



Sports Therapy

2021-2022 Student Handbook

Instructor

Mrs. Lehua Lee, ATC, M.Ed.

Preface to Syllabus

Hi everyone and welcome to Sports Therapy. I know this year is going to be unique and filled with many firsts. Like you, this is all new to me and I am a little nervous and that's okay. I am also excited to be back in the classroom and I hope you are too. I wanted to let you know that I am going to do my best to make this experience as close to a "normal year" as possible. As such, I have decided not to make a lot of changes to my syllabus. The changes I have made will apply mostly to mandates and the safety of students in the classroom and at our internship sites.

When does class meet?

ROP classes at the center meet five days per week for 2 hours each day. We will follow the Fremont Unified School District calendar. The morning class will meet from 7:30-9:30am and the afternoon class will meet 1:30-3:30pm.

What do I do if I am absent?

Since the ROP campus is an independent campus, any absence you phone into your home school does not get forwarded to me. So, if you are absent, please have YOUR PARENT, call me at (510) 657-1865 extension 15224. They can also email me at llee@mvrop.org. If a student is absent for 2 or more days and I have not been contacted by a parent, I will be reaching out to the student, parent and home school.

What do I do if I am sick?

All students should conduct a daily self-assessment for any signs or symptoms of illness. You should stay home and contact MVROP if you have any symptoms of an illness such as a fever, cough, sore throat or headache. Students should not return to school after an illness until they have been symptom free WITHOUT medication for 24 hours.

Will we still have internships?

It is my plan to continue to have internships. We normally do not go out to internship sites until the middle of February. Hopefully this gives time for the current situation to calm down a little. However, this depends on the willingness of our sites to take student interns again.

Expectations:

MASK REQUIREMENTS. All MVROP students are required to wear a mask or face covering while inside any classroom or building on the MVROP campus. A mask will be provided if needed.

BE ON TIME. As an ROP class, we have a focus on your professionalism and employability skills. Please make sure you are on time to our class meetings.

BE APPROPRIATE AND PROFESSIONAL. This applies to your dress and your behavior.

NO FOOD OR DRINK ON CAMPUS. There will be no food or drinks allowed in MVROP buildings including classrooms, lobby, hallways, restrooms and student lounge. This is to discourage the congregation of students indoors while not wearing masks. If you need to eat lunch please do it before you come or eat outside. You may have water in the classroom.

BE SUPPORTIVE. Everyone is going through different circumstances right now. Be understanding and supportive of each other. Kind words, offer to help a classmate if they are struggling, ask how someone is doing. A small compliment or simply asking how someone is doing can go a long way in making someone feel valued. If you have concerns about a classmate or if you are struggling yourself, PLEASE REACH OUT TO ME, WE ARE IN THIS TOGETHER!

HAVE FUN! We are here to learn, but I pride myself on having a classroom that is welcoming and informal. I want you to get to know me and each other. I don't want to lose this sense of community. If you have any suggestions along the way, let me know.



Contact Information

Mrs. Lehua Lee

email: llee@mvrop.org

phone: (510) 657-1865 x15224

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 Aide 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. Work readiness relates to skills that employers want to see in their employees and include:

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

These qualities will contribute to your formative grade.

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

Formative (this includes homework, in-class activities, Into activities, etc) 40%
Summative (this includes written and practical tests, presentations, labs, etc.) 60%

2nd semester (This will be the breakdown of points if we are able to return to internships. If cannot do internships then the 1st semester grading policy will still apply)

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 the 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 the 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/Participation : 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 and participate in 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 2 consecutive days, or 2 days within a 10-day period, parents will be notified by the instructor. If the student has 2 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.

Students completing this course with an 80% 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

Please print out, initial and sign. Then scan or take a picture of the document and return to the instructor through the google classroom assignment entitled Expectations

Student Name _____

Please initial the following

parent student

_____ _____ I understand that the ROP campus is an independent campus, any absence you phone into your home school does not get forwarded to me. So, if you are absent, please have YOUR PARENT, call me at (510) 657-1865 extension 15224. They can also email me at llee@mvrop.org. If a student is absent for 2 or more days and I have not been contacted by a parent, I will be reaching out to the student, parent and home school.

_____ _____ 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 participation/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 handbook and agree to abide by them.

Student Name-Print

Student Signature

Date

Parent Name-Print

Parent Signature

Date

Parent Email

Parent Phone