

New faculty quick guide to the Department of PT

WELCOME TO THE DEPARTMENT	1
WHAT IS THIS QUICK GUIDE?	1
FAQ: GENERAL	2
WHAT ARE MY ROLES AND RESPONSIBILITIES AS AN OPS MEMBER OF THIS DEPARTMENT?	2
WHERE ARE WE LOCATED?	2
DO I REALLY NEED TO GO THROUGH THE HIRING PROCESS AGAIN?	3
WHAT IS THE CLC?	3
WHAT IS PROVIDED?	3
WHERE DO I PARK?	3
WHO DO I ASK ABOUT PAYROLL AND OPERATIONS?	3
FAQ: DPT SPECIFIC	4
WHAT IS THE GENERAL CALENDAR FOR THE ACADEMIC YEAR?	5
WHERE CAN I LEARN MORE ABOUT TEACHING METHODS?	5
DPT STUDENT CONDUCT	5
WHAT DO I DO IF A STUDENT IS IN DISTRESS?	6
WHAT IS THE GRADING SCHEME IN THE DPT PROGRAM?	6
WHO DO I ASK ABOUT ISSUES AT CLC?	7
WHAT ARE REACH GROUPS?	7
WHAT ELSE AM I EXPECTED TO DO?	7

Welcome to the Department

What is this quick guide?

If you haven't seen it already, UF Academic Affairs has information regarding the broad policies that govern the work of faculty and staff all over the university.

<http://handbook.aa.ufl.edu/>
<http://generalcounsel.ufl.edu/regulations-and-policies/>
<https://regulations.ufl.edu/>
<https://hr.ufl.edu/forms-policies/policies-managers/>

Similarly, the College of Public Health and Health Professions has compiled resources and has links to information for benefits, travel, conflict of interest etc. You must log into the UF Health Bridges system using your Gatorlink credentials but the information is here:
<https://hr.phhp.ufl.edu/resources-2/resources/>

There is information about teaching, research and other services that are available to you as a member of the UF community.

This quick guide you are reading now supplements that other material and is by no means a replacement for any of the department policies and procedures. More so this document has information that is specific to our department and programs, and the Health Science Center (HSC) in general, to get you started.

The Physical Therapy (PT) Department is part of the College of Public Health and Health Professions. In PHHP are Departments of Occupational Therapy, Speech, Language, and Hearing Sciences, Clinical and Health Psychology, Health Services Research, Management and Policy, Epidemiology, Environmental and Global Health, Biostatistics and the School of Public Health. Our college administration is co-located with the Colleges of Nursing and Pharmacy in the Health Professions/Nursing/Pharmacy (HPNP) building. These three colleges, along with Dentistry, Veterinary Medicine, and Medicine make up the Health Science Center. You may hear other people talk about “up the hill” and “down the hill.” The HSC is “down the hill” while the rest of campus and all the associated resources are “up the hill.” In general all faculty in the HSC are on 12-month contracts and are not part of the collective bargaining unit. This means some of our rules and regulations are different “down the hill.”

FAQ: General

What are my roles and responsibilities as an OPS member of this department?

Your primary role is to support the educational efforts of the UF DPT program. This commonly involves supervising DPT students during class-related activities or presenting material as coordinated by the primary instructor. For example, providing feedback during skill acquisition labs or assessing performance during practical examinations and competencies. You might also provide clinical supervision of student interactions with community members and patients, or provide case scenarios/case studies from your experience to provide context for student activities.

Other expectations are that you will help model and monitor professional behaviors of the developing professionals in the UF DPT program. There is a section below that includes specific information about these behaviors and what you should do if you identify a behavior that you consider ‘unprofessional.’

Where are we located?

Faculty and Staff offices are generally located in one of 6 different buildings. The majority of people have an office on the first floor of the HPNP bldg. Most of the program administrators and coordinators are in this group of offices. There is the Zoom enabled Department of Physical Therapy conference room (#1115) and two classrooms (1104/1109) located in the department.

Other faculty members have offices and laboratories in the Biomedical Sciences building, McKnight Brain Institute, and the Clinical and Translation Research building in the HSC, and

there are offices in Dauer Hall, which is not in the Health Science Center but is “up the hill.” Faculty also manage research laboratories in the PPHP Research Complex on the ground floor of the dental building.

Do I really need to go through the hiring process again?

Yes, UF requires all the hiring documentation to be completed for employees that have a break in service. Thus, if you are only working summer semester, you will need to complete the same documents every year.

What is the CLC?

CLC stands for Clinical Learning Center. This is a larger space east of campus that is used by the program. The space is located on the top floor of the CVS building at the corner of 13th St and 16th Ave SW. Educational elements that happen in this space include didactic courses and laboratories, and community engagement activities including “patient days” and pro bono activities led by academic faculty and clinical partners.

What is provided?

There is department break room in the HPNP office area with a small kitchen area with coffee machine, refrigerator, and microwave.

For computing help and setup contact [PHHP IT](#) or call 3522736200.

Office supplies are kept in the same room as the departmental printer (#1113).

Where do I park?

Parking on the main UF Campus is the same for adjunct and OPS personnel as it is for faculty and staff, and you are required to have a decal to park. However, you are not eligible for payroll deduction of the decal and could consider if it is worth purchasing by semester. Alternatively, you can park in one of the UF Health garages, which charge \$20 per day. Keep your receipt if you plan on leaving and coming back within the same day.

At the Clinical Learning Center, there are designated parking spots for faculty and staff. These are located on the south side of the CVS building.

Who do I ask about payroll and operations?

So you have questions about how to enter time or your paycheck. Maybe the computer in the classroom isn't logging you in. Here are a few starting places to get answers to these issues. Contact details for each of the people listed below can be found here:
<https://pt.phhp.ufl.edu/about-us/staff/>

All things fiscal and HR are the purview of Jenna Saxton, Assistant Director of Administrative Services.

Ryan Jones assists with all travel and expense reimbursement requests and maintains the front office/reception area.

The Education support team is led by Amy Ladendorf, Associate Director of Education for the Department. Go directly to Amy if you have questions about course scheduling and the calendars for courses and rooms.

Here are the rest of the team:

Jasmine Simmons

- Classroom/Space scheduling
- Grading and course registration
- DPT student files, student photos and student email lists

Rebecca Kidwell

- All things related to clinical education!
- Manages new and current clinical contracts
- Continuing Education/CE Broker

Mike Ryan Simonovich

- Management of web and Facebook pages
- DPT and RSD Newsletters
- Anything you want to share for publicity!

IT Questions

PHHP has an IT department that is available to assist with office or lab IT (2736200; support@phhp.ufl.edu) and recommendations for computing resources, purchases, and other IT assistance: <https://it.phhp.ufl.edu/>

If you are having a problem with a computer in a classroom podium, you will need to contact the HSC IT group who manages classrooms.

FAQ: DPT Specific

Many aspects of the program that pertain to student progression through the program and behavioral expectations are included in the UFDPT student handbook. This handbook is updated annually and has content specific to each cohort. This handbook (and others) is located here: <https://pt.phhp.ufl.edu/current-students/current-students/>

What is the general calendar for the academic year?

The calendar for the next academic year is released by the Fall of the prior year, although it may change after being released so it is a good idea to check it periodically. The academic year runs from August to July.

Typically, the Fall and Spring semesters are 16 weeks long. Fall will finish in the first or second week of December. The Spring semester will begin in the first week of January and finish at the end of April/first week in May. Spring break for students happens in the first week of March.

The summer semester is ~12 weeks long. There is a break in the middle between the Summer A and Summer B semesters. The DPT program does not follow the same calendar as the graduate or undergraduate programs, so if you are teaching a Summer course in the DPT program, there is no break in the middle of the semester BUT there is a longer break between the end of Summer and the beginning of Fall.

There is a graduation ceremony at the end of each semester. The UF DPT program has one formal ceremony in the Spring, although students do sometimes finish in the Summer depending on clinical experiences.

Where can I learn more about teaching methods?

There are also many resources on campus that you can use to design your course and develop meaningful objectives, assessments and lesson plans for your course

- Center for teaching excellence: <http://teach.ufl.edu/>
- Teaching passport: <http://teach.ufl.edu/passport-to-great-teaching/>
- First Year Faculty Teaching Academy: <http://teach.ufl.edu/passport-to-great-teaching/fyfta/>
- PPHP Teaching Excellence Program: <https://ufl.instructure.com/courses/351262>

DPT Student conduct

Detailed descriptions of student conduct and professional expectations are included in the [UFDPT student handbook](#). This handbook is updated yearly and contains the information pertinent to each cohort of students.

The program has a Professional Development Committee (PDC). The mission of this committee is to prepare DPT students to become physical therapists who exhibit professional behavior and embody the Core Values of the American Physical Therapy Association. The PDC and UF PT faculty are committed to providing an environment that fosters the development of these values: accountability, altruism, collaboration, compassion and caring, duty, excellence, integrity, and social responsibility. The goal is to 'mold' professional behaviors early before a student requires a 'punitive' intervention.

In general, any 'concerning' behaviors you observe are addressed in the following sequence:

1. You (or the primary course instructor) speak with student. In the case of a community engagement activity, contact the primary faculty liaison for that activity.

2. Student meets with faculty advisor
3. Student meets with PDC

If these steps do not resolve the issue, the PDC, after review will refer the student to the Dean of Student's office.

The purpose of addressing the behavior is to help the student identify that the behavior was unprofessional so consider explaining what ramifications of the identified behavior might mean during a clinical experience or when employed, in addition to providing an example of a more professional behavioral option.

What do I do if a student is in distress?

If a student is in visible distress or you think that they could be in distress, ask the student for a private meeting to discuss (in a private office or breakout room, separate call etc.). If there is emergent need for assistance give the student the Crisis Support hotline number (352-392-1575; <https://counseling.ufl.edu/services/crisis/>) and watch as they call, then notify the primary instructor. If the student is not in immediate danger, inform the student that you are going to speak with the primary instructor about the situation, then contact the primary instructor.

What is the grading scheme in the DPT program?

The UF DPT program uses a grading scale that is different from the rest of the University of Florida. Students must maintain a "B" average (2.67) during the three years of their professional PT curriculum. Students with a GPA less than a 2.67 in their major will not be able to graduate.

93-100 = A 4.00 grade point
90-92 = A- 3.67 grade point
87-89 = B+ 3.33 grade point
83-86 = B 3.00 grade point
80-82 = B- 2.67 grade point
70-79 = C 2.00 grade point
60-69 = D 1.00 grade point
Below 60 = E 0 grade point

Students are expected to take ALL exams and practicals as scheduled, unless prior approval is obtained from the course instructor. In the event of extraordinary circumstances, the course instructor must be notified directly and documentation must follow before a make-up may be scheduled and/or excused absences will be permitted.

All academic and clinical coursework must be successfully completed in sequence. Failure to complete a course in sequence may cause a student to wait a full year before resuming the program.

Who do I ask about issues at CLC?

The CLC space is managed by an organizational committee of students, staff and faculty. Dr. Joel Bialosky is the key faculty lead at CLC and can direct you if you have questions. Tim Fitzgerald can help you order supplies if you need them.

What are REACH groups?

REACH stands for Rehabilitation Education, Activity and Community Health. The REACH groups are organized community engagement activities directed by Dr. Kim Dunleavy, in which students develop clinical leadership skills through peer learning while contributing to community needs. [There are four groups](#): Children on the Go, Physical Therapy Equal Access Clinic, Gator Challenge and Gator Balance Class, each with a primary faculty mentor. The program is directed by [Dr. Kim Dunleavy](#)

Students participate in these community engagement programs across the curriculum and the activities provide opportunities for early practice of many clinical skills and reinforcement of your didactic content. Assignments from your course that benefit from clinical observation/participation can be completed during REACH activities. Discuss how best to do this with Drs. Miller, Dunleavy, and the faculty leads.

What else am I expected to do?

All DPT faculty participate in faculty meetings twice a month, and regular meetings to coordinate the curriculum and its delivery.

You will likely be asked to assist in supporting the REACH programs by supervising groups of students as they interact with the community to provide services, provide input on one of the “standing committees” (e.g., admissions), or to participate in workgroups that are formed in response to program or departmental needs.