

Satellite Coordinator Communications Policy

Background

The nature of the teaching process for the Augustana Cohort and Calgary Cohorts requires the Augustana Coordinator and the Calgary Coordinator to be easily accessible by both students and faculty/staff in the Department of Physical Therapy. For this reason the Augustana Coordinator and the Calgary Coordinator shall carry a smart phone with him/her at all times. This will allow for prompt communication and address safety considerations during travel to and from Augustana and Calgary.

In addition to the Augustana Coordinator and the Calgary Coordinator, the Department of Physical Therapy employs a small FTE administrative position and several casual teaching assistants at the Augustana and Calgary campuses. Whenever the Augustana Coordinator and the Calgary Coordinator are not available every effort will be made to ensure that one of these employees are available to assist with the delivery of the physical therapy program.

Procedures

- 1.** The Augustana Coordinator and Calgary Coordinator shall make his/her contact information available to all Augustana and Calgary MScPT students and department staff. This includes office phone number, email and cell phone number.
- 2.** Using the cell phone number to contact the Augustana Coordinator and Calgary Coordinator should be done during regular office hours only (8:00 to 5:00 standard and 6:30 to 5:30 on travel days) or in the case of emergency or technical difficulty
- 3.** The Augustana Coordinator, Calgary Coordinator, and Edmonton-based instructors and staff will use the most appropriate method (cell phone, email, Eclass) for communication of information to Augustana and Calgary students.