



Sports Therapy

2024-2025 Student Handbook

Instructor

Mrs. Lehua Lee, ATC, M.Ed.

At a Glance

When does class meet?

ROP classes at the center meet five days per week for 2 hours each day. We will follow the Fremont Unified School District calendar. The morning class will meet from 8:30-10:30 am and the afternoon class will meet 1:45-3:45pm.

What do I do if I am absent?

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

How do I get to class?

Busses will be provided to and from the ROP center for all classes **EXCEPT TRANSPORTATION TO THE CENTER FROM LOGAN FOR THE MORNING CLASS**. All students must provide their own transportation to and from internship sites.

Will there be internships?

Yes, students must maintain an 80% in class, have adequate attendance and teacher approval in order to be placed in an internship. Failure to do so may result in the student being dropped from the class and returned to their home school.

Expectations:

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

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

NO FOOD OR DRINK ON CAMPUS. There will be no food or drinks allowed in MVROP buildings including classrooms, lobby, hallways and restrooms. The only place where food may be consumed is in the student lounge. If you need to eat lunch please do it before class in either the student lounge or outside. You may have water in the classroom.

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

HAVE FUN! We are here to learn, but I pride myself on having a classroom that is welcoming and informal. I want you to get to know me and each other. If you have any suggestions along the way, let me know.



Contact Information

Mrs. Lehua Lee

email: llee@mvrop.org

phone: (510) 657-1865 x15224

Statement of Purpose

This course is designed to provide related instruction and community training for students preparing for jobs in sports medicine including physical therapy, chiropractic, occupational therapy, athletic training, massage therapy, personal training, as well as other jobs in the health and fitness industry. Students will receive heavy academic instruction in human anatomy and physiology. The class will provide students with a fundamental understanding of the sports and health related fields, thus aiding them in career decisions.

****** An ROP course is the transition from the traditional classroom to the world of work. The policies and regulations reflect the demands of both.

Mission Valley ROP School Learning Outcomes (SLOs)

Upon successful completion of this course, students will be able to demonstrate the following skills necessary for entry-level employment:

Workplace Basic Skills and Behaviors

1. Apply skills learned in class
2. Analyze information and make decisions
3. Communicate verbally and in writing
4. Work independently and as a team member in a diverse workplace
5. Work reliably, responsibly, and ethically

Career Technical Skills

1. Demonstrate occupational competencies
2. Use appropriate technology
3. Understand and practice occupational safety standards
4. Demonstrate an awareness of how a business or industry functions

Job Employment Skills

1. Develop a plan to achieve career goals
2. Use effective job search strategies
3. Demonstrate an awareness of the importance of lifelong learning

Text:

Prentice, William E. *Principles of Athletic Training 15th ed.* New York, NY: McGraw Hill. ISBN: 978-0-07-802264-7

Senisi Scott, Ann & Fong, Elizabeth. *Body Structures & Functions 11th Edition.* ISBN-13: 978-1-428-30419-2

Areas covered in class

- ❑ Anatomy/Physiology
- ❑ Medical terminology
- ❑ Therapeutic modalities
- ❑ Rehabilitation techniques
- ❑ Emergency procedures
- ❑ Care and prevention of injury
- ❑ CPR
- ❑ Nutrition
- ❑ Physical fitness
- ❑ Taping and wrapping techniques

Career Advancement Benefits

- ❑ Students will gain hands-on experience in the sports therapy field.
- ❑ Ability to work as a Physical Therapy Aide or Personal Trainer Assistant.
- ❑ Gain clinical experience hours which are needed to apply to many professional programs.
- ❑ Determine if this is the career path of your choice.

Materials, Tools, and Resources

Class binder

- ❑ Each student will need a separate 3-ring binder for this class.
- ❑ The binder must be organized using dividers into sections for each unit.
- ❑ All course materials (notes, handouts, returned assignments, etc.) must be kept in the binder until the end of the course.
- ❑ The binder is checked periodically. This may be announced or unannounced. **Therefore, the notebook must be kept up-to-date and brought to every class (it can also be kept in class)!!!**

Special materials may include calculators, tank tops, shorts etc. Students will be informed of special materials before the class session in which they are needed.

Grading

Work Readiness

You will be evaluated on your work readiness. Work readiness relates to skills that employers want to see in their employees and include:

- ❑ punctuality
- ❑ attendance/participation
- ❑ initiative
- ❑ proper use of cell phones

In-class assignments

- ❑ All assignments are due on the day announced. Late material will not be accepted unless there is an excused absence. **All make-up work must be turned in by the end of the current unit.**
- ❑ It is the student's responsibility to find out what material was missed during an absence and to make it up. For example, copy the notes from a classmate, check the bulletin board or google classroom for missed assignments, and check the file box for missed handouts.

- ❑ **Work must be neat and professional to receive full credit. If I can't read it, I won't grade it!**
If there is not a name on it, it will not get graded and will be thrown away!

All assignments are worth 20pts. The breakdown of points is as follows.

- 5pts: neat (name is on the paper, heading is correct, I can read the assignments, minimal cross-outs, no doodles)
- 5pt: complete (all questions were answered, answers are complete)
- 5pts accurate (the information provided is accurate and thorough)
- 5pts: on-time (-1 pt for each day late)

Tests/labs

At least one evaluation will be given for each unit. Evaluations may consist of, but are not limited to written tests, group/individual projects, presentations, hands-on (practical) examinations.

Breakdown of points

1st semester

Formative (this includes homework, in-class activities, Into activities, etc)	15%
Work Readiness (this includes appropriate use of cell phones, punctuality, etc)	15%
Summative (written and practical tests, presentations & labs)	70%

2nd semester

Job performance 80%

Attendance of control class (15%)

Turning in accurate and neat time cards weekly (15%)

Completing the assigned number of hours weekly (30%)

Evaluations (20%)

Assignments/tests 20%

Grading Scale

A = 100-93%	A- = 92.9-90%	
B+ = 89.9-87%	B = 86.9-83%	B- = 82.9-80%
C+ = 79.9-77%	C = 76.9-73%	C- = 72.9-70%
D+ = 69.9-67%	D = 66.9-63%	D- = 62.9-60%
F = below 59.9 %		

IMPORTANT NOTES

To be eligible for internships, you must have an 80% or better in the class AND the recommendation of the instructor. Students who are not eligible for internships will return to their home school for the second semester.

To be eligible for internships, you must meet minimum attendance requirements. If a student is falling behind in hours, the student, parent and counselor will be notified. If adequate

progress has not been made to improve attendance the student may not be eligible for internships and will return to their home school for second semester.

Students MUST turn in a ROP Portfolio. Failure to turn in a portfolio will significantly impact the student's grade and will not receive a certificate of completion. No late portfolios will be accepted.

Policies and Procedures

Campus

This campus is our responsibility. Dispose of all trash in the garbage cans located in each hallway. This is a non-smoking campus. Students are not allowed to smoke anywhere on campus. Do not park vehicles in designated staff parking.

Classroom Rules

Please keep the classroom neat and organized. If desks or chairs are moved for any class activity, please return them to their original location. Books should be returned to the proper place following use. Do not leave scraps of paper or anything else lying around on your desks. THERE IS NO ONE PICKING UP AFTER YOU! Since this is an ROP class this classroom will be treated as a business environment. Profitability in the industry is related to dollars made. In the classroom, our profitability is learning.

In order to be "profitable" in the classroom, the following rules will be adhered to:

1. Come to class on time and with a positive attitude.
2. Be prepared with a notebook, paper and pen/pencil (all of which can be kept in you class binder)
3. No eating or drinking in the classroom (with the exception of bottled water).
4. No profanity.
5. Respect the right of other's to learn and of me to teach.
6. No cheating!! (will receive 0 credit and may be removed from the class)
7. Relax, have fun and learn!!

Attendance/Participation : Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time and participate in classes every day. If you are going to miss a test day, prior notice should be given. Please check the ROP calendar against your home school calendar. The ROP serves 3 districts, so teacher work days and vacations vary. If your home high school has a minimum day or an optional student event that may conflict with your Mission Valley ROP class, you are still expected to attend your Mission Valley ROP class unless told differently by your ROP teacher.

If you are absent it is your responsibility to find out what you have missed. Handouts and class work are kept on the table in the front of the classroom. Information can also be found on google classroom. Make sure you pick up these handouts at the **beginning** of your first day back.

Make-up assignments will be given for excused absences only, which include medical, legal, bereavement and school business. Failure to complete make-up assignments will adversely affect your grade. All make-up work must be submitted by the test date for that unit.

Students must arrive on time to class. **If you are absent, I must receive the excuse from a parent or guardian (written or by phone to 510-657-1865 x15224) no later than the day of your return to class or the absence will be considered unexcused. If an excuse is taken to your home school, a second excuse (or a copy) must be given to me. If you are tardy or miss a Mission Valley ROP class your grade may be adversely affected.** Punctuality is very important and excessive tardiness may prevent a student from being placed at an internship site. Talking on a cell phone or having personal conversation outside the class is unproductive and will be considered a tardy. Tardiness reduces instructional time and is disruptive to the classroom. Tardies may prevent the student from receiving a course certificate.

If a student is absent 2 consecutive days, or 2 days within a 10-day period, parents will be notified by the instructor. If the student has 2 uncleared absences a parent will receive a written deficiency notice.

Parental Notifications

1. Our school suggests parental permission for your student to view movies and video clips that are used in our curriculum, or that are selected by me. This content, along with our hands-on activities such as labs/dissections, in-class discussions, and projects, give students a well-rounded opportunity to explore anatomy and health/medical professions. I am informing you that we may watch a film/video in class that involves medical procedures or that contains a rating above PG-13 to illustrate a particular curricular-related concept.
2. Students who submit required Chabot paperwork and complete this course with an 80% or above are eligible to receive Chabot credit. More information will be provided in class.
3. Students must pass the class with a 70% or higher with an attendance record of 80% or better to receive a certificate of completion.

Sports Therapy Expectations

10 point assignment

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

Student Name _____

Please initial the following

parent student

- _____ _____ I understand that the ROP campus is an independent campus, any absence you phone into your home school does not get forwarded to me. So, if you are absent, please have YOUR PARENT, call me at (510) 657-1865 extension 15224. They can also email me at llee@mvrop.org. If a student is absent for 2 or more days and I have not been contacted by a parent, I will be reaching out to the student, parent and home school.
- _____ _____ I understand that my student must have a 80% in the class AND the recommendation of the instructor in order to participate in the internship.
- _____ _____ I understand that my student must meet minimum participation/attendance requirements in order to participate in the internship.
- _____ _____ I understand that if my student does not meet academic and attendance expectations that they will return to their home school for the second semester and will no longer be enrolled in the sports therapy program.
- _____ _____ I understand that students must provide their own transportation to internships.
- _____ _____ I have read and understand the procedures listed in the Sports Therapy course handbook and agree to abide by them.

Student Name-Print

Student Signature

Date

Parent Name-Print

Parent Signature

Date

Parent Email

Parent Phone