

Course Syllabus

1	Course title	<i>Introduction to prosthetics and orthotics practical skills I</i>	
2	Course number	<i>1833180</i>	
3	Credit hours	<i>1</i>	
	Contact hours (theory, practical)	<i>64 Practical</i>	
4	Prerequisites/corequisites	<i>None</i>	
5	Program title	<i>BSc in prosthetics and orthotics</i>	
6	Program code	<i>3</i>	
7	Awarding institution	<i>The University of Jordan</i>	
8	School	<i>School of Rehabilitation sciences</i>	
9	Department	<i>Department of prosthetics and orthotics</i>	
10	Course level	<i>Undergraduate</i>	
11	Year of study and semester (s)	<i>1/1</i>	
12	Other department (s) involved in teaching the course	<i>N/A</i>	
13	Main teaching language	<i>English</i>	
14	Delivery method	<input type="checkbox"/> Face to face learning <input type="checkbox"/> Blended <input type="checkbox"/> Fully online	
15	Online platforms(s)	<input type="checkbox"/> Moodle <input type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others..... <i>N/A</i>	
16	Issuing/Revision Date	<i>12/10/2023</i>	

17 Course Coordinator:

Name: <i>Reem Massarweh</i>	Contact hours: <i>12-1 Tuesday</i>
Office number: <i>520</i>	Phone number: <i>06/5355000-23226</i>
Email: r.massarweh@ju.edu.jo	

**18 Other instructors:**

Name:

Office number:

Phone number:

Email:

Contact hours

19 Course Description:

As stated in the approved study plan.

This course provides basic skills in the field of prosthetics and orthotics including: casting, using plaster, cast modification, drilling, trimming, welding, bending, riveting, cutting and using the different prosthetics and orthotics machinery and tools. In addition, students will learn how to relate the characteristics of the three major types of materials, wood, metal and plastic, to their use in prosthetic and orthotic appliances. Throughout this course students are expected to develop manipulative skills and mastery over the use of these materials to produce an appliance that fits a patient's need.

20 Course aims and outcomes:

A- Aims:

- 1- *Identifying and memorizing the different machinery and tools most commonly used in the P&O workshop*
- 2- *Identifying, memorizing, and practicing safety measures in the P&O workshop*
- 3- *Practicing basic hand skills needed in the metal work*
- 4- *Practicing basic skills needed in thermoplastics work*
- 5- *Practicing manufacturing PVA sleeves*
- 6- *Practicing skiving and shaving off multi-foam materials*
- 7- *Practicing POP bandages and POP plaster work*

B- Students Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

SLOs	SLO (1)	SLO (2)	SLO (3)	SLO (4)	SLO (5)	SLO (6)	SLO (7)
SLOs of the course							
1. <i>Identifying the different machinery in the P&O workshop</i>	x						
2. <i>Recognizing the severe hazards present in the P&O workshop</i>	x	x					
3. <i>Excelling the skill of shaving off materials on the socket routers</i>	x	x					
4. <i>Excelling metal different works</i>	x						
5. <i>Identifying hazards associated with materials</i>				x			
6. <i>Practicing cutting, filing, and smoothing metals</i>	x	x	x				
7. <i>Practicing bending metals</i>	x	x					
8. <i>Applying safety measures with metals</i>			x			x	
9. <i>Practicing drilling metals, and riveting separate pieces of metal</i>	x						
10. <i>Learning about Back slap and when to use it</i>	x				x		
11. <i>Identifying multi-foam materials and their uses</i>	x	x					

21. Topic Outline and Schedule:

Week	Lab	Topic	Student Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	<i>Introduction to P&O workshop, machinery, tools, and hazards</i>	<i>1</i>	<i>FF</i>	<i>E-learning</i>		<i>Quiz</i>	
2	2.1	<i>Introduction to P&O workshop safety measures</i>	<i>2</i>	<i>FF</i>	<i>E-learning</i>		<i>Quiz</i>	
3	3.1	<i>Metal work</i>	<i>3,4</i>	<i>FF</i>	<i>E-learning</i>		<i>See the attached rubric</i>	
4	4.1	<i>Metal work</i>	<i>4</i>	<i>FF</i>	<i>E-learning</i>		<i>//</i>	
5	5.1	<i>Metal work</i>	<i>4</i>	<i>FF</i>	<i>E-learning</i>		<i>//</i>	
6	6.1	<i>Metal work</i>	<i>3,4</i>	<i>FF</i>	<i>E-learning</i>		<i>//</i>	

7	7.1	<i>Metal work</i>	4	<i>FF</i>	<i>E-learning</i>		//	
8	8.1	<i>Back slap</i>	6	<i>FF</i>	<i>E-learning</i>		//	
9	9.1	<i>Positive making and modification</i>	7	<i>FF</i>	<i>E-learning</i>		//	
10	10.1	<i>Positive modification</i>	6	<i>FF</i>	<i>E-learning</i>		//	
11	11.1	<i>Fabricating shoe insert</i>	5	<i>FF</i>	<i>E-learning</i>		//	
12	12.1	<i>Ankle joint bending</i>	4	<i>FF</i>	<i>E-learning</i>		//	
13	13.1	<i>Multi-foam shaving</i>	2,3,4	<i>FF</i>	<i>E-learning</i>		//	
14	14.1	<i>Multi foam shaving</i>	2,3,4	<i>FF</i>	<i>E-learning</i>		//	
15	15.1	<i>PVA</i>	4	<i>FF</i>	<i>E-learning</i>		//	

22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:



Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
<i>The attached rubric</i>	90	3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15	2,1, 2,2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3	Weeks 3, 15	N/A
<i>Final exam</i>	10	1, 2	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4	To be determined later	N/A

23 Course Requirements

(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc): *P&O workshop*

24 Course Policies:

1- Attendance policies:

- 1- *Attendance will be taken periodically throughout the semester.*
- 2- *Students are expected to attend and actively participate in all classes.*
- 3- *Students are expected to be on time.*
- 4- *When the student is unable to attend class, it is a courtesy to notify the instructor in advance using either e-mail.*
- 5- *Repeated tardiness or leaving early will not be accepted.*
- 6- *Students who miss class (or any portion of class) are responsible for the content. Any student who misses a class has the responsibility for obtaining copies of notes, handouts, assignments, etc. from class members who were present. If additional assistance is still necessary, an appointment should be scheduled with the instructor. Class time is not to be used to go over material with students who missed class(es).*
- 7- *An absence of more than 15% of all the number of classes, which is equivalent of (2) classes, requires that the student provides an official excuse to the instructor and the dean.*
- 8- *If the excuse was accepted the student is required to withdraw from the module.*
- 9- *If the excuse was rejected the student will fail the module and mark of zero will be assigned as suggested by the laws and regulations of the University of Jordan. Please refer to pages 133, 134 of the student handbook.*

10- Absences from exams and submitting assignments on time:

- 1- *The instructor will not do any make-up exams.*
- 2- *Exceptions for make-up exams and late submission of class assignments will be made on a case-by-case basis for true personal emergencies that are described as accepted by the regulations of UJ (e.g., documented medical, personal, or family emergency).*
- 3- *Make-up exams will be arranged if justifications for missing the exam satisfy the above. It is the student's responsibility to contact the instructor within 24 hours of the original exam to schedule a make-up session. A make-up exam should be taken within a week from the original exam date, unless the student can provide documentation that makes meeting that deadline impossible; otherwise, the recorded score for that exam for the student will be a zero.*
- 4- *Late assignments will not be accepted and submission of assignments (due to unjustified absence from class) by other students will not be accepted regardless of how much work the student put into its preparation.*

C- Health and safety procedures:

- 1- *Students will not be in direct contact with patients during this course.*
- 2- *Students are not expected to use any heavy tools or equipment that might impose health and safety issues during this course.*
- 3- *Students should work safely, including being able to select appropriate hazard control and risk management, reduction or elimination techniques in a safe manner in accordance with health and safety legislation.*
- 4- *Students should understand the importance of and be able to maintain confidentiality.*
- 5- *Students should understand the importance of and be able to obtain informed consent.*
- 6- *Students should know the limits of their practice and when to seek advice or refer to another professional*

D- Honesty policy regarding cheating, plagiarism, misbehavior:

- 1- *Students are expected to observe all University guidelines pertaining to academic misconduct.*
- 2- *Any work submitted by a student for academic credit must be the student's own work. Submission of work taken directly from another source (e.g., book, journal, internet, clinic forms, or another student work) will be considered plagiarism and the student/group will get a zero grade for that work if part of an assignment. In addition, if copying occurred, both the student who copied the work and the student who gave material to be copied (if applicable) will receive a zero for the assignment.*
- 3- *Students are expected to do work required for assignments on their own. Asking other instructors at the JU clinic or the staff, or other students to assist in or do any part of the*

assignment for them will negatively affect their grade on that assignment. The course instructor is the person the student needs to talk to if s/he has any difficulties pertaining to an assignment or project and is strongly encouraged to schedule an appointment with the instructor if such difficulties arise during the semester.

- 4- *Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited.*
- 5- *Any forms of academic misconduct will be handled according to the University of Jordan guidelines.*

E- Grading policy:

Grading for this course will be determined based upon the accumulation of points for variety of assignments and exams. All work will be evaluated on completeness, organization, clarity of information, and the integration and application of the material.

F- Available university services that support achievement in the course:

The University of Jordan provides many services to support social, health, and mental well-being of students in general and students with disabilities in specific. Students are advised to visit the Faculty of Students Affairs to learn more about those services. If you are a student with a disability for which you may request accommodations, please notify the staff of Services for Student with Disabilities (Faculty of Students Affairs) as soon as possible. Please also contact the instructor as soon as possible (email is acceptable) so the appropriate accommodations for this course can be made.

25 References:

A- Required book(s), assigned reading and audio-visuals:

B- Recommended books, materials, and media:

26 Additional information:



Name of Course Coordinator: -Reem Massarweh -----Signature: R.W.M -----Date: 12/10/2023 -----
Head of Curriculum Committee/Department: ----- Signature: -----
Head of Department: --- Dr. Amneh Al-Shawabka Signature: -- Amneh Al-Shawabka ----- -----
Head of Curriculum Committee/Faculty: ----- Signature: ----- -
Dean: ----- Signature: -----