

Nashville State Community College

Course Information

Course: FW C
(Fieldwork C)

Course Number: OTA 2160

Credit Hours: 1

Lecture: 4 meetings during semester

Lab: 35-40 hours over course of semester

Instructor's Name:

Office Hours: As posted, or by appointment

Office Location:

Office Phone:

OTA Office Phone:

OTA Fax Number:

E-Mail:

Course Description:

Opportunity for the OTA student to apply academic knowledge of occupational therapy to practice through a Level I Fieldwork experience.
Prerequisites: Fieldwork A & B

| <u>Course Outcomes:</u> The student, upon completion of this course, will be able to: | Teaching/Learning Strategies | Evaluation Methods |
|--|---|---|
| Demonstrate the ability to interact professionally through written, oral and nonverbal communication. B.1.1, B.4.6 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • SOAP notes • Treatment plan • Professional Behaviors Competency and the Therapeutic Interactions Competence |
| Employ logical thinking, critical analysis, problem solving and creativity. B.1.2 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • SOAP notes • Treatment plan |

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| Demonstrate the ability to use adapt intervention methods and use safety precautions with clients during the screening, evaluation and intervention process, such as standards for infection control that include, but are not limited to, universal precautions. B.3.3, B.4.7, B.4.9 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • SOAP notes • Treatment plan |
| Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, and demonstrate the ability to interact through written, oral and nonverbal communication with all persons at the clinical site. B.3.4, B.4.8, B.4.15, B.6.8 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • SOAP notes • Treatment plan |
| Identify and use professional literature for the development of intervention plans. B.7.1, B.7.2 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • Journal article |
| Demonstrate knowledge and understanding of the AOTA Code of Ethics, Core Values and Attitudes of Occupational Therapy, and AOTA Guide to Occupational Therapy Practice as a guide for professional interactions and in client treatment and employment settings. B.8.1, B.6.6 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • Professional Behaviors Competency and the Therapeutic Interactions Competence |
| Develop awareness of and sensitivity to persons of different cultures and abilities. B.1.6, B1.7, B1.8 | <ul style="list-style-type: none"> • Attendance at fieldwork placement | <ul style="list-style-type: none"> • Professional Behaviors Competency and the Therapeutic Interactions Competence |

Method of Evaluation:

- **Fieldwork Evaluation:** The student evaluation will be completed by the Level I Fieldwork supervisor. The student will not be able to pass this course without a passing grade on this evaluation. Grading criteria and a copy of the Level I Fieldwork Evaluation is available through the instructor, available on WebCT, and a copy is on file in your OT Student Manual CD.
- **Fieldwork Written Assignments** must be turned in on assigned date per schedule. Assignments to be included are: (1) Two Soap Notes (2) Submitting Evidence Based Practice Article (3) Treatment Plan (4) Attendance

Textbook:

The Successful Occupational Therapy Fieldwork Student, Edited by Karen Slaydk
Published: SLACK, ISBN #1556425627

Disclaimer: Textbooks frequently change editions, so please be sure to check with the school bookstore to verify the current ISBN of the textbook before purchasing the textbook.

Grading Criteria:

Professional Behaviors Competence Document: Students must achieve a passing score on the PBCD to successfully complete this course. Passing score is defined as earning a score of 124 or higher.

Therapeutic Interactions Competence Document: Students must achieve a passing score on the TICD to successfully complete this course. Passing score is defined as earning a score of 40 or higher.

Attendance: In addition to the Level I Fieldwork Experience, students are required to attend four on campus meetings to prepare for Level II Fieldwork. Students are required to attend all Level II sessions.

ASSIGNMENTS:

- ***Documentation:*** The student will submit two completed SOAP Notes (FEAST format) 10%
- ***Evidenced Based Practice:*** The student will submit one article, from OT literature, (ie: OT Practice or AJOT) that reflects an observed treatment during fieldwork and must relate back to your treatment plan. 10%
- ***Treatment Plan:*** The student will submit one treatment plan with a minimum of three (3) long term goals and three (3) short term goals. Please see attached treatment plan outline. 10%

- **Attendance:** The student will attend all scheduled fieldwork placement appointments and **ALL 4** scheduled fieldwork meetings. 60%
- **Student must achieve the minimum passing score on the Professional Behaviors Competency and the Therapeutic Interactions Competence, a passing score on all assignments and satisfy all attendance requirements in order to pass this course**

**ALL ASSIGNMENTS ARE DUE BY NOON ON MONDAY NOVEMBER 6, 2006
AND CAN BE TURNED INTO THE OT OFFICE W-51B.**

Occupational Therapy
Assistant Program



**Nashville State Community College
Occupational Therapy Assistant Program
Course Policies**

Attendance

Students are expected to attend and be on time for all classes, labs and Fieldwork experiences. The Instructors have observed that student's ability to follow attendance policies often predicts academic and Fieldwork performance.

In order to facilitate the best performance from each student, Instructors will

- Lock doors at 5 minutes after scheduled start of class
- Allow late students to enter the class only at the break time
- Require that all students call and leave a message with their instructor if they are running late. This will count as a tardy.
- Mark the student as absent if he/she is running late and does not call and leave a message (this includes test dates)

Tardy/Absence Calculation

- Two (2) tardies = 1 absence
- Three (3) Unexcused absences or a combination of tardies and absences that equal a total of three (3) unexcused absences = Instructor Option
 - Lower final grade
 - Dismiss student from class with a grade of "F"
- A total of 5 absences (excused, unexcused or combination) = student must meet with instructor to discuss plans for course completion. If instructor deems appropriate, student may be withdrawn from class.

Excused Absence

- Student sick: Doctors note required
- Students child is sick: Doctors note required
- Immediate family member is sick or requires immediate medical attention: note from hospital staff person required
- Death in immediate and/or extended family: Note from funeral home required

- Pre-arranged schedule conflict (such as a legal appointment): proof of appointment required, must notify instructor at least two days in advance: **schedule conflict approval is at the discretion of the instructor**

Unexcused Absence

- Anything not listed under excused absence

Assignments

All assignments are to be turned in on the scheduled date, at the beginning of the class period. Students are expected to complete all assignments per syllabus guidelines. It is the students responsibility to clarify any questions they might have regarding assignment guidelines.

Late Assignments

- Will automatically receive a “0” grade unless arrangements have been made with the Instructor prior to assignment due date.
- Emailed(through campus or WebCT email) and faxed copies of the assignment are accepted if transmitted by assignment deadline (i.e. if assignment due at 8 a.m., must be faxed or emailed before 8 a.m.)
- Any assignment that has been emailed or faxed must be followed by a hard copy of the assignment, given to the Instructor upon students return to class.
- If a student has not turned in all assignments at the end of the semester, their course grade will be submitted as “Incomplete”
- Course grade will be converted to letter grade once assignment has been submitted to the Instructors satisfaction

Late Assignment Tickets

Occasionally situations arise for students when, for a variety of reasons, they are late in turning in an assignment. In an effort to allow students a “grace” period, each student will receive one (1) “Late Assignment Ticket” per course.

The Late Assignment Ticket:

- May be used at any point in the semester
- Allows the student to submit any one written, individual assignment, late
- Student must submit the assignment within two (2) days of its original due date
- Student must include their ticket with the submitted assignment
- Ticket must be signed and dated by the student
- Lost/stolen tickets will not be replaced
- Tickets may not be used for a group project, presentation, test and/or competence checkout
- Tickets may not be shared or transferred between students
- Tickets, per course, are valid for one semester. New tickets will be issued at the beginning of each semester.

Presentations

Presentations are an integral part of the teaching/learning process. Students who do not present on the day they are assigned disrupt the teaching/learning process and affect classroom continuity and learning. Most courses require students to participate in both individual and group presentations. The following applies:

Individual and Group Presentations/Assignments

- If a student is unable, for any reason, to present their assignment as scheduled, they must contact the Instructor as soon as possible, BEFORE class is scheduled to begin
 - This is important for all assignments, but especially individual presentations. For individual presentations, the Instructor must be able to have adequate time to prepare material to cover your presentation herself.
 - If you cannot be in class, and do not inform the Instructor, then the entire class will not get the material necessary for testing, and for practice.

- If a student is absent on their scheduled presentation day (individual or group)
 - Student must provide a medical excuse signed by a physician
 - If the student does not contact the Instructor in a timely manner (BEFORE class is scheduled to begin), he/she will receive a grade of “0” for that assignment.
 - Students who miss their presentation times must complete an additional assignment to make up for the incomplete grade
 - Make-up assignments must be completed, even if a grade of “0” was awarded
 - Individual Instructors will determine if the make-up assignment will be a presentation or a written assignment
 - It is the students’ responsibility to contact the Instructor regarding the make-up assignment. The Instructor will NOT contact the student regarding make-up assignments.

Group Presentations

- All presentations will begin at their scheduled time
- If a group member is tardy/absent, the group will still present at their scheduled date/time. Group members are expected to be familiar with the entire presentation and be able to share the information as scheduled
- If a group member is tardy/absent and the group is unable to share all information per assignment guidelines, the group grade will be affected

Competencies

Performance competencies are an integral part of the OTA curriculum. Students must be able to demonstrate the ability to perform a specific skill, and demonstrate effective clinical reasoning to apply that skill in the appropriate manner given a clinical scenario.

Student must earn a grade of “75” or above on each competency to pass the course.

If a student fails a competency on the first attempt, s/he has the opportunity to repeat the competency one time. Student must earn a grade of “75” or better on the second attempt to pass the competency and the course.

NOTE: If a student has a passing grade in the course, but fails a competency on the second attempt, s/he fails the course.

Competency testing occurs at pre-scheduled times during the semester. Students must complete their competency at the scheduled time.

Excused absences for competencies:

- Student sick: Doctors note required
- Students child is sick: Doctors note required
- Immediate family member is sick or requires immediate medical attention: note from hospital staff person required
- Death in immediate and/or extended family: Note from funeral home required
- Pre-arranged schedule conflict (such as a legal appointment): proof of appointment required, must notify instructor at least two days before competency. NOTE: Regular doctors appointments do not apply in this situation – schedule conflict approval is at the discretion of the instructor.

If a student misses a scheduled competency (first or second attempt), and has an unexcused absence, s/he will earn a grade of “0”.

All missed/ retake competencies must be scheduled and completed within two weeks of the original competency. Students are responsible for contacting the instructor for scheduling. If the competency is not scheduled and completed within the two week timeframe, student will earn a grade of “0”.

Tests

Online

It is strongly recommended that students take their tests on campus, in campus computer labs, if they are uncertain about their Internet connections at home.

- Personal computer problems will not be considered as an excuse if a student misses an online test.
- Failure to take the test on the scheduled date and time will result in a "0" grade.
- It is the students responsibility to confirm date and time of test.

In class

Students are expected to be on time for all tests

- If running late, ill, or have an emergency call Instructor BEFORE scheduled start time for test
- Make-up tests will only be permitted if students make arrangements with Instructor BEFORE date of test
- Missed tests must be made up within two (2) class meetings
- Failure to make up a test will result in a "0" grade for that test
- It is the student's responsibility to arrange the make up date for the test. The Instructor will NOT seek out a student to arrange a new test date.

Test Date Attendance

- Doors will be locked 20 minutes after test begins. No admittance after doors have been locked.
- No extra time will be given to latecomers.
- Students must call and leave a message if they are running late. This will count as a tardy.

Instructor options for test absences (includes arriving after door is locked)

- Excused absence: Test retake should be scheduled with Instructor. Retake must be completed within two days of original test date (unless medical documentation provided). Student eligible for full points
- Unexcused absence
 - 50% of earned grade (i.e.: student must still take the test. If student earns grade of 90 on test, will receive a grade of 45)
 - 0 credit

Grading

The following scale is used for all OTA program courses:

93 - 100 = A

85 - 92 = B

75 - 84 = C

Anything below a "C" or 70 is not passing and therefore will receive a grade of "F"

Cheating

Cheating will not be tolerated.

If a student is caught cheating, the following options are available to the Instructor:

- "0" grade for the assignment
- Dismissal from the course with a grade of "F"
- Dismissal from the Program

NOTE:

This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.

Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited.

“Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course.

Appeals Process

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures as outlined in the *Student Handbook*.

Procedures for Disruptive Behavior

If a student disrupts classroom activities, the instructor should:

1. Ask the student to leave the classroom and meet with the instructor after class to discuss the incident. If the incident is resolved the instructor should make a report with the Dean of Students concerning the incident and how the matter was resolved.
2. Should the student refuse to leave, the Office of Security should be called to remove the student from the classroom.
3. After class, the instructor should send a report to the Dean of Students concerning the incident with a recommendation of desired outcome.
4. Prior to the next class meeting, the student must meet with the Dean of Students. The student may not attend class until the disruptive incident has been resolved by the student, instructor and Dean of Students.
5. The student and instructor will receive written copies of any disciplinary sanctions imposed.
6. If a student denies guilt, he/she will be advised of the opportunity to elect the procedure they wish to pursue toward the disposition of proposed action against them.

Americans with Disabilities Act

Nashville State Community College complies with the Americans with Disabilities Act. If you wish to request any accommodations for this class, please notify the Instructor as soon as possible.

Academic and Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.)