics .................... 9
- Technical Standards ........................................................................... 9
- Professional Behaviors ....................................................................... 10
- Generic Abilities ................................................................................ 11

## Administrative Policies
- Student ID Badges ............................................................................ 16
- Tuition & Fees .................................................................................. 16
- Financial Aid ..................................................................................... 16
- Loans & Scholarships ...................................................................... 16
- Potential Health Risks ....................................................................... 17
- Required Trainings ........................................................................... 17
- Student Access to Educational Laboratory Space ............................... 18
- Use and Maintenance of Equipment .................................................. 19
- Use of Human Subjects in Demonstrations and Practice for Educational Purposes ................................................................. 19
- Use of Images or Material about Individuals .................................... 19
- Professional Dress Code ................................................................. 19
- Classroom Behavior ......................................................................... 20
- Alcohol Policy ................................................................................ 20
- Social Media Policy ....................................................................... 20
- Emergency Procedures ..................................................................... 20
- Other Policies .................................................................................. 20

## Academic Policies
- Class Schedules ............................................................................... 23
- Course Start and End Times .............................................................. 23
- Attendance Policy ............................................................................ 23
- Participation in Clinical Experiences .................................................. 25
- Participation in Laboratory Practice .................................................. 25
- Student Work Policy ......................................................................... 26
- Audio Recording of Lectures .............................................................. 26
- Cultural Humility ............................................................................ 26
- Qualification for Licensing Examination ......................................... 26
- Requirements for Graduation .......................................................... 26
- GPA Requirements .......................................................................... 26
- Grading Policy ............................................................................... 27
- Evaluation of Professional Behaviors .............................................. 28
- Grade Appeals ................................................................................ 28
- Academic Honesty .................................................................................................................................................. 29
- Academic Probation ............................................................................................................................................... 29
- Dismissal from the Program ................................................................................................................................. 30
- Withdrawal/Leave of Absence from the Program .................................................................................................. 31
- Progression & Dismissal Appeals .......................................................................................................................... 31
- Access to CLE and iLearn Course Pages ............................................................................................................. 31
- Privacy & Access to Records ............................................................................................................................... 31
- Complaints Against the Program .......................................................................................................................... 32

Clinical Education
- Overview of Clinical Education Experiences ........................................................................................................... 34
- Goals of Clinical Education Experiences ............................................................................................................. 34
- Clinical Education Prerequisites .......................................................................................................................... 34
- Documentation Requirements ................................................................................................................................ 35

Student Services
- Student Rights ......................................................................................................................................................... 36
- Code of Conduct & Grievances ............................................................................................................................ 36
- UCSF Email Address & Contact Info .................................................................................................................. 36
- Library Services ..................................................................................................................................................... 36
- Student Health Services ..................................................................................................................................... 36
- Academic Support Resources ............................................................................................................................... 37
- Career Services .................................................................................................................................................... 37
- Disability Accommodations .................................................................................................................................. 37
- Note-taking Services .......................................................................................................................................... 38
- Student Travel Award Policy ............................................................................................................................... 38
- Campus Maps ...................................................................................................................................................... 39
- Public Transportation ........................................................................................................................................ 39
- Parking ................................................................................................................................................................. 40

Curriculum Information
- Academic Calendars .............................................................................................................................................. 41
- Course Descriptions ............................................................................................................................................ 41
- Book List & Required Materials .......................................................................................................................... 41
- Entry-level DPT Curriculum .................................................................................................................................. 42
- Qualifying Assessment & Culminating Experience .............................................................................................. 43
- Program Evaluations .......................................................................................................................................... 43
- Student Leadership ............................................................................................................................................... 44

Research Information
- Student Research ..................................................................................................................................................... 47
- Elective Research Project ..................................................................................................................................... 47
- Experimental Subjects Bill of Rights .................................................................................................................. 48
- Faculty Clinical, Teaching, and Research Areas .................................................................................................. 49
## Contact Lists

### UCSF Graduate Program in Physical Therapy

**Office Location**  
1500 Owens Street, Suite 400  
San Francisco, CA 94158

**Mailing Address**  
UCSF/SFSU Graduate Program in Physical Therapy  
Box 0736  
San Francisco, CA 94143-0736

**Contact Person**  
Thongdam Pathoumthong  
Phone: (415) 514-6774  
Email: thongdam@ucsf.edu

### SFSU Graduate Program in Physical Therapy

**Office Location**  
1600 Holloway Avenue, HSS 118  
San Francisco, CA 94132

**Mailing Address**  
UCSF/SFSU Graduate Program in Physical Therapy  
1600 Holloway Avenue, HSS 118  
San Francisco, CA 94132

**Contact Person**  
Jill Lienau  
Phone: (415) 338-2001  
Email: jlienau@sfsu.edu

<table>
<thead>
<tr>
<th>Core Faculty Name</th>
<th>Location</th>
<th>Office</th>
<th>Phone &amp; Email</th>
</tr>
</thead>
</table>
| Diane Allen, PT, PhD  
Professor | SFSU | HSS 112 | (415) 338-6837 ddallen@sfsu.edu |
| Christopher DaPrato, PT, DPT, SCS, CSCS, PES  
Assistant Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 daprato@ucsf.edu |
| Erin Green  
Assistant Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 erin.green@ucsf.edu |
| Amber Fitzsimmons, PT, DPTSc  
Assistant Professor | UCSF | 1500 Owens Street Suite 400 | (415) 514-6776 amber.fitzsimmons@ucsf.edu |
| Theresa Jaramillo, PT, MS, DPT  
Associate Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 514-6773 theresa.jaramillo@ucsf.edu |
| Jeanette Lee, PT, PhD  
Assistant Professor | SFSU | HSS 120 | (415) 338-1221 jetlee@sfsu.edu |
| Kenneth Leung  
Assistant Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 kenneth.leung@ucsf.edu |
| Andrew Lui, PT, DPT  
Associate Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 andrew.j.lui@ucsf.edu |
| Linda Noble, PhD  
Professor | UCSF | 513 Parnassus Ave HSE 722 | (415) 476-4850 linda.noble@ucsf.edu |
| Sarah Pawlowsky, PT, DPT, OCS  
Associate Clinical Professor | SFSU | HSS 111 | (415) 338-1360 pawlowsk@sfsu.edu |
| Erica Pitsch, PT, DPT, NCS  
Assistant Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 ericaa.pitsch@ucsf.edu |
| Catherine Printz  
Assistant Clinical Professor | UCSF | 1500 Owens Street Suite 400 | (415) 353-7598 catherine.printz@ucsf.edu |
<table>
<thead>
<tr>
<th>Core Faculty Name</th>
<th>Location</th>
<th>Office</th>
<th>Phone &amp; Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sandy Radtka</strong>, PT, PhD</td>
<td>SFSU</td>
<td>HSS 120</td>
<td>(415) 338-6967 or (415) 338-6897</td>
</tr>
<tr>
<td><strong>Susanna Rosi</strong>, PhD</td>
<td>UCSF</td>
<td>SF General Hospital</td>
<td>(415) 206-3708</td>
</tr>
<tr>
<td><strong>Alison Scheid</strong>, PT, DPT, OCS, NCS</td>
<td>UCSF</td>
<td>1500 Owens Street</td>
<td>(415) 353-7598</td>
</tr>
<tr>
<td><strong>Betty Smoot</strong>, PT, DPTSc</td>
<td>UCSF</td>
<td>1500 Owens Street</td>
<td>(415) 514-6776</td>
</tr>
<tr>
<td><strong>Richard Souza</strong>, PT, PhD</td>
<td>UCSF</td>
<td>185 Berry Street</td>
<td>(415) 514-8930</td>
</tr>
<tr>
<td><strong>Kimberly Topp</strong>, PT, PhD, FAA</td>
<td>UCSF</td>
<td>1500 Owens Street</td>
<td>(415) 476-9449</td>
</tr>
<tr>
<td><strong>Linda Wanek</strong>, PT, PhD</td>
<td>SFSU</td>
<td>HSS 122</td>
<td>(415) 338-1939</td>
</tr>
</tbody>
</table>
# Class of 2019 Contact List

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>EMAIL</th>
<th>FACULTY ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aie</td>
<td>Angela</td>
<td><a href="mailto:Angela.Aie@ucsf.edu">Angela.Aie@ucsf.edu</a></td>
<td>Scheid, Alison</td>
</tr>
<tr>
<td>Al-Sheikh</td>
<td>Amanda</td>
<td><a href="mailto:Amanda.Al-sheikh@ucsf.edu">Amanda.Al-sheikh@ucsf.edu</a></td>
<td>Printz, Cat</td>
</tr>
<tr>
<td>Alzheimer</td>
<td>Michael (Mike)</td>
<td><a href="mailto:Mike.Alzheimer@ucsf.edu">Mike.Alzheimer@ucsf.edu</a></td>
<td>Green, Erin</td>
</tr>
<tr>
<td>Beck</td>
<td>Jordan</td>
<td><a href="mailto:Jordan.Beck@ucsf.edu">Jordan.Beck@ucsf.edu</a></td>
<td>Printz, Cat</td>
</tr>
<tr>
<td>Brousseau</td>
<td>Katherine</td>
<td><a href="mailto:Katherine.Brousseau@ucsf.edu">Katherine.Brousseau@ucsf.edu</a></td>
<td>Topp, Kimberly</td>
</tr>
<tr>
<td>Cachola</td>
<td>Denise</td>
<td><a href="mailto:Denise.Cachola@ucsf.edu">Denise.Cachola@ucsf.edu</a></td>
<td>Lee, Jet</td>
</tr>
<tr>
<td>Canales</td>
<td>Claudia</td>
<td><a href="mailto:Claudia.Canales@ucsf.edu">Claudia.Canales@ucsf.edu</a></td>
<td>Topp, Kimberly</td>
</tr>
<tr>
<td>Castilla</td>
<td>Adrianna</td>
<td><a href="mailto:Adrianna.Castilla@ucsf.edu">Adrianna.Castilla@ucsf.edu</a></td>
<td>Pawlowsky, Sarah</td>
</tr>
<tr>
<td>Castoro</td>
<td>Vincent</td>
<td><a href="mailto:Vincent.Castoro@ucsf.edu">Vincent.Castoro@ucsf.edu</a></td>
<td>Allen, Diane</td>
</tr>
<tr>
<td>Castro</td>
<td>Sarah</td>
<td><a href="mailto:Sarah.Castro@ucsf.edu">Sarah.Castro@ucsf.edu</a></td>
<td>Lui, Andrew</td>
</tr>
<tr>
<td>Cheng</td>
<td>Ki</td>
<td><a href="mailto:Ki.Cheng@ucsf.edu">Ki.Cheng@ucsf.edu</a></td>
<td>Souza, Rich</td>
</tr>
<tr>
<td>Cohen</td>
<td>Emily</td>
<td><a href="mailto:Emily.Cohen@ucsf.edu">Emily.Cohen@ucsf.edu</a></td>
<td>Jaramillo, Theresa</td>
</tr>
<tr>
<td>Concha-Foley</td>
<td>Roberto</td>
<td><a href="mailto:Roberto.Concha-Foley@ucsf.edu">Roberto.Concha-Foley@ucsf.edu</a></td>
<td>Topp, Kimberly</td>
</tr>
<tr>
<td>Cox</td>
<td>Jessica</td>
<td><a href="mailto:Jessica.Cox@ucsf.edu">Jessica.Cox@ucsf.edu</a></td>
<td>Scheid, Alison</td>
</tr>
<tr>
<td>Ebiner</td>
<td>Peter</td>
<td><a href="mailto:Peter.Ebiner@ucsf.edu">Peter.Ebiner@ucsf.edu</a></td>
<td>Smoot, Betty</td>
</tr>
<tr>
<td>Eckert</td>
<td>Ryan</td>
<td><a href="mailto:Ryan.Eckert@ucsf.edu">Ryan.Eckert@ucsf.edu</a></td>
<td>Leung, Kenny</td>
</tr>
<tr>
<td>Erfe</td>
<td>Dennis</td>
<td><a href="mailto:Dennis.Erfe@ucsf.edu">Dennis.Erfe@ucsf.edu</a></td>
<td>DaPrato</td>
</tr>
<tr>
<td>Esmaeili</td>
<td>Pardis</td>
<td><a href="mailto:Pardis.Esmaeili-Firidouni@ucsf.edu">Pardis.Esmaeili-Firidouni@ucsf.edu</a></td>
<td>Smoot, Betty</td>
</tr>
<tr>
<td>Gopal</td>
<td>Arpita</td>
<td><a href="mailto:Arpita.Gopal@ucsf.edu">Arpita.Gopal@ucsf.edu</a></td>
<td>Fitzsimmons, Amber</td>
</tr>
<tr>
<td>Heartman</td>
<td>Alison</td>
<td><a href="mailto:Alison.Heartman@ucsf.edu">Alison.Heartman@ucsf.edu</a></td>
<td>Lee, Jet</td>
</tr>
<tr>
<td>Hon</td>
<td>Sandra (Sandy)</td>
<td><a href="mailto:Sandra.Hon@ucsf.edu">Sandra.Hon@ucsf.edu</a></td>
<td>Scheid, Alison</td>
</tr>
<tr>
<td>Jani</td>
<td>Jhankhana</td>
<td><a href="mailto:Jhankhana.Jani@ucsf.edu">Jhankhana.Jani@ucsf.edu</a></td>
<td>Allen, Diane</td>
</tr>
<tr>
<td>Jenkinson</td>
<td>Thomas</td>
<td><a href="mailto:Thomas.Jenkinson@ucsf.edu">Thomas.Jenkinson@ucsf.edu</a></td>
<td>Wanek, Linda</td>
</tr>
<tr>
<td>Kane</td>
<td>Chris</td>
<td><a href="mailto:Chris.Kane@ucsf.edu">Chris.Kane@ucsf.edu</a></td>
<td>Lui, Andrew</td>
</tr>
<tr>
<td>Keating</td>
<td>Catherine (Juliet)</td>
<td><a href="mailto:Juliet.Keating@ucsf.edu">Juliet.Keating@ucsf.edu</a></td>
<td>Allen, Diane</td>
</tr>
<tr>
<td>Kempkey</td>
<td>Katherine (Katie)</td>
<td><a href="mailto:Katherine.Kempkey@ucsf.edu">Katherine.Kempkey@ucsf.edu</a></td>
<td>Fitzsimmons, Amber</td>
</tr>
<tr>
<td>Kennedy</td>
<td>Madeline (Maddy)</td>
<td><a href="mailto:Madeline.Kennedy@ucsf.edu">Madeline.Kennedy@ucsf.edu</a></td>
<td>Pawlowsky, Sarah</td>
</tr>
<tr>
<td>Klas</td>
<td>Rachel</td>
<td><a href="mailto:Rachel.Klas@ucsf.edu">Rachel.Klas@ucsf.edu</a></td>
<td>Pitsch, Erica</td>
</tr>
<tr>
<td>Llamas</td>
<td>Haley</td>
<td><a href="mailto:Haley.Llamas@ucsf.edu">Haley.Llamas@ucsf.edu</a></td>
<td>Allen, Diane</td>
</tr>
<tr>
<td>Lee</td>
<td>Lydia</td>
<td><a href="mailto:LLee@ucsf.edu">LLee@ucsf.edu</a></td>
<td>Jaramillo, Theresa</td>
</tr>
<tr>
<td>Liu</td>
<td>Theresa</td>
<td><a href="mailto:Theresa.Liu@ucsf.edu">Theresa.Liu@ucsf.edu</a></td>
<td>Wanek, Linda</td>
</tr>
<tr>
<td>Morford</td>
<td>Alyssa</td>
<td><a href="mailto:Alyssa.Morford@ucsf.edu">Alyssa.Morford@ucsf.edu</a></td>
<td>Smoot, Betty</td>
</tr>
<tr>
<td>Napoles</td>
<td>Jalisha</td>
<td><a href="mailto:Jalisha.Napoles@ucsf.edu">Jalisha.Napoles@ucsf.edu</a></td>
<td>Lee, Jet</td>
</tr>
<tr>
<td>Olson</td>
<td>Hanna</td>
<td><a href="mailto:Hanna.Olson@ucsf.edu">Hanna.Olson@ucsf.edu</a></td>
<td>Wanek, Linda</td>
</tr>
<tr>
<td>Percich</td>
<td>Kendall</td>
<td><a href="mailto:Kendall.Percich@ucsf.edu">Kendall.Percich@ucsf.edu</a></td>
<td>Fitzsimmons, Amber</td>
</tr>
<tr>
<td>Reyes</td>
<td>Nigell</td>
<td><a href="mailto:Nigell.Reyes@ucsf.edu">Nigell.Reyes@ucsf.edu</a></td>
<td>Pitsch, Erica</td>
</tr>
<tr>
<td>Richardi</td>
<td>Philip (Phil)</td>
<td><a href="mailto:Philip.Richardi@ucsf.edu">Philip.Richardi@ucsf.edu</a></td>
<td>Topp, Kimberly</td>
</tr>
<tr>
<td>LAST NAME</td>
<td>FIRST NAME</td>
<td>EMAIL</td>
<td>FACULTY ADVISOR</td>
</tr>
<tr>
<td>-----------</td>
<td>--------------</td>
<td>----------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Rivette</td>
<td>Parisa</td>
<td><a href="mailto:Parisa.Rivette@ucsf.edu">Parisa.Rivette@ucsf.edu</a></td>
<td>Wanek, Linda</td>
</tr>
<tr>
<td>Robertori</td>
<td>Lauren</td>
<td><a href="mailto:Lauren.Robertori@ucsf.edu">Lauren.Robertori@ucsf.edu</a></td>
<td>Lee, Jet</td>
</tr>
<tr>
<td>Sawyer</td>
<td>Katherine</td>
<td><a href="mailto:Katherine.Sawyer@ucsf.edu">Katherine.Sawyer@ucsf.edu</a></td>
<td>Souza, Rich</td>
</tr>
<tr>
<td>Steele</td>
<td>Samantha (Sammy)</td>
<td><a href="mailto:Sammy.Steele@ucsf.edu">Sammy.Steele@ucsf.edu</a></td>
<td>Lui, Andrew</td>
</tr>
<tr>
<td>Stephens</td>
<td>Laurel</td>
<td><a href="mailto:Laurel.Stephens@ucsf.edu">Laurel.Stephens@ucsf.edu</a></td>
<td>Jaramillo, Theresa</td>
</tr>
<tr>
<td>Stoll</td>
<td>Lauren</td>
<td><a href="mailto:Lauren.Stoll@ucsf.edu">Lauren.Stoll@ucsf.edu</a></td>
<td>Pitsch, Erica</td>
</tr>
<tr>
<td>Suh</td>
<td>Kevin</td>
<td><a href="mailto:Kevin.Suh@ucsf.edu">Kevin.Suh@ucsf.edu</a></td>
<td>Pawlowsky, Sarah</td>
</tr>
<tr>
<td>Sydow</td>
<td>Rebecca (Becca)</td>
<td><a href="mailto:Becca.Sydow@ucsf.edu">Becca.Sydow@ucsf.edu</a></td>
<td>Green, Erin</td>
</tr>
<tr>
<td>Taylor-Ketcham</td>
<td>Natalie</td>
<td><a href="mailto:Natalie.Taylor@ucsf.edu">Natalie.Taylor@ucsf.edu</a></td>
<td>Leung, Kenny</td>
</tr>
<tr>
<td>Walia</td>
<td>Sharan</td>
<td><a href="mailto:Sharan.Walia@ucsf.edu">Sharan.Walia@ucsf.edu</a></td>
<td>Souza, Rich</td>
</tr>
<tr>
<td>Wang</td>
<td>Sara</td>
<td><a href="mailto:Sara.Wang@ucsf.edu">Sara.Wang@ucsf.edu</a></td>
<td>Topp, Kimberly</td>
</tr>
<tr>
<td>Wheeler</td>
<td>James</td>
<td><a href="mailto:James.Wheeler@ucsf.edu">James.Wheeler@ucsf.edu</a></td>
<td>DaPrato</td>
</tr>
<tr>
<td>Wilson</td>
<td>Ellen</td>
<td><a href="mailto:Ellen.Wilson@ucsf.edu">Ellen.Wilson@ucsf.edu</a></td>
<td>Smoot, Betty</td>
</tr>
<tr>
<td>Yee</td>
<td>Jeremy</td>
<td><a href="mailto:Jeremy.Yee@ucsf.edu">Jeremy.Yee@ucsf.edu</a></td>
<td>DaPrato</td>
</tr>
</tbody>
</table>
# Program Overview

## Program Mission
To develop collaborative professionals in physical therapy practice, education, social responsibility, and discovery and translation of science to improve health.

## Program Philosophy
Physical therapists are uniquely trained and qualified to promote mobility, health, and wellness, and have a responsibility to a variety of stakeholders. We have a social and professional responsibility for education, research, and clinical practice, as listed below. This program philosophy incorporates the principles and values of our program. These values, which align with the UCSF and SFSU missions, are derived from the APTA code of ethics and include: accountability, altruism, compassion/caring, excellence, integrity, professional duty, and social responsibility.

### Stakeholder: Nation/Society

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Improve health and mobility.</td>
</tr>
<tr>
<td>• Promote physical activity, exercise, and learning-based training to maximize quality of life.</td>
</tr>
<tr>
<td>• Improve access to healthcare.</td>
</tr>
<tr>
<td>• Improve affordability and efficiency.</td>
</tr>
<tr>
<td>• Improve diversity of providers.</td>
</tr>
<tr>
<td>• Advocate for rights of people with disabilities.</td>
</tr>
<tr>
<td>• Work towards eliminating health disparities.</td>
</tr>
<tr>
<td>• Model interprofessional collaboration in the promotion of better health care for all.</td>
</tr>
</tbody>
</table>

### Stakeholder: State of CA

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide access to the profession via public education.</td>
</tr>
<tr>
<td>• Educate the next generation of providers and leaders in health care.</td>
</tr>
<tr>
<td>• Promote accessibility efficiently for consumers with low income.</td>
</tr>
<tr>
<td>• Use taxpayer funds responsibly in public education and in the preparation of professionals.</td>
</tr>
</tbody>
</table>

### Stakeholder: Bay Area / San Francisco

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Promote health and wellness, physical therapy, and rehabilitation services across the mosaic of diverse populations.</td>
</tr>
<tr>
<td>• Promote the profession to the next generation across cultural groups.</td>
</tr>
</tbody>
</table>

### Stakeholder: Professional Community

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Serve and lead the professional organizations.</td>
</tr>
<tr>
<td>• Provide research to further the development of evidence-based physical therapy practice.</td>
</tr>
<tr>
<td>• Question current practice in order to promote innovation and effectiveness.</td>
</tr>
<tr>
<td>• Advocate for professional identity and advancement.</td>
</tr>
<tr>
<td>• Serve as a resource for continuing education of clinicians, educators and researchers.</td>
</tr>
</tbody>
</table>

### Stakeholder: Healthcare Systems / Providers

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide a valuable service to patients/clients/consumers.</td>
</tr>
<tr>
<td>• Delineate the evidence for value of services.</td>
</tr>
<tr>
<td>• Advocate for compensation for health, wellness, maintenance, and rehabilitation services.</td>
</tr>
<tr>
<td>• Self-monitor and promote efficiency, effectiveness, quality and safety.</td>
</tr>
<tr>
<td>• Contribute to the solutions in changing healthcare environments.</td>
</tr>
</tbody>
</table>

### Stakeholder: Consumers / Clients / Patients

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide services and education effectively through faculty practice and clinic participation.</td>
</tr>
<tr>
<td>• Graduate students who are competent, compassionate, and effective providers of evidence-based care.</td>
</tr>
<tr>
<td>• Promote discovery and the translation of science to improve health and healthcare.</td>
</tr>
</tbody>
</table>
Program Overview

### Stakeholder: Students

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide access and support for developing knowledge, skills and professional behaviors.</td>
</tr>
<tr>
<td>• Provide current curricula consistent with the requirements of an accredited physical therapy academic program and criteria for professional licensure.</td>
</tr>
<tr>
<td>• Administer a sustainable educational program.</td>
</tr>
<tr>
<td>• Promote leadership development for contributions to the profession and community.</td>
</tr>
<tr>
<td>• Provide opportunities for interaction and collaboration with peers, faculty, professionals and students in other programs.</td>
</tr>
<tr>
<td>• Create a learning environment with sufficient resources to enable students to succeed.</td>
</tr>
<tr>
<td>• Serve as a catalyst for some students to pursue clinical specialization and/or advanced doctoral studies.</td>
</tr>
</tbody>
</table>

### Stakeholder: Universities / Colleges / Schools

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Provide a model for teaching and collaborative research based on outcomes assessment and quality improvement.</td>
</tr>
<tr>
<td>• Promote diversity in the classroom, research labs and clinics, and in the attitudes of educators, researchers, clinicians and students.</td>
</tr>
<tr>
<td>• Hold high admission standards to accept the highest quality applicants.</td>
</tr>
<tr>
<td>• Meet or exceed standards for graduate education.</td>
</tr>
</tbody>
</table>

### Stakeholder: Faculty / Colleagues

<table>
<thead>
<tr>
<th>Obligations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Maintain a collegial and supportive work environment that enables professional growth, research advancement and instructional excellence.</td>
</tr>
</tbody>
</table>

### Program Goals & Expected Outcomes

#### Students/Graduates

To prepare the DPT graduate as an evidence-based, primary care practitioner who:

**Goal 1:** Promotes health and wellness, examines, evaluates, diagnoses, prognoses, and provides intervention and manages physical therapy services for individuals with movement dysfunction.

**Outcomes:**
- 1(a): Passes the licensing examination.
- 1(b): Provides quality patient/client care at entry level.
- 1(c): Participates in administration of fiscal, human, and environmental resources in a clinical context
- 1(d): Provides physical therapy services for prevention, health promotion, fitness and wellness.

**Goal 2:** Functions in a highly professional, ethical, legal, and culturally-competent manner and demonstrates commitment to society and the profession.

**Outcomes:**
- 2(a): Demonstrates professional behaviors.
- 2(b): Are lifelong learners.
- 2(c): Demonstrates commitment to the profession.
- 2(d): Collaborates with other health care team members.
- 2(e): Participates in activities for the benefit and education of the public.

**Goal 3:** Communicates and educates the individual, family, community, and other professionals about rehabilitation, positive health, prevention, and wellness.

**Outcomes:**
- 3(a): Demonstrates effective communication skills.
Program Overview

- 3(b): Demonstrates effective teaching skills.

**Goal 4:** Critically evaluates and applies evidence as a basis for physical therapy practice, determines the effectiveness of intervention, and contributes to the body of knowledge in physical therapy.

**Outcomes:**
- 4(a): Clearly and concisely presents and applies scientific information to evidence-based practice.

Faculty

To attract and retain program faculty who:

**Goal 1:** Participate in one or more areas of scholarship: discovery, integration, practice, or teaching.

**Outcomes:**
- 1(a): Demonstrate a record of mentorship and dissemination, including publications, presentations, and grants, consistent with each faculty member’s home university requirements.

**Goal 2:** Engage in service activities that benefit the universities, community, and physical therapy profession.

**Outcomes:**
- 2(a): Provide leadership and other contributions to the university, professional organizations, and community.

**Goal 3:** Demonstrate excellence in teaching and/or clinical practice using evidence-based instructional strategies and clinical care.

**Outcomes:**
- 3(a): Demonstrate currency and competency in teaching and/or clinical practice in areas of expertise.

**Goal 4:** Model ethical and professional behaviors for students.

**Outcomes:**
- 4(a): Serve as mentors and role models for students.
- 4(b): Engage with students and other professionals in an interdisciplinary, collaborative, and reflective environment for practice, learning, and discovery.

Program

To offer a program that:

**Goal 1:** Is a national leader, educating doctors of physical therapy for evidence-based collaborative clinical practice.

**Outcomes:**
- 1(a): Is nationally recognized.
- 1(b): Attracts the highest quality students and ensure a diverse student body.
- 1(c): Maintains a high graduation rate and licensing exam pass rate for students.
- 1(d): Has graduates who are employed as physical therapists within six months of licensure.
- 1(e): Has graduates who pursue continuing education, including residencies, fellowships, and advanced clinical training.

**Goal 2:** Prepares academic doctoral students for leadership roles in advanced clinical practice, basic, clinical and translational research, and academic programs in health care.
Program Overview

Outcomes:

- 2(a): Has graduates who find employment in advanced clinical practice, academic institutions, and/or research.
- 2(b): Has graduates who maintain an active publishing and presentation record.
- 2(c): Has graduates who participate in professional organizations.

Goal 3: Promotes faculty and student engagement in basic science, clinical, and translational research.

Outcomes:

- 3(a): Maintains and/or increases extramural funding research program.
- 3(b): Conducts scholarly activity and disseminates results at local, state, national, and international levels.

Goal 4: Provides the highest quality of patient care and student education in the UCSF|SFSU faculty practices utilizing current evidence and best standards of practice.

Outcomes:

- 4(a): Performs quality assessment of clinical competency to ensure best clinical practice.
- 4(b): Attracts, hires, and retains trained clinical educators with clinical specialty/certifications and previous experience working with students and patient populations.
- 4(c): Promotes professional development of staff and students.

Goal 5: Promotes interdisciplinary health care education, outreach, and clinical care to the general population, including the underserved.

Outcomes:

- 5(a): Sponsors CEU-approved continuing education programs for practicing physical therapists and other health care practitioners.
- 5(b): Expands and supports students’ and faculty members’ activities in community-based, cross-disciplinary university-community partnerships.
- 5(c): Develops pro-bono activities for students and faculty to address areas of community need.
- 5(d): Provides outreach and mentoring to pre-health profession students and other populations.

Accreditation Status
The Doctor of Physical Therapy program at University of California, San Francisco and San Francisco State University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: www.capteonline.org. Accreditation status was reaffirmed for eight years on November 6, 2013. The program will undergo a reaccreditation process in 2021.
Physical Therapy as a Profession

APTA Code of Ethics
All students agree to abide by the American Physical Therapy Association (APTA) Code of Ethics, which delineates the ethical obligations of all physical therapists as determined by the House of Delegates of the APTA. This Code of Ethics is built upon the five roles of the physical therapist (management of patients/clients, consultation, education, research, and administration), the core values of the profession, and the multiple realms of ethical action (individual, organizational, and societal). Physical therapist practice is guided by a set of seven core values:

- Accountability
- Altruism
- Compassion/Caring
- Excellence
- Integrity
- Professional Duty
- Social Responsibility

A copy of the Code of Ethics for the Physical Therapist can be found online.

Technical Standards
The following skills and standards are the technical standards considered necessary for completion of the entry-level doctor of physical therapy degree program. These technical standards enable each graduate to subsequently enter clinical practice as an entry-level physical therapist. Students must also be in compliance with legal and ethical standards as set forth by the APTA Code of Ethics and Standards of Practice.

Students must be capable of meeting these minimal standards, with or without reasonable accommodation, for successful completion of the program:

1. Observation
Observation requires the functional use of vision, hearing and somatic senses. A student must be able to observe lectures, laboratory dissection of cadavers, class demonstrations and clinical patients. Specifically, a student must be able to observe: a patient’s movements accurately; anatomic structures; and numbers and patterns associated with diagnostic instruments and tests. Examples in which these observational skills are required include: palpation of peripheral pulses, bony prominences and ligamentous structures, visual and tactile evaluation for areas of inflammation and presence and degree of edema, and use of a stethoscope, sphygmomanometer and goniometer.

2. Communication
Communication includes speech, language, reading, writing and computer literacy. Students must be able to relate and communicate effectively and sensitively with patients in order to elicit information regarding mood, activity, and posture, as well as to perceive non-verbal communications. Students must also be able to communicate effectively and efficiently with other members of the health care community to convey information essential for safe and effective care. Students must learn to recognize and respond promptly to emotional communications such as sadness, worry, agitation, and lack of comprehension of communication. Each student must be able to read and record observations and plans legibly, efficiently, and accurately in documents such as the patient record. Students must be able to prepare and communicate concise but complete summaries of individual encounters and complex, prolonged encounters, including hospitalizations. Student must be able to complete forms according to directions in a complete and timely fashion. Students must also have the ability to complete reading assignments and search and evaluate literature.

3. Sensory and Motor Function
Students must have sufficient motor function to elicit information from the patient examination by palpation, auscultation, percussion, manual positioning of body segments and other examination procedures. A student must
be able to perform a basic screening and examination (physiological measures such as heart rate and respiration), diagnostic procedures (including but not limited to palpation, manual muscle testing, goniometry, sensory evaluation, gait analysis, and balance assessment), and evaluate EKGs and radiographic images. Students must be able to execute motor movements required to provide general care and emergency treatment to patients. Students are required to possess coordination of both gross and fine muscular movement, equilibrium, and the integrated use of touch and vision.

4. Intellectual, Conceptual, Integrative and Quantitative Abilities
A student must be able to effectively solve problems, and measure, calculate, reason, analyze, integrate and synthesize information in a timely fashion. Problem solving is a critical skill demanded of a physical therapist that requires all of these intellectual abilities. For example, the student must be able to synthesize knowledge and integrate the relevant aspects of a patient’s history and examination findings to develop an effective treatment program in an efficient and timely manner. Good judgment in patient assessment, diagnostic and therapeutic planning is essential; students must be able to identify and communicate the limits of their knowledge to others when appropriate. Students must be able to interpret graphs and spatial relationships.

5. Behavioral and Social Skills and Attributes
A student must possess the emotional skills required for the full utilization of their intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities as an entry-level physical therapist. Students must demonstrate the development of mature, sensitive and effective relationships with patients. They must demonstrate empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation skills. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. They must be able to adapt to a changing environment, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients, tired colleagues and personal fatigue. Students are expected to accept appropriate suggestions and criticism and, if necessary, respond by modification of behavior. As a component of their education, students must demonstrate ethical behavior in both the clinical and classroom setting.

It is our experience that a number of individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, as amended) are qualified to study and practice physical therapy with the use of reasonable accommodations. To be qualified for the UCSF/SFSU Physical Therapy program, those individuals must be able to meet both the academic standards and the technical standards of the program, with or without reasonable accommodations. We encourage students to engage in a conversation early with Student Disability Services and the PT program to discuss what accommodations might be possible given the program requirements. For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact UCSF Student Disability Services at (415) 476-6595 or by email at studentdisability@ucsf.edu.

Professional Behaviors
Students enrolled in the DPT program understand and accept the importance of professional behavior; ethical standards; honesty; commitment to learning; good interpersonal communication skills; respect for classmates, faculty, community educators and guest speakers; effective use of time and resources; constructive integration of feedback; problem solving; critical thinking; and stress management. Students are expected to accept responsibility for learning these standards and being held accountable for their actions. These professional behaviors will be emphasized and expected of all students throughout their graduate studies in the classroom, the clinic, and the community.

Students will be asked to perform a self-assessment of professional behaviors during the program. Evaluation of professional behaviors will also be integrated into the clinical evaluation process. If a student displays any unprofessional behaviors, s/he will be at risk of dismissal from the program. The achievement of professionalism is as important as maintaining high academic performance. Students must use caution and apply standards of safety
to avoid injury to themselves or patients. The use of drugs and alcohol while attending classes or clinical experiences will not be tolerated.

General professional behaviors expected of students include:

1. Demonstrates a receptive attitude towards suggestions, feedback and constructive criticism.
2. Uses suggestions to make appropriate changes in performance and/or behavior.
3. Uses discretion when discussing confidential information.
4. Demonstrates flexibility in accommodating unforeseen conditions or circumstances.
5. Offers assistance to others when appropriate.
6. Conveys appropriate self-confidence through verbal and nonverbal behavior.
7. Recognizes own limitations by asking for guidance and assistance when needed.
8. Demonstrates initiative to increase skills and knowledge by using appropriate resources.
9. Manages personal affairs in a manner that does not interfere with professional responsibilities.
10. Uses appropriate verbal and nonverbal communication skills with others.
11. Demonstrates respect, courtesy, and consideration for the rights and dignity of others.
12. Maintains a professional appearance and demeanor.
13. Manages and prioritizes tasks to meet responsibilities.
14. Accepts responsibility for personal mistakes and does not blame others or continually offer excuses.

Professional behaviors are demonstrated by:

1. Complying with University and PT program policies and procedures.
2. Exhibiting professional behaviors in accordance with the APTA Code of Ethics.
3. Meeting the requirements of all course instructors.
4. Solving problems through appropriate channels in an efficient and congenial manner.
5. Demonstrating professional behavior during all clinical affiliations.

If a student does not meet these expectations, s/he will be required to meet with the Academic Progress Committee.

**Generic Abilities**

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession’s core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92*. Students are expected to progress from beginning to developing to entry level behaviors through the course of the program. The ten abilities and definitions developed are:

<table>
<thead>
<tr>
<th>Generic Ability</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Commitment to Learning</td>
<td>The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.</td>
</tr>
<tr>
<td>2. Interpersonal Skills</td>
<td>The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.</td>
</tr>
<tr>
<td>3. Communication Skills</td>
<td>The ability to communicate effectively (i.e. speaking, body language, reading, writing, listening) for varied audiences and purposes.</td>
</tr>
<tr>
<td>4. Effective Use of Time and Resources</td>
<td>The ability to obtain the maximum benefit from a minimum investment of time and resources.</td>
</tr>
<tr>
<td>5. Use of Constructive Feedback</td>
<td>The ability to identify sources of and seek out feedback, and to effectively use and provide feedback for improving personal interaction.</td>
</tr>
<tr>
<td>6. Problem Solving</td>
<td>The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.</td>
</tr>
<tr>
<td>Generic Ability</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7. Professionalism</td>
<td>The ability to exhibit appropriate professional conduct and to represent the profession effectively.</td>
</tr>
<tr>
<td>8. Responsibility</td>
<td>The ability to fulfill commitments and to be accountable for actions and outcomes.</td>
</tr>
<tr>
<td>9. Critical Thinking</td>
<td>The ability to question logically; to identify, generate, and evaluate elements of a logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.</td>
</tr>
<tr>
<td>10. Stress Management</td>
<td>The ability to identify sources of stress and to develop effective coping behaviors.</td>
</tr>
</tbody>
</table>

*Developed by the Physical Therapy Program at the University of Wisconsin-Madison:

## Generic Abilities with Criteria

<table>
<thead>
<tr>
<th>Commitment to Learning</th>
<th>Beginning Level Behavioral Criteria</th>
<th>Developing Level Behavioral Criteria</th>
<th>Entry Level Behavioral Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Identifies problems</td>
<td>• Prioritizes information needs</td>
<td>• Applies new information and re-evaluates performance</td>
</tr>
<tr>
<td></td>
<td>• Formulates appropriate questions</td>
<td>• Analyzes and subdivides large questions into components</td>
<td>• Accepts that there may be more than one answer to a problem</td>
</tr>
<tr>
<td></td>
<td>• Identifies and locates appropriate resources</td>
<td>• Seeks out professional literature</td>
<td>• Recognizes the need to and is able to verify solutions to problems</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates a positive attitude (motivation) toward learning</td>
<td>• Sets personal and professional goals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Offers own thoughts and ideas</td>
<td>• Identifies own learning needs based on previous experiences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identifies need for further information</td>
<td>• Plans and presents an in-service, research or case study</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrates a positive attitude (motivation) toward learning</td>
<td>• Welcomes and/or seeks new learning opportunities</td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>• Maintains professional demeanor in all clinical interactions</td>
<td>• Recognizes impact of non-verbal communication and modifies accordingly</td>
<td>• Listens to patient but reflects back to original concern</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates interest in patients as individuals</td>
<td>• Assumes responsibility for own actions</td>
<td>• Works effectively with challenging patients</td>
</tr>
<tr>
<td></td>
<td>• Respects cultural and personal differences of others; is non-judgmental about patients’ lifestyles</td>
<td>• Motivates others to achieve</td>
<td>• Responds effectively to unexpected experiences</td>
</tr>
<tr>
<td></td>
<td>• Communicates with others in a respectful, confident manner</td>
<td>• Establishes trust</td>
<td>• Talks about difficult issues with sensitivity and objectivity</td>
</tr>
<tr>
<td></td>
<td>• Respects personal space of patients and others</td>
<td>• Seeks to gain knowledge and input from others</td>
<td>• Delegates to others as needed</td>
</tr>
<tr>
<td></td>
<td>• Maintains confidentiality in all clinical interactions</td>
<td>• Respects role of support staff</td>
<td>• Approaches others to discuss differences in opinion</td>
</tr>
<tr>
<td></td>
<td>• Demonstrates acceptance of limited knowledge and experience</td>
<td>• Accommodates differences in learning styles</td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td>• Demonstrates understanding of basic English (verbal and written)</td>
<td>• Utilizes non-verbal communication to augment verbal message</td>
<td>• Modifies communication (verbal and written) to meet the needs of different audiences</td>
</tr>
<tr>
<td></td>
<td>• Uses correct grammar, accurate spelling and expression</td>
<td>• Restates, reflects and clarifies message</td>
<td>• Presents verbal or written message with logical organization and sequencing</td>
</tr>
<tr>
<td></td>
<td>• Writes legibly</td>
<td>• Collects necessary information from the patient interview</td>
<td>• Maintains open and constructive communication</td>
</tr>
<tr>
<td></td>
<td>• Recognizes impact of non-verbal communication: maintains eye contact, listens actively</td>
<td></td>
<td>• Utilizes communication technology effectively</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Dictates clearly and concisely</td>
</tr>
<tr>
<td></td>
<td>Beginning Level Behavioral Criteria</td>
<td>Developing Level Behavioral Criteria</td>
<td>Entry Level Behavioral Criteria</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Effective Use of Time and Resources** | • Focuses on tasks at hand without dwelling on past mistakes  
• Recognizes own resource limitations  
• Uses existing resources effectively  
• Uses unscheduled time efficiently  
• Completes assignments in timely fashion | • Sets up own schedule  
• Coordinates schedule with others  
• Demonstrates flexibility  
• Plans ahead | • Sets priorities and reorganizes as needed  
• Considers patient's goals in context of patient, clinic and third party resources  
• Has ability to say "no"  
• Performs multiple tasks simultaneously and delegates when appropriate  
• Uses scheduled time with each patient efficiently |
| **Use of Constructive Feedback** | • Demonstrates active listening skills  
• Actively seeks feedback and help  
• Demonstrates a positive attitude toward feedback  
• Critiques own performance  
• Maintains two-way communication | • Assesses own performance accurately  
• Utilizes feedback when establishing pre-professional goals  
• Provides constructive feedback when establishing pre-professional goals  
• Develops plan of action in response to feedback | • Seeks feedback from clients  
• Modifies feedback given to clients according to their learning styles  
• Reconciles differences with sensitivity  
• Considers multiple approaches when responding to feedback |
| **Problem Solving** | • Recognizes problems  
• States problems clearly  
• Describes known solutions to problems  
• Identifies resources needed to develop solutions  
• Begins to examine multiple solutions to problems | • Prioritizes problems  
• Identifies contributors of problems  
• Considers consequences of possible solutions  
• Consults with others to clarify problems | • Implements solutions  
• Reassesses solutions  
• Evaluates outcomes  
• Updates solutions to problems based on current research  
• Accepts responsibility for implementing solutions |
| **Professionalism** | • Abides by APTA Code of Ethics  
• Demonstrates awareness of state licensure regulations  
• Abides by facility policies and procedures  
• Projects professional image  
• Attends professional meetings  
• Demonstrates honesty, compassion, courage and continuous regard for all | • Identifies positive professional role models  
• Discusses societal expectations of the profession  
• Acts on moral commitment  
• Involves other health care professionals in decision making  
• Seeks informed consent from patients | • Demonstrates accountability for professional decisions  
• Treats patients within scope of expertise  
• Discusses role of physical therapy in health care  
• Keeps patient as priority |
| **Responsibility** | • Demonstrates dependability  
• Demonstrates punctuality  
• Follows through on commitments  
• Recognizes own limits | • Accepts responsibility for actions and outcomes  
• Provides safe and secure environment for patients  
• Offers and accepts help  
• Completes projects without prompting | • Directs patients to other health care professional when needed  
• Delegates as needed  
• Encourages patient accountability |
<table>
<thead>
<tr>
<th>Critical Thinking</th>
<th>Beginning Level Behavioral Criteria</th>
<th>Developing Level Behavioral Criteria</th>
<th>Entry Level Behavioral Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Raises relevant questions</td>
<td>• Feels challenged to examine ideas</td>
<td>• Exhibits openness to contradictory ideas</td>
</tr>
<tr>
<td></td>
<td>• Considers all available information</td>
<td>• Understands scientific method</td>
<td>• Assesses issues raised by contradictory ideas</td>
</tr>
<tr>
<td></td>
<td>• States the results of scientific literature</td>
<td>• Formulates new ideas</td>
<td>• Justifies solutions selected</td>
</tr>
<tr>
<td></td>
<td>• Recognizes “holes” in knowledge base</td>
<td>• Seeks alternative ideas</td>
<td>• Determines effectiveness of applied solutions</td>
</tr>
<tr>
<td></td>
<td>• Articulates ideas</td>
<td>• Formulates alternative hypotheses</td>
<td></td>
</tr>
<tr>
<td>Stress Management</td>
<td>• Recognizes own stressors or problems</td>
<td>• Critiques hypotheses and ideas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Recognizes distress or problems in others</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Seeks assistance as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Maintains professional demeanor in all situations</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Administrative Policies

Student Identification Badges
Students must use and display their UCSF ID badges at all times to maintain the safety of the UCSF and SFSU campuses. This policy applies to all UCSF-affiliated sites, including the San Francisco General Hospital and Trauma Center and San Francisco Veterans Association Medical Center.

Tuition & Fees
Tuition and fees are paid to both UCSF and SFSU based on the following timeline:

<table>
<thead>
<tr>
<th></th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>Paid to UCSF by July</td>
<td>Paid to SFSU by April</td>
<td>Paid to SFSU by April</td>
</tr>
<tr>
<td>Fall</td>
<td>Paid to UCSF by October</td>
<td>Paid to UCSF by October</td>
<td>Paid to UCSF by October</td>
</tr>
<tr>
<td>Winter</td>
<td>Paid to UCSF by January</td>
<td>Paid to UCSF by January</td>
<td>Paid to UCSF by January</td>
</tr>
<tr>
<td>Spring</td>
<td>Paid to UCSF by April</td>
<td>Paid to UCSF by April</td>
<td>Paid to UCSF by April</td>
</tr>
</tbody>
</table>

Refund Policies
Refund policies can be found on the UCSF and SFSU websites.

Financial Aid
Students receive financial aid through UCSF only. Support for students is provided through the UCSF Student Financial Aid Office. Students can find information on loans and scholarships, disbursement timelines, and debt management and repayment tools.

Loans & Scholarships

Loans
Financial aid is awarded to students through the UCSF Student Financial Aid Office. A full list of information on the types of funding offered to students can be found at the UCSF Student Financial Aid Office website. The program does not have access to individual student financial aid information. All questions concerning financial aid, including awards, eligibility, and funds, should be directed to the UCSF Student Financial Aid Office.

Types of loans offered through UCSF include:

- Emergency Loans
- Federal Perkins Loan
- University Loans
- Federal Direct (Stafford) Loan
- Loans for Disadvantaged Students (LDS)
- Graduate PLUS Loans
- Private Education Loans

General Scholarships
Types of scholarships offered by UCSF include: 1) Scholarships for Disadvantaged Students; 2) Professional School Scholarships/Other Campus Scholarships; 3) Regents Scholarships; and 4) Scholarships with Service Requirements.

Free Scholarship Search Databases
Students are encouraged to investigate sources of financial assistance beyond what is offered by the federal and state governments and their schools. Many foundations, professional associations, religious and ethnic
Administrative Policies

organizations, and corporations offer grants, scholarships, or fellowships. These awards are based on a wide variety of qualifications including financial need, academics, religious affiliation, ethnicity, or special interests.

The following is a list the three most popular websites for students:

- **FastWEB**: An extremely popular database with more than 1.5 million scholarships, fellowships, grants, and loans. Students can set up a mailbox with personalized information so that they can check for new awards and update their portfolio periodically. New scholarship information can be emailed to students.

- **FinAid: The SmartStudent Guide to Financial Aid**: An extremely comprehensive guide to all student financial aid information and free scholarship, grant, and fellowship search databases. This website offers advice on college education planning and scholarship scam alerts.

- **NextStudent Scholarship Search Engine**: One of the oldest scholarship databases that contains over 6.2 million scholarships based on many different qualifications and a broad range of criteria such as academic achievements, community services, family heritage, and special talents or aptitude.

**Physical Therapy Scholarships**

*California Physical Therapy Association*

The CAL-PT-FUND was established in 1977 as a means by which the association could provide financial assistance to students in the form of loans. The mission of the CAL-PT-FUND is to advance evidence-based physical therapy practice in California by promoting the development of researchers and clinical scholars. The Fund annually awards up to $10,000 in grant funding for relevant research that will continue to build the body of knowledge. More information and application deadlines can be found on the CPTA website.

*American Physical Therapy Association*

The APTA lists a number of scholarships and awards specifically related to physical therapy on its website.

**Other Resources**

- APTA Student Loan Repayment & Debt Management
- US Department of Education Income-based Repayment Plan

**Potential Health Risks**

Numerous health risks are associated with being a physical therapist, including but not limited to: 1) exposure to infectious diseases; 2) exposure to toxic substances; and 3) strains and sprains, and trauma from slips, trips and falls. Program faculty are committed to educating students in practices that minimize these risks. During the first week of the academic program, students must review the Physical Therapy Module created by the US Department of Labor Occupational Safety and Health Administration regarding these risks.

**Required Trainings**

Students are required to complete a number of training courses while in the program, which outline the potential health risks they may encounter within their respective courses, as well as policies and procedures governing use of standard precautions, storage and use of any hazardous materials, and safety regulations and emergency procedures. Students must submit evidence of completion for each training in their Certified Profile account. These trainings include:

**CPR**

Each student is required to maintain cardiopulmonary resuscitation certification (CPR) throughout the length of the program. Students must provide documentation that they have successfully completed the American Heart Association’s Basic Life Support for Healthcare Providers (BLS) Classroom training course by submitting a copy of their card. It is the student’s responsibility to ensure maintenance of this certification. Failure to provide verification will result in the inability to begin or continue with a clinical experience.
Administrative Policies

HIPAA
Students are required to participate in training for awareness and compliance with the patient privacy regulations of the Health Insurance Portability and Accountability Act (HIPAA). Students may also be required to complete HIPAA training at various clinical sites throughout their clinical education experiences.

Infection Control
Students must complete an annual online training on infection control and prevention practices and how to use them correctly. Students will learn how to reduce the chance of spreading infections to patients, co-workers and to themselves.

Safety Training
Students are required to complete an annual training on safe work practices and how to identify hazards and unsafe work conditions. The program follows the policies of the university for biological safety, chemical safety, and hazardous materials management, which are outlined in this training and can be referenced in the UCSF Environment of Care Manual.

Blood Borne Pathogen Training
Students must complete a training on blood borne pathogens, the risks associated with blood borne pathogens, how to handle exposures, and standard precautions.

Anatomy Lab Formaldehyde Training
Students complete this training in preparation for PT 200A Neuromusculoskeletal Anatomy in the summer of their first year.

Student Access to Educational Laboratory Space
Students may be granted access to educational laboratory space outside of regularly scheduled class time to practice skills, study for exams, etc. Students are expected to demonstrate professional behaviors at all times while using laboratory space, are responsible for using the space for its intended purpose, and for returning the space to its original condition upon leaving. Students must carry and be prepared to display their UCSF student ID at all times while using these spaces. The equipment utilized in these spaces may not be taken from the premises for any reason at any time. If a student would like to borrow a piece of equipment, s/he should see the Use & Maintenance of Equipment policy. Individual guidelines for requesting access to laboratory space are as follows:

UCSF Anatomy Learning Center
Students have access to areas of the Anatomy Learning Center not in use by academic classes 24 hours a day using their UCSF Student ID card. The technologically equipped, gross anatomy laboratory can hold up to 30 cadavers in a well-ventilated, secure environment, and the space is separable to enable two groups to learn simultaneously. The Center also includes storage facilities for books and backpacks when using the Center, and a 25-seat classroom. Students may host guests in the facility only with the permission of the Laboratory Director. No photographs or video may be taken in the Center, and cadaveric materials are not permitted to leave the Center.

UCSF Clinical Skills Center
Students have access to the Clinical Skills Center, as needed for skills practice, when not in use by academic classes 24 hours a day using their UCSF Student ID card.

UCSF Outpatient Physical Therapy Faculty Practice
Students have access to the Outpatient Faculty Practice after clinic hours, as needed for skills practice. Access is granted by the UCSF Program Director and the Practice Supervisor. Students must be accompanied by a faculty or staff person to enter the facility between the hours of 7pm and 7am and on weekends. Students must register with the Security staff at the building entrance.
Administrative Policies

UCSF PhysFit Physical Therapy Health and Wellness Center
Students have access to the PhysFit space when it is not in use by clients or for academic classes, as needed for skills practice. To request access, students should contact the UCSF Program Director. Students must be accompanied by a faculty or staff person in the Center.

SFSU Teaching Laboratories
Students are permitted to access the teaching laboratories at SFSU any time an academic class is not currently in session. If a student wishes to access a lab after working hours or on the weekend, s/he must sign out a key for the lab from the SFSU program office.

All other laboratory spaces used by the program, such as the UCSF Kanbar Simulation Center or the SFSU Nursing Skills Center, are only available during regular class time.

Use and Maintenance of Equipment
Students are permitted to occasionally borrow lab equipment. Students must request permission to borrow equipment from the course instructor and/or Program Director. Students will not be permitted access to equipment if it conflicts with other instructors or courses that require use of the equipment during the duration of time it will be borrowed. Once permission is granted, the student must sign out and back in the equipment from the program office. Equipment used for treatment purposes must be authorized and supervised by a physical therapist licensed to practice in California. Broken or faulty equipment will be identified by a sign reading “out of order” and/or “do not use.” Any malfunction must be reported to the Program Directors. The supervising faculty member is then notified and the equipment will be put in a locked office or storage space until it is repaired or replaced.

Use of Human Subjects in Demonstrations & Practice for Educational Purposes
Human subjects volunteer to participate in laboratory exercises and classroom demonstrations throughout the program. These subjects participate in the program willingly and without coercion or penalty for not participating. Students are to adhere to HIPAA guidelines and remember that confidentiality of human subjects is required, and should be handled in the same manner as for subjects in clinical settings. The rights and dignity of human subjects must always be maintained, and subjects retain the right to withdraw participation without penalty. Subjects are informed of these rights prior to participation, and any violations of this policy must immediately be reported to the Program Directors.

Use of Images or Material about Individuals
The program strives to ensure the privacy, dignity, and safety of all individuals associated with the program, including students, faculty, staff, and patients/clients. Any individual who will be photographed, audio taped, or videotaped is required to sign a consent form. Faculty, staff, or students who wish to photograph, audiotape or videotape individuals must discuss the content of the consent form with the individual and secure a dated signature from the subject. The form is then filed in the program’s files.

Professional Dress Code
Students represent the program in all activities associated with physical therapy education. Dress and personal appearance should always reflect that status.

Students are expected to maintain appropriate personal hygiene such that body odor, smoke, and other odors are not detectable. All clothing must be clean, and any extreme or immodest attire or accessories are unacceptable. Examples of unacceptable attire include: sheer or tight garments that allow exposure of undergarments, halter or tank tops that expose the midriff in static and dynamic postures (e.g. standing or bending over), items designed to be worn as undergarments, and torn or frayed garments. Shoes must be safe, clean, and in good repair. Sandals are not permitted in clinical facilities.
Administrative Policies

Hair and facial hair must be clean and controlled as needed so as not to interfere with activities. Nails are to be kept neatly manicured and short (should not extend past the tip of the finger). Jewelry and other accessories must not interfere with safety or activities. Out of consideration for those who are environmentally sensitive, scented personal products should be used sparingly. Headgear, except that required by religious belief, is not allowed.

Clinical Experiences and Practical Examinations
The student should follow the dress code specified by each facility, which is the final authority on dress code policy. Students must always dress in a professional manner and remember that they represent the UCSF/SFSU program in all activities associated with physical therapy education, and their dress and personal appearance must reflect this status. Students should inquire about specific dress code guidelines prior to each clinical experience. Should a clinic not have a dress policy, or should the policy be less than comprehensive, students are required to follow the UCSF Medical Center’s Employee Dress Standards Policy.

Classroom Behavior
- Food and beverages are permitted before class and during breaks.
- No food or beverages are allowed in the Anatomy Lab.
- No tobacco products or alcoholic beverages are permitted in the classrooms or laboratories.
- Tape recorders may be used only with the instructor’s permission.
- Students are responsible for helping maintain the cleanliness and order of classrooms and labs.

Alcohol Policy
All students are required to abide by the UCSF Policy on Service of Alcoholic Beverages and the SFSU Alcohol Policy.

Social Media Policy
UCSF has policies and guidelines for the use of online media to ensure that laws are being followed and that the University is being accurately and consistently represented in such communications:
- Social Media Guidelines
- Social Media Best Practices

Emergency Procedures
If students have an emergency they should reference the following numbers, depending on the type of emergency and their location. In all cases, if the emergency is immediate, dial 911 for the fastest service.

<table>
<thead>
<tr>
<th>Department/Type</th>
<th>UCSF</th>
<th>SFSU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Physical Therapy</td>
<td>(415) 514-6774</td>
<td>(415) 338-2001</td>
</tr>
<tr>
<td>Medical &amp; Other Emergencies</td>
<td>9-911</td>
<td>9-911</td>
</tr>
<tr>
<td>Public Safety/Campus Security (emergency)</td>
<td>9-911</td>
<td>9-911</td>
</tr>
<tr>
<td>Public Safety/Campus Security (non-emergency)</td>
<td>(415) 476-1414</td>
<td>(415) 338-7200</td>
</tr>
</tbody>
</table>

When calling:
1. Give your name and University affiliation.
2. Briefly describe the nature of the emergency situation.
3. Indicate your location and telephone number (specify room number and building).
4. Wait for questions--let the other party hang up first.

Students should review the UCSF Emergency Procedures and SFSU Emergency Procedures. Students are also highly encouraged to register with UCSF’s warning system, WarnMe and SFSU’S Emergency Notification System. Students must keep their contact information current in the registration system for both campuses. Each university uses either WarnMe or an Emergency Notification System to send alerts via email, phone and text.
Other Policies

- **UC Campus Climate Reporting**
  - UCSF values diversity and affirms the inherent dignity of every person. If you experience or observe behavior that is inconsistent with our Principles of Community, you can report it here:
    - [https://ucsystems.ethicspointvp.com/custom/ucsc_ccc/default.asp](https://ucsystems.ethicspointvp.com/custom/ucsc_ccc/default.asp)

- **UC Diversity Statement and Principles of Community**
  - UCSF is a composite of many races, creeds, and social affiliations. To achieve campus goals, individuals must work collaboratively and with mutual respect.
    - [http://ucnet.universityofcalifornia.edu/working-at-uc/our-values/diversity.html](http://ucnet.universityofcalifornia.edu/working-at-uc/our-values/diversity.html)
    - [http://www.ucsf.edu/about/principles-community](http://www.ucsf.edu/about/principles-community)

- **UC Policies Applying to Campus Activities, Organizations & Students**
  - [http://studentlife.ucsf.edu/policies/campus-activities](http://studentlife.ucsf.edu/policies/campus-activities)

- **UC Policy on Reporting Child Abuse and Neglect (CANRA)**
  - All members of the University community who observe, have actual knowledge of, or reasonably suspect child abuse or neglect at a University facility or perpetrated by University personnel are encouraged to promptly report the concern to appropriate external and University officials.
    - [http://policy.ucop.edu/doc/4000603/CANRA](http://policy.ucop.edu/doc/4000603/CANRA)

- **UCSF Digital Millennial Copyright Act (DCMA)**
  - UC respects copyrights and expects members of the University community to uphold copyright law. Obtaining or offering copyrighted movies, television shows, games, software, and music over the Internet may be punishable with penalties including prison time and monetary damages.
    - [http://it.ucsf.edu/policies/digital-millennium-copyright-act-dmca](http://it.ucsf.edu/policies/digital-millennium-copyright-act-dmca)

- **Policy on Sexual Harassment/Violence**
  - UCSF and SFSU are committed to creating and maintaining an atmosphere free from all forms of harassment, exploitation, or intimidation. Sexual harassment is prohibited both by law and by University policy. Sexual harassment, in any form, will not be tolerated.
    - [http://policies.ucsf.edu/policy/150-13](http://policies.ucsf.edu/policy/150-13)
    - [http://policies.ucsf.edu/policy/150-29](http://policies.ucsf.edu/policy/150-29)
    - [http://shpr.ucsf.edu/](http://shpr.ucsf.edu/)
    - [http://www.calstate.edu/eo/EO-1072.pdf](http://www.calstate.edu/eo/EO-1072.pdf)

- **Policy on Substance Abuse**
  - The unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by University employees and students in the workplace, on University premises, at official University functions, or on University business is prohibited.
    - [http://policies.ucsf.edu/policy/150-11](http://policies.ucsf.edu/policy/150-11)
    - [http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued90_15_0.pdf](http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued90_15_0.pdf)

- **Smoke-Free Campus Policies**
  - UCSF and SFSU have adopted smoke-free campus policies in order to minimize health risk, improve the quality of air, and enhance the environment in all facilities.
    - [http://policies.ucsf.edu/policy/550-10](http://policies.ucsf.edu/policy/550-10)

- **SFSU Drug and Alcohol Policy**
  - San Francisco State University is committed to a safe and healthy environment for the campus community. The use of alcohol and other drugs should not interfere with the university’s educational mission.
    - [http://bulletin.sfsu.edu/sfstatebulletin/supp-reg/Regulations_and_Procedures_Additional#ppg394](http://bulletin.sfsu.edu/sfstatebulletin/supp-reg/Regulations_and_Procedures_Additional#ppg394)
Administrative Policies

• UCSF Special Use Areas
  o Special Use Areas are open spaces at UCSF designated for use by Registered Campus Organizations, student governments, and campus departments for non-commercial activities at Parnassus and Mission Bay.
  o [https://studentlife.ucsf.edu/space/special-use-areas](https://studentlife.ucsf.edu/space/special-use-areas)

• Whistleblower Policy and Procedures
  o Under California law and University policy, members of the campus community are encouraged to bring forward any concerns or allegations regarding improper governmental activities within the University (commonly known as Whistleblower Complaints).
  o [http://policies.ucsf.edu/policy/150-23](http://policies.ucsf.edu/policy/150-23)
  o [http://whistleblower.ucsf.edu/](http://whistleblower.ucsf.edu/)
  o [http://www.ucop.edu/uc-whistleblower/](http://www.ucop.edu/uc-whistleblower/)
  o [http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/UED%2026%20President%20Signature%202012-4-14.pdf](http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/UED%2026%20President%20Signature%202012-4-14.pdf)
Academic Policies

Class Schedules
The curriculum is a full and intense program. The courses are scheduled and coordinated across the 36 months and cannot be changed easily. Many of the courses are scheduled a year or more in advance to accommodate space needs and faculty availability. All students are required to take all core courses and attend all classes. Some classes will be scheduled in the evenings and on weekends. The program aims to schedule at least one to two quarters ahead, which may cause unpredictable changes. Students are expected to accommodate any changes in the schedule including emergency or last minute changes. Students do have certain scheduled vacations and holidays and these dates are included in the program calendars. Students should plan special events during these times.

Course Start and End Times
Courses with a scheduled start time at the top of the hour begin 10 minutes after the hour and end at their scheduled end times. Courses with a scheduled start time on the half hour begin and end at the scheduled time.

Attendance Policy

1. Class Schedules and Participation
   Students pursuing the DPT degree have entered a profession in which full participation in the learning environment is an essential component of professional behavior. Full participation aligns with accreditation and licensing standards, as well as expectations in clinical practice.
   a. Attendance and participation are expected in all educational activities. As part of professional development as physical therapists in training, students are expected to make their education their highest priority.
   b. Attendance and participation are required in lab sessions, small group and team-based learning sessions, as well as other unique sessions as specified by the Course Directors (which will be noted in the course syllabus). Each student contributes to small group learning by being an integral part of the clinical team approach to sharing expertise and problem solving. These principles align with professional responsibilities to the team and patients.
   c. Students are expected to accommodate any changes in the schedule, including emergency or last minute changes. Some classes will be scheduled in the evenings and on weekends to accommodate clinical faculty schedules, clinical assignments, and space availability. While we make every effort to finalize the schedule one to two quarters ahead, changes to the posted calendar occur.
   d. Vacations are not to be taken during times when courses are scheduled. University vacations and holidays are included in the program calendars. Students are expected to plan their vacations and special events during these times.

2. Tardiness
   a. Students are required to arrive prepared and on time. Late arrival to any class, lab or clinic is disruptive and disrespectful to the instructor, colleagues and patients.
   b. Students arriving late will receive a warning from the Course Director. Repeated tardiness may result in a lower grade and the student will be referred to his/her advisor, the Program Directors and/or the Academic Progress Committee for guidance on improvements in timeliness.

3. Illness or Emergency
   a. Students are expected to submit an Absence Notification Form before class begins when absent due to illness or emergency. If it is not possible to complete the form before class begins,
the student must notify the course instructor and Thongdam Pathoumthong by email within 24 hours of the missed class (thongdam@ucsf.edu).

b. Any student who repeatedly does not follow the above expectations will be referred to his/her advisor and may be reviewed by the Academic Progress Committee.

4. **Discretionary Absences**
   a. Students are allowed up to **THREE** discretionary absence days from required activities per academic year (June to May) for personal and professional commitments. **Discretionary absence days beyond three per year will be unexcused.** Discretionary absences will be tracked, and any student who exceeds these guidelines will be referred to his/her advisor and may be reviewed by the Academic Progress Committee.
   b. **Discretionary absence days CANNOT be used:**
      i. On days of course examinations
      ii. During clinical rotations
      iii. During blocked courses for which work and examinations cannot be made up (during the same academic year)
      iv. The day immediately preceding or following an academic scheduled vacation or holiday
      v. When guest patients or special lecturers are scheduled
      vi. During scheduled interprofessional learning experiences
   c. For discretionary absence days, students must submit an online *Absence Notification Form* as far in advance as possible of the planned missed day, but **at a minimum of seven days prior to the session.** A **maximum of five students** may request the same day as a discretionary absence day.
   d. **If a student does not submit notification of the absence in a timely fashion, the absence request will be denied, and the student will be expected to attend class on the requested day.** If the student takes the absence without official approval, the student will be asked to meet with the Course Director to discuss appropriate professional behavior.
   e. Absences due to illness or a specific pre-approved required activity (i.e. Legislation Day) are recorded but do not count toward the total discretionary absences.

5. **Missed Work**
   a. Students are responsible for the content of any missed sessions, independent of course instructors, for any unattended classes.

6. **Accommodations for Religious Holidays**
   a. The program follows the SFSU Academic Senate policy regarding accommodations for religious holidays. This policy reads as follows:

   *The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities. It is the responsibility of the student to inform the instructor, in writing, about such holidays during the first two weeks of the class each semester. If such holidays occur during the first two weeks of the semester, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.* [SFSU Academic Senate Policy S09-212](#)

**Attendance Policy FAQs**

1. **Can I schedule my family vacation during Spring Break week?**
   a. Yes this is acceptable and you do not need to submit a Discretionary Absence Notification Form.
2. **What do I do if I get sick? Is this one of my discretionary absences? Do I have to contact someone to tell them I am ill?**
   a. See Sections 3 and 4d above for more information.

3. **Can you take a half or partial day discretionary absence?**
   a. No, if you take a partial day, it counts as a full discretionary day.

4. **I have an exam in another course in the afternoon. Can I miss your course in the morning?**
   a. No, discretionary days cannot be taken on days of course examinations. See Section 4 above.

5. **Can I take a discretionary day immediately before or after a schedule holiday?**
   a. No, see Section 4 above.

6. **Why do I need to call in if I am sick?**
   a. If you are not present and we have not heard from you, there are concerns about your health and/or safety. In addition, plans for the class or activity may have hinged on a certain number of people or your specific participation in a team or group. Calling in and reporting your illness demonstrates respect for all those present.

### Participation in Clinical Experiences

Students are expected to be prompt and follow the same work hours as their clinical instructor(s) during part-time and full-time clinical experiences. If a student is too ill to attend the clinic, s/he is expected to call—and make contact with—the CI or CCCE at the site. In addition, the student is required to call or email the Student Affairs Officer (Thongdam Pathoumthong, thongdam@ucsf.edu) by 8am that morning. Students must call or email during each day of absence. Students failing to notify the clinic and school of an absence may result in an Unsatisfactory or No Credit grade for the experience. Absences for reasons other than illness will not be permitted. In addition, any time students miss during the clinical experience must be made up at a later date. Time can be fulfilled on Saturdays or Sundays if the facility permits, or the week after a student is scheduled to complete the experience. Holidays are determined by the schedule of the clinic, and not by UCSF/SFSU. If the clinic incurs a holiday during the student’s experience, the student will have that day off and is not required to make up the time.

While at the clinical site, the student is directly responsible to the CI/CCCE and the clinical facility, and must abide by the policies and procedures of the facility concerning breaks, parking, etc. Likewise, the student is responsible for setting up and cleaning up the work area of all assigned patients, as well as assisting in the general maintenance and orderliness of the facility.

### Participation in Laboratory Practice

Students will participate in laboratory classes while enrolled in the program. Students must be willing to wear appropriate laboratory clothing to enable assessment, evaluation and treatment of the trunk, head and extremities. During laboratory practice, students must constantly observe standards of safety. Students will be asked to be treated by the instructors, guest lecturers, or classmates during any or all mock laboratory and treatment sessions throughout the program. All efforts must be observed to provide for modesty and safe conditions. Students must also report promptly any malfunctioning equipment to staff and faculty as soon as the problem is detected.

If a student is uncomfortable with any draping, manner of touch, or treatment, s/he must first talk to his/her classmate(s) about the concern. If a student senses that the issue has not been resolved by this action, s/he must speak to the course instructor. It is the responsibility of each student to give notice to the faculty of record of any allergies or asthmatic conditions as well as neurological or musculoskeletal dysfunction prior to practice or demonstration of treatment techniques.

As a student enrolled in this program, each student must agree to follow the APTA Code of Ethics in the laboratory, as well as in the clinic. This includes addressing the patient professionally, protecting the patient, and protecting the modesty and safety of all patients treated. In addition, students are expected to practice considerate and respectful non-verbal and verbal communication during all classroom and laboratory activities.
Academic Policies

Student Work Policy
Physical Therapy school and the student experience is a full-time endeavor. In order for students to develop the skills and form the professional identity of a physical therapist, students are strongly encouraged to dedicate their focus to the curriculum and the co-curricular and extracurricular opportunities that bring meaningful engagement in a variety of professional and learning communities.

Audio Recording of Lectures
The program recognizes that there are occasions when students may wish to record lectures to support their learning. If a student believes there are good academic reasons to record a lecture, the student should contact the Course Director to request permission prior to making any audio recordings.

Cultural Humility
As a part of the mission statement of the UCSF/SFSU DPT Program, we value diversity, inclusion and cultural sensitivity. Our courses are designed to be a welcoming environment for students and instructors to learn from each other to ensure the best learning experience. As we continue to learn and grow in our professional development, we aim to use language that is inclusive of all genders, sexual orientations, ethnicities, physical body sizes, disabilities, ages, and religions. Students are encouraged to provide feedback to the Course Director throughout the duration of each course. Students are also invited to share with the Course Directors ways in which cultural diversity can be added or integrated into the course material. Should a student fear retaliation for bringing forward suggestions, s/he may share comments with the Class Diversity Liaison who will then relay this information anonymously to the Course Directors.

Qualification for the Licensing Examination
In order to qualify for the licensing examination as a physical therapist in California or other states, the Program Directors must verify that each student attended and passed all required learning experiences in the program. When acknowledging that the student has met all requirements for the degree in physical therapy, the Program Directors are also confirming that the student is graduating from an accredited academic program in physical therapy education. As a result, the student is then eligible to take the National Licensing Examination. The signature of the Directors validates that the student has:

1. achieved a level of competency as measured by academic and clinical outcomes measures;
2. demonstrated a commitment to professional development and behavior; and
3. participated in the entire educational experience as defined by the Universities and the Commission on Accreditation for Physical Therapy Education.

Requirements for Graduation
The requirements for successful completion of the program are based on academic and professional expectations. Each student will be evaluated in terms of academic achievement, clinical abilities, and professional behaviors (self-assessment, faculty assessment and clinical instructor assessment). Requirements for graduation include:

- Successful completion of all academic coursework
- Passing grades on all practical and competency exams
- Passing grades on all Qualifying Assessment exams
- Successful completion of research procedures
- Passing grades on all clinical education experiences
- Successful completion of a case report or evidence-based practice manuscript
- Demonstration of professional behaviors

GPA Requirements
Students are required to maintain an overall 3.0 GPA, as well as a 3.0 GPA at both UCSF and SFSU at all times while enrolled in the DPT program. Students are responsible for remaining aware of their GPA at all times, and to remain proactive in seeking academic support from their advisor and/or University resources when necessary. Should a student fall below this requirement, the student will be reviewed by the Academic Progress Committee and is
Academic Policies

subject to probation and/or dismissal from the program. Students will receive written notification of the actions and requirements of the Academic Progress Committee.

Grading Policy

Program students take graduate level courses and some upper division courses. Most are required; a few are elective. Courses are designed to meet the accreditation requirements as well as the standards for graduate education at both universities. When the course of study is completed according to the guidelines for performance, the student is eligible to take the professional licensure exam.

A summary of the guidelines for grading are provided here, but full details of each University’s grading policies can be found in the UCSF and SFSU catalogs. In the program students take courses within three major divisions:

- UCSF School of Medicine
- UCSF Graduate Division
- SFSU College of Health and Social Sciences

The grading policies for each respective group are outlined below.

Courses in the UCSF School of Medicine

(including Anat 207, Path 135, Physio 121, Physio 122)

Courses taken in the UCSF School of Medicine are generally assigned one of the following grades:

- A, B, C, D or F
- P/NP = pass/not pass
- S/U = satisfactory/unsatisfactory
- CR/NC = credit/no credit
- I = incomplete
- W = withdraw

Each instructor defines the method of assigning grades in the course, and the grading policy can be found in the course syllabus.

Courses in the UCSF Graduate Division and SFSU College of Health and Social Sciences

(UCSF courses include PT 110, 111, 112, 200, 201, 202, 205, 206, 207, 209, 210, 211, 212, 213, 251, 400, 419)
(SFSU courses include PT 700, 704, 705, 706, 710, 711, 720, 735, 736, 741, 742, 743, 899, 908, 910, 920)

Each instructor defines the method of assigning grades in the course, and the grading policy can be found in the course syllabus. However, generally, courses are assigned the following grades:

UCSF courses are graded on a 0 to 4 scale:

- A (4.0) = 90 – 100%
- B (3.0) = 80 – 89%
- C (2.0) = 70 – 79%

SFSU courses are graded on a 0 to 4 scale (at SFSU, grades are issued with +’s and –’s):

- A (4.0) = 93 – 100%
- A- (3.7) = 90 – 92%
- B+ (3.3) = 87 – 89%
- B (3.0) = 83 – 86%
- B- (2.7) = 80 – 82%
- C+ (2.3) = 77 – 79%
- C (2.0) = 73 – 76%
Academic Policies

Some graduate courses will be graded on a Satisfactory/Unsatisfactory (S/U) basis. Practical examinations are taken to test mastery of clinical reasoning and skills, and must be passed at 80% in order to pass the course. The exception includes PT 200, in which students must score at least a 70% in order to pass the exam.

Courses in Other Departments
Courses offered by faculty from other departments within each University are graded on a scale defined by the instructor consistent with the standards of other courses offered by the home department (including KIN 746).

Clinical Education Courses
Clinical education experiences are graded on a S/U and CR/NC basis. The full grading policy for clinical education experiences can be found in the Clinical Education Handbook.

Failing Grades
A student must receive a grade of “B” or better to satisfactorily pass a course. A “C” grade will count as credit, but the content may need to be repeated, as determined by the Academic Progress Committee. A student must retake a course that is graded as NP, U, NC or below a C.

Incomplete Grades
A student may receive an “Incomplete” grade only if s/he is in good academic standing and has personal problems or extenuating circumstances that prevent the student from completing the course. If this occurs, the course must be completed within one year or the “Incomplete” grade will become an F. Occasionally, exceptions may be made if the course is not offered again until the following year.

Withdrawal Grades
A “Withdrawal” grade is given if the student withdraws from a course in the pre-defined time period. A grade of “W” is posted on the student’s record. If the student remains in the program, s/he must re-enroll and pass the course in order to graduate from the program.

Evaluation of Professional Behaviors
If a student does not meet the professional behavior standards outlined in the Professional Behavior policy, the student will be presented to the Academic Progress Committee. Students who are having difficulty with professional behaviors will be asked to seek mentoring/counseling. Unprofessional behaviors can serve as a reason for dismissal from the program, independent of grades.

Grade Appeals
Grievances are not the same as disagreements. Students cannot grieve grades merely because they disagree with the grade. However, a student who feels the grade posted on his/her transcript is not a fair representation of the work completed may request review by the instructor. The request must be made during the quarter/semester of attendance or immediately following the quarter/semester in which the grade was assigned. If the instructor and the student can work out an agreement, a petition for a grade change will be submitted. If agreement is not reached, the student should consult the formal SFSU Grade Appeal Practices and Procedures for SFSU courses or the following steps for UCSF courses:

1. A student may request the instructor enlist a “second opinion” in a timely manner from a faculty member with expertise in the evaluation of the course or experience. Examples of such a “second opinion” are when a course instructor asks another faculty member to review the grading of an examination or a site director asks the experience director to review the student’s evaluations.

2. If the student is dissatisfied with the outcome of step (1), the student may only further appeal the grade in the following instances:
   a. The evaluation or grade constitutes as an act of discrimination.
Academic Policies

b. The student’s academic freedom was infringed upon. (An example of possible infringement of academic freedom would be a faculty member grading a student lower based not on the student’s performance but rather upon the student’s expression of opinions or academic positions that differed from that of the faculty member’s opinions or positions.)

3. A grievance of an alleged act of discrimination as expressed through a summary evaluation or grade will follow the Divisional Procedure for Student Grievance in Academic Affairs.

4. A grievance of an alleged infringement of academic freedom as expressed through a summary evaluation or grade will be reviewed by the Dean of the Graduate Division and/or an appointed designate.

Academic Honesty
Students are expected to follow the student conduct and non-plagiarism standards cited in the UCSF Policy on Student Conduct & Discipline and the SFSU Bulletin.

It is the expectation that students will not attempt to gain an unfair advantage over their classmates by: (a) stealing, reproducing, circulating, or otherwise gaining access to written and/or practical examination materials prior to the time authorized by the instructor; (b) unauthorized collaborating on an academic assignment (c) retaining, possessing, using, circulating, or discussing previously given written and/or practical examination materials (including case scenarios and test materials to be returned to the instructor at the conclusion of the examination; or (d) intentionally obstructing or interfering with another student's academic work. The use of electronic media (e.g., cell phones, tablets) is prohibited during examinations unless authorized by the instructor/proctor.

As members of an established profession, the program faculty and students will adhere to the APTA Code of Ethics. Any violation of that code is subject to disciplinary action by the Academic Review Committee up to and including dismissal from the program. Students are expected to work independently and honestly on all examinations and report those who appear to be cheating.

Academic Probation

Academic Performance

A. If a student earns a GPA below a 3.0 at either UCSF or SFSU, or in combination:

1. The student will be placed on academic probation at the affected campus and in the program. The Financial Aid Office will be notified and a hold will be placed on the student’s registration for the following term.

2. The student will be reviewed by the Academic Progress Committee and a recommendation will be made.

3. The student will be required to meet with his/her advisor to determine what assistance is needed to bring the GPA up to a 3.0.

4. The student will be offered the option to arrange for counseling if needed through UCSF Student Health Services. Students may also arrange for counseling for academic skill-building through the SFSU Student Testing Center or the UCSF Learning Resource Services Office.

5. The student will be required to obtain an A in an equivalent number of course units for which s/he received a C. The student may need to consider whether it is necessary to take extra coursework on the campus in which s/he has dropped below a 3.0 GPA.

6. Courses graded D, F, U, NC or NP must be retaken. Courses are often only offered once per year, which may delay a student’s advancement in the program.
Academic Policies

7. The student must make reasonable progress towards achieving a 3.0 GPA in the following term after dropping below a 3.0 GPA. If a student is unable to raise his/her GPA after one quarter/semester, the student’s progress will be reviewed by the Academic Progress Committee and recommendations will be made regarding next steps.

8. The student must demonstrate satisfactory completion of all of the first year courses with a 3.0 GPA at both UCSF and SFSU in order to be eligible to begin full-time summer clinical experiences.

Clinical Education Experiences

A. At times, a student may need extra time to successfully complete a clinical experience. The length of time will be determined by the Director of Clinical Education (DCE) in consultation with the clinical instructor and/or Academic Progress Committee.

B. Each student must successfully pass each part-time and full-time clinical experience in order to be eligible for graduation from the program. Any student who fails a part-time or full-time experience will be placed on academic probation.

C. If a student fails a part-time experience, the student will retake the experience at the earliest time possible. A student may not proceed to the full-time clinical experiences until the part-time experience is passed satisfactorily. If a part-time experience is failed a second time, the student’s case will be referred to the Academic Progress Committee who will determine if the student may continue in the program.

D. If a student has a 3.0 GPA but fails a clinical experience:
   1. The student will be required to retake the failed experience at a site selected by the DCE.
   2. The student will be required to retake the failed experience within a reasonable timeframe balanced with their academic schedule, determined and arranged by the DCE. Given that some classroom coursework requires clinical experience, a student may be required to delay enrolling in subsequent coursework until successful completion of the requisite clinical experience. The time required to satisfactorily make-up the failed experience may vary from one week to sixteen weeks, depending on the reason for failure.
   3. The student will be subject to dismissal if a clinical experience is failed a second time.

E. If a student fails one part-time experience and one full-time experience, the student will be subject to dismissal, as determined by the Academic Progress Committee.

Professional Behaviors

A. If a student has a 3.0 GPA but fails to meet professional behavior expectations:
   1. The situation must be reviewed by the Academic Progress Committee.
   2. The student may be given the opportunity for remediation and counseling if the unprofessional behaviors were initially observed in the classroom setting.
   3. The student may be asked to develop a plan of action to modify inappropriate behaviors and demonstrate honest, sensitive and caring behaviors typical of a health professional.

Dismissal from the Program

A student will be subject to dismissal from the program if:

A. The student earns less than a 3.0 overall GPA and receives a grade of “C” or lower in two or more of the following classes:
   1. PT 200A,B,C Neuromusculoskeletal Anatomy
   2. PT 201A,B PT Assessment
   3. Physio 121 Mammalian Physiology I
   4. Physio 122 Mammalian Physiology II
Academic Policies

5. Path 135 General Pathology
6. KIN 746 Clinical Exercise Physiology
7. PT 706 Structure, Function and Motion in Physical Therapy

B. The student earns less than a 3.0 overall GPA and receives a grade of “C” or lower in two or more of the following classes:
   1. PT 720 Cardiopulmonary Pathokinesiology I
   2. PT 710 Neurological Pathokinesiology I
   3. PT 711 Neurological Pathokinesiology II
   4. PT 741 Musculoskeletal Pathokinesiology I
   5. PT 742 Musculoskeletal Pathokinesiology II
   6. PT 743 Musculoskeletal Pathokinesiology III

C. The student receives a grade of “D” or “F” in any of the required coursework (unless unusual circumstances are present and the overall GPA is above a 3.0).

D. The student has not achieved a 3.0 GPA on each campus (UCSF and SFSU) by the end of the spring quarter/semester of the first year after having been placed on Academic Probation from an earlier term.

E. The student fails two of the four full-time clinical experiences.

F. The student fails a full-time clinical experience twice.

G. The student fails a part-time and a full-time clinical experience.

H. The student is on probation for unprofessional behavior and fails a clinical experience or does not receive a “B” grade or higher in a required course.

I. The student receives two faculty reviews reporting unprofessional behaviors.

J. The student fails to provide transcript information on all courses taken at other colleges and universities.

K. The student fails to tell the truth (lying).

L. The student does not achieve one or more of the ten professional generic behaviors required at an entry level.

M. The student does not achieve a satisfactory score on any of the Qualifying Assessment exams.

N. The student does not meet the writing requirement for graduate studies.

O. The student uses private property belonging to a community facility or the University for personal business.

Withdrawal/Leave of Absence from the Program
If extenuating circumstances necessitate that a student withdraw from the program and the student is otherwise in good standing in all academic coursework, the student may request a withdrawal or a leave of absence with reinstatement the following year. This request must be approved in advance by the Program Director(s) and the University Registrar.

Progression & Dismissal Appeals
After following the established procedures, should a student wish to appeal decisions regarding progression or dismissal, s/he should consult with either the Dean of the SFSU College of Health and Social Sciences or the Dean of the UCSF Graduate Division. After these informal procedures for grievances and appeals have been exhausted, formal grievance procedures may be initiated. The student should refer to the UCSF Divisional Procedure for Student Grievance in Academic Affairs or the SFSU Student Grievance Procedures.
Academic Policies

Access to Collaborative Learning Environment (CLE) and iLearn Course Pages
Students will be granted access to the CLE or iLearn course page for each of their courses at the start of each term. Access will remain active for each CLE or iLearn page until graduation, at which point access to all course pages will be removed.

Privacy & Access to Records
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) regulates and sets standards for the way the University protects the privacy and confidentiality of personal information of its patients. With this University policy, medical records, employment/personnel records, records relating to the Medical Center’s business and finances, physical patient communications, attorney-client communications and intellectual property related records are considered confidential. Students must exercise these rights of privacy. An overview of patient rights can be found on the UCSF Medical Center website.

A student may request an appointment to review his or her academic file at any time within the program’s normal working hours (8am - 5pm, Mon-Fri). This request will be honored within 48 business hours. To make this request, students must make an appointment at the UCSF or SFSU PT program office.

Please note that a student will be required to present proper identification before reviewing his or her file. All documents in a student file are the property of the program and may not be taken or sent to another institution or agency. The following documents typically comprise a student’s file:

Admission Materials
- Application for admission
- Official undergraduate and graduate transcripts
- Correspondence regarding admission

Student Progression
- Graduate Division forms, e.g., advancement to candidacy form and filing fee
- Academic reviews
- Various copies of petitions, memos, and correspondence with regard to the student’s academic progression

Fellowships and Awards
- Applications for fellowships, research awards, non-resident tuition waivers
- Correspondence with regard to awards, fellowships, and Graduate Division monies

Clinical Education Reports
- Reports from midterm visits at each clinical affiliation
- Part-time clinical experience evaluation forms

The full policies outlining disclosure of information from student records are located on the UCSF and SFSU websites.

Complaints Against the Program

Complaints to the Program (outside due process)
Any individual or organization who has a complaint that falls outside due process with a student, faculty, or staff member is advised to file a written complaint against the program. The process for handling complaints is as follows:

1. When possible, the Program Director or DCE, as appropriate, will discuss the complaint directly with the party involved within 14 business days. If at all possible, the matter is reconciled at this point. A letter
from the Program Director acknowledging resolution of the complaint will be filed with the complaint in the program’s files and a copy will be sent to the complainant.

2. If resolution of the complaint is not achieved, or if the complaint is against the Program Director, the involved party may submit a written complaint to the Dean of the SFSU College of Health & Social Sciences or the Dean of the UCSF Graduate Division. The Program Director will also forward a written summary of any previous discussions when appropriate. The Dean or Dean’s designate may meet with each party separately and may meet with both parties jointly to reconcile the complaint. A letter outlining the resolution by the Dean or Dean’s designate will be filed with the complaint in the program’s files.

3. If satisfactory resolution is not achieved, the involved party may submit a written complaint to the Provost or Chancellor of the University. A letter outlining the resolution by the Chief Academic Officer will be filed with the complaint in the program’s files for a period of five years.

Complaints should be addressed to the appropriate person or persons below:

<table>
<thead>
<tr>
<th>Kimberly Topp, Chair</th>
<th>Elizabeth Watkins, Dean</th>
<th>Sam Hawgood, Chancellor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program in Physical Therapy</td>
<td>Graduate Division</td>
<td>Office of the Chancellor</td>
</tr>
<tr>
<td>UCSF</td>
<td>UCSF</td>
<td>UCSF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Linda Wanek, Chair</th>
<th>Alvin Alvarez, Dean</th>
<th>Sue Rosser, Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Program in Physical Therapy</td>
<td>College of Health &amp; Social Sciences</td>
<td>Office of the Provost</td>
</tr>
<tr>
<td>SFSU</td>
<td>SFSU</td>
<td>SFSU</td>
</tr>
</tbody>
</table>

Additionally, should a student wish to file a complaint against the University, s/he should follow either the Complaint Process Policy for UC Students or the Student Complaints about Actions Taken on Behalf of San Francisco State University policy.

Complaints to the Commission on Accreditation of Physical Therapy Education (CAPTE)
The Commission on Accreditation in Physical Therapy Education (CAPTE) is a nationally recognized accrediting agency by the US Department of Education and the Council for Higher Education Accreditation. CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants. The only mechanism through which CAPTE can act on an individual’s concerns is through a formal complaint process. For more information please visit the CAPTE website.
Clinical Education

Overview of Clinical Education Experiences
Students participate in one part-time and four full-time clinical experiences spaced throughout the curriculum. The part-time integrated clinical experience occurs during students’ first year. The first full-time clinical experience occurs during the summer of students’ second year for ten weeks. Second year physical therapy students then participate in one twelve-week full-time experience during the winter term. In the spring of their third year, students participate in a final twelve-week internship. Students are required to complete a clinical experience in at least one inpatient and one outpatient setting.

Goals of Clinical Education Experiences

PT 410: Part-time Integrated Clinical Experience
The main purpose of the part-time experience is to introduce students to the clinical environment and to develop clinical and professional skills. Specifically, the goals of this clinical experience are to:

- Allow students the opportunity to relate academic materials to patients.
- Permit students to integrate didactic information in the clinical setting through observing, examining, and treating patients under close supervision of the clinical instructor.
- Allow students to develop documentation and clinical skills by beginning the process of patient care through supervised examination and treatment of patients.
- Encourage students to develop interpersonal skills with patients, staff, and other members of the health care team.
- Facilitate the integration of academic information with the clinical information gained from working with individual patients.

PT 801, PT 802, PT 418: Full-time Clinical Experiences
The goal of the full-time clinical experiences is for students to have the opportunity to integrate and apply didactic and laboratory instruction to critical observation, examination, intervention and evaluation of the patient in a variety of settings observing different levels of injury and rehabilitation across a broad spectrum of age and disease. Clinical sites include settings such as an acute care hospital, outpatient clinic, skilled nursing facility, adult day health program, health maintenance organization, sports medicine clinic, and private practice facility.

Clinical Experience Prerequisites
In order to be eligible to participate in clinical education experiences, students must meet a number of criteria for each clinical experience. These include:

PT 410 – part-time integrated clinical experiences throughout students’ first year
- Achievement of a cumulative 3.0 GPA at both UCSF and SFSU, and in combination.
- Passing grades on all practical exams
- Passing grades on all competency exams.
- Compliance with professional behavior expectations.

PT 801 – full-time experience in summer of students’ first year
- Achievement of a cumulative 3.0 GPA at both UCSF and SFSU, and in combination.
- Passing grades on all practical exams.
- Passing grades on all competency exams.
- Compliance with professional behavior expectations.
Clinical Education

PT 802 – full-time experience in winter of students’ second year
- Achievement of a cumulative 3.0 GPA at both UCSF and SFSU, and in combination.
- Passing grades on all practical exams.
- Passing grades on Qualifying Assessment exams.
- Compliance with professional behavior expectations.

PT 418 – full-time internship in spring of students’ third year
- Achievement of a cumulative 3.0 GPA at both UCSF and SFSU, and in combination.
- Passing grades on all practical exams.
- Passing grades on Qualifying Assessment exams.
- Compliance with professional behavior expectations.

Documentation Requirements
Students are required to comply with standard documentation requirements in order to participate in clinical education experiences. A list of these requirements include:

1. Background Check
2. Proof of Health Insurance
3. UCSF Student Health Form
4. Physical Examination
5. Immunizations:
   a. Measles, Mumps & Rubella (MMR)
   b. Varicella (Chicken Pox)
   c. Hepatitis B
   d. TB Skin Test
   e. Tetanus, Diphtheria & Pertussis (Tdap)
   f. Influenza
6. CPR Certification
7. APTA Membership
8. Student Handbook Signature Page
9. Clinical Education Handbook Signature Page
10. HIPAA Certification
11. Blood Borne Pathogens Training
12. Infection Control Training for Ancillary Staff
13. Formaldehyde Training
14. Annual Safety Training

The full list of student requirements is outlined in the Clinical Education Handbook.
Student Services

Student Rights
Physical therapy students enjoy the same rights and privileges as all other graduate students who attend UCSF and SFSU. Students should consult the UCSF Graduate Catalog and the SFSU Bulletin for a detailed description of any student rights and/or due process not outlined in this Student Handbook.

Code of Conduct & Grievances
Each student is expected to comply with all rules, regulations and policies applicable to student conduct on each university campus (including the UCSF Code of Conduct and SFSU Student Conduct policy). Departments and divisions within the Universities are permitted to determine additional rules and regulations concerning the particular needs of their disciplines. Students who wish to report grievances should follow either the UCSF Policy on Grievance Procedures or SFSU Student Grievance Procedures.

UCSF Email Address & Contact Info
The UCSF Office of the Registrar provides instructions to new students to activate a UCSF email account. Students are required to activate and use the UCSF account during the program. Faculty and staff will not respond to any other email address. Additionally, the following offices must be notified immediately of any change in a student’s physical address, mailing address or phone number:

- UCSF Student Financial Aid Office
- UCSF and SFSU Registrar Offices
- UCSF and SFSU Program Offices

Library Services
Students have full access to the libraries at UCSF and SFSU and are required to use these resources for locating books and materials. In addition, a few books are housed in the program offices.

UCSF Program Office: The books in the UCSF program office are primarily for faculty. In special circumstances these books can be checked out to students, but they can only be signed out for 24 hours.

SFSU Program Library: These books are housed in the Pathokinesiology Lab in Gym 119 and are for student use. Students can access the library by contacting the SFSU program office.

Faculty Offices: Books in faculty offices belong to individual faculty and can only be checked out by permission of the faculty member.

Student Health Services

Student Health Insurance
Students must have health insurance while enrolled in the program. Those who elect to use the UCSF Student Health Insurance Plan will have insurance under Anthem Blue Cross PPO.

Counseling and Psychological Services
All students have access to confidential free counseling and psychological services at UCSF. Students are encouraged to utilize these services, as needed, throughout the program. Low cost counseling services are also available through SFSU’s Student Health Center.

UCSF Fitness Center
Included in the UCSF registration fees is a membership to the fitness centers at UCSF Parnassus and Mission Bay campuses.
Academic Support Resources
A number of academic support services are available to students including:

UCSF

- **Learning Resources Services**: provides individual counseling on learning styles, study strategies, test preparation skills, time management skills, and how to cope with anxiety.
- **Student Wellness**: Student Health & Counseling Services offers workshops, lectures, small group series and health education to improve health and promote personal success.
- **Office of the Ombudsman**: offers mediation services program, which provides professional conflict management consultation, education and services to students.

SFSU

- **Student Success Program**: offers advising and counseling services to students, along with career planning, professional development, and peer mentorship through the College of Health and Social Sciences (CHSS).
- **Student Resource Center**: provides advising and tutoring services for students in the CHSS.
- **Learning Assistance Center**: provides skill-based tutoring services across disciplines.

Career Services
The UCSF Office of Career and Professional Development offers students a number of resources related specifically to the physical therapy profession. Available resources include (1) sample resumes/CVs, cover letters, interview questions; (2) programs, books, and appointments on interviewing/negotiation skills and job networking skills; (3) programming and online resources on communication skills; (4) resources on career exploration; and (5) confidential individual appointments to discuss professional and career development. The Office also hosts a job posting site for physical therapy positions. SFSU runs a Career Center that offers students access to information regarding resume writing, networking and informational interviewing, navigating the job offer process, career assessments, and individual appointments with a career counselor.

Volunteering in Free Clinics
UCSF sponsors a number of campus organizations dedicated to volunteer work. Students cannot act as physical therapists while engaging in volunteer work, but they can participate by observing, offering general exercise instruction, or helping answer phones or checking in patients.

Disability Accommodations
Both UCSF and SFSU are committed to providing equal access to all of their programs, services, and activities for students with all types of permanent and temporary disabilities, including students with physical, psychological, learning, and sensory disabilities, AD/HD, and chronic health conditions. UCSF Student Disability Services (SDS) and SF State’s Disability Programs and Resource Center (DPRC) facilitate equal access to students with disabilities by coordinating reasonable accommodations and support services. Both offices also provide assistance to students with temporary disabilities.

Reasonable accommodations are adjustments to policies, practices, and procedures that “level the playing field” for students with disabilities while preserving the integrity of academic standards and programmatic requirements. Examples include adjustments to exam administration, services such as note-takers, sign language interpreters, assistive technology, and coordination of accessible housing. Accommodation plans and services are designed to match the specific disability-related needs of each student and are determined according to documented need and program requirements.

To make a request for accommodations for the Physical Therapy program, students must submit the “Student Disability Services Request for Accommodations” online form, as well as documentation of their disability meeting UC practices for documentation to UCSF SDS. These guidelines can be found on the SDS website. Students are
encouraged to register with SDS at the time of their matriculation in the physical therapy program. Review of requests for accommodation may take 2-3 weeks to complete. Please note that students are not eligible to receive accommodations until the registration process is complete. While this process can be started at any time, **accommodations may not be implemented retroactively**, so being timely in requesting accommodation is extremely important. The full SDS registration process is outlined on the [SDS website](https://www.ucsf.edu/disability-services).

For qualified students, the SDS Director will provide a letter for the student to give to UCSF faculty members that verifies eligibility for specific academic accommodations on the basis of a disability. Students will also need to submit this letter to the [Disability Programs and Resource Center (DPRC)](https://www.sfsu.edu/services/disabilityprograms) at SFSU, along with a copy of their disability documentation, in order to access recommended accommodations at SFSU. Note that accommodations recommended by SDS at UCSF will be honored at the SFSU Disability Program Resource Center, and accommodations for SFSU classes will be coordinated by the DPRC.

Students granted accommodations must discuss their accommodation needs directly with each of their instructors at the start of the quarter, or, minimally, two weeks in advance of an exam. Requests made within 24-hours of an exam may be denied.

For further information, contact:

**UCSF Student Disability Services**  
Phone: (415) 476-6595  
Fax: (415) 476-7295  
Email: studentdisability@ucsf.edu  
Location: Kalmanovitz Library, 530 Parnassus Avenue, Room 111

**SF State Disability Programs and Resource Center**  
Phone: (415) 338-2472  
Fax: (415) 338-1041  
Email: dprc@sfsu.edu  
Location: Student Service Building, Room 110

**Note-taking Services**

In some instances, a student may be approved to receive note-taking assistance from another student enrolled in the DPT program. In these cases, Student Disability Services will solicit the student body for a student who attends lectures consistently and has neat handwritten or typed notes that can be used to assist the student in need. The student note-taker will be provided compensation for his/her services. Note-takers will be responsible for uploading an electronic copy of their notes to a designated website within 48 hours of each class period. Access to a scanner on campus will be provided if needed.

**Student Travel Award Policy**

Attending Physical Therapy and other professional conferences is an opportunity for students to interact with other professionals, both clinicians and scientists, and present their own work to their professional community.

The UCSF Graduate Division Travel Award provides up to $700 for graduate students to present at professional conferences. Award funding is dependent on funds availability. For covered costs, eligibility, and application procedures, please visit the Graduate Division website: [https://graduate.ucsf.edu/graduate-division-travel-award](https://graduate.ucsf.edu/graduate-division-travel-award).

The UCSF/SFSU Graduate Program in Physical Therapy may provide additional limited funds, dependent upon fund availability, for conference registration fees only. Applications for a UCSF/SFSU Graduate Program in Physical Therapy Student Conference Grant should be made **only if the UCSF Graduate Division has declined a request for funds**.
If a student is interested in attending a professional conference, s/he should proceed as follows:

1. The student should discuss his/her interest in presenting his/her work with the academic and/or research advisor.

2. If the student decides to attend a conference to present his/her work, s/he must first pay the conference registration fees using his/her own funds. Note that proof of payment is required when applying for either the UCSF Graduate Division Travel Award or UCSF/SFSU Graduate Program in Physical Therapy Student Conference Grant.

3. Once the student receives confirmation that s/he will be presenting at the conference, the student should submit an application for a UCSF Graduate Division Travel Award, following the directions outlined on their website. Note that the application MUST be submitted before the conference, not afterwards. Students are advised to plan ahead, check the deadline for the award application, and apply early, as funds are limited. Confirmation of attendance at the conference must be provided in order to disburse the travel award.

4. If the application for a UCSF Graduate Division Travel Award is not granted, the student may then apply for a UCSF/SFSU Graduate Program in Physical Therapy Student Conference Grant. To apply for this award, the student must submit the same application provided to the UCSF Graduate Division, as well as the letter indicating funds were not distributed to the student under the Travel Award application. Applications for the Student Conference Grant should be submitted to Thongdam Pathoumthong in the Graduate Program Office at least ten (10) working days in advance of the proposed conference date. Confirmation of attendance at the conference must be provided in order to disburse the travel award.

5. In order to showcase the student’s work, any student who receives funds under the UCSF/SFSU Graduate Program in Physical Therapy Student Conference Grant will be expected to write a one paragraph summary of their experience for a spotlight article on the UCSF Department website.

Campus Maps
Campus maps for each location used by the program are as follows:

- UCSF Parnassus campus
- UCSF Mission Bay campus
- SFSU Campus Map

Public Transportation

UCSF Shuttle
UCSF provides free shuttle services between all major campus locations on a regular schedule Monday through Friday between 6am - 8pm (excluding campus holidays). Some shuttles pick up after hours and on weekends. Timetables for individual UCSF shuttle routes can be found online.

SFSU Shuttle
The San Francisco State Transportation Department provides free shuttle service around the campus and to the Daly City BART station during the fall and spring semesters.

City of San Francisco
Bus and light rail services are available throughout San Francisco. 511.org provides personalized trip planning for all transit users in the greater San Francisco Bay Area.
Parking

Automobile Parking at UCSF
All UCSF campus locations have a permit parking system. Students must go to the Transportation Services Office at one of the campuses to request a permit. Carpoolers are treated preferentially for permit parking spaces. The Parnassus campus has 1,200 stalls and the Mission Bay campus has 1,800 parking stalls. Public parking spots are also available at all UCSF campuses. Public parking rates for UCSF campuses can be found online.

Disabled Parking at UCSF
Students with special needs may obtain a disabled parking pass by contacting the Transportation Services Office. Monthly rates apply. Students are not eligible for a public disabled daily parking rate.

Automobile Parking at SFSU
Students may purchase a daily or semester-long permit for parking at the SFSU campus. A valid daily or semester permit is required at all times in every lot. After 5pm on weekdays and during the weekends all lots are open to the public.

Bike Parking at UCSF
UCSF offers bike parking for students on campus, and students are required to register their bikes. To register a bike, students will need the following: a photo ID and the bike’s make, model, color and serial number. A bicycle safety quiz is also required.

Bike Parking at SFSU
SFSU offers bike parking for students on campus. The Bike Barn, an indoor bike parking area, includes an attendant on duty during posted hours, secure bicycle parking up to 350 bikes, racks for skateboards, and secured areas for scooters and skates. Students are required to check in and out their bike with the attendant.
Curriculum Information

Academic Calendars

Academic and program calendars are available on the UCSF/SFSU website. Specific class calendars are available on the Physical Therapy Student Resources CLE page.

Course Descriptions

Course descriptions are available on the UCSF Course Catalog website and the SFSU Bulletin.

Book List & Required Materials

The list of required and highly recommended books and materials for the first year in the summer term will be sent to students via email. Students are responsible for obtaining texts and materials in a timely manner.
### Doctor of Physical Therapy (DPT) Program Curriculum

**For the Class of 2016-19**

#### Year One, AY 2016-17

<table>
<thead>
<tr>
<th>School Course</th>
<th>Qtr Units</th>
<th>Sem Units</th>
<th>Grade</th>
<th>Option</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSF PT 200A Neuroromusculoskeletal Anatomy</td>
<td>5</td>
<td>3.33</td>
<td>Letter</td>
<td>Topp</td>
<td></td>
</tr>
<tr>
<td>UCSF PT 204 PT Assessment</td>
<td>3</td>
<td>2</td>
<td>Letter</td>
<td>Fitzsimmons</td>
<td></td>
</tr>
</tbody>
</table>

#### Year Two, AY 2017-18

<table>
<thead>
<tr>
<th>School Course</th>
<th>Qtr Units</th>
<th>Sem Units</th>
<th>Grade</th>
<th>Option</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSF PT 251A Clinical Exercise Physiology</td>
<td>4.5</td>
<td>3</td>
<td>Letter</td>
<td>Lee</td>
<td></td>
</tr>
<tr>
<td>UCSF PT 216A CARE</td>
<td>0.5</td>
<td>0.33</td>
<td>P/NP</td>
<td>Fitzsimmons</td>
<td></td>
</tr>
</tbody>
</table>

#### Year Three, AY 2018-19

<table>
<thead>
<tr>
<th>School Course</th>
<th>Qtr Units</th>
<th>Sem Units</th>
<th>Grade</th>
<th>Option</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSF PT 419A Research Seminar</td>
<td>1.5</td>
<td>1</td>
<td>Letter</td>
<td>Lui</td>
<td></td>
</tr>
</tbody>
</table>

---

1 Students enter clinics on a part-time basis in fall, winter, and spring. Students must enroll in PT 410 in the fall and then either the winter or spring.

2 Students must enroll in either PT 206 at UCSF or PT 899 at SFSU for one term in their second/third year (summer, fall, winter, or spring).

If students enroll in PT 206, they earn 3 quarter units, and if they enroll in PT 899, they earn 2 semester units.

---

1 Students enter clinics on a part-time basis in fall, winter, and spring. Students must enroll in PT 410 in the fall and then either the winter or spring.

2 Students must enroll in either PT 206 at UCSF or PT 899 at SFSU for one term in their second/third year (summer, fall, winter, or spring).

If students enroll in PT 206, they earn 3 quarter units, and if they enroll in PT 899, they earn 2 semester units.

---

1 Students enter clinics on a part-time basis in fall, winter, and spring. Students must enroll in PT 410 in the fall and then either the winter or spring.

2 Students must enroll in either PT 206 at UCSF or PT 899 at SFSU for one term in their second/third year (summer, fall, winter, or spring).

If students enroll in PT 206, they earn 3 quarter units, and if they enroll in PT 899, they earn 2 semester units.
Qualifying Assessment & Culminating Experience

Qualifying Assessment
Each student must successfully complete the components of the Qualifying Assessment in order to advance to candidacy for the DPT degree. The Qualifying Assessment includes the following components. Students must:

- Achieve an overall 3.0 GPA in academic coursework.
- Achieve a passing grade on practical examinations in all clinical coursework.
- Achieve satisfactory performance in clinical experiences to date as judged by the achievement of all required milestones on the Clinical Performance Instrument.
- Pass clinically-based, board style examinations that demonstrate critical thinking and problem solving skills.

The board style examinations include a series of three examinations that students will take beginning in the second year of the program. These exams are designed to cover knowledge consistent with completed program and clinical coursework in each area. Content areas for these examinations include:

- Acute Care (cardiopulmonary, orthopedic, neurologic, multisystem patients) – winter of second year
- Orthopedic (musculoskeletal outpatients) – spring of second year
- Neurological (neuromusculoskeletal patients, both pediatrics and adults) – fall of third year

Students must achieve a score of 80% on each examination in order to pass the Qualifying Assessment. Students may retake each exam once to achieve the passing score. If a student fails the exam a second time, the situation must be reviewed by the Academic Progress Committee, which will make recommendations for remediation.

Culminating Experience
Within both the California State University and the University of California systems, a culminating experience at the doctoral level must include an original, in-depth researched project with performance expectations of a “B” grade or better. The culminating experience for the DPT degree will be an in-depth, researched evidence based question. Each student must prepare a manuscript following the criteria outlined in PT 209/910 Evidence Based Practice. The culminating experience must be prepared in a manuscript ready format as well as orally presented in a forum of faculty and peers. Each written manuscript and oral presentation will be reviewed according to criteria outlined in PT 209/910 Evidence Based Practice course.

In order to successfully complete the culminating experience, students must receive a faculty evaluation score of 80% or better on both the written manuscript and the oral presentation. These two performance requirements must be achieved regardless of the course cumulative grade for PT 910.

Students who do not meet the 80% score on the written manuscript and oral presentation will not be allowed to graduate until the minimum criteria are met. Within the normal time frame for graduation, this could mean repeating the oral presentation, or continuing to edit the manuscript until it satisfies the criteria. However, in some cases it may mean receiving an Incomplete grade in PT 910 to allow sufficient time to adequately complete both parts of the project.

Program Evaluations

Purpose
The program employs a complete and comprehensive evaluation process to provide the maximum opportunity for students and faculty to provide feedback regarding the program. The evaluation process allows the program to be dynamic and responsive to change within the profession. The evaluations are necessary for faculty advancement and ongoing improvement to the program. The following groups are provided opportunities to evaluate the program.

Students
The major component of the evaluation process is student input. This includes an evaluation of each course and faculty member(s) who teach in the course. These evaluation forms are completed at the end of each quarter/semester. It is important for each student to be honest and objective in giving feedback. This feedback should be constructive and reflect both the positive and negative aspects of a course. Focus should be on the issues that can be changed rather than those that cannot. Personal issues should not be considered in the evaluation process, but rather handled individually. These evaluations are reviewed by the accreditation site team and copies of the evaluations are placed in faculty files to be used for promotion and advancement.

**Faculty**

In some cases, outside faculty will be asked to evaluate core faculty. Faculty within the program also peer evaluate other faculty annually.

**Curriculum**

At the end of the program, all students will evaluate the entire curriculum of instruction in terms of its contribution to their professional growth and development. This allows the student an opportunity to reflect on the program in its entirety. This information is used by the core faculty to modify and guide the program and by individual faculty members to improve their teaching effectiveness.

**Employers of Graduates**

One year after graduation, employers of program alumni are asked to provide information about students they have hired. The employer evaluates the student in light of other employees and other students they have hired. Employers are asked to identify the strengths and weaknesses of alumni performance and whether they would hire those alumni again.

**Clinical Experience Sites**

Students are asked to complete an evaluation of the part-time affiliation and full-time experiences. These evaluations are required for the completion of the affiliation and/or experiences. These evaluations provide students the opportunity to offer feedback to the clinical site regarding positive and negative aspects of the experience. These evaluations are helpful to the institutions and are essential for their continued partnership with the program.

**Clinical Instructors**

The clinical instructor is required to evaluate each student’s performance according to a standardized evaluation tool. The Clinical Performance Instrument (CPI) is used by the DCE to assist in the determination of the final grade for each clinical affiliation.

**Student Leadership**

**Class Organization**

As a group within the UCSF and SFSU campus communities, each class is often called upon to represent the program and is expected to handle group needs on its own. This expectation is managed through the use of a group organizational structure. At least five individuals must be elected from peers to represent each class in various capacities. Suggested roles include:

1. **Class President** (or similar term): represents the group’s questions, decisions or desires to an individual instructor, Department Chair, Program Director, Dean, and so on; appoints committee chairs for various class projects and responsibilities; meets with appropriate groups when necessary; attends faculty meetings, as invited; coordinates Interview Day tours and reception; assists administrative staff with programming as needed.

2. **Vice President** (or Social Chairman) heads committee; forms subcommittees for organizing and conducting class projects.
Curriculum Information

3. **Secretary** (Secretary-Treasurer) keeps minutes of class meetings and account books if a combined position.

4. **Representative to the Graduate and Professional Student Association (GSA)** attends meetings of the GPSA, acts as liaison for the class with the GPSA and reports to the class regarding meetings and impending actions of the GSA.

5. **Cultural Liaison:** represents the group’s questions, decisions or desires to an individual instructor, Department Chair, Program Director, Dean, and so on regarding issues on cultural inclusion.

Class group activities depend upon individual group interests and initiative. Some past classes have been very active and others have functioned at a minimum. The most effective groups have been those who achieved group cohesiveness and accomplished satisfying projects both for themselves and for the greater campus good.

Students are required to do the following:

- Represent themselves through the class officers listed above.
- Participate in GPSA activities.

Additional projects, which various other groups have done include:

- Run fundraisers to raise money for class projects
- Solicit donations for Interview Weekend and other hosting duties
- Form or join group sports teams at Millberry Union
- Take on “campus causes”
- Organize short classes to further learning
- Participate in health fairs at UCSF and SFSU

Class visibility on each campus depends upon individual effort and the collective efforts of the whole. Thus, it is important to present a positive image, extend oneself in the large GPSA community and communicate effectively. When opportunities present themselves to share information with others or participate in problem solving, students should always try to listen carefully, be observant and objective, focus on descriptions rather than judgments, relate information in a timely manner, be open to the explanation of alternatives, and be succinct and choose the appropriate time and place to give feedback.

**Student Representative to the Assembly of Golden Gate District, California Chapter, APTA**

The Assembly of Representatives is the legislative body of the California Chapter of the American Physical Therapy Association (CPTA). Each geographic district within the state elects APTA members from the district to represent its members at the Assembly, which meets twice per year. In addition, every physical therapy or physical therapist assistant educational program within a district is invited to select a student to represent each class at the Assembly. The UCSF/SFSU program is located within the Golden Gate District, which sponsors a student representative from each class to attend both Assembly meetings each year. The student representative also serves as the class liaison with the CPTA Student Special Interest Group.

By August 1, the new entering class of physical therapy students will elect a class member who will serve a two-year team (running from September 1 of the first year through May 31 at the end of the second full year) as the class student representative to the Assembly. The student selected to be the representative should be interested in actively participating in the professional and political activities of the local and state physical therapy association. The student representative must accept the following responsibilities upon taking this position:

1. Attendance at all Golden Gate District meetings (held quarterly - usually July, Sept, Feb and May).
2. Attendance at all the Assembly of Representative meetings held over the full two years of the term, beginning with the Fall Assembly of the first year and ending with the Spring Assembly of the second. Assembly meetings are held twice a year on the third Friday and Saturday of May and a Saturday afternoon and Sunday in October.
Curriculum Information

in conjunction with the CPTA annual conference. Student Special Interest Group meetings occur in conjunction with Assembly meetings. During the first year of his or her term, the student serves as the program’s student alternate; during the second year, the student serves as the program’s official student representative.

3. The Golden Gate District has additional student representative guidelines and responsibilities as follows:

To be elected and retain office, the student representative must:

- Be an APTA student member in good standing.
- Be elected by his or her classmates.
- Be in the first year of the school program when elected.
- Be in good academic standing throughout his or her term of office.
- Fully carry out the student representative responsibilities (as follows) to the satisfaction of the District and the Chief Representative.

Responsibilities of the student representative from each class:

- Provide at least two reports each year to his/her classmates regarding APTA, Golden Gate District, and Assembly business.
- Actively represent classmates at Golden Gate District meetings, at the Assembly, and with the Student Special Interest Group.
- Attend all pre-Assembly preparatory meetings as called by the Chief Representative of the District and all Golden Gate District meetings.
- Attend both the Forum and Assembly meetings in the spring and fall of both years of his/her term (except in an emergency). The student rep must notify the Chief Rep one month prior to any of the meetings that s/he will be unable to attend.
- Fully orient the alternate student rep to the process should the student rep be unable to attend a specific Forum/Assembly.
- In the second year of his/her term, serve as a mentor for the new first year student representative.
Research Information

Student Research

Purpose
The purpose of the student research studies is to teach students how to be critical consumers of research literature, how to problem solve using solid principles of logic and critical thinking, and to ask questions that can be answered applying scientific methodology.

Required Core Components
The core required components of the research program include the following:

1. PT 251A/B Research Design (3.5 quarter units), taken in the summer and fall of the second year. The course introduces the role of research in acquisition of knowledge and clinical judgment. Students will become critical consumers of published research and will be introduced to the Neurobehavioral Core for Rehabilitation Research and its relevance to translational research. The course also includes training in asking a research question, study design, and web-based literature searches, as well as common descriptive statistics including the mean, median and standard deviation, and techniques for testing hypotheses (analysis of variance, t-tests, regression, nonparametric methods) and issues in sampling and design of experiments.

2. PT 419A/B/C/D Research Seminar (4 quarter units) is taken in the second and third years. This course consists of two components: a research-based seminar series, and small group learning activities, focused on the critical review of an assigned peer-reviewed paper. Students will gain an understanding of basic methodologies that are used in this research and will integrate the material presented with other coursework in the curriculum. At the end of the course, students will be able to understand and relate the relevance of research to the field of physical therapy.

Elective Research Project
Students may choose to work one-on-one with a faculty member or in teams on a research project coordinated by faculty. As part of the development of critical thinking and scientific investigation, students who decide to pursue this yearlong elective in the second and third years of the program will be involved in one or more aspects of this research endeavor (e.g. conduct a literature search, assist in the preparation of a request for approval from the Committee on Human Research or Institutional Animal Care and Use Committee, participate in an ongoing research project in the laboratory or clinical setting, prepare a public presentation of the research findings, and/or prepare a research manuscript with appropriate citations). This commitment to research will require time across multiple quarters, even when a specific research course is not a part of the course schedule.

Research Option: PT 420 Mentored Research Concentration
Students have the option of pursuing a research concentration pathway. As a mentored research experience, students are both supervised and work alone or as part of a team on a research project. Research mentors include faculty within the UCSF/SFSU Graduate Program in Physical Therapy, UCSF/SFSU researchers outside of the Program, as well as faculty at consortium institutions. The basic requirements of PT 420 are as follows:

Students may work individually or as a small group with a faculty member depending on the type of research and faculty expectations. Research projects may either be clinically directed or involve participation in a laboratory-based, basic science study. Those students working as a group should have similar interests and course schedules that allow them to work together. Students focus their research in an area of faculty expertise. In some cases, the students will collect and interpret data, learn new technologies, and contribute to the preparation of a manuscript. As part of this experience, students may co-author a manuscript with their research faculty mentor.
Experimental Subjects Bill of Rights

Bill of Rights
The rights below are the rights of every person who is asked to be in a research study. As an experimental subject I have the following rights:

- To be told what the study is trying to find out,
- To be told what will happen to me and whether any of the procedures, drugs, or devices is different from what would be used in standard practice,
- To be told about the frequent and/or important risks, side effects, or discomforts of the things that will happen to me for research purposes,
- To be told if I can expect any benefit from participating, and, if so, what the benefit might be,
- To be told of the other choices I have and how they may be better or worse than being in the study,
- To be allowed to ask any questions concerning the study both before agreeing to be involved and during the course of the study,
- To be told what sort of medical treatment is available if any complications arise,
- To refuse to participate at all or to change my mind about participation after the study is started. This decision will not affect my right to receive the care I would receive if I were not in the study,
- To receive a copy of the signed and dated consent form,
- To be free of pressure when considering whether I wish to agree to be in the study.

If I have other questions I should ask the researcher or the research assistant. In addition, I may contact the Committee on Human Research, which is concerned with protection of volunteers in research projects. I may reach the committee office by calling: (415) 476-1814 from 8:00 AM to 5:00 PM, Monday to Friday, or by writing to the Committee on Human Research, Box 0962, University of California, San Francisco, CA 94143. Call 476-1814 for information on translations. Modified December 1, 2000. © Copyright 1998-2000 University of California Regents.
## Faculty Clinical, Teaching, and Research Areas

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Clinical Area</th>
<th>Teaching Responsibilities</th>
<th>Areas of Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Core Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allen, Diane</td>
<td>Adult neurology</td>
<td>Neurorehabilitation, evidence-based practice</td>
<td>Outcome measurement, MS intervention</td>
</tr>
<tr>
<td>DaPrato, Christopher</td>
<td>Sports injury prevention/rehabilitation</td>
<td>Therapeutic exercise prescription</td>
<td>Manual therapy</td>
</tr>
<tr>
<td>Fitzsimmons, Amber</td>
<td>Acute care and acute rehabilitation</td>
<td>PT assessment, psychosocial issues in rehabilitation</td>
<td>Interprofessional education</td>
</tr>
<tr>
<td>Green, Erin</td>
<td>Adult and pediatric neuro</td>
<td>PT Procedures</td>
<td></td>
</tr>
<tr>
<td>Jaramillo, Theresa</td>
<td>Pediatric neuro, clinical education</td>
<td>Neuropathokinesiology, clinical education</td>
<td>Professionalism training</td>
</tr>
<tr>
<td>Lee, Jeannette</td>
<td>Acute care, oncology</td>
<td>Acute care, evidence-based practice</td>
<td>Oncology rehabilitation, lymphedema</td>
</tr>
<tr>
<td>Leung, Kenny</td>
<td>Orthopedics, sports</td>
<td>PT Procedures</td>
<td></td>
</tr>
<tr>
<td>Lui, Andrew</td>
<td>Ergonomics, rheumatology, ALS</td>
<td>Muscle biology, exercise prescription, ergonomics</td>
<td>Rheumatologic/motor neuron disorders</td>
</tr>
<tr>
<td>Noble, Linda</td>
<td>Researcher</td>
<td>Anatomy, research</td>
<td>Neural trauma/neural regeneration</td>
</tr>
<tr>
<td>Pawlowsky, Sarah</td>
<td>Orthopedics</td>
<td>Orthopathokinesiology, clinical education</td>
<td>Back pain</td>
</tr>
<tr>
<td>Radtka, Sandra</td>
<td>Neuro rehab for adults and pediatrics</td>
<td>Neuropathokinesiology, pediatrics</td>
<td>Motion analysis, balance/gait, orthotics</td>
</tr>
<tr>
<td>Rosi, Susanna</td>
<td>Neurosurgery</td>
<td>Neurosurgery</td>
<td>Neuroscience, neuroinflammation</td>
</tr>
<tr>
<td>Scheid, Alison</td>
<td>Ortho, neuro rehab</td>
<td>Ortho and neuro rehab and diagnosis/treatment</td>
<td>Balance and fall prevention, Parkinson’s</td>
</tr>
<tr>
<td>Smoot, Betty</td>
<td>Chronic pain, orthopedics</td>
<td>Research design, anatomy</td>
<td>Breast cancer related lymphedema</td>
</tr>
<tr>
<td>Souza, Richard</td>
<td>Radiology</td>
<td>Radiology</td>
<td>Knee cartilage</td>
</tr>
<tr>
<td>Topp, Kimberly</td>
<td>Peripheral nerve</td>
<td>Anatomy, medical screening</td>
<td>Cell biology of peripheral nerve, chemotherapy induced neuropathy</td>
</tr>
<tr>
<td>Wanek, Linda</td>
<td>Orthopedics</td>
<td>Orthopathokinesiology, case reports</td>
<td>Motion analysis, chronic low back pain, early biomechanics education</td>
</tr>
<tr>
<td><strong>Part-time Faculty</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allen, Christina</td>
<td>Orthopedics surgery</td>
<td>Orthopedics</td>
<td>ACL Injuries; orthopedics in aging</td>
</tr>
<tr>
<td>Boissonnault, William</td>
<td>Orthopedics</td>
<td>Physical diagnosis and medical screening</td>
<td>Evidence-based practice</td>
</tr>
<tr>
<td>Brock, Tina</td>
<td>Pharmacology</td>
<td>Pharmacology</td>
<td>Interprofessional education</td>
</tr>
<tr>
<td>Caiozzo, Vincent</td>
<td>Cell Biology</td>
<td>Muscle and nerve biology</td>
<td>Neuromuscular research</td>
</tr>
<tr>
<td>Carlisle, Paul</td>
<td>Geriatrics</td>
<td>Ecological and administrative issues, professionalism</td>
<td>---</td>
</tr>
<tr>
<td>Lee, Matt</td>
<td>Exercise Physiology</td>
<td>Exercise physiology</td>
<td>Exercise physiology</td>
</tr>
<tr>
<td>McCarthy, Arlene</td>
<td>Adult Neuro</td>
<td>Adult neuro</td>
<td>---</td>
</tr>
<tr>
<td>Mitrovic, Igor</td>
<td>Physiology</td>
<td>Physiology</td>
<td>Neurobiology of pain</td>
</tr>
<tr>
<td>Sanchez, Henry</td>
<td>Pathology</td>
<td>Pathology</td>
<td>Neuropathology of prion diseases</td>
</tr>
<tr>
<td>Scalise, Giancarlo</td>
<td>Wellness, health promotion, pediatrics</td>
<td>Education, health and wellness</td>
<td>---</td>
</tr>
<tr>
<td>Sokolski, Don</td>
<td>Cardiopulmonary</td>
<td>Cardiopulmonary pathokinesiology</td>
<td>---</td>
</tr>
</tbody>
</table>
## Research Information

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Clinical Area</th>
<th>Teaching Responsibilities</th>
<th>Areas of Research</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clinical Faculty – Faculty Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baxter, Stephen</td>
<td>Orthopedics, sports</td>
<td>PT Procedures</td>
<td></td>
</tr>
<tr>
<td>Byl, Nancy</td>
<td>Repetitive injury, dystonia</td>
<td>PT Procedures</td>
<td>Focal dystonia, repetitive strain injury</td>
</tr>
<tr>
<td>Daniels, Bevin</td>
<td>Orthopedics, women’s health, ergonomics</td>
<td>PT Procedures</td>
<td></td>
</tr>
<tr>
<td>Katzman, Wendy</td>
<td>Women’s health, orthopedics</td>
<td>PT Procedures</td>
<td>Osteoporosis, kyphosis</td>
</tr>
<tr>
<td>Manibusan, Hidelisa</td>
<td>Orthopedics, women’s health</td>
<td>PT Procedures</td>
<td></td>
</tr>
<tr>
<td>Tobase, Pattye</td>
<td>Orthopedics, hemophilia</td>
<td>PT Procedures</td>
<td>---</td>
</tr>
<tr>
<td>Weinberg, Rami</td>
<td>Sports medicine</td>
<td>PT Procedures</td>
<td>---</td>
</tr>
<tr>
<td><strong>Clinical Faculty – Community</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrade, Carla-Krystin</td>
<td>Pediatrics, geriatrics</td>
<td>Case reports</td>
<td>---</td>
</tr>
<tr>
<td>Sharon Bang</td>
<td>Acute care</td>
<td>PT Procedures (acute care)</td>
<td>---</td>
</tr>
<tr>
<td>Christina Berdoulay</td>
<td>Adult neuro</td>
<td>PT Procedures (adult neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Patrick Callahan</td>
<td>Administration, acute care</td>
<td>PT Procedures (adult neuro), Administration</td>
<td>---</td>
</tr>
<tr>
<td>Nora Chun-Uba</td>
<td>OT for pediatrics</td>
<td>OT for pediatrics</td>
<td>---</td>
</tr>
<tr>
<td>Maurine Coco</td>
<td>Adult neuro, acute care</td>
<td>PT Procedures (acute care, adult neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Miriam Crennan</td>
<td>Adult neuro</td>
<td>OT for adult neuro</td>
<td>---</td>
</tr>
<tr>
<td>Peter Edgelow</td>
<td>Orthopedics</td>
<td>PT Procedures (ortho)</td>
<td>---</td>
</tr>
<tr>
<td>Michael Gaddini</td>
<td>Orthopedics</td>
<td>PT Procedures (ortho)</td>
<td>---</td>
</tr>
<tr>
<td>Christopher Holland</td>
<td>Administration</td>
<td>Administration</td>
<td>---</td>
</tr>
<tr>
<td>Mai Huong Ho-Tran</td>
<td>Chronic pain; wellness</td>
<td>PT Procedures (chronic pain)</td>
<td>---</td>
</tr>
<tr>
<td>Kris Ishii</td>
<td>Cardiopulmonary</td>
<td>PT Procedures (acute care)</td>
<td>---</td>
</tr>
<tr>
<td>Lisa Johanson</td>
<td>Research associate</td>
<td>Gait, EMG</td>
<td>---</td>
</tr>
<tr>
<td>McCarthy, Lise</td>
<td>Geriatrics</td>
<td>PT Procedures (aging in adults)</td>
<td>---</td>
</tr>
<tr>
<td>Marsha Melnick</td>
<td>Adult neuro</td>
<td>PT Procedures (adult neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Elizabeth Miracle</td>
<td>Women’s health, pelvic floor</td>
<td>PT Procedures (women’s health, pelvic floor)</td>
<td>---</td>
</tr>
<tr>
<td>Jennifer Dineen-Moore</td>
<td>Speech pathology</td>
<td>Speech pathology</td>
<td>---</td>
</tr>
<tr>
<td>Annette O’Gorman</td>
<td>OT for adults</td>
<td>OT for adults</td>
<td>---</td>
</tr>
<tr>
<td>Ovitt, Daniel</td>
<td>Acute care</td>
<td>PT Procedures</td>
<td>---</td>
</tr>
<tr>
<td>Karen Queally</td>
<td>Administration</td>
<td>PT Procedures</td>
<td>---</td>
</tr>
<tr>
<td>Radovich, Martha</td>
<td>Acute care</td>
<td>PT Procedures (acute care)</td>
<td>---</td>
</tr>
<tr>
<td>Rick Ritter</td>
<td>Ortho, sports injuries</td>
<td>PT Procedures (ortho)</td>
<td>---</td>
</tr>
<tr>
<td>Monica Rivera</td>
<td>Pediatrics</td>
<td>PT Procedures (pediatric neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Faculty</td>
<td>Clinical Area</td>
<td>Teaching Responsibilities</td>
<td>Areas of Research</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Mary Ellen Rogers</td>
<td>Speech pathology</td>
<td>Speech pathology for adults</td>
<td>---</td>
</tr>
<tr>
<td>Stephen Ryan</td>
<td>Anatomy, orthopedics</td>
<td>PT Procedures (ortho), anatomy</td>
<td>---</td>
</tr>
<tr>
<td>Helen Sang</td>
<td>Pediatrics</td>
<td>OT for pediatrics</td>
<td>---</td>
</tr>
<tr>
<td>Michael Scates</td>
<td>Orthopedics</td>
<td>PT Procedures (ortho), kinesiology</td>
<td>---</td>
</tr>
<tr>
<td>Bonnie Seaman</td>
<td>Adult Neuro, pediatrics</td>
<td>PT Procedures (adult/pediatric neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Amy Selinger</td>
<td>Orthopedics</td>
<td>PT Procedures (ortho)</td>
<td>---</td>
</tr>
<tr>
<td>Patsi Sinnott</td>
<td>Health policy</td>
<td>Health policy</td>
<td>---</td>
</tr>
<tr>
<td>Pamela Triano</td>
<td>Adult neuro</td>
<td>PT Procedures (adult neuro)</td>
<td>---</td>
</tr>
<tr>
<td>Jean-Pierre Viel</td>
<td>Orthopedics</td>
<td>PT Procedures (ortho)</td>
<td>---</td>
</tr>
<tr>
<td>Christine Zampach</td>
<td>Orthopedics, chronic pain</td>
<td>PT Procedures (pain management)</td>
<td>---</td>
</tr>
</tbody>
</table>