

Student Contact Form

The purpose of this form is to document a conversation between a faculty member and a Postprofessional tDPT or DScPT student, in order to facilitate that student's academic and professional development. This record is also used to assess the student's progress in relation to the Professional Behaviors policy.

1. Core, adjunct, or associated faculty may initiate and complete the form.
2. The reason for, details of the meeting, and any required course of action are documented.
3. Any documentation will be copied to the student and their academic advisor.
4. The faculty member will confer with the Program Director if performance of behavior is clearly below the expectations of policy.
5. The faculty member forwards the completed form to the Operations Coordinator.

Commitment to Learning / Use of Feedback

The ability to self-assess, self-correct and self-direct; identify needs and sources of learning; continually seek new knowledge and understanding. The ability to identify sources of and seek out feedback; to effectively use and provide feedback for improving interpersonal interaction.

Interpersonal Skills / Communication Skills

The ability to interact effectively with patients, families, colleagues, other healthcare professionals and the community; deal effectively with cultural or ethnic diversity issues. The ability to communicate effectively (speaking, body language, reading, writing, listening) for varied audiences and purposes.

Effective use of Time and Resources / Stress Management

The ability to obtain the maximum benefit from a minimum investment of time and resources. The ability to identify sources of stress and to develop effective coping behaviors.

Problem-Solving / Critical Thinking

The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes. The ability to question logically; identify, generate and evaluate elements of logical argument; recognize and differentiate facts, illusions, assumptions; distinguish the relevant from the irrelevant.

Professionalism / Responsibility

The ability to exhibit appropriate professional conduct and to represent the profession effectively (attitude, demeanor, and appearance appropriate for health care setting). The ability to fulfill commitments and be accountable for actions and outcomes.

PT Department Core Values

Exemplify Christian values through:

Family Spirit

- Advocate for the vulnerable
- Maintain a safe environment
- Work together
- Take responsibility
- Be accountable
- Have fun

Servant Heart

- Live prayerfully
- Lead selflessly
- Listen deeply
- Display compassion
- Model humility
- Show respect

Inquisitive Mind

- Desire life-long learning
- Ask relevant questions
- Integrate knowledge into practice
- Remain contemporary
- Display intellectual courage
- Analyze, produce & apply evidence-based practice

Student Contact Form

Student name			
Date of occurrence			
Meeting date			
Academic advisor name			
Faculty name <i>(Use electronic signature)</i>			
Semester of program			
Course number/name			
Professional <i>Click on box(es) to select area(s) of concern</i>	<input type="checkbox"/>	Commitment to Learning / Use of Feedback	
	<input type="checkbox"/>	Interpersonal Skills / Communication Skills	
	<input type="checkbox"/>	Effective use of Time & Resources / Stress Management	
	<input type="checkbox"/>	Problem Solving / Critical Thinking	
	<input type="checkbox"/>	Professionalism / Responsibility	
	<input type="checkbox"/>	Core Values	
Academic <i>Click on box(es) to select area(s) of concern</i>	<input type="checkbox"/>	Class Attendance	
	<input type="checkbox"/>	Absent from Examinations	
	<input type="checkbox"/>	Low Scores on Examinations	
	<input type="checkbox"/>	Missing Assignments	
	<input type="checkbox"/>	Late / Incomplete Assignments	
	<input type="checkbox"/>	Low Scores on Assignments	
	<input type="checkbox"/>	Other	
Meeting details			
STUDENT Planned course of action/follow-up <i>Click on box(es) to select action(s)</i>	<input type="checkbox"/>	Meet with instructor	by (date)
	<input type="checkbox"/>	Meet with academic advisor	by (date)
	<input type="checkbox"/>	Meet with department chair	by (date)
	<input type="checkbox"/>	No action required	
	<input type="checkbox"/>	Other	
FACULTY Planned course of action/follow-up			
Distribution <i>Office Use Only</i>	Student Academic advisor Course instructor Program Director		