

PT 822 TA Requirements (Total of 30 hours) 2017-18

June 1 – July 31, 2018

Course Description:

PT-822 (3CR) Business Practices in Rehabilitation

This course encompasses the areas of public and private sector business practices, including, but not limited to, finance, accounting, human resources, venues, marketing/advertising, and negotiation. The emphasis will be on the practical application of the material and, normally, the development of a useable business plan or business canvas. Community practitioners and small business leaders may act as Community Advisors and/or assist in the delivery of this course. The intent of this learning opportunity is to facilitate the students' acquiring the fundamental business skills necessary for career development in any sector of health care. Pre-requisite: successful completion of PT 841 or approval from the PT Program.

Individuals with relevant experience in small business and/or entrepreneurship (and/or admin/management) preferred. An individual with rehabilitation clinical experience is preferred.

1. Assistance with student academic performance evaluation:

With training and guidance from the course co-ordinator, the TA will be responsible for grading student assignments. Including small business plans or small business canvasses and/or business spreadsheets.

Essential Skills

- Strong written skills and ability to offer feedback to enable student improvement;
- Ability to document student performance and marks in a timely fashion;
- Ability to interact with students to provide feedback with a direct but supportive approach;
- Willingness to learn the student internet/web platforms (e.g. "OnQ");
- Willingness to track the content of the course leading up to any evaluation; and
- Ability and willingness to accept constructive feedback from the course coordinator.

2. Course Theory Delivery

The TA will be involved in course theory content delivery. This may include, but will not be limited to, pulling together a panel of experts, large or small classroom sessions and/or on-line modules.

Essential Skills

- Willingness to consider multiple methods, taking into account adult learning styles;
- Ability to take in student work, process it and return the materials in a timely fashion;
- Strong interpersonal skills
 - to assist the students with relevant, timely and valid feedback;
 - to assist with interactions with the staff and faculty of university units with relevant university resources (e.g. The Queen's Centre for Business Venturing);
 - to assist with interactions with outside resources (e.g. economic development agencies, chambers of commerce, banking institutions);
 - to work with clinicians within the faculty and from regional health facilities;
- Willingness to learn the student internet/web platforms (e.g. 'OnQ');
- Willingness to work on preparing and running an annual business conference;
- Strong organizational skills;
- Ability to, when relevant, incorporate a critical review of the literature to update all materials; and
- Ability and willingness to accept constructive feedback from the course coordinator.

3. Course Administration

The TA will be involved in the administration of the course including, but not limited to, course website management and/or student online discussion and Q&A management.