



Sports Therapy

2019-2020 Student Handbook

Instructor

Mrs. Lehua Lee, ATC, M.Ed.



Contact Information

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Statement of Purpose

This course is designed to provide related instruction and community training for students preparing for jobs in sports medicine including physical therapy, chiropractic, occupational therapy, athletic training, massage therapy, personal training, as well as other jobs in the health and fitness industry. Students will receive heavy academic instruction in human anatomy and physiology. The class will provide students with a fundamental understanding of the sports and health related fields, thus aiding them in career decisions.

** An ROP course is the transition from the traditional classroom to the world of work. The policies and regulations reflect the demands of both.

Text:

Prentice, William E. *Principles of Athletic Training 15th ed.* New York, NY: McGraw Hill.
ISBN: 978-0-07-802264-7

Senisi Scott, Ann & Fong, Elizabeth. *Body Structures & Functions 11th Edition.*
ISBN-13: 978-1-428-30419-2

Areas covered in class

- ❑ Anatomy/Physiology
- ❑ Medical terminology
- ❑ Therapeutic modalities
- ❑ Rehabilitation techniques
- ❑ Emergency procedures
- ❑ Care and prevention of injury
- ❑ CPR
- ❑ Nutrition
- ❑ Physical fitness
- ❑ Taping and wrapping techniques

Requirements

- ❑ **Students will provide their own transportation to community classroom sites.**

- ❑ A background in biology and/or anatomy is helpful, but not required.
- ❑ A positive attitude, willingness to work, and ability to communicate effectively is required.

Career Advancement Benefits

- ❑ Students will gain hands-on experience in the sports therapy field.
- ❑ Ability to work as a Physical Therapy Aid or Personal Trainer Assistant.
- ❑ Gain clinical experience hours which are needed to apply to many professional programs.
- ❑ Determine if this is the career path of your choice.

Materials, Tools, and Resources

Class binder

- ❑ Each student will need a separate 3-ring binder for this class.
- ❑ The binder must be organized using dividers into sections for each unit.
- ❑ All course materials (notes, handouts, returned assignments, etc.) must be kept in the binder until the end of the course.
- ❑ The binder is checked periodically. This may be announced or unannounced. **Therefore, the notebook must be kept up-to-date and brought to every class!!!**

Special materials may include calculators, tank tops, shorts etc. Students will be informed of special materials before the class session in which they are needed.

Grading

Everyone starts with an A! It is up to you to keep that grade. The major part of your grade will be from exams, both written and practical/hands-on. Classwork, homework and work readiness will also impact the final grade.

Work Readiness

You will be evaluated on your work readiness which is worth 30 % of your grade. Work readiness relates to skills that employers want to see in their employees and include:

- ❑ punctuality
- ❑ attendance
- ❑ assignments that are neat, complete, on-time and accurate (see requirements for assignments below)
- ❑ initiative
- ❑ proper use of cell phones

In-class assignments

- ❑ All assignments are due on the day announced. Late material will not be accepted unless there is an excused absence. **All make-up work must be turned in within a week of returning to class.**

- ❑ It is the student's responsibility to find out what material was missed during an absence and to make it up. For example, copy the notes from a classmate, check the bulletin board or web site (google classroom) for missed assignments, and check the file box for missed assignments.
- ❑ **Work must be neat and professional to receive full credit. If I can't read it, I won't grade it! If there is not a name on it, it will not get graded and will be thrown away!**
- ❑ All assignments are worth 20pts. The breakdown of points is as follows.
 - 5pts: neat (name is on the paper, heading is correct, I can read the assignments, minimal cross-outs, no doodles)
 - 5pt: complete (all questions were answered, answers are complete)
 - 5pts accurate (the information provided is accurate and thorough)
 - 5pts: on-time (the assignment was submitted on time)

Tests/labs

At least one evaluation will be given for each unit. Evaluations may consist of, but are not limited to written tests, group/individual projects, presentations, hands-on (practical) examinations.

Breakdown of points

1st semester

Work readiness	30%
Tests/labs	70%

2nd semester

Job performance 80%

Attendance of control class (15%)

Turning in accurate and neat time cards every week (15%)

Completing the assigned number of hours weekly (40%)

Evaluations (10%)

Assignments/tests 10%

ROP Portfolio 10%

Grading Scale

A= 100-93%	A- = 92-90%	
B+ =89-87%	B = 86-83%	B- =82-80%
C+ = 79-77%	C = 76-73%	C- = 72-70%
D+ = 69-67%	D 66-63%	D- = 62-60%
F = below 60 %		

IMPORTANT NOTES

To be eligible for internships, you must have an 80% or better in the class AND the recommendation of the instructor. Students who are not eligible for internships will return to their home school for second semester.

To be eligible for internships, you must meet minimum attendance requirements. If a student is falling behind in hours, the student, parent and counselor will be notified. If adequate progress has not been made to improve attendance the student may not be eligible for internships and will return to their home school for second semester.

Students MUST turn in a ROP Portfolio. Failure to turn in a portfolio will significantly impact the student's grade. No late portfolios will be accepted.

Policies and Procedures

Campus

This campus is our responsibility. Dispose of all trash in the garbage cans located in each hallway. This is a non-smoking campus. Students are not allowed to smoke anywhere on campus. Do not park vehicles in designated staff parking. Towing will be enforced by the school officials at owner's expense.

Classroom Rules

Please keep the classroom neat and organized. If desks or chairs are moved for any class activity, please return them to their original location. Books should be returned to the proper place following use. Do not leave scraps of paper or anything else lying around on your desks. THERE IS NO ONE PICKING UP AFTER YOU! Since this is an ROP class this classroom will be treated as a business environment. Profitability in the industry is related to dollars made. In the classroom, our profitability is learning.

In order to be "profitable" in the classroom, the following rules will be adhered to:

1. Come to class on time and with a positive attitude.
2. Be prepared with a notebook, paper and pen/pencil.
3. No eating or drinking in the classroom (with the exception of bottled water).
4. No profanity.
5. Respect the right of other's to learn and of me to teach.
6. No cheating!! (will receive 0 credit and may be removed from the class)
7. Relax, have fun and learn!!

Attendance

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. If you are going to miss a test day, prior notice should be given. Please

check the ROP calendar against your home school calendar. The ROP serves 3 districts, so teacher work days and vacations vary. If your home high school has a minimum day or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class unless told differently by your ROP teacher.

If you are absent it is your responsibility to find out what you have missed. Handouts and class work are kept on the counter in the back of the classroom. Information can also be found on the class webpage located at www.mvrop.org or through google classroom. Make sure you pick up these handouts at the **beginning** of your first day back.

Make up assignments will be given for excused absences only, which include medical, legal, bereavement and school business. Failure to complete make up assignments will adversely affect your grade. All make-up work must be completed within one week of the absence.

Students must arrive on time to class. **If you are absent, I must receive the excuse from a parent or guardian (written or by phone to 510-657-1865 x15224) no later than the day of your return to class or the absence will be considered unexcused. If an excuse is taken to your home school, a second excuse (or a copy) must be given to me. If you are tardy or miss a Mission Valley ROP class your grade may be adversely affected.** Punctuality is very important and excessive tardiness may prevent a student from being placed at an internship site. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate.

If a student is absent 3 consecutive days, or 3 days within a 10-day period, parents will be notified by the instructor. If the student has 3 uncleared absences a parent will receive a written deficiency notice.

Perfect attendance certificates will only be issued to students who have no absences or tardies. There are no exceptions.

Units of Credit

This is a variable unit course! Variable credit is a way of awarding units based upon productive work of students that can meet minimum standards. In the work world, productive work occurs when the employee is at work. In the education world, productive work occurs when the student is in class (or internship). Just as an employee's paycheck may be reduced by reduced hours at work, a student's units of credit may be reduced by reduced hours in the classroom/internship. If a student is in danger of losing units, both the parent and counselor will be notified.

Additional Policies and Procedures

Mission Valley ROP is committed to preparing students for the workforce. This preparation includes technical skills as well as business ethics. Mission Valley ROP does not condone cheating. Any student caught cheating on an exam or copying work from other students will be given one warning and a failing grade on that assignment. Any subsequent incident will result in termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

No food or drinks (with the exception of water in clear plastic bottles) will be allowed in MVROP buildings, including classrooms, lobby, hallway, and restrooms. The Student Lounge is the only room where food or drinks other than water should be consumed. Students violating this policy will receive one warning. Any subsequent incident will result in termination from his/her entire program.

Students completing this course with a grade of "C" or better and the recommendation of the instructor will receive a Mission Valley ROP Certificate of Completion listing competencies achieved in the course.

Sports Therapy Expectations

10 point assignment

Must be signed and returned to instructor by _____

Student Name _____

Please initial the following

parent student

_____ _____ I understand that if my student is absent from an ROP course, I must provide a written explanation or call and leave a message for Mrs. Lee at (510) 657-1865 x15224. If they have missed 3 or more consecutive days for a medical reason, it must be verified by a doctor's note.

_____ _____ I understand that my student must have a 80% in the class AND the recommendation of the instructor in order to participate in the internship.

_____ _____ I understand that my student must meet minimum attendance requirements in order to participate in the internship.

_____ _____ I understand that if my student does not meet academic and attendance expectations that they will return to their home school for the second semester and will no longer be enrolled in the sports therapy program.

_____ _____ I understand that this is a variable unit class and excessive absences may result in reduced units awarded.

_____ _____ I have read and understand the procedures listed in the Sports Therapy course syllabus and agree to abide by them.

Student Name-Print

Student Signature

Date

Parent Name-Print

Parent Signature

Date

Parent Email

Parent Phone