

OTHA 2267
Practicum Occupational Therapy Assistant
Master Course Syllabus
Semester/Year:
Section

Instructor:

How to Reach the Instructor:

Office Hours:

Office Location:

Phone:

Email:

Course Description: (WECM Manuel 2011-12) Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Students will continue their experience within an occupational therapy facility under the direct supervision of a practicing Occupational Therapist or Occupational Therapy Assistant with at least one year of experience. This is a practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is an unpaid clinical experience in which 320 hours must be completed through onsite training.

Course Prerequisites: Successful completion of OTHA 2266.

End of Course Outcomes: (Based on WECM 2011-2012) As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

Course Student Learning Outcomes:

1. Student will apply the theory theoretical concepts, models of practice, frames of reference and available evidence when assisting in data gathering, screening and when completing standardized assessments with the fieldwork educator.
2. Student will Articulate the role of the occupational therapy assistant and occupational therapist in the screening and evaluation process along with the importance of and rationale for supervision and collaborative work between the occupational therapy assistant and occupational therapist in that process.
3. Assist with the development of occupation-based intervention plans and strategies (including goals and methods to achieve them) based on the stated needs of the client as well as data gathered during the evaluation process in collaboration with the client and others. Intervention plans and strategies must be culturally relevant, reflective of current occupational therapy practice, and based on available evidence.

Discipline/Program Student Learning Outcomes:

1. Upon completion of the first and second clinical rotations, the student will demonstrate and meet the 3 standards for screening and evaluation as outlined the OTA Level I Evaluation Tool.
2. Upon completion of the first and second clinical rotations, the student will demonstrate and meet the 2 standards for intervention and implementation as outlined the OTA Level I Evaluation Tool.
3. Upon completion of the first and second clinical rotations, the student will demonstrate and meet the 4 standards for communication and documentation as outlined the OTA Level I Evaluation Tool.
4. Upon completion of the first and second clinical rotations, the student will demonstrate and meet the 1 standard under professional literature search as outlined the OTA Level I Evaluation Tool.

5. Upon completion of the first and second clinical rotations, the student will demonstrate and meet the 6 standards for professionalism, ethics and responsibilities as outlined the OTA Level I Evaluation Tool.
6. Upon completion of the third and fourth clinical rotations, the student will meet and/or exceed the 6 standards under fundamentals of practice and basic tenets of occupational therapy as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
7. Upon completion of the third and fourth clinical rotations, the student will meet and/or exceed the 5 standards under screening and evaluation as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
8. Upon completion of the third and fourth clinical rotations, the student will meet and/or exceed the 6 standards under intervention as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
9. Upon completion of the third and fourth clinical rotations, the student will meet and/or exceed the 2 standards under communication as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.
10. Upon completion of the third and fourth clinical rotations, the student will meet and/or exceed the 6 standards under professional behaviors as outlined by the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.

SCANS Competencies:

The following SCANS competencies will be addressed in this course.

Students will have multiple opportunities to: identify, organize, plan and allocate resources (Resources); acquire and use information (Information); work with others (Interpersonal); understand complex interrelationships (Systems); selects, applies, and integrates technology and equipment (Technology); read, write, perform mathematical operations, listen and speak to groups (Basic Skills); think creatively, make decisions, solve problems, visualize, use varied learning techniques, analyze underlying principles of relationships and ethics (Thinking Skills); display responsibility, self-esteem, sociability, self-management, integrity and honesty (Personal Qualities).

Required Textbooks: No new textbooks will be required for this course. Students will need to reference previous course texts throughout this experience, based on the clinical setting to which they are assigned. Your fieldwork educator may recommend additional resources.

Instructional Methodology: A variety of teaching strategies will be employed by fieldwork educator assigned to the student to include verbal instruction, demonstration and clinical reasoning. The academic fieldwork coordinator will provide online discussion forums and support via blackboard.

Grading System:

The current OTA Student Handbook Policy will be followed in this course:

A	93%–100%	This percentage system for letter grade assignment will be utilized for all reporting. Specific grade compilation will be explained in each course syllabus at the beginning of each semester. Grades will not be rounded.
B	83%–92.99%	
C	73%–82.99%	
D	63%–72.99%	
F	Below 63%	

Grade Compilation:

90 %	AOTA Fieldwork Evaluation Form Online Discussion Forum
<u>10%</u>	
100%	

Course Policies:

Policies: All policies as noted in the OTA Student Handbook must be followed. See Student Handbook for extensive listing of all policies. You will also be accountable for following all clinical site policies and procedures and these will be given to you by your FWE.

Attendance, Exam, and Assignments

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

Attendance is ESSENTIAL for the attainment of course objectives in both classroom and clinical instruction. For 16-week courses, students are allotted three absences over the course of the semester. Two absences are allotted for 8 and 11-week courses. If a student misses more than the allotted absences for any one particular class (or is excessively tardy), he/she will attend a Student/Faculty Conference, have points reduced in the Professional Development grade, and begin the conference/probationary process. Unusual circumstances may be discussed with instructor.

Make-up work is required for absences in order to ensure that student acquires information and skills presented during their absence. It is the student's responsibility to obtain missed information following an absence. Students must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable, prior to the start of class.

Students will not be reminded of assignments due during the course of each class. It is the responsibility of the student to submit assignments at the times designated on each course schedule. If you are absent on the day an assignment is due, you are expected to submit the assignment to the instructor electronically.

Professional Attire and Demeanor

Students are required to wear ACC name tags, ACC OTA polo shirts, and khaki, navy blue, or black slacks at all times while on site. Jeans and/or bare feet are not permitted. Refer to the OTA Student Handbook for further details regarding the dress code policies of this program. Students must accurately represent themselves as "occupational therapy assistant students from Austin Community College" at all times during the fieldwork experience.

NOTE: Effective Summer 2010, any student who is assigned to a Seton or St. David's facility will be required to wear teal scrubs throughout the fieldwork experience.

Students are expected to assume responsibility for their actions and will be held responsible for them. If at any time a student behaves in a manner which is inappropriate, unprofessional, disrespectful, argumentative, or endangers the health or safety of fellow students, instructors, patients, or health care team they will be referred to the "Student Discipline Policy and Procedures" as outlined in the Health Sciences and OTA Student Handbook. Students will abide by clinical agency policies during each clinical experience.

Violations of the professional behavior standards can result in immediate removal from the clinical site, probation, or withdrawal from the program.

Attendance: If a student is late or absent on the scheduled days of clinical experience, he/she must personally notify both the FWE and the AFWC at the beginning of the scheduled work day. All absences from the clinical experience must be made up at a time agreed upon by the student, the FWE, and the AFWC*.

When the college is officially closed, students may not report for clinical duty.

Failure to follow clinical attendance policies as outlined in this syllabus and the student handbook will result in academic probation. Failure to follow these policies a second time will result in withdrawal from the OTA program.

*Absences must be made up before grades are due at the end of the semester. Students must complete the ACOTE required 320 hours within the allotted timeframe. Failure to do so will result in a grade of Incomplete (INC) requiring that the student make up the hours within the next available semester for the final grade.

Based on the discretion of the academic fieldwork coordinator or department chair, any student who has experienced an illness, injury, or extended absence which may compromise either student or patient safety at a clinical site may be required to obtain a physician's release prior to returning to clinical duty. This policy is to ensure both student and patient safety while on clinical duty.

Confidentiality: It is illegal and unethical to share information with other individuals regarding patients/clients, healthcare facilities, clinical supervisors or your classmates. Violations will be enforced as per policies stated in the student handbook. Refer to the HIPAA training module for clarification.

Students are strictly prohibited from removing any patient related material from the clinical site, regardless of whether the information has been de-identified.

Written assignments: Students will complete seven written assignments via Blackboard. These assignments are confidential and no names of supervisors, patients, or facilities are to be used within the context of the written work. Students may have additional assignments as assigned by their clinical instructor. If additional assignments are given by the FWE, students are expected to adhere to all deadlines. Failure to do so may result in a grade reduction on the AOTA Level II Evaluation.

Course assignments are due on a weekly basis, no later than midnight on Sunday. Late submissions will not be accepted; a grade of "0" will be entered for late or missing assignments. Even if a grade no higher than a zero will be awarded, all work must be completed.

Withdrawal

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall, 2002, may be charged a higher tuition rate, for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Incompletes

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an "F" in the course and/or expulsion

from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

Academic Freedom/Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Student Discipline

The policy as followed by Health Sciences Division and outlined in the OTA Student Handbook will be followed.

Office of Students with Disabilities

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from OSD for this course must provide the instructor with the 'Notice of Approved Accommodations' from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the 'Notice of Approved Accommodations' from the student.

Students with approved accommodations are encouraged to submit the 'Notice of Approved Accommodations' to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations.

Safety Statement

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

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Use of ACC Email Communication

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their

ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

Student and Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/s4/>

Links to many student services and other information can be found at: <http://www.austincc.edu/current/>

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at: <http://www.austincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Course schedule: Tentatively, Monday thru Friday, eight hours per day for a total of 320 hours over an 8 week period. These hours will be completed at an assigned clinical facility. This schedule is subject to change based on the clinical schedule of the fieldwork educator. As outlined in the OTA Student Handbook, students are expected to work the clinical schedule of his/her fieldwork educator (FWE) which may include evenings, split shifts, weekends, and/or travel to multiple sites. Changes in scheduled hours must be cleared with the AFWC. There will be 4 on campus meeting times.

Week 1 Debriefing on campus	5:30-7pm
BB assignment	Due midnight on Sunday
Week 2-7 Discussion Forums	Due midnight on Sundays
Week 3 Debriefing on campus	5:30-7pm
Week 6 Debriefing on campus	5:30-7pm
Week 7-8 Midterm site visit will be scheduled	
Week 8 or 9 Debriefing on campus	5:30-7pm Final clinical packets due

These assignments are confidential and no names of supervisors, patients, or facilities are to be used within the context of the written work. Students may have additional assignments as assigned by their clinical instructor. If additional assignments are given by the FWE, students are expected to adhere to all deadlines. Failure to do so may result in a grade reduction on the AOTA Level II Evaluation.

Course assignments are due on a weekly basis, no later than midnight on Sunday. Late submissions will not be accepted; a grade of "0" will be entered for late or missing assignments.

Clinical placements will tentatively be made by the AFWC at least 2 week prior to the beginning of the clinical rotation. Assignments are made based on site availability, student learning objectives, and previous fieldwork placements. Geographic locations will be taken under consideration; however, assignments are based on availability of sites. Clinics are located in Austin as well as in the surrounding area.

Students must be able to travel to and from clinics and be able to accompany the FWE who may travel to a variety of treatment sites. Students may not ride as a passenger in a car with the FWE. This is a liability.