SPOKANE FALLS COMMUNITY COLLEGE
Classroom Policies for the Orthotics Program

I. **CLASS SCHEDULE**

1. Class hours are from 7:30 am to 3:30 pm as arranged in the following schedule:

   7:30 are to 9:30 am  CLASS
   9:30 are to 9:50 am  BREAK
   9:50 are to 11:30 am  CLASS
   11:30 am to 12:30 pm  LUNCH
   12:30 pm to 3:30 pm  CLASS

II. **ATTENDANCE POLICY**

Because you function as a team and patients are depending on you, getting to work each day and on time is an essential part of working in O&P. To reinforce this, the following rules apply:

1. If a student is going to be absent or late, a phone call to the O&P lab is mandatory before 7:30 am (533-3733 or 533-3732). Talk to an instructor or leave a message on voicemail. Do not leave a message with another student. Unless an illness is serious or arrangements have been made with the instructor, a phone call is expected every day the student is absent.

2. If a student abuses break time, leaves early, avoids cleanup chores at the end of the day or comes and goes at will for extended periods of time, the student will be considered negligent in their attendance. This will adversely affect your grade.

3. An unexcused absence occurs when a student fails to call the lab before 8:00 am. Calling the lab does not necessarily constitute an excuse, but is considered to be a professional courtesy.

4. An excused absence may be allowed in the case of personal illness, family emergency, transportation difficulties that require immediate attention, or as previously arranged with the instructor.

5. If you become ill during school hours, consult either instructor. Frequent or ongoing illness that affects daily attendance will be evaluated by the instructors on a case-by-case basis.

6. Do not make appointments during scheduled class hours (doctor, dentist, personal business, etc.).

Employers frequently call the instructors to ask about a student’s performance when the student is applying for a job. Invariably they want to know about a student’s attendance record. Aside from the grade, this is where the unreliable student pays for lateness and absence from the classroom and the reliable student benefits.
III. CURRICULUM PROGRESS

1. Due to the individualized method of learning in the O&P program, it is the responsibility of the student to continually monitor their progress using the provided schedules and reference chart and indicate to the instructor in the event they are falling behind. Individual conferences regarding progress may be scheduled by the instructor or the student at any time.

2. Unsatisfactory progress is less than mastery level performance of the required competencies for each Course. Any student below mastery level in any of the competencies at the end of the quarter, or who has failed to complete the requirements for the Course, will be advised to repeat the affected coursework or discontinue the O&P program, and may be given a failing grade.

3. In certain circumstances, an incomplete grade may be given for tasks that are not mastered or completed at the end of each quarter. The student may be given up to two weeks into the next quarter to fulfill the requirements of the incomplete from the previous quarter. If the student does not complete the previous quarter’s work satisfactorily within the contracted period, the student may be advised to repeat the affected coursework or discontinue the O&P program, and may be given a failing grade.

IV. EVALUATION

The program consists of Orthotic Fabrication Courses and Anatomy Courses

Orthotic Fabrication Courses are graded in four areas:

1. **Performance Assessment** (30% of grade) - A performance assessment is the evaluation of the performed competencies within each Task of an orthotics project. At the conclusion of each Task, the competencies are assessed by both the student and the instructor. A score of 80% or above is considered a competent level of performance. When scores fall below 80%, the Task must be repeated until mastery level is attained before continuing on to the next Task.

2. **Instructor’s Objective View** (25% of grade) - Because Orthotics is an art as well as a science, not all aspects of quality can be identified by the performance assessment. The instructor therefore evaluates student performance based on the following:

   1. Professional judgment of the overall quality of the work
   2. Deliverability of the product to the client
   3. Amount of fabrication time and re-dos that the student required
   4. Student preparation and effort
   5. Amount of assistance required
   6. Student neatness, cleaning up after themselves
   7. Absenteeism (see Attendance Policy part II)
3. **Criterion Exams** (30% of grade) – For each Task you will take one or more brief exams covering the competencies required for that Task. Each exam will be graded and reviewed with the instructor before proceeding to the next Task.

4. **Lab Final Exam** (15% of grade) - At the conclusion of each Course you will be required to perform a timed practical final exam covering certain fabrication skills.

**Anatomy Courses** are graded in one area:

1. **Exams** (100% of grade) - Since no performance assessment or objective view can be used in the anatomy courses, these units are graded entirely on your exam performance. You must achieve an 80% score in order to pass each exam.

V. **CLOTHING REQUIREMENTS IN THE LAB**

1. Since orthotics and prosthetics is a medical field, a clean and neat appearance is essential. Sleeveless shirts, short pants, or clothing of questionable taste, etc. are not acceptable in the O/P lab.

2. For safety purposes, students are required to wear closed shoes at all times.

3. Safety glasses must be worn in all designated areas.

VI. **LOCKERS**

1. Clothing, books, and fabrication projects should remain in the bench lockers when not in use, and bench tops shall be clean of all items except toolbox and large fabrications at the end of each day.

2. Locks must be purchased by the student.

3. Coats must be hung on the rack provided or stowed in your locker, not hung over your chair.

4. The Community Colleges of Spokane and/or the instructors are not responsible for student’s personal property.

VII. **OTHER RULES**

1. Contact your instructor when any equipment is broken or not working.

2. Do not use equipment that is out of order.

3. No cell phone use is permitted in the classroom and all phones must be turned off. Please advise family and friends that you are available only during the AM & PM break periods and during your lunch. Do not make or take phone calls in the lab area. If someone needs to contact you in an emergency have they call either 533-3732 or 533-3733.

4. All students must comply with the published SFCC **Student Conduct Code**
VIII. GRADING POLICY

1. The Orthotic/Prosthetic program grading system is consistent with the general philosophy of the College by providing a system which indicates a student’s performance and achievement in a variety of skills. The system provides for a permanent record of grade evaluations which reflect successful course and program completion in a variety of ways. The College operates on a quarter system. The quarter hour of credit is the unit of instruction. Grades at the Community Colleges of Spokane are reported in numerical fractions to the nearest tenth. The numerical Grades are based on the letter grade system as follows:

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<tr>
<th>Score/Percent</th>
<th>Numeric Grade</th>
<th>Letter Grade</th>
<th>Score/Percent</th>
<th>Numeric Grade</th>
<th>Letter Grade</th>
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I have read, understand and will abide by all of the items contained within this policy and have received a copy for my reference.

Student signature________________________________________________________ Date________________

Print name____________________________________________________________