



# **PAS Student Didactic Handbook**

## **Revised July 2019**

### **Academic and Administrative Policies and Procedures**

Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their degree program. The University of North Texas Health Science Center (UNTHSC) reserves the right to amend or add to these policies and scholastic regulations at any time during an individual student's enrollment period provided that such changes or additions are intended to improve the quality of education and are introduced in a fair and deliberate manner. Students in the Physical Assistant Studies (PAS) program are subject to UNTHSC institutional and PAS program policies while on or off campus during PAS student activities. All policies of the UNTHSC, School of Health Professions (SHP), and PAS programs will be in effect. For a complete listing, see Policy 07.126 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

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## UNTHSC Physician Assistant Studies

### Welcome!

The Physician Assistant Studies (PAS) program at University of North Texas Health Science Center (UNTHSC) is housed in the School of Health Professions (SHP), which includes Physical Therapy and Lifestyles and Health Living programs. The vision, mission, and goals for the PAS program are as follows:

### SHP Mission

Create solutions for a healthier community through innovative teaching, translational scholarship, and team-based patient center care.

### PAS Program Mission

To create solutions for a healthier community by preparing graduates with knowledge and skills needed for physician assistant practice, emphasizing primary care and meeting the healthcare needs of underserved populations.

### PAS Program Goals

- Educate PAs through academic and clinical training to provide patient care services with appropriate supervision of a licensed physician.
- Provide a course of professional study that provides graduates with appropriate knowledge of

physical and mental health and disease and the skills to accurately and reliably perform the range of health care procedures and duties customarily ascribed to the PA profession.

- Foster the development of intellectual, ethical, and professional attitudes and behaviors that generate trust and respect from the patient population served by the PA.
- Prepare PAs with the knowledge, technical capabilities, and judgment necessary to perform in a professional capacity.
- Prepare PAs to serve in expanded roles to meet the developing needs of society's health care environment.
- Prepare PAs through curriculum, clinical experiences, and role modeling to provide medical services to underserved patient populations where the supervising physician may be physically located at the practice site or at a site remote from the PA.
- Provide instruction that emphasizes the role of the PA in health maintenance and preventive medicine while also taking into consideration the social, economic, and ethical aspects of health care delivery.
- Provide didactic and clinical experiences that prepare the PA for dealing with cultural diversity in the patient population.
- Provide educational experiences that promote understanding of the interdependence of health professionals and foster an interdisciplinary team approach to the delivery of health care.
- Prepare PAs with the knowledge and skills needed to perform clinical research activities.
- Prepare PAs with the knowledge and skills needed to be life-long learners and design educational activities appropriate for patients, clinical students, and colleagues.
- Prepare PAs with the knowledge and skills needed to be life-long learners and design educational activities appropriate for patients, clinical students, and colleagues.
- Provide educational experiences that stimulate active learning in the science and art of medicine and that foster a desire for lifelong learning as a practicing professional.

## UNTHSC Student Code of Conduct

### Overview

UNTHSC has adopted policies to govern student behavior that are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. PAS students are expected to read, understand, and comply with the UNTHSC Student Code of Conduct and Discipline ("the Code").

### Student Code of Conduct and Discipline

**"The Code"** can be located at <https://app.unthsc.edu/policies/Home/AllPolicies>. *Enrollment at UNTHSC is considered implicit acceptance of the Student Code of Conduct and Discipline and all other policies applicable to students.* This policy covers the definitions and consequences of misconduct that includes, but is not limited to the following:

- Academic dishonesty, including cheating, plagiarism, forgery, fabrication, facilitating academic dishonesty, and sabotage
- Forgery, alteration, falsification, or misuse of any official UNTHSC document, record, or instrument of identification
- Obstructing or disrupting teaching, research, administration, disciplinary procedures, or other UNTHSC activities whether occurring on- or off campus
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of the student, faculty, staff, or others
- Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, or dangerous or illegal drugs
- Public intoxication; driving under the influence; driving while intoxicated; use, possession or distribution of alcoholic beverages, except as expressly permitted by law and UNTHSC policy
- Engaging in acts of sexual violence, sexual harassment, or sexual misconduct
- Unauthorized access or use of, misuse of, or disrupting or attacking UNTHSC computing resources, systems or data
- Violations of International, Federal, State, or Local Laws (whether convicted or not) or UNTHSC policy
- Unauthorized use or possession of ammunition, firearms, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property. Firearms are prohibited anywhere on university premises except as specifically authorized by law.

### Social Media and Professionalism Policy

Social media has created unique opportunities for interaction, communication, and networking. The purpose of this policy is to provide students with guidelines and regulations for appropriate social media use in order to uphold confidentiality and privacy laws and agreements. PAS students are expected to abide by the Student Code of Conduct & Discipline and the Health Insurance Portability and Accountability Act (HIPAA) when using social media by not revealing patient/client/research subject information, private content, or proprietary information regarding patients/clients/research subjects of the institution. For more information, see Policy 07.115 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

### Consequences for PAS Program Students

Note that violations of the Code are grounds for dismissal from the PAS program. In addition, PAS students who commit “minor” violations of the Code are not eligible for PAS honors and awards. Furthermore, when preparing materials for state licensure, PAS graduates must disclose to the Texas Medical Board any and all Code violations during their PA education including, but not limited to professionalism sanctions, drug/alcohol offenses, or warnings/sanctions from any department within UNTHSC. Any disclosures or nondisclosures may delay, inhibit, or limit PA licensure.





## PAS Program Student Health and Technical Standards

### Americans with Disabilities Act

UNTHSC is committed to providing equal educational access for qualified students with disabilities in accordance with state and federal laws including the Americans with Disabilities Act of 1990, as amended in 2008, and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, accommodations and auxiliary aids and services will be provided to the extent necessary to comply with state and federal law. For more information, see Policy 07.105 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

### PAS Program Student Health and Technical Standards

All students enrolled in the School of Health Professions must meet certain health and technical standards in order to fully participate in the curriculum. Reasonable accommodations will be made as required by law; however, the candidate must be able to meet all technical standards with or without reasonable accommodations. For more information, see Policy 15.410 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

A candidate for the PAS program degree must have abilities and skills in five areas outlined below.

### Observation

Observation requires the functional use of vision and somatic sensations. The candidate must be able to observe demonstrations and experience lessons in the basic sciences including, but not limited to, physiological and pharmacological demonstrations in animals, microbiologic cultures, and microscopic studies of tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation is enhanced by functional use of the sense of smell.

### Communication

A candidate should be able to speak, hear and observe in order to elicit information, describe changes in moods, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

**Motor** Candidates should have sufficient motor function to elicit information by palpation, auscultation, percussion and other diagnostic and therapeutic maneuvers. This includes performance of basic laboratory tests (urinalysis, CBC, etc.) and may also include diagnostic procedures (proctoscopy, paracentesis, etc.) and reading EKGs and X-rays. A candidate should be able to execute movements which are reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required include the application of pressure to stop bleeding, the opening of obstructed airways, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

## Intellectual

Candidates should possess conceptual, integrative and quantitative abilities. These include obtaining measurements and performing calculations, reasoning, analysis and synthesis. Problem solving, the critical skill demanded of physician assistants, requires all of these intellectual abilities. In addition, candidates should be able to comprehend three-dimensional relationships and to understand spatial relationships of structure(s).

## Behavioral

Candidates must have sufficient emotional health required for full use of their intellectual abilities in the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients in a mature, sensitive and effective relationship to patients. Candidates must be able to function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities which are assessed during the admission and education process.

## PAS Program Philosophy

### Overview

The PAS program philosophy guides all policies and procedures in the PAS program. PAS students are required to understand, uphold, and adhere to the student responsibilities within the PAS program philosophy.

### PAS Program Philosophy

Our purpose is to graduate competent professionals, and we believe that student success is the result of full participation and cooperation between the program (i.e., policies, procedures, courses, faculty, and staff) and the student.

### PAS Program Responsibilities

- Provide clear and fair standards for educational components and student success
- Conduct critical ongoing evaluation of program policies and procedures
- Provide an environment conducive to learning and with honest and open communication
- Know, support, and promote program philosophy, policies, and procedures
- Display integrity and professionalism in attitudes, behaviors, and interactions (includes all UNTHSC values)

### PAS Student Responsibilities

- Demonstrate self-responsibility, self-motivation, self-regulation, and effort in your learning
- Continually assess own strengths, weaknesses, and barriers in learning and utilize

resources for student success

- Communicate honestly and openly any issues *prior to* major events or failures
- Know and follow program philosophy, policies, and procedures
- Display integrity and professionalism in attitudes, behaviors, and interactions (which include all UNTHSC values).

## PAS Program Curriculum

### Overview

The PAS program curriculum is designed to ensure PAS students meet the expected entry-level PA graduate competencies published by the National Commission on Certification of Physician Assistants (NCCPA), in conjunction with the American Academy of Physician Assistants (AAPA), the Physician Assistant Education Association (PAEA), and the Accreditation Review Commission for the Education of Physician Assistants (ARC-PA). Entry-level competences cover areas of medical knowledge, interpersonal and communication skills, patient care, professionalism, practice-based learning and improvement, and systems-based practice. Expected graduate competencies can be found on the PAS program website at <https://www.unthsc.edu/school-of-health-professions/physician-assistant-studies/physician-assistant-competencies/>

The PAS program is a full-time program that will leave little to no time for outside employment. There are two phases of the PAS program curriculum: the didactic phase and the clinical phase. More information about the PAS program curriculum can be found on the PAS program website at <https://www.unthsc.edu/school-of-health-professions/physician-assistant-studies/current-students/>

### Didactic Phase

The didactic phase of the curriculum occurs from Fall semester of Year 1 to Spring semester of Year 2 and includes classroom coursework (about 20 hours per long semester) in overview courses, basic sciences courses, and clinical medicine courses.

#### Phase 1 Foundation Courses

The Foundation Courses include Approach to PA Practice, Principles of Evidence Based Medicine, PA Master's Project, Clinical Anatomy, Human Physiology, Medical Interviewing, Physical Examination Skills, Introduction to Disease, and Introduction to Pharmacology.

#### Phase 2 Clinical Medicine Courses

The clinical medicine courses include Dermatology, Hematology and Lab Medicine, Women's Health, Musculoskeletal System, Gastroenterology, Neurology, Endocrinology, Head, Eyes, Ears, Nose, & Throat, Genitourinary, Cardiovascular Medicine 1 and Cardiovascular Medicine 2, Pulmonology, Pediatric Medicine, Emergency Medicine, Fundamentals of Behavioral Science, Geriatrics, Clinical Skills and Clinical Integrative Medicine (1-4).

## Clinical Phase

### Phase 3 Clinical Practice

The clinical practice phase consists of three parts master's project, senior seminar and clinical rotations.

### Master's Project

Master's Project is a capstone project that will be completed during the clinical phase. It is designed to assess the student's understanding and application of evidence-based medicine. The project may include written case studies/presentations or other written research projects/papers that may be submitted for publication.

PAS students will learn more about the content and timing of Master's Project as they near the clinical phase of the curriculum.

### Senior Seminar

Senior seminar is a capstone course designed to assess the graduate competencies required for entry into the PA profession in the areas of knowledge base, patient management skills, and professionalism. Presentations, lectures, and workshops are provided during the course to assist students in preparing for the PA National Certifying Examination after graduation.

PAS students will learn more about the content and timing of Senior Seminar as they near the clinical phase of the curriculum.

### Clinical Rotations

See Student Clinical Handbook for additional information.

### Master of Public Health

In addition to your PA education, students may elect to work toward a Master of Public Health (MPH) as well. Please see website for information on the dual program. <https://www.unthsc.edu/school-of-public-health/pa-mph-dual-degree-option/>

## PAS Program Promotion, Probation, and Dismissal

### Overview

Academic standing in the PAS program is based on the accumulation of course grades during each academic phase of the curriculum: the didactic phase and the clinical phase. PAS students need to understand these guidelines, take responsibility for keeping up with their studies, and appropriately address any issues before they impede their academic performance. For more information, see Policy 15.413 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

## Suspensions and Expulsions

### Overview

Suspension and expulsions are considered disciplinary sanction and these sanctions will be notated on the student transcript.

Suspensions is defined as the removal from UNTHSC for a specified period of time. A suspended student will be removed from enrollment and trespassed from university premises until the period of suspension has expired and the student has applied for re-admission to UNTHSC and been cleared for re-admission by appropriate UNTHSC officials.

Expulsion is defined as the permanent severance from UNTHSC. An expelled student will be permanently removed from enrollment and permanently trespassed from university premises. Will be reflected in a student's permanent academic record.

For more information, see HSC Policy 07.126

<https://www.unthsc.edu/students/wpcontent/uploads/sites/26/Student-Code-of-Conduct-and-Discipline.pdf> and HB 449 <https://legiscan.com/TX/bill/HB449/2019>.

## PAS Faculty Roles

### PAS Faculty

PAS primary faculty members develop, coordinate, and monitor student instruction and clinical experiences in the PAS program, and serve as Faculty Advisors, Course Directors or Liaisons, guest speakers, and faculty course support in the didactic and clinical phases of the curriculum.

### PAS Faculty Advisors

Upon matriculation into the PAS program, each PAS student is randomly assigned a Faculty Advisor from the PAS faculty. The role of the advisor is to encourage PAS students, offer advice regarding academic or professional issues, and direct them to campus academic resources. Faculty advisors are not allowed to provide medical or personal advice. It is required for PAS students to meet with their faculty advisors at least three times during the didactic phase in correlation with the semesters. PAS students can request additional sessions as needed. PAS administrative staff will schedule mandatory advising appointments according to student and faculty schedules each semester.

### PAS Course Director or PAS Course Liaison

Each PAS course is assigned a PAS Course Director (when the course is administratively housed in the PAS program) or a PAS Course Liaison (when the course is administratively housed in another UNTHSC department). The role of the Course Director or Liaison is to ensure that course and exam content are relevant, accurate, up to date, organized, and evidence-based. Course Directors or Liaisons are also responsible for the development, coordination, conduct, and/or support of course syllabi, course activities, and course schedules. All PAS student questions, comments, or concerns about PAS course content and conduct should be directed to the PAS Course Director or Liaison.

## PAS Faculty Administration

In addition, some PAS primary faculty have faculty administrative roles in the PAS program, including the following:

**Medical Director:** The Medical Director works directly with the PAS PD and other faculty to assure courses, activities, and experiences in the didactic and clinical phases of the curriculum meet current practice standards related to the role of the PA in providing patient care.

**Program Director:** The Program Director (PD), also known as the Program director, is a primary faculty member who is also responsible for the day-by-day operations of the PAS department and for long-term development in all areas of academic activity.

**Associate Director:** The Associate Director is a primary faculty member who is also second to the Program Director and guides faculty activities, tracks operations in the department, and supports initiatives related to student education.

**Director of Academic Education:** The Director of Academic Education (DAE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluate educational activities in the didactic phase of the MPAS curriculum.

**Director of Clinical Education:** The Director of Clinical Education (DCE) is a primary faculty member who also works to design, implement, coordinate, schedule, and evaluate educational activities in the clinical phase of the MPAS curriculum.

## PAS Program Staff Roles and the PAS Office Suite

### PAS Program Staff

The administrative staff of the PAS Program help make PAS operations and activities run smoothly. The staff positions include the following.

**Assistant to the Chair:** The Assistant to the Chair provides administrative support to the PAS Program Director (PD) and acts as office manager for the PAS department. This person will work with PAS student officers on budgets and supplies for activities during the didactic and clinical phases of the curriculum.

**Administrative Coordinator:** The Administrative Coordinator provides administrative support for PAS faculty in didactic courses including scheduling and providing administrative support for course activities and may serve as the office receptionist, greeting those that enter the PAS office suite, fielding questions, setting PAS student appointments with PAS faculty, and directing PAS students toward appropriate persons or resources.

**Clinical Site Coordinator:** The Clinical Site Coordinator works with the Director of Clinical Education (DCE) to build community relationships to establish and maintain clinical education/practicum/rotation

sites for the clinical phase of the curriculum. This person will work with PAS students if needed to set up student-identified rotation sites.

**Senior Administrative Coordinator:** The Senior Administrative Coordinator works with the DCE and Clinical Site Coordinator to schedule clinical rotations during the clinical phase of the curriculum. This person will interact with PAS students in assigning clinical rotations.

### PAS Office Suite

The PAS program office suite is located in the EAD on 4th floor and houses the PAS program reception area or “front office” and most of the PAS faculty and staff offices.

**Assistance** An administrative coordinator runs the PAS front office during hours of operation. If she is not there, the PAS front office area is under video surveillance and monitored by other PAS staff via webcam who will assist. We ask that all PAS students stop at the front desk and not proceed further into the PAS office suite without invitation.

**Turning in PAS Course Assignments** When turning in course assignments to the PAS program front office, students are instructed to time-stamp their assignments by using the time clock and dropping assignments *face down* into the turn-in box (both located in the front office area). PAS students are prohibited from looking at other students’ assignments already in the turn-in box. To do so could constitute a violation of the student code of conduct. PAS administrative staff are available for assistance when turning in assignments

**Making Appointments with Faculty** Because PAS faculty and course schedules vary, we may ask that PAS students make an appointment to speak with faculty as opposed to “dropping in”. To make an appointment with a PAS faculty member, email [Sandra.mann@unthsc.edu](mailto:Sandra.mann@unthsc.edu) or call 817-735-2301. If Sandra Mann is not available, any staff member can make the appointment.

**Making Appointments with the Program Director (PD)** Appointments with the PD should be requested through [kim.williams@unthsc.edu](mailto:kim.williams@unthsc.edu) or by calling 817-735-5499.

### Department of Physician Assistant Studies Contact Information

Department of Physician Assistant Studies

UNT Health Science Center

Office Hours: 8:00 a.m. to 5:00 p.m. Monday through Friday. 3500 Camp Bowie Boulevard, EAD 416

Fort Worth, TX 76107-2699 Phone: 817-735-2301

Fax: 817-735-2529

Email: [pastudies@unthsc.edu](mailto:pastudies@unthsc.edu)

### PAS Student Identification



## Student ID Badges

UNTHSC will issue each student an ID badge that has an embedded microchip that allows access to certain doors as well as parking garages. The PAS program also uses ID badges to check classroom attendance and for identification for proctored exams.

Students are required to wear ID badges in a visible location while on campus.

Replacement ID badges are available for a fee. Contact Campus Police for a replacement.

## PAS Student Name Tags

The PAS program will issue PAS students a magnetic name plate that must be worn on the right of the student's white coat and at any event where the nametag is necessary. In the clinical phase of the curriculum, PAS students are required to wear these nametags, which identifies the wearer as a Physician Assistant student unless otherwise directed by the individual rotation

Replacement name tags will be available for a fee. To order a replacement, contact PAS Department.

## Contact Information/Name Changes

Changes to personal information including contact information and name changes are processed by the Office of the Registrar and distributed to the appropriate academic and administrative units of the UNTHSC. For more information about how to change personal information, visit

<https://www.unthsc.edu/students/registrar/>

It is the student's responsibility to obtain a new ID badge and name tag if there is a name change.

## Criminal Background Checks for Students

This policy is designed to provide a safe environment for the patients and clients at UNTHSC and affiliating training sites. For more information, see Policy 07.134 at

<https://app.unthsc.edu/policies/Home/AllPolicies>.

Criminal background checks allow the university to evaluate whether UNTHSC students are qualified, eligible, and possess the character and fitness to participate in off-site programs (i.e. clinical care and/or clinical rotation sites).

## PAS Program Student Dress Code Policy

### Didactic Phase

The PAS program dress code policy for the didactic phase of the curriculum is detailed below.  
General Attire

- PAS students are expected to convey a professional appearance or image and are expected to be neat and clean.
- Unless otherwise instructed by PAS Course Directors or Course Liaisons, PAS students are required

to wear solid colored scrubs in the color assigned to their class to all course activities Monday through Thursday.

- Unless otherwise instructed by PAS Course Directors or Course Liaisons, PAS students may wear either their solid colored scrubs or PAS program shirts with jeans/khakis on Fridays.
- PAS students may be required to wear their clean white lab coats to specific labs or other official functions.

### Skills Lab/OSCE Attire

On days noted in the schedule with “lab attire required”, students should wear the following modest clothing:

- Males: shorts and a T-shirt
- Females: shorts, T-shirt and sports bras underneath (regular bras should not be worn)
- PAS students may wear scrubs or T-shirts over the above clothing when they are not serving as the “patient”.
- PAS students may use a gown to drape areas not being examined when being the “patient”.
- When appropriate, students must also wear the appropriate safety gear such as goggles, gloves, lab coat, and foot wear as approved by the lab supervisor and the UNTHSC Safety Office.
- If a course activity requires a specific attire, follow the course director's instructions for what to wear/not wear.

### Violations of PAS Student Dress Code

Students in violation of the dress code may be asked to immediately leave in order to change into appropriate attire.

If a PAS student dress code violation occurs at times of graded activities, no additional time will be given to complete any activity while the student changes to appropriate attire.

### Clinical Phase

Information pertaining to dress code in the clinical phase is located in the clinical student handbook.

## PAS Program Attendance Policy

### Didactic Phase

Attendance is required for all PAS course activities in the didactic phase of the curriculum. PAS students must email the PAS Course Director/Liaison as soon as possible if an absence is expected and submit documentation to [pastudies@unthsc.edu](mailto:pastudies@unthsc.edu) as appropriate.

### Tracking Attendance

Attendance will be documented in each PAS course. No PAS student may record the attendance of another PAS student for any reason, and to do so will constitute a violation of the Student Code of Conduct and Discipline and will result in disciplinary proceedings.

### Excused Absences

Excused absences are usually granted for emergencies (i.e., death in the immediate family, bereavement, etc. ) or illness related to the PAS student or dependent family members. Documentation substantiating reasons for absences may be required. In addition, UNTHSC respects the rights of students to observe religious holy days (see UNTHSC Policy 07.103 at <https://app.unthsc.edu/policies/Home/AllPolicies>). All excused absences must be approved by the PAS Course Director or Liaison.

### Unexcused Absences

Each unexcused absence will result in a 1% deduction on the final PAS course grade. For example, a final average of 91% for the course would drop to 90% for one unexcused absence and to 89% for two unexcused absences.

**Tardiness** PAS students are expected to arrive to PAS course activities on time. PAS students should notify the PAS Course Director or Liaison of their estimated arrival time as soon as possible if tardiness is anticipated. Chronic tardiness is not acceptable. Every 3 occurrences will result in an unexcused absence. Additional occurrence may result in a professionalism paper assignment.

### Makeup PAS Coursework

Whether an absence is excused or unexcused, there are no make-up sessions or “re-teaching” of previously delivered materials. The PAS student is responsible for all material covered during any missed class activity. Lab sessions, clinical integration labs (CILs), objective structured clinical evaluations (OSCEs), guest lectures, team-based learning (TBL), and small group activities cannot be made up or recreated.

### Makeup PAS Exams

PAS students who miss an exam with an unexcused absence will not be able to take the exam and will receive a 0 for that exam. For a PAS student who misses an exam due to an excused absence, the PAS Course Director or Course Liaison will set another time for the student to take the exam if it is possible to make up the exam.

### PAS Program Attendance Information Usage

PAS student attendance may be considered when making recommendations for, but not limited to, the following: disciplinary actions, remediation, dismissal, awards, scholarships, and honors.

### Clinical Phase

Policies and procedures related to for attendance during the clinical phase can be found in the clinical student handbook.

## PAS Student Use of Technology in the PAS Program

### Laptops

All incoming PAS students receive a university-issued technology package during the UNTHSC Student Orientation, which includes a laptop. The technology package is included in student fees and is owned by the student thereafter. PAS students will use their university-issued laptops daily to access PAS course and program information and to send/receive PAS program communications. UNTHSC issued laptops are required for testing and evaluation in the courses.

It is the responsibility of the PAS student to ensure their UNTHSC issued computer equipment is always in good working order in both the didactic and clinical phases of the curriculum.

### Email Use – Official Form of Communication

Email is the official mode of communication on the UNTHSC campus. PAS students will be assigned a university email address during the UNTHSC Student Orientation. All students must have a working university email address. Students must use it for university-related business (use of personal email addresses is not acceptable) and check it multiple times daily to maintain current information for PAS program and course information. Information regarding the PAS program, courses, course assignments, and any changes will be communicated to the PAS students through university email or university learning management system.

### E\*Value™

E\*Value™ is a cloud-based system that the PAS program uses to schedule and track PAS program activities. Information about E\*Value™ will be distributed at the UNTHSC Student Orientation. PAS students will use E\*Value™ to access semester calendars and course schedules, to maintain resume information, and upload certifications. PAS students in the clinical phase of the curriculum will use E\*Value™ to log patient encounters and hours worked in clinical rotations.

Future questions, comments, or concerns about the use of E\*Value™ should be directed to [pastudies@unthsc.edu](mailto:pastudies@unthsc.edu).

### Canvas™

Canvas™ is a learning management system free to all UNTHSC students. The PAS program requires that all PAS students become familiar with Canvas™ technical requirements, features, and other information needed to have a successful online learning experience. For more information about Canvas™, go to <http://web.unthsc.edu/canvas>. For specific questions regarding Canvas™, email [canvas@unthsc.edu](mailto:canvas@unthsc.edu).

Each PAS course will have its own Canvas™ course that contains the course syllabus, lecture information, handouts, grading rubrics, and assignment dates.

Canvas notifications are used for communication with students during their course and must be enabled by the student.

## IT Helpdesk and Client Services

The UNTHSC Helpdesk has desktop and peripheral support and routes service requests to ITS departments as appropriate. Students may access The Helpdesk by phone 817-735-2192 or email, [helpdesk@unthsc.edu](mailto:helpdesk@unthsc.edu). Please see their website for additional information:

<https://www.unthsc.edu/Information-technology-services/helpdesk-client-services>

## PAS Student Use of Electronic Devices During Class Time

Computers and similar devices (e.g., notebooks, iPads, smartphones, etc.) may be used in class for class-related activities as determined by the PAS Course Director or Liaison.

Using the computer for non course-related activities during class time including, but not limited to web surfing, playing games, texting, instant messaging, shopping, and social media, is unprofessional and distracting.

Audio or visual recording is not permitted without the prior approval of the PAS Course Director or Liaison or individual lecturer.

Cell phones must be turned off or placed on “silent” mode during PAS course activities. If PAS students anticipate the need to take a call during class time, it is advised to notify the lecturer prior to the start of class and sit in the back of the class to minimize classroom disruption.

Violations may result in the loss of privileges to have electronic devices in class which may also impact your ability to participate in course work and ultimately your course grades.

## PAS Program Course Set Up

### PAS Course Registration

PAS students do not need to manually register for courses; this is performed at the program level with the registrar.

### PAS Course Scheduling

All PAS students within an incoming PAS class cohort will attend all PAS courses at the same time and in the same order.

### Didactic Phase

PAS course activities during the didactic phase of the curriculum are conducted Monday through Friday during normal business hours, which are 8 a.m. to 5 p.m.

Daily schedules vary by courses, but typically PAS students have one course in the morning and one in the afternoon.

With rare exception, all PAS courses in the didactic phase are conducted on the UNTHSC campus.

PAS students are required to be available Monday through Friday from 8 a.m. to 5 p.m. for PAS program activities, even if PAS activities were not originally scheduled.

### Housing and Transportation

PAS students are solely responsible for securing housing and transportation for all PAS course activities, including course activities during the clinical phase of the curriculum. The PAS program and/or UNTHSC are NOT responsible to locate or pay any portion of student housing or transportation during on-campus or off-campus educational activities.

### PAS Course Syllabi

Academic standards for successful completion of each PAS course are contained in the course syllabi. Each PAS course syllabus will specify all of the course requirements, including academic assignments, evaluation and grading schemes, and schedule of course activities.

Modifications to PAS course requirements, grading schemes, and schedules may be made when the PAS program deems changes are necessary to improve instruction or to conform to scholastic regulations of the department, school, or university.

PAS students are required to read thoroughly each PAS course syllabus prior to beginning the respective course and to consult the syllabus during the course for all course-related questions.

PAS course syllabi can be found online in the Canvas™ course set up for each PAS course.

### PAS Course Textbooks and Equipment

Specific textbooks and equipment required for a PAS course will be identified in the PAS course syllabus. Most textbooks and equipment are already included in PAS course fees. Any questions about course-related textbooks or equipment should be directed to the PAS Course Director or Liaison.

PAS students are expected to read any required textbooks and are encouraged to read any recommended textbooks to ensure that they have the knowledge needed to be successful in the course.

PAS students should read the manuals that come with the equipment to learn basic functioning, such as how to properly insert the ear buds of the stethoscope, “turn on” the bell or diaphragm of the stethoscope or turn on and dim or brighten the otoscope/ophthalmoscope). In addition, equipment with batteries, should be charged prior to use (i.e., prior to class). Students should contact equipment manufacturer for replacement parts.

### PAS Program Course Activities

#### PAS Course Content Dissemination

Course content dissemination is at the discretion of the course director and may occur in a variety of modalities as outlined in the course syllabus.

## PA Course Assessment

Course assessment is determined by the course director and may occur in a variety of modalities as outlined in the course syllabus to include OSCE's (Objective Student Clinical Encounter).

## PA Course Evaluation

Following each course, a Course and Faculty Evaluation will be provided for the purpose of providing constructive feedback. For information on the UNTHSC procedures for the collection and use of student evaluations of courses and instructors, see policy 07.120 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

## PAS Program Exam Policies and Procedures

Students are required to comply with TES exam procedures and policies and PAS policies.

Written exams may be administered on paper, Scantron, or electronically. Electronic exams require the use of a UNTHSC issued computer equipped with ExamSoft™ software. PAS students will be instructed about how to download and use ExamSoft™ during the UNTHSC Student Orientation.

PAS students must have a student identification badge with them at all times in order to be admitted to and remain in testing areas.

All on campus PAs exams are proctored. PAS students must comply with test proctor directions. If there is a discrepancy between test proctor directions and student expectations during the exam, the student is to follow test proctor directions and address the issue later with the PAS Course Director or Liaison.

A PAS student who arrives late will be allowed to take the examination (with no extra time allowed) provided no other student has already turned in an exam. Students who arrive late to an exam will receive a 10% deduction on their final test grade.

PAS students arriving after the first examination has been turned in will have to contact the PAS Course Director or Liaison to discuss the potential for a make-up exam.

PAS student tardiness to and/or unexcused absence from OSCEs typically cannot be made up.

## No Reproduction or Distributions of Exam Items or Content

Any reproduction or distribution of exam content will constitute a violation of the Student Code of Conduct and Discipline and will result in disciplinary proceedings.

## Exam Feedback

Exam grades are posted in the gradebook on Canvas.. Students will also receive a Strengths and Opportunities Report for all ExamSoft administered exams.

## The PA Student Performance Committee

The PA Student Performance Committee (PA-SPC) is composed of faculty from around the UNTHSC campus. These dedicated faculty members monitor student academic performance throughout the

learner's academic enrollment in the PA program. Using a proactive approach, the PA-SPC uses referrals and contacts with the Student Center, CARE Team, and other campus resources to help improve learner performance. Students may be referred to the PA-SPC by faculty, staff, or may self-refer.

## PAS Student Appeals

### Grade Appeals

Grade appeals are handled in accordance with UNTHSC Policy 07.127, Student Academic Grievance Policy located at <https://app.unthsc.edu/policies/Home/AllPolicies>. Grades assigned by PAS Course Directors are final.

If a PAS student believes that an incorrect grade was assigned, the student is expected to first submit an appeal in writing and attempt to resolve the issue with the PAS Course Director. If needed or desired, after receiving an appeal decision from the PAS Course Director, further appeal may be made to the PAS Program Director. All appeals must be made in writing within 5 business days of receipt of the original grade or decision.

### Failing Course Grade

If a PAS student fails a PAS course, the student will appear before the PA Student Performance Committee (PASPC).

### Appeal of Dismissal

If a PAS student is dismissed from the PAS program, the student can file an appeal with the Dean of the School of Health Professions within 5 business days of the decision by the PAS Program Director. For information, see Policy 07.128 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

## PAS Student Options for Leave of Absence and Withdrawal

### Leave of Absence

Life sometimes gets in the way of academic success. As such, students enrolled in academic programs within the School of Health Professions are permitted to request a leave of absence due to a medical condition or for personal reasons. A leave of absence for personal reasons cannot be granted if the student is not in good academic standing at the time the request is made.

Leave of absence requires approval of the Dean of the School of Health Professions.

Upon completion of the leave of absence, the student must request readmission to the academic program in writing. The Dean will determine if readmission is approved after consultation with the student and upon recommendation of the PAS Program Director.

Upon return from leave of absence, the returning student may be required to affirm continued compliance with health and technical standards of their respective academic program. In addition,



students returning from leave of absence may be required to complete additional coursework or testing in order to meet academic requirements of their respective program or to increase chances for the student's academic success in the program. For further information on Leave of Absence see UNTHSC Procedure 15.415 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

#### Withdrawal and Absence due to Military Service

Active duty withdrawal and excused absence policy is located at <https://app.unthsc.edu/policies/Home/AllPolicies> under Policy 07.135

## PAS Student Academic Resources

Students may self-refer to any academic service and may contact their advisor for additional resources.

### Center for Academic Performance (CAP)

The Center for Academic Performance offers services designed to enhance any and all levels of academic performance through academic consultations, learning assessments, and self-management. Consultation with CAP can be self-initiated. CAP offers the following to all UNTHSC students: academic counseling, learning and study strategy assessment, writing support, tutoring, and workshops. CAP

Contact Information:

Center for Academic Performance

Hours of operation: Monday – Friday 8am – 5 pm Phone 817-735-2531

Fax: 817-735-0263

[CAP@unthsc.edu](mailto:CAP@unthsc.edu)

Resources to Augment Learning

CIL <https://www.unthsc.edu/center-for-innovative-learning/>

CAP <https://www.unthsc.edu/center-for-academic-performance/>

Library <https://library.hsc.unt.edu/>

### PAS Student Communication and Professionalism

PAS students concerned about their performance need to communicate those concerns with the course director and/or their academic advisor. Students may also contact academic support resources previously mentioned in the handbook.

An email to PAS faculty will be normally answered within 2 business days.

Faculty contact hours are outlined in each course syllabus.

PAS students are expected to respond promptly and respectfully to emails sent by PAS faculty and staff members. Students are encouraged to extend professional courtesy by acknowledging responses to requests and questions.

It is good practice to re-read an email prior to sending, and avoid sending emails when frustrated or upset. Writing in all capitals can often be interpreted as 'yelling' and should also be avoided.

It is important that PAS students maintain professionalism in all personal, classroom, and laboratory interactions with PAS faculty, staff, and students.

## PAS Student Organizations

Registered Student Organizations (RSOs) will be at the Welcome Week Fair each year. Information on the Welcome Week fair will be given during orientation. It is usually the week before the White Coat Ceremony.

A listing and additional information of student organizations can be found at <https://www.unthsc.edu/students/student-development/registered-student-organizations/>. The following are PA student-related organizations on campus

### Physician Assistant Student Association (PASA)

PA Student Association is a chapter from SAAPA, the student association of the American Academy of Physician Assistants (AAPA). SAAPA provides useful and current information related to being a PA student and about the PA profession. To become a student officer, students must be a member of both AAPA and TAPA. Students can run for officer positions starting in August except for President and Vice President. President and Vice Present elections are in November.

### PA Clinical Organization (PACO)

The PA Clinical Organization seeks to represent and educate those interested in various specialties through physician/PA presentations, skill workshops, and provide opportunities to explore various clinical fields.

### PAS Class Officers

Students may run for class officer positions during the first year. Class officer positions include president, vice president, secretary, treasurer, PASA representative, curriculum liaison, activity chair, and honor code representative. Elections are conducted through PASA, with positions being re-elected in the spring of the second year. Students on academic probation are not eligible to hold office in sanctioned student groups and are expected to resign from any elected or appointed positions held.

### PA Student Professional Organizations

#### Student Academy/AAPA

The American Academy of PAs (AAPA) is the national professional society for PAs in the United States. PASA is a chapter of the Student Academy of AAPA. In order to participate in AAPA activities and sponsored events, PASA is required to have 75% of the three PAS classes as paid members of AAPA. The fee for joining as a student covers all membership dues until graduation. For more information on AAPA and the Student Academy, see the following websites: <http://www.aapa.org/> or <http://www.aapa.org/student-academy>. Attending the AAPA conferences is not automatically considered an excused absence so request permission to attend from PAS Course Directors or Liaisons.

#### TAPA

The Texas Academy of Physician Assistants (TAPA) is the state professional society for PAs. Students are encouraged to join, and the membership fee is \$25. Students are encouraged to attend the TAPA

conference where students are allowed to participate in Challenge Bowl. For more information: <https://www.tapa.org/amsimis/>. Attending the TAPA conferences is not automatically considered an excused absence so request permission to attend from PAS Course Directors or Liaisons.

## PAS Student Extracurricular Activities

### UNTHSC Student Programs and Events

For more information of what Student Development has to offer, go to <https://www.unthsc.edu/students/student-development/>.

### PA Week

PA Week is held every year in early October nationally. This week is dedicated to PAs and helps promote the PA profession and the value of PAs to our community.

### Mission Trips

During Spring Break, a variety of local and student groups may sponsor medical mission trips abroad. This is not a UNTHSC or PAS program sponsored event. Students are not required to be a CMA member in order to participate in the medical mission trip. Meetings for the medical mission trip typically begin in early fall, and space is limited. Cost per student depends on the location and duration of the trip.

### PAS Boot Party

Second year PA classes often host a Boot Party to celebrate their transition to the clinical year. This event is attended, sponsored, and planned by the second year PA students.

### PAS Career Fair

This is an annual event for the third-year PAS students in which employers and recruiters of Physician Assistants from around the state of Texas come to campus to meet with prospective applicants.

## PAS Student Promotion Activities

### PAS Graduation Banquet

This banquet is normally held for the graduating class prior to annual commencement to honor the graduating class. Program academic awards are given at the banquet, which is jointly planned between the PAS program and the senior class banquet committee.

### PAS Graduation/Commencement

The commencement ceremony takes place in May and honors graduates of UNTHSC. Distinguished guests, speakers, family members and friends are invited to join in celebration of our students' hard work and achievements as they prepare to begin the next chapter in their professional lives. PAS students are encouraged to attend the graduation ceremony.

## White Coat Ceremony

Shortly after matriculation into the program, students will participate in the White Coat Ceremony. This ceremony is a tradition symbolizing the transition into being a member of the healthcare profession. Students' white coats have the UNTHSC branded patch, indicating their affiliation with PA Studies. Wearing of the white coat is required at various events, including but not limited to interactions with simulated patients, during OSCEs, interactions with patients during the clinical year, Students may choose to have their name monogrammed on their white coats. If this is done, the student's name should be monogrammed in black thread. The white coat must be kept clean, professional, and free of wrinkles. Students are welcome to purchase an additional white coat at their own expense.

## PAS Student Academic Awards and Honors

### Overview

In addition to conferring MPAS degree diplomas, the UNTHSC and PAS Program are proud to recognize student excellence during the PAS graduation banquet and at graduation. (Note that students who have been on academic probation or committed a violation of the Student Code are not eligible for PAS honors and awards.)

### Dean's List

The Dean's List is established to recognize academic excellence when the student achieves a semester grade point average of 3.51 or greater for a semester in the didactic phase of the curriculum. (Dean's List recognition is not awarded in the clinical phase of the curriculum).

### Graduation Honors

Students may be awarded "Honors" upon graduation if their overall grade point average is greater than 3.51 on a 4.0 scale. No more than 20% of a single PA graduating class will be awarded "Honors" at graduation.

### Special Awards at Graduation

Other special awards may be utilized by the PAS program to recognize exceptional academic, clinical, and leadership performance by a student. Special awards are not annotated on the student's official transcript.

### Phi Alpha Honor Society

The UNTHSC PAS program has a chapter of the Pi Alpha Honor Society. The Pi Alpha Honor Society is sponsored by the Physician Assistant Education Association (PAEA) and promotes and recognizes significant academic achievement, leadership, research, community/professional service, and the encouragement of a high standard of character and conduct among physician assistants (PA) students and graduates. In order to be inducted into the Pi Alpha Honor Society students must have a minimum GPA of 3.5 on a 4.0 scale and demonstrate excellence in research, publishing, community/professional service, or leadership activities. Only 15% of the graduating class can be inducted into the Pi Alpha Honor Society. Inductees are chosen by the faculty and receive a letter, certificate of membership, pin, and Pi Alpha Honor Society cords, which may be worn with their academic regalia.

## UNTHSC Campus Safety Information

### Emergency Preparedness

Incidents of crime and other serious emergencies which occur on campus requiring immediate assistance should be reported to the **UNTHSC Campus Police 817-735-2600** when on campus. Off-campus emergencies should be reported and called in to 911. Reports can be made on a confidential basis. Off-campus emergencies should be reported according to community standards with use of 911 as appropriate.

**Emergency Plan for Building** In the event of an emergency, students are advised to exit the building using the stairwells. Students should exit to the parking lot and move past the first two rows of parking to await further instruction. Sandy Mann is the PA Studies EAD Safety Liaison and can be reached at 817-735-5017 or [Sandra.Mann@unthsc.edu](mailto:Sandra.Mann@unthsc.edu).

**Inclement Weather Advisory** Campus facilities will close and operations will be suspended when adverse weather conditions and/or safety hazards exist on the UNTHSC property as the result of such weather. Students will be notified of any campus warnings or closures via email. For more information, see Policy 04.107 at <https://app.unthsc.edu/policies/Home/AllPolicies>. Please also see <https://Insite.unthsc.edu/building-evacuation-severe-weather-plans/> for evacuation plans.

**Fire Drills** Fire drills are conducted on a scheduled basis for all buildings in which patient care is performed. Students on rotation in clinics should become familiar with clinic-specific fire plans and be prepared to perform assigned tasks, if any, during drills or should a real fire occur. For more information, see Policy 07.123 at <https://app.unthsc.edu/policies/Home/AllPolicies>. See the following website for fire evacuation plans <https://www.unthsc.edu/safety/emergency-management/fire>

### Stop the Bleed Campaign

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital initial response to stop uncontrolled bleeding in emergency situations. This was accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States. The University of North Texas Health Science Center has adopted the *Stop the Bleed* course as its platform to train all students and university employees to immediately assist victims of active shooter and other intentional mass casualty events at the point of wounding. Students of the Master of Physician Assistant Studies will be individually trained on the use of the medical equipment in the medical kits prepositioned throughout the campus. More information on the Stop the Bleed Campaign can be found at the following link: [www.bleedingcontrol.org](http://www.bleedingcontrol.org)

## Hazardous Exposures

In the event of a hazardous exposure (needle stick injury, body fluid splash, etc.), students are advised to seek immediate medical treatment. Students should follow the steps below and report the incident so that prophylactic measures can be instituted. Students should not delay treatment until after completing a class, shift or a surgery. Proper management and reporting should begin immediately. It is critical to receive treatment within the first two hours after injury.

Students should follow the guidelines below:

### On Campus Exposure

- 1) Wash the area with soap and water or flush with large amounts of water for the eyes and mouth
- 2) Notify course director
- 3) Keep the source of blood at the site so blood can be drawn
- 4) Contact and seek care at the Student Health or Priority Care Clinic
- 5) 3 red top vials of blood should be collected from the source

### Off Campus Exposure

- 1) Wash the area with soap and water and flush with large amounts of water for the eyes and mouth
- 2) Notify supervisor or course director immediately
- 3) Keep source of blood at the site so blood can be drawn
- 4) Contact and seek care at the closest source of care-Student Health, Harris Occupational Health or nearest ER
- 5) 3 red top vials of blood should be collect from the source

When the injury occurs outside of the Tarrant County area, students should ALWAYS follow the clinical or hospital site infectious disease procedures and later report to Student Health or Harris Occupational Health Clinic.

**Incident Report** An incident report should be completed. Students in the didactic phase of education should request an incident report from their course director and submit to the UNTHSC Director of Safety and their course director. The UNTHSC Director of Safety can be reached at 817-735-2697.

**Billing** If the student is unable to go to Student Health or Harris Occupational Health Clinic, the student should submit their own insurance. Any bills received thereafter should be forwarded to:

Janet Brandenburgh

817-735-0185

[Janet.brandenburgh@unthsc.edu](mailto:Janet.brandenburgh@unthsc.edu)

## Locations of Treatment

### Student Health

3<sup>rd</sup> Floor North Health Pavilion

855 Montgomery

Fort Worth, TX 76107

817-735-5051

Priority Care Clinic  
3<sup>rd</sup> Floor Health Pavilion  
855 Montgomery  
Fort Worth, TX 76107  
817-735-CARE (2273)

Harris Occupational Health Clinic  
1651 W Rosedale  
Suite 105  
Fort Worth, TX 76104  
817-250-4840

## UNTHSC Student Health

### Student Healthcare and Insurance

All students are required to have health insurance in order to be in compliance with UNTHSC Policy. A school-sponsored Student Injury and Sickness Insurance Plan is provided through United Healthcare Student Resources: [www.uhcsr.com](http://www.uhcsr.com) or 1-866-429-4868. Information on specific policies is available in the Office of Student Affairs: [myra.garcia.unthsc.edu](mailto:myra.garcia.unthsc.edu) or 817-735-2341. The student is responsible for (1) the choice of the specific insurance policy; (2) payment of all healthcare costs, including the premium, as determined by the specific health insurance plan chosen; and (3) following the rules, regulations, and guidelines of their chosen plan (UNTHSC Policy 07.107). Student healthcare is available to all students at the UNTHSC Student Health Clinic located at 855 Montgomery Street. The CVS Minute clinic adjacent to campus also accepts the student health insurance. All students, regardless of their health plan coverage, may access nursing advice and health information 24 hours a day, 7 days a week by dialing 1-877-440-0549.

Faculty members do not have access to student medical records and cannot give medical advice to students or act as their healthcare provider.

**Immunizations and Health Screening Requirements** UNTHSC requires all students to comply with immunization and health screening requirements in order to protect the campus community and patients , , from illness and disease (See policy 07.108) Immunizations are submitted to and maintained by the Certiphi™ database. See Clinical Handbook for more information.

### Office of Care and Civility

**Student Assistance Program (SAP)** UNTHSC offers free in-person counseling to students through the **WellConnect™** Program. Students can contact WellConnect™ at 866-640-4777. Additionally, students may contact Student Affairs at 817-735-2505 and on-campus counseling services at 817-735-5159. The Well Connect counseling hotline is available for students 24 hours, 7-days a week by calling 866-640-4777. The National Suicide



Hotline is also available to students who feel they are in a crisis, whether or not they are thinking about suicide, 24 hours a day, 7-days a week at 1-800-273-TALK (8255). Further information is located at <https://www.unthsc.edu/wellness-services/resources/for-students/>.

**Substance Abuse and Self-Reporting** UNTHSC strongly encourages student with substance abuse problems to seek treatment before critical incidents (e.g., arrests, usage on campus property, or intoxication in the classroom or during clinical assignments) occur. For more information, go to: <https://www.unthsc.edu/wellness-services/resources/for-students/>

**Zero Tolerance for Sexual Violence and Harassment** It is the policy of UNTHSC to maintain a work place and a learning environment free of sexual harassment and intimidation. Harassment of students is a violation of Section 106.31 of Title IX of the Education Amendment of 1972. Harassment of employees is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 and the Texas Commission on Human Rights Act. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. Any sexual harassment incidents should be reported immediately to the Office of Student Affairs or the Equal Employment and Opportunity Office. If you or someone you know has been harassed or assaulted, you can find the appropriate resources on the UNT Health Science Center's website at <https://www.unthsc.edu/wellness-services/sexual-assault-support/sexual-assault-and-sexual-misconduct/sexual-harassment/>. For more information, see the Sexual Harassment Policy 07.111 at <https://app.unthsc.edu/policies/Home/AllPolicies>.

## UNTHSC Student Services

### Student Affairs

Student Affairs oversees issues that are relevant to all students from pre-enrollment through graduation. Student Affairs provides co-curricular and extra-curricular services, programs, and activities to facilitate students' academic training, personal growth, and professional development. Information is available at <https://www.unthsc.edu/students/student-affairs/>.

### Gibson D. Lewis Library

An active ID badge is required for entry into the library. All information and services related to the Lewis Library can be found at <http://library.hsc.unt.edu/content/about-us>

### Founders' Activity Center (FAC)

The FAC is an on-campus fitness center that houses a variety of equipment and offers a wide range of group fitness classes.

For more information, go to <https://www.unthsc.edu/wellness-services/recreation/>, call 817-735-2209, or email [recreation@unthsc.edu](mailto:recreation@unthsc.edu).

## Printing, Scanning, and Copying

The PAS Program does not provide printing, scanning, or copying services for students. Go to <http://library.hsc.unt.edu/content/printing-copying-and-scanning> to find a current listing of all locations and equipment students may use on campus. Information on Pharos, the print management system used at UNTHSC, is also located at this link. For questions, students may contact the Library Service Desk at 817-735-2465 or by email at [askalibrarian@unthsc.edu](mailto:askalibrarian@unthsc.edu).

## Use of UNTHSC Logo

To obtain the logo, approval of use, or with questions on brand use, students may contact [Amy Buresh](#) at 817-735-5149, in Marketing and Communications. The UNTHSC Marketing and Identity Guide can be found at <https://www.unthsc.edu/outreach/marketing-and-communications-2/graphics-and-branding/>.

## Student Veterans Information

Veteran and military-specific resources and opportunities are available at UNTHSC. More information about opportunities to learn about these resources is provided prior to new student orientation or at <https://www.unthsc.edu/students/registrar/veterans-benefits/>.

## Transportation

UNTHSC offers discounts to its employees and students for bus and train fares, as well as on the Bike Share program, to its employees and students. Further information can be found at <https://www.unthsc.edu/operations/sustainability/transportation/>.

**Parking** In order to park a vehicle on campus, students must obtain a parking permit. These permits must be renewed annually on September 1<sup>st</sup>. More information can be found at <https://www.unthsc.edu/police/parking-office/visitor-information/parking-permits/>.

## Lost and Found

UNTHSC has central lost and found locations in the UNTHSC Police Department and the Lewis Library. If any lost items of PAS students are found by PAS students, those can be brought to the PAS office suite. At all three locations, inquire at the front desk.

## Kitchen Area

UNTHSC has provided a kitchen area on the 5<sup>th</sup> floor near the classrooms. Although this is a general use kitchen, it is primarily used by PA Students. PA Students are required to ensure that the area stays clean and the refrigerators stay tidy. Any small appliances, not furnished by UNTHSC, need to be approved by the PA Studies office prior to placing in the kitchen. No appliances with open heating elements are allowed.

## Lockers

During the didactic phase of the curriculum, the PAS program assigns each PAS student a locker near the PAS classrooms. Once promoted to the clinical phase of the curriculum, that locker must be cleared out. For on-campus days during the clinical phase (PASS days), there are a limited number of day- use lockers

available outside of the PAS program offices. These lockers are first-come first-serve, and must be emptied at the end of PASS day. Students also have the option of obtaining a locker through Student Affairs; however, this locker could be anywhere on campus. If students need the lock cut off because of a lost key or forgotten combination, he/she may email [PAStudies@unthsc.edu](mailto:PAStudies@unthsc.edu). The PAS program accepts no liability for contents within lockers.

### Campus Map

The layout of campus and most of these services can be located on the campus map found at <https://www.unthsc.edu/campusmap/>

## Acknowledgement and Receipt

I have read the PAS Student Handbook and received answers from PAS faculty or staff to any questions that I may have had. I understand that I may contact PAS faculty and staff in the future should additional questions arise. I recognize that it is my responsibility to understand and comply with the policies and procedures contained in this handbook and any revisions made to it in the future. I know where to find the PAS Student Handbook on the [PA Studies Website](#) and will reference the handbook when PAS program questions arise. I understand that this information applies to me while on or off campus when acting in my role as a PAS student.

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PAS Student Signature

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PAS Student Name (Printed)

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Date

## Appendix A

### Advice from Successful PAS Students

- Study every day.
- Discuss what you learned with others.
- There is nothing wrong with getting help, CAP has a lot of good resources.
- Figure out what works for YOU. It may not be the same as what's best for your friends in the class, so don't study with them if it's not conducive to your learning.
- Study in the morning.
- Preview!
- Find different classmates that excel in different areas and learn what and how they study.
- Organize your studying. Keep a planner and write down what you're going to study and when.
- You must study on your own to benefit from what your peers have to offer. Once you know the information, study in groups, bounce ideas off of each other for clarity, compare "important points", and go to labs (OSCE and anatomy) with different people.
- Do not expect your classmates to teach you what you haven't studied. Do not copy your peer's work because you don't have time to do it yourself. Do not do exactly what everyone else in the class does.
- Give yourself breaks to maintain your sanity. Spend a couple of hours each day with family or friends and do not even think about studying! Set an alarm on your phone when it is time to go back to studying.
- Get your sleep! Staying up too late only makes everything worse!
- Choose what attitude you will have. People that are optimistic have much less stress.