

MARIA COLLEGE
 OCCUPATIONAL THERAPY ASSISTANT PROGRAM
 STUDENT HANDBOOK

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The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) along with the New York State Department of Education. [Date of latest accreditation was April 2011; re-accreditation status was granted for a period of 7 years. Re-accreditation site visit will occur in 2018].*

* American Occupational Therapy Association
 4720 Montgomery Lane, P.O. Box 31220
 Bethesda, MD 20824-1220
 (301) 652-2682
 (See Maria College 2011-2012 Catalog, page 64)

Maria College
Occupational Therapy Assistant Program

Dear OTA Student,

WELCOME to the Maria College Occupational Therapy Assistant Program. This student handbook presents the philosophical base of the Occupational Therapy Assistant Program, provides departmental policies and procedures, and attempts to define our overall expectations for OTA student learning. This handbook should be used in conjunction with the Maria College Student Handbook to enlighten and help you identify and achieve your academic goals and beginning professional responsibilities. We recognize that you are investing your time, interest, attention, energy, and financial resources in your future. We encourage and expect that you will be an **active participant in this formal learning** process that serves as the beginning of lifelong and continuous learning related to your chosen profession.

Please keep this Handbook for reference throughout your Occupational Therapy Assistant education; you will be notified of policy changes when they occur. You are responsible for the information, policies and procedures it contains. We encourage you to read this handbook and to express any concerns as they arise.

The Occupational Therapy Assistant Program Faculty

Student Handbook Disclaimer

Each student at Maria College is responsible for reviewing, understanding, and abiding by the College's regulations, procedures, requirements, and deadlines as described in the College Catalog, Student Handbook, and Departmental Student Handbook.

Notwithstanding anything contained in this *Student Handbook*, **MARIA COLLEGE** expressly reserves the right, wherever it deems advisable, (1) to change or modify its schedule of tuition and fees, (2) to withdraw, cancel, reschedule or modify any course, program of study, degree or any requirement in connection with the foregoing, and (3) to change or modify any policy. Please be advised that, due to printing deadlines, information in this *Student Handbook* may be outdated. It is the responsibility of each student to ascertain current information that pertains to the individual's program, particularly with regard to satisfaction of degree requirements, by consultation with the student's advisor, the office of the Academic Dean and other appropriate offices such as the Registrar or Financial Aid. In preparing this Handbook, efforts are made to provide pertinent and accurate information; however, **MARIA COLLEGE** assumes no responsibility for Handbook errors or omissions.

Student Responsibility

The student is responsible for being aware of the information provided in this **Handbook**. Additional responsibilities are outlined on pages 14 -15.

Non-Discrimination Policy

Maria College is a non-profit, independent, co-educational institution which does not discriminate in its enrollment or employment practices for any reason including race, sex, color, national origin, creed, sexual orientation, mental or physical disability. Information about the services, activities and facilities accessible to the handicapped may be obtained in the Office of Student Services, Marian Hall room 100. For further information regarding Title IX and 504, contact Deb Corrigan, Title IX Coordinator, (518) 438-3111, ext. 250.



The Maria College Mission

Maria College of Albany is a private college that offers a Baccalaureate Degree in Nursing, and Associate Degrees in Accounting, Early Childhood Education, Education Transfer Program, General Studies, Liberal Arts, Management, Nursing, Occupational Therapy Assistant and Paralegal. Its curriculum is grounded in the humanities, seeking to instill in its graduates respect for the dignity of each person and the ability to transform learned skills into caring service.

The ideal of “service to others” is rooted in the Judeo-Christian tradition and the ideals of the Sisters of Mercy who founded and sponsor the College. The intent of the College is to deliver these programs with high academic standards, convenient scheduling formats for students of any age who will benefit from small classes and a warm, encouraging environment.

*Revised by the Board of Trustees January 2009
Maria College 2011-2012 Catalog, page 2*

CORE VALUES

Scholarship. Respect. Service. Integrity. Community. Compassion.

THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

MISSION

The mission of the Occupational Therapy Assistant Program is to help each student fulfill his or her educational and career goals by providing quality academic and clinical education. This will prepare the graduate to provide holistic and caring service to individuals of all ages and abilities from diverse cultural and socio-economic backgrounds.

The Program is based on the altruistic and compassionate values shared by the Occupational Therapy profession, Maria College and the Sisters of Mercy which acknowledge the significance of human differences and promote respect for the dignity of the individual.

The curriculum builds upon an interdisciplinary foundation of knowledge from the sciences and liberal arts to graduate entry-level practitioners who embody the health-promoting properties of engaging in occupations, consistent with the philosophy of the profession.

Rev: 8/10

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A DEFINITION OF OCCUPATIONAL THERAPY

""Occupational therapy is a science-driven, evidence-based profession that enables people of all ages to live life to its fullest by helping them promote health and prevent—or live better with—illness, injury or disability.”

American Occupational Therapy Association

MARIA COLLEGE
Occupational Therapy Assistant Program
Student Handbook
2011 - 2012

INTRODUCTION

The Occupational Therapy Assistant (OTA) Program at Maria College was started as a day program by Bearldean B. Burke, OTR, FAOTA, in 1975 and graduated 12 students in 1977. The OTA Program was expanded by adding a weekend option in the fall of 1995. To date there have been 721 OTA graduates, many of whom work in the Capital District, Glens Falls, Kingston, Poughkeepsie, Bennington, VT and Pittsfield, MA areas. Many of the graduates have continued their education, completing their bachelors or masters degree in Occupational Therapy.

The OTA Program is designed to be completed in two years (or 4 semesters*); this consists of three full-time academic semesters and one full-time clinical semester. The three academic semesters also incorporate clinical assignments, field trips, and laboratory experiences to help the student develop an appreciation for the many facets of Occupational Therapy, as well as an understanding of the skills needed to work as an Occupational Therapy Assistant. Concurrent clinical experiences help the student integrate academic learning with practical application. During the last or fourth semester, the student participates in two full-time clinical experiences equaling a *minimum* of 16 weeks which spans a period of five months. Typically fieldwork is completed just prior to Graduation/Commencement.

The suggested sequential course of study for the OTA Program is attached (see Appendix A). Please note: all Occupational Therapy courses and clinical components are completed during typical day business hours; however students may chose to take evening and/or weekend sections for non-OT courses. Please refer to each semester's Course Schedule (available online or in the Registrar's Office, Main Building – room 100) to determine offerings and availability.

Upon completion of the program the graduate will have met the entry level learning objectives based on the 2006 Educational STANDARDS set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)** and those of the NY State Department of Education. Maria College OTA graduates are eligible to apply for the required legal and professional credentials to practice as an Occupational Therapy Assistant. Additional information about state licensure and the National Board for Certification in Occupational Therapy (NBCOT) examination can be found in Section XVI of this handbook.

**The OTA Program was last accredited in 2011 by:
The American Occupational Therapy Association (AOTA)
Accreditation Council for Occupational Therapy Education (ACOTE)
4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1220

* This timeframe does not include any prerequisite coursework that may be required as determined by the Admissions Office as part of the application/acceptance process.

OTA PROGRAM PHILOSOPHY

I hear, and I forget;
I see, and I remember;
I do, and I understand.

Confucius (551-479 BC)

The Occupational Therapy Assistant Program at Maria College recognizes that the OT Assistant is an integral part of a growing profession that works in many practice arenas and with individuals and populations of all ages from all cultures and backgrounds. The student is best educated in a program encompassing a wide spectrum of contributions from the liberal arts, biological and behavioral sciences, and humanities, combined with the theories and skills that support the premise that engagement in human occupation promotes health, wellness and the ability to adapt to one's changing circumstances. The educational process to become an Occupational Therapy Assistant requires the acquisition of a specific body of knowledge and practical skills that can be heard, seen and touched in order to achieve learning and understanding. Knowledge of the basic theoretical concepts about human movement, growth and development, adaptation, and various medical, developmental, and psychosocial conditions and resulting dysfunction combined with knowledge of occupation, ethics, professional issues, skills, and activity analysis allows the future Occupational Therapy Assistant to begin to apply the science of clinical reasoning to the art of practice.

Integral to the philosophy of learning is the belief that it should have meaning to the learner and that "learning by doing" through the participation in purposeful learning activities is essential to the student's ability to adapt and to accommodate new learning into existing schemas of knowledge. This is accomplished in a supportive environment that allows the adult learner to rely on his/her intrinsic motivation and to build on existing knowledge and skills. The student gains professional knowledge, skills, and behaviors essential to become an evidence-based Occupational Therapy practitioner with an understanding of his/her personal and professional values, a responsibility to provide service to others and a commitment to lifelong learning.

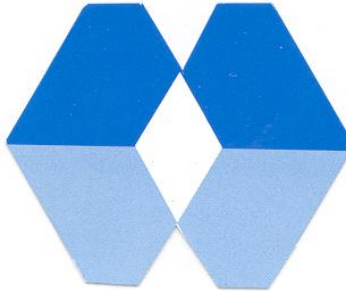
NOTE: The philosophical rationale for curriculum is grounded in the combined theories of the Occupational Therapy profession and the educational theorists Piaget, Dewey, and Vygotsky. Occupational Therapy values the individual's pursuit of independence through the use of occupation in context of the environment and as related to life roles. Piaget gives us the developmental, cognitive, and constructive based theories, which state that environment, and opportunities for multisensory repetition enhance the ability to learn. Dewey, grounded in pragmatic views of ethics, aesthetics, and religion provides a theoretical basis for "learning-by-doing" which leads to the ability to problem solve real life situations and is congruent with the Maria College Mission. Vygotsky provides the social cognitive theories related to the belief that learning takes place in a social context through problem solving experiences shared with others. All three of these educational theorists believe that the learner constructs his or her own meaning from new learning opportunities and experiences in order to build upon existing schemas in a spiraling manner.

References:

- Maria College OTA Program Self-Studies, 1993; 1995; 2000, 2010.
Philosophy of Occupational Therapy Education, AOTA, The Commission of Education, 2007.
The Philosophical Base of Occupational Therapy, AOTA, 1979.
Silberman, Charles E., *Crisis in the Classroom, The Remaking of American Education*, Random House, 1970.

This OTA Program Philosophy was written for and reprinted from the OTA Program Self-Study completed for the May 2000 Onsite re-accreditation. Reviewed 2005; Revised 1/2008; Reviewed 2010 for 3/2011 re-accreditation.

OTA PROGRAM CURRICULUM DESIGN



The logo consists of a double **M** in which the **M** above (being the College) and the **M** below (being its founders, the Sisters of Mercy) complement each other in the mission of educating for service.

Oft-repeated triangles, reflections of its founding faith,
are emblems of strength.

The diamond at the center gives hope to all futures,
a symbolic doorway through which her daughters and sons
may pass as sharers in that mission.

1984

The Occupational Therapy Assistant Program Curriculum Design

The logo that represents Maria College and the Sisters of Mercy that sponsor and support the Occupational Therapy Assistant program is used to demonstrate the program's curriculum design.


The lighter blue **M** located at the base of the logo represents the founders of the College whose ideals provide the foundation and support for the OTA Program. This foundational reflecting pool represents the humanitarian values and beliefs of Maria College and the core values and philosophy of the Occupational Therapy profession, the fieldwork facilities and fieldwork educators. Important to the basis of education is the prior knowledge, especially in the areas of communication, natural sciences, health and illness and the health care profession, which each student brings with him or her. This foundation provides a wealth of resources for a stable and yet dynamic curriculum that reflects the changing needs in the community.

The darker blue **M** located at the top of the logo represents the College, and in association, the core of the Occupational Therapy Assistant's education at the College. During this intense time of academic preparation, the student is assimilating a body of new information which culminates in the fieldwork experience where the student is expected to accommodate this knowledge as it applies to the practice of Occupational Therapy. The repeating themes of triangles that make up the **M** reflect the founding faith and are viewed as emblems of strength. The program, like the triangle, has a broad base of support originating with the curriculum threads found in the required liberal arts, biological and behavioral science courses that form the foundation of the Occupational Therapy course work. The OTA curriculum grows from these foundational threads with subsequent courses building on previous learning.

(Continued)

The Occupational Therapy Assistant Program Curriculum Design continued:

A primary thread in the OTA core curriculum is *Occupation*, which is identified as integral to the profession and therefore to OTA education. The concept of occupation - its philosophy, attributes, personal meaning and health benefits derived by engaging in occupations, and the skills inherent in performing occupations - are interwoven into all of the OTA courses. The OT profession's use of occupation forms the foundation of the Maria College OTA Program's curricular threads. These threads give future practitioners vital information necessary to apply and adapt occupations for improved function and quality of life for individuals who benefit from Occupational Therapy services. The following threaded themes are repeated and reinforced throughout the curriculum to provide both depth and continuity: (1) *Occupation*, (2) *Values and Ethics*, (3) *Health and Illness*, (4) *Therapeutic Skills, Analysis and Application*, and (5) *Professional Identity*. Each thread is given definition and character through the specific strands of information presented in each course to enhance the development of clinical reasoning skills in preparation for level II fieldwork and entry level practice. The diagram on the following page illustrates how these threads weave throughout the OTA Program. Ongoing feedback, provided by the Occupational Therapy community of practitioners via site visits, fieldwork evaluations, Advisory Board and Clinical Council meetings and employer surveys, is used to confirm, augment and modify the knowledge and skill content that enhances and strengthens the OTA program. This helps ensure that the Maria College OTA graduate's knowledge base is consistent with the demands of entry-level practice. The threads and related content strands are congruent with best practice and the needs of the community.

At the center of the Maria College logo is a diamond. Ultimately, the educational threads of the Occupational Therapy Assistant Program lead to this symbolic door , through which the OTA student passes from the college into the community. The initial passage is to fulfill clinical education components, and upon commencement, the graduate leaves the college to pursue employment applying newly acquired Occupational Therapy Assistant education to entry-level practice. Other graduates may advance previous work roles and/or further their education. The passage through this symbolic doorway upon the completion of the OTA curriculum indicates that the graduate has achieved the knowledge and skills necessary to provide caring service to others as an occupational therapy assistant. The door remains open for OTA alumnae to return to Maria College as they accept new responsibilities for educating, mentoring and supervising future OTA fieldwork students, thus connecting and re-connecting Maria College with local and distant communities. In this way, the base of support for the Maria College Occupational Therapy Assistant Program, as symbolized by the lighter reflected **M** in the logo, is constantly renewed and expanded.

2000; Reviewed 2005; Revised 2010

OTA Program Content Threads

Sequence of Threads by Course and Semester* :

| <u>Curriculum Threads:</u> | <u>1st semester</u> | <u>2nd semester</u> | <u>3rd semester</u> | <u>4th semester</u> |
|--|--|--|--------------------------------|---|
| | | Academic/Didactic Knowledge | | Clinical Knowledge |
| Occupation | Intro to OT Skills & Application I | Skills & App. II Daily Living Skills Growth & Development | Level I Fieldwork | Skills & App. III Phys. Dysfunction OT Dev. Disabilities OT Psychosocial OT OT Management |
| Values and Ethics | Intro to OT | Religion Elective. Growth & Development | | CMI Dev. Disabilities OT Phys. Dysfunction OT Psychosocial OT OT Management |
| Health and Illness | Intro to OT General/Medical AnP I Gen. Psychology | Growth & Development Daily Living Skills AnP II Kinesiology | | Dev. Disabilities OT Phys. Dysfunction OT Psychosocial OT Skills & App. III |
| Therapeutic Skills, Analysis, & Application | Intro to OT Skills & App. I | Interpersonal Psych Skills & App. II Daily Living Skills | | Psychosocial OT Skills & App. III Phys. Dysfunction OT Dev. Disabilities OT |
| Professional Identity | Intro to OT English Comp. | Interpersonal Psych | | OT Management English Elective |
| | | | | Professional Issues in OT Level II Fieldwork |

* See Curriculum Design and Sequence for additional information
Rev 12/10

MARIA COLLEGE
THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Program Goals

The students of the Maria College Occupational Therapy Assistant Program will progress through the curriculum sequence by earning a “C” or better in all required courses. In the process of earning an Associate in Applied Science degree in Occupational Therapy Assistant the student will demonstrate knowledge and skill competencies consistent with entry-level practice expressed in professional standards, in legal requirements and local fieldwork and employment opportunities. *The Occupational Therapy Assistant Program will:*

1. Provide a curriculum reflective of Occupational Therapy educational requirements to ensure graduates are prepared to meet current and emerging practice requirements based on the needs of society, especially those of our local community.
2. Prepare its graduates for entry-level employment as an Occupational Therapy Assistant in traditional and emerging areas of practice and/or to pursue higher education.
3. Prepare graduates to successfully pass the NBCOT examination consistent with or above the national pass rate.
4. Provide opportunities for students to develop critical thinking and clinical reasoning skills necessary to respond to routine and novel learning situations and/or problems encountered in the classroom and practice settings.
5. Utilize Occupational Therapy faculty and fieldwork educators who are knowledgeable in their field and support engagement in learning activities for continuing competency pertinent to each one’s area of expertise.
6. Create a supportive learning environment that fosters assimilation into the culture of the profession and that encourages development of relationships with student peers, faculty and the greater Occupational Therapy community supportive of current learning and that encourages an attitude of lifelong learning.
7. Maximize teaching/learning opportunities by developing associations with Occupational Therapy practitioners and health care providers from the community who can contribute dynamic learning opportunities at all levels of the program.
8. Forge ongoing relationships with alumni as they become the community’s experts on the changing practice environments and the knowledge and skills required for evidence-based practice.
9. Increase the community’s awareness of the OTA Program by promoting the profession of Occupational Therapy, the role of the OTA, and the unique qualities of Maria College.
10. Continuously improve its management practices, support its faculty and staff, and effectively and efficiently utilize its resources to support institutional priorities.

Revised: 8/10

MARIA COLLEGE
THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Student Learning Objectives

The Occupational Therapy Assistant program provides a dynamic educational experience using multisensory and hands-on learning that includes lectures, labs, guest speakers, fieldtrips, community-based experiences and assignments, distance learning, and fieldwork. The educational threads of *occupation, health and illness, values and ethics, therapeutic skills, analysis and application, and professional identity* are woven throughout the curriculum. The Occupational Therapy Assistant Program aims to graduate Students who:

1. Value occupation as the therapeutic agent integral to the profession and that drives human engagement in context giving meaning, focus, and purpose to one's life.
2. Exhibit work behaviors reflective of the profession's philosophy, ethical principles, unique knowledge base, and practice guidelines to safeguard clients, that results in accurate and effective documentation, and that follows laws that define and support the delivery of Occupational Therapy services in a competitive local and global health care market.
3. View health and illness as a continuum that fluctuates from a sense of total well-being to a state of physical, social, and/or mental disability in which therapeutic occupation is used to promote health and provide opportunities to adapt to one's changed circumstances.
4. Utilize clinical reasoning to demonstrate competency in the analysis and application of skills appropriate for client-centered and occupation-based therapeutic interventions with individuals, groups and populations in a variety of settings and contexts.
5. Exhibit professional identity and behaviors consistent with the culture of Occupational Therapy and employer expectations that includes the ability to effectively communicate and collaborate with peers, with members of related disciplines, and with clients and their significant others. Professional behavior also includes the ability to participate in the supervisory process to promote, establish, and sustain professional excellence.
6. Demonstrate the necessary skills to function effectively in contemporary society including the use of narrative, scientific, and quantitative reasoning; the use technology for client interventions and documentation of services; and the ability to access the latest scholarly research to promote professional competencies essential to engage in evidence-based best practice.
7. Engage in self-reflection and self-evaluation to determine current strengths, needs, and interests to facilitate preparation of a professional development plan that addresses continuing competency and cultivates new interests consistent with an appreciation for lifelong learning.

Revised: 6/11

FIELD WORK

The practice of Occupational Therapy requires active participation of its practitioners and clients. Therefore, the OTA program incorporates the "doing" of selected activities along with the cognitive learning process. An integral part of the program accomplishes this beyond the classroom setting through a variety of clinical assignments. *Clinical Observations*, *Community-Based*, and *Field Work* (level I and level II) experiences provide the student opportunities to observe functional and dysfunctional behavior in order to enhance their didactic learning in both traditional and non-traditional settings. All of these assigned experiences contribute to meeting required Educational Standards set forth by ACOTE and are an integral part of the occupational therapy learning process.

Basic requirements to participate in clinical experiences:

- A recent physical and the results of a tuberculin test (PPD; initially the 2-step testing is required; must be updated yearly. Fieldwork requirements will be shared if additional testing is required).
- Tetanus booster within the past 10 years.
- Proof of immunization for measles, mumps, and rubella (MMR).
- Group liability insurance (included in your College tuition statement).
- Individual professional liability insurance.

Some facilities may also require all or some of the following:

- Health insurance.
- A volunteer application.
- References.
- Fingerprinting and background check.
- Hepatitis B vaccination series.
- Drug testing.
- CPR certification.
- First aid course.
- The right to request additional proof that the student is in good health and of good moral character.

Students who have completed required testing and certifications for prior reasons *may* be able to use existing documentation. A student who chooses to complete a clinical assignment at a facility with additional requirements assumes the responsibility for completing stated requirements in the time frame established by the agency; *the student is responsible for any added expenses involved.*

Please note: (1) the physical and PPD must be updated for the second year of the program; (2) some facilities may require that the results of the tuberculin test be within 3 months of beginning the fieldwork experience; and (3) professional liability insurance can be purchased as a one or two year policy; single year policies must be renewed for continued coverage while in the OTA Program. Further information will be supplied at the appropriate time.

OTA students: please be aware that *additional time* outside of all required clinical/fieldwork hours will be needed to complete assignments.

Clinical Observations

Clinical Observations serve as the lab component of OCT111 - Introduction to Occupational Therapy. During the first (fall) semester of OTA course work the students will complete approximately 24 hours of observation in traditional Occupational Therapy departments/clinics (nursing homes/sub-acute rehab, school-based, hospitals, adult day program for developmental disabilities). Each student will be assigned to three different rotations throughout the semester to learn about the settings in which OT is practiced. Group discussions will focus on patient rights, confidentiality, and development of professional behaviors, providing the student a forum to discuss and question what they have observed. In general, Clinical Observation assignments provide the student with first-hand observations of a various Occupational Therapy services, roles and functions.

Community-Based Assignments

Students are introduced to a variety of community and social aspects of health care in non-traditional settings including day care, assisted living, adult day programs – one specializing in low vision and another in head injury, and community agencies. Typically these settings do not provide Occupational Therapy services. This assignment is incorporated into all of the academic semesters of the OTA Program in OCT111, OCT116 and OCT118. Some assignments are designed to allow the student to have direct interaction with clients while others require library and community research.

It is expected that the OTA student will gain a better appreciation of the complexities of human health and wellness, the role of occupation in a person's life, understand the need to consider safety precautions, and see how therapeutic interventions are modified to reflect the changing needs of the client. Group events may be scheduled for day and/or evening hours, allowing the students to choose the activities and times that best meet their personal schedules. It is also expected that the student will have opportunities to use the teaching-learning process, therapeutic use of self, and group skills to enhance their learning.

Level I Fieldwork

In the first year spring (2nd semester) following final exams, students complete OCT117 - Field Work I. This is a clinical experience in a traditional OT setting with emphasis on observing, engaging clients in therapeutic activities, documenting, and using interpersonal skills. Students may complete this full-time, two week course at a variety of settings that provide Occupational Therapy services. Many placements are located in the Capital District. Facilities out of the immediate area may be utilized to meet individual needs. Students who are from out-of-area will be asked to help locate potential field work sites in their own communities. Successful completion of OCT111-OCT116 and AnP105 and AnP107 are required to participate in this course. Typically weekend students complete Fieldwork I in April and day students complete Fieldwork I in May.

Level II Fieldwork

Fieldwork II (OCT 216 - 219) is scheduled to be completed by **both weekend and day students** during the final spring semester of the OTA program. Typically Field Work II consists of two full-time experiences of eight weeks each, followed by a week-long senior seminar on campus. Fieldwork grade is based on a Pass/Fail system as determined by the Fieldwork Performance Evaluation (FWPE) developed by AOTA.

In general, fieldwork II is completed in traditional settings to provide the student with direct supervision by an Occupational Therapy practitioner. This allows the student to expand his or her professional identity, develop competency in therapeutic skills, and assume the roles of a future practitioner. **When possible, one assignment will be within commuting distance of the student's home; however, it should be noted that out-of-area placements are sometimes required in order for the student to complete the fieldwork in the desired semester due to space availability issues at local facilities.** Due to the potential for conflict of interest, students generally are not allowed to complete fieldwork in their place of employment.

The other placement may be elsewhere in New York State, or as appropriate and upon request, in another state. All placements require the student to finance their own living as well as travel expenses. Every effort is made to select a setting offering maximum learning and practicum opportunities as well as to accommodate the financial and transportation needs of the student. Fieldwork facilities delineate their own dress code; the student is responsible for purchasing the required clothing, name tag, lab coat and OTAS patch as required by the fieldwork facility.

Students are encouraged to give input into the choice of placement; however, in fairness to the varying interests, needs, and abilities of each student the final decision is the responsibility of the Academic Field Work Coordinator (AFWC). Students desiring a placement out of area or in another state must be in good academic standing and must submit the request in writing to the Academic Field Work Coordinator no later than April of the first year of OTA course work. There are no guarantees that specific fieldwork requests can be fulfilled. Further, each student must complete two diverse fieldworks in order to establish competency in at least two practice settings with clients of different ages and abilities.

Additional information about fieldwork (policies and procedures, guidelines, assignments, evaluations and grading) is provided to the student upon registering for level II fieldwork courses.

NOTE: Level II fieldwork must be completed within 18 months of completing the academic requirements of the program. When fieldwork has not been completed within this time frame, the student may be required to repeat selected course work prior to clinical assignments. If this becomes a personal concern, please discuss options and time frames with your advisor, Academic Fieldwork Coordinator and OTA Program Chair to develop an alternate plan.

STATEMENT OF CONFIDENTIALITY

All professionals, including students of the profession, have a responsibility to maintain the confidentiality of its service recipients (patients, consumers, students and/or clients). OTA students will be interacting with clients in a variety of settings through out the program and are required to report on their learning activities. Students are required to sign a *Pledge of Professional Behaviors* (see Appendix B). Failure to adhere to a policy of confidentiality will result in departmental probation and potential dismissal from the OTA Program.

Fieldwork facilities may also require the student to sign an oath of confidentiality demonstrating their understanding of the need to abide by the *Health Insurance Portability and Accountability Act* otherwise referred to as *HIPAA*. The HIPAA Privacy Rule establishes a federal requirement that most doctors, hospitals, and other health care providers obtain a patient's written consent before using or disclosing the patient's personal health information to carry out treatment, payment, or health care operations. Health care providers must comply with the HIPAA privacy rule effective April, 2003. (HIPAA information retrieved from AOTA at <http://www.aota.org/Practitioners/Reimb/Resources/HIPAA/37769.aspx> .

STUDENT RESPONSIBILITIES

As an Occupational Therapy Assistant student you are embarking on a course of study that is more than a sequence of courses; you are beginning your socialization into the Occupational Therapy Profession. One of the expectations is that you will demonstrate courteous, dependable, and caring behaviors toward self and others. Communication with faculty and fellow students is critical. The following responsibilities are detailed to give you a sense of our expectations and ways to maximize your learning experiences.

The OTA Student is:

- A. Expected to be cognizant of the MISSION of the College, (see page 2, Maria College catalog), of the OTA Program (see page 3, OTA student handbook) and of the OT profession (presented in OCT-111). Student conduct must reflect respect for these philosophies in behaviors and assignments on and off campus.
- B. Required to attend all classes and is expected to be in class on time. It is the student's responsibility to arrange personal commitments to avoid conflict with scheduled class and clinical times.
 - o Class absences: call the OTA office (leave a voice message on extension 257 if no one answers). Prolonged or numerous absences may impact on student's course grade, and/or require the student to withdraw for the course/semester. In the case of illness a medical re-certification may be required to resume the program.
 - o Fieldwork absences: the student must call the fieldwork supervisor to report illness or other events that prevents attendance. Absences from a clinical may necessitate extending the experience to complete the required number of days. If, for any reason, a student is unable to finish the fieldwork assignment as scheduled, completing the program in the original time frame will not be possible.
- C. Expected to read the learning objectives for each course at the beginning of the semester and periodically as they share responsibility with the faculty to ensure that the material is covered. It is your right to question the instructor about course objectives that are unclear.
- D. Responsible for course material even if absent or late. Secure notes from a classmate and make an appointment with the instructor to clarify questions and assignments. Do not expect the lecture to be repeated for you. Missed exams may or may not be rescheduled at the discretion of the course instructor.
- E. Expected to participate in group discussions and presentations as they are an essential part of the program (and OT practice). Therefore, students must be prepared to take an active part in all classes. In most OTA classes participation contributes to the overall course grade.
- F. Expected to submit assignments on the assigned due date. (See Section "VI").
- G. Required to participate in putting away tools and materials and in straightening lab and classroom areas. The use of labs for practice outside of class time is encouraged; please sign up so that faculty mentoring your learning will be available.
- H. Aware that there will be no eating, drinking or smoking in hallways, classrooms or activity labs. Cell phones must be turned off during scheduled class times.
- I. Responsible for his or her own transportation to and from all settings used for the required fieldtrips and clinical experiences – secure maps and/or bus schedules as needed.
- J. Encouraged to make appointments with faculty during their posted office hours (check in web services and/or on office doors) to insure that there is adequate time to meet the student's needs related to assignments, papers, grades, etc. Every effort will be made to see a student as soon as possible in the event of an emergency.
- K. Responsible for consulting with his or her advisor regarding problems interfering with or affecting academic performance and status in the program. **DO NOT WAIT FOR A CRISIS!** Your Advisor may refer you to the Counseling Office when the concerns are beyond the realm of academic advisement. Professional and confidential counseling services are available on-campus and are free of charge to all students.
- L. Required to report his or her exposure to, signs and symptoms of, and/or diagnosis of communicable diseases to the OTA Program Chair and the Dean of Student Services, regardless of the circumstances, and is expected to take all precautions to prevent further spread of the suspected or real disease. Reportable communicable diseases include, but are not limited to, measles, mumps, rubella, chicken pox, meningococcal disease, hepatitis, influenza, and tuberculosis. The student may be required to seek medical attention and obtain a medical release before being allowed to continue in their classroom and clinical sites.
- M. Required to contact the Dean of Student Services (Marian Hall, room 100) to discuss any physical, psychological and/or medical condition or disability **for which accommodations are requested**. Instructors are not permitted to extend accommodations without prior notification from the Dean of Students. The brochure on *Student Accommodations through the Americans with Disabilities Act* contains additional information if you have a need for classroom or instructional accommodations and is available in MH 100.

CRITERIA FOR WRITTEN WORK

During your OTA education you will be required to complete many different types of written assignments. The following guidelines will help you prepare your assignments in an acceptable format *and should be used unless alternate instructions are provide by the Instructor for specific assignments.*

A. Most written assignments must be referenced. Please follow correct **APA formatting** for:

- the cover page
- page set up, including margins, spacing, and numbering
- the mechanics of quoting, paraphrasing and crediting the source/author.
- reference page

Failure to follow APA guidelines may result in plagiarizing an author's work.

*Plagiarism may result in a grade of zero for the assignment, being expelled from a class or from the college (see Maria College Student Handbook). The APA reference link is available through the Learning Resource Center (LRC – Main Building, room 103, online at www.mariacollege.edu or by going directly to the Diana Hacker website at <http://bcs.bedfordstmartins.com/resdoc5e/> The required English course text, *A Writer's Reference* by Diana Hacker should be kept and used as a resource for all written work.

B. Assignments should be completed on the computer and printed on standard 8½” x 11” paper. Assignments should be doubled spaced with one inch margins and in a font of 11 or 12 pt.

C. Assignments are due on assigned dates. Each day an assignment is late one point will be deducted; *instructors may refuse to accept/grade assignments that are more than two weeks late. In that case a zero will be recorded.*

D. Written assignments must utilize correct grammar, sentence structure and spelling. You are responsible for proof reading and editing all written work **before** handing it in. Points will be deducted for errors.

E. Assignments allowed to be written in long-hand should be legible; use dark ink (black or blue) on designated forms or on wide-lined 8 ½ x 11 paper. Assignments completed in pencil, light colored ink or on unapproved paper (unless otherwise instructed) will be returned ungraded and be subject to late penalties.

F. When an instructor provides you with the opportunity to revise your written work, pay close attention to the questions, comments and suggestions made during the reading and grading process. Your revised work (i.e. re-print your paper after making your revisions; submit the complete paper for further comments and grading) *should be accompanied by the original* that shows the instructor's grading comments.

G. An instructor may require you to turn in hard copies of your work and/or they may require you to submit your work via Blackboard; additional instruction will be provided to inform you of the online/distance learning process in courses where it is utilized.

If you have questions, concerns or need assistance with word processing, please go to the Learning Resource Center (LRC). The LRC faculty will help you with almost every aspect of writing a paper. You will have to do your own library research to obtain the necessary information for content! The Librarian will assist you with learning how to find valid materials available through inter-library loan, web sites, and data banks. Remember to look at the books in the OTA Office. Computers are also available in room B2 and in the main building 103 when not being used for a scheduled course.

***Plagiarism** - Plagiarize \ˈplɑːjeːrɪz: to steal and pass off (the ideas or words of another) as one's own: use (a created production) without crediting the source vi: to commit literary theft: present as new and original an idea or product derived from an existing source. (1976). In *Webster's Seventh New Collegiate Dictionary* (7th ed.) (pp. 646). Springfield, MA: G.& C. Merriam Company.

SCHEDULING OF COURSES

The Occupational Therapy Assistant courses are offered in a pre-determined sequence that begins in the fall of each academic year. Students should follow this curriculum sequence (unless otherwise indicated by your OTA Advisor) to ensure that you complete all required courses in order to graduate in the planned time frame. (See Appendix A)

Occupational Therapy faculty schedules all OTA Program courses to avoid conflict with the courses which the student is required to take in a given semester (Anatomy and Physiology, English, Psychology, Religion). This eliminates the frustration of juggling times and helps insure that the student does not get "shut out" of a required course. When more than one section of a course is offered, the student may select the time that is best for his or her schedule. Many of the courses contain online components; a student needs ready access to a computer and the internet.

GRADING

The following scale will be used by the Occupational Therapy Assistant Program faculty for all OCT courses. Please see individual course syllabus for details on assignments and the weight given to each in determining a final grade for that course. *Please note that the OTA Program grading scale is based on the expectation that a student must demonstrate at least a 75% competency of the knowledge and skill base in each OCT course.* This grading scale may differ from that used in the liberal arts and general studies courses.

| Occupational Therapy Assistant Program Grading Scale | | | |
|--|--------------|----------------|--|
| Grade Range | Letter Grade | Quality Points | NOTES: |
| 96 - 100 | A | 4.00 | Grades in this range are required to pass the course with the required "C" / 2.00 or better. |
| 93 - 95 | A- | 3.67 | |
| 90 - 92 | B+ | 3.33 | |
| 86 - 89 | B | 3.00 | |
| 83 - 85 | B- | 2.67 | |
| 79 - 82 | C+ | 2.33 | |
| 75 - 78 | C | 2.00 | |
| 72 - 74 | C- | 1.67 | Grades are considered passing, but do not meet the "C" or 2.00 minimum required in the OTA Program. |
| 68 - 71 | D+ | 1.33 | |
| 65 - 67 | D | 1.00 | |
| 62 - 64 | D- | 0.67 | Grades with minimal to zero quality points may result in the student being placed on Academic Probation. |
| 61 - 0 | F | 0.00 | |
| The student who earns grades in the "C- through "F" range is encouraged to speak with their Academic Advisor. They are required to speak to the Advisor before registering for a new semester. | | | |
| Plus/Minus Grading System implemented by Maria College Fall 2005. | | | |

- A minimum grade of "C" is required for **ALL** courses listed in the OTA Program sequence.
- The exception includes any additional elective courses that a student may choose to take concurrent with OTA program courses.
- A student must maintain a 2.0 grade point average (GPA), each semester for all courses taken, including additional electives.
- A grade point average (GPA) falling below a 2.0 will result in academic probation (see the Maria College catalog, pg. 15 and Section XII. PROBATION of this handbook). The student will also be placed on departmental probation (see Section XII. PROBATION).
- Grades of "C-," "D+," "D," "D-" and "F" are not acceptable for any required course and must be repeated. The student must repeat the course to earn the required "C" or higher, usually before being allowed to continue with the OTA course sequence. The need to repeat a course may interfere with the normal OTA course sequencing, requiring the student to withdraw from

the program, and re-enter at a later time following the successful completion of the course(s) in question. With permission of the OTA Program Chairperson and Academic Dean, the student may re-enter the program when eligibility is restored. Failure of Occupational Therapy courses will extend the length of time needed to complete the Occupational Therapy Assistant Program thus delaying the anticipated date for graduation. Any deviations to the above will be at the discretion of the Program Chairperson and the Academic Dean.

Deficiency grade notices:

Throughout each semester course instructors may enter a ‘notice of deficiency’ as indicated by academic and behavioral performance in class. Should you get a deficiency warning letter from the Office of Student Records, you should schedule an appointment with your instructor and academic advisor in order to plan strategies for improving your performance and/or grades prior to the end of the semester. The deficiency notice system is one way that the college communicates with you in an attempt to help you be a successful student. Students with deficiencies should speak with the Learning Resource Center to establish study skills, assistance with written papers, and/or tutoring for challenging subjects.

GRIEVANCES

General: See Maria College Student Handbook for procedures related to student life on campus.

Fieldwork: See policy and procedures in the OTA Clinical Education Manual. This will be given to students prior to the beginning of fieldwork.

PROBATION

There are two forms of probation: academic probation, as described in the 2011-2012 Maria College catalog (p. 15), and departmental probation. A student on academic probation is automatically on departmental probation. A student whose work is borderline with a C-, D+ and D (65-74% or 1.00-1.67 grade point average) for one or more OT courses and/or whose conduct is judged undesirable based on Professional Behaviors (Appendix B) may be placed on departmental probation. This student does not necessarily have a GPA of less than 2.0 that would indicate academic probation. When a student begins a new semester on departmental probation, improvement must be demonstrated by midterm. A student placed on departmental probation in the middle of a semester must show improvement by the end of the same semester. A student failing to meet the criteria to remove the probationary status will be dismissed from the program.

Reasons for departmental probation may vary; therefore, the Occupational Therapy Assistant Department Chairperson and the Academic Advisor will work with the student to develop individualized goals. These goals may continue into next semester and/or may result in termination of the student from the OTA Program if the terms are not met (see “Notification of OTA Department Probation” form).

A student may not begin Field Work if on academic and/or departmental probation. Behaviors that result in probation during the Level II Fieldwork placements will postpone participation in a second Level II Fieldwork placement for at least one semester. This will delay completion of the program requirements and graduation.

OTA STUDENT CLUB

The OT Club was designed to facilitate the OTA student's involvement in the profession, to encourage cohesiveness and support within the OTA student body, and to provide a positive image of the profession and the College to the community. The club sponsors fund raising efforts to financially assist the OT student's participation in workshops and conferences, and to provide volunteer or financial support to programs within the community. Meetings are held at least once a month and all students are encouraged to attend. The president, secretary and treasurer are elected yearly from the freshman class. The previous year's president continues to hold office as the vice president to help with continuity from year to year.

While voluntary, participation by all students will strengthen the OT Club and help meet the club's goals. All students are encouraged to become involved to begin the professional socialization process.

FEES

In addition to the college tuition and comprehensive fees, (see Maria College Catalog, pg. 20) the student has two required fees that are directly related to the Occupational Therapy Assistant Program. These fees cover OTA course labs and a group policy for professional liability that will be noted on your tuition bill.

A. Allied Health Majors Fees*:

An OTA lab fee is assessed each semester to cover the cost of required laboratory materials associated with Occupational Therapy Skills I, II and III, Daily Living Skills, Developmental Disabilities labs and Physical Dysfunction labs. The activity fee does not cover the cost of lost tools and equipment. Should these losses be excessive, an additional fee may be assessed. When students are required to initiate and develop an individual project, they will assume the cost of the materials involved.

B. Professional Liability (Malpractice) Insurance:

- General professional liability insurance is required of each student in order to protect the student, the fieldwork site and the college in the event of malpractice suit being filed during a student's fieldwork experiences. *The fee* for this group policy is included with your tuition statement.*

AND

- An Individual professional liability insurance policy is also required. The cost is approximately \$40.00 per year. Specific information was communicated with incoming OTA students during the summer prior to the start of the first fall semester. If you did not receive this information, please see the Academic Fieldwork Coordinator. A copy of the policy face sheet must be given to the program secretary as proof of insurance. You will need coverage for two years to cover all course work that has clinical components.

*See the current Maria College Catalog for specific fee amounts. This fee is due with tuition payment.

OT PROFESSIONAL MEMBERSHIP AND RELATED FEES:

The *American Occupational Therapy Association* (AOTA) is comprised of fifty state affiliate members of which the New York State Occupational Therapy Association (NYSOTA) is one. The national office staff is responsible for a variety of membership and community services, including the development of public relations materials, monitoring of health care legislation in congress, facilitating communication among members and promoting research to further the development of the profession.

There are three primary classifications of full membership; OT, OTA and Student. AOTA membership benefits include receiving conference and workshop information, receiving national newsletters and the *American Journal of Occupational Therapy*, *OT Practice*, the right to serve on committees and to hold association offices. The previously mentioned publications combine to keep the members abreast of new developments within the field of Occupational Therapy as well as outside factors affecting the profession. Full membership in AOTA entitles you to participate in shaping the future course of your profession. Each graduate is urged to become a full member and to take an active role in the association. Information about AOTA can be found at their homepage - <http://www.aota.org/>

The *New York State Occupational Therapy Association* (NYSOTA) is comprised of eight member districts. Membership in NYSOTA and local districts (Capital District - CD of NYSOTA) enables the members to be informed about issues of local importance. Communication among members is facilitated by State and District newsletters, state conferences, workshops, district meetings and special interest group gatherings. Information about NYSOTA can be found at their homepage - <http://www.nysota.org./>

- A. Student Membership Fees:** Freshmen OTA students are *strongly* encouraged to join AOTA to begin their own personal OT library and as a way to identify with your future profession. Senior OTA students are required to purchase the *American Journal of Occupational Therapy* and *OT Practice* as required text books. The most economical way to do so is by becoming a student member of AOTA. (Note: AOTA Membership is required if you plan to apply for an AOTA scholarship, hold office, and/or attend any OT conferences.)

1. **AOTA Membership:** AOTA offers a *Student Membership* at a reduced rate which includes an expanded benefits and privileges package; it is strongly recommended that you join AOTA at the Student Membership level in order to begin your personal professional library. Journal selections are often required to complete class assignments and projects.

The 2011 AOTA Standard Student membership fee is \$75.00. (Includes AJOT, OT Practice, Special Interest Sections (SIS) open access privileges, and Fieldwork List serve)
For reference, in 2011 AOTA instituted a new fee structure: new OTA practitioner membership fee is \$95.00; 2nd year \$120; 3rd year \$131.

2. NYSOTA and Capital District of NYSOTA Memberships: The combined District and State student membership provides the student with access to State and District newsletters, information on State conferences and workshops and listing of speakers on topics that will be covered at local district meetings. Job listings are included in these publications. The 2011 **NYSOTA** Student membership fee is \$40.00. *For future reference, the 2011 OTA membership fee is \$80.00.*

CREDENTIALING

Credentialing refers to the professional and legal qualifications and processes that must be completed in order to practice. In addition to earning the required college degree and completing fieldwork, an applicant must respond to questions regarding felony and misdemeanor convictions. Applicants need to be aware that felony convictions may prohibit an individual from becoming certified and licensed. The State Licensing Board (SLB) through the New York State Educational Department Office of the Professions (NYSED OP) and the National Board for Certification in Occupational Therapy (NBCOT) usually do not make an early determination of eligibility regarding professional credentials until the candidate is qualified to apply. If you are concerned about a past conviction, contact these agencies for additional information for clarification.

A. Professional Credentials: Certification by NBCOT: www.nbcot.org

Certification is awarded to a qualified candidate following the successful completion of the **Certification Examination** for the Occupational Therapy Assistant. The National Board for Certification in Occupational Therapy (NBCOT) offers a standardized examination to all qualified individuals throughout the United States. Qualified individuals have completed their OTA education at an accredited Occupational Therapy Assistant Program. Successful passing of this examination qualifies the graduate to use the identifying initials “COTA” after his or her name.

A committee of OTRs and COTAs selected by NBCOT who have a diverse practice background prepare the examination questions. This computerized examination is administered *on-demand* by a testing service at established test sites throughout the United States. This allows the candidate to schedule the exam at a convenient time once approved to sit for the exam.

As of summer 2011, the application fee for the Certification Examination was \$540; \$500 if applied for online. This fee plus any related fees for reporting scores to state licensure boards are payable with a credit card when submitting the application. *All graduates are urged to take this examination as soon as possible following graduation since it is required to practice in the majority of the States.* [Please note that the passing of this exam is not legally required in New York State *at this time*. However, many employers require it as part of their professional qualifications for employment and to meet Medicaid reimbursement guidelines for practitioners.]

B. Legal Certification: Licensure in New York State: <http://www.op.nysed.gov/>

Upon completion of the two-year A.A.S. degree program for the Occupational Therapy Assistant, the graduate is eligible for certification by the New York State Department of Education. **YOU MUST BE LEGALLY CERTIFIED and REGISTERED** to work in New York State. Most of the other states and jurisdictions have laws that also require legal licensure, certification and/or registration to practice. During OCT230 Professional Issues in OT (April or May of the final OTA Program semester), students will be reminded about where to locate the required forms in order to apply for New York State certification. Students planning to work in other states will need to apply for licensure appropriate to that state. Information is available at <http://www.aota.org/>; select licensure and the desired State.

Currently the initial OTA registration and certification fee for New York State is \$103. A renewal registration fee of \$50 (subject to change) will be required every three years for as long as one remains in practice.

At the present time, most states requiring licensure and/or certification for Occupational Therapy Assistants. Currently, graduating from an accredited OTA Program and being of good moral character are the only eligibility requirements to be met for licensure in New York State. The majority of the other states also require passing the NBCOT examination prior to receiving a permanent license in order to practice. Most of these states issue a temporary license which allows the individual to practice in the interim between graduation and the passing of the initial certification examination.

It is the graduate's responsibility to secure the proper credentials **prior** to practice. You may need to contact the Department of Education or AOTA for further information about the requirements of a given state. Additional specific information will be given in OCT 211 Management Procedures and OCT230 Professional Issues in Occupational Therapy.

ETHICAL STANDARDS - MARIA COLLEGE

“Maria College is a non-profit, independent, co-educational institution which does not discriminate in its enrollment or employment practices for any reason including race, sex, color, national origin, creed, sexual orientation, mental or physical disability. Information about the services, activities and facilities accessible to the handicapped may be obtained in the Office of Supportive Services, Marian Hall. For further information regarding Title IX and 504, contact the Deb Corrigan, (518) 489-7436, ext. 250.” (Maria College Catalog, 2011-2012, page 37)

STANDARDS OF ETHICAL PRACTICE - OTA PROGRAM*

- A.** The student in the Occupational Therapy Assistant Program, as an incipient member of the health field, will be involved in situations that require a moral and ethical sense of responsibility. Therefore, each student must make a commitment that his/her activities:
1. Will respect the basic rights of others, i.e.:
 - a. the right to freedom from bodily harm
 - b. the right to privacy of person, property and records
 - c. the right to competent service
 - d. the right of involvement in decision making about self
 - e. the right of reputation
 - f. the right to work and to play
 - g. the right of individual value and human dignity
 2. Will be carried out according to his/her knowledge, skill and experience, being fully aware of the amount of personal responsibility involved in what is expected and the authority relevant to that responsibility.
 3. Will be aware of his/her abilities and limitations and seek appropriate help as needed.
 4. Will become cognizant of and begin to demonstrate professional judgment, attitudes and behavior.
- B.** Each student shall:
1. Conduct himself/herself at all times in accordance with the standards set forth by the American Occupational Therapy Association in the **Occupational Therapy Code of Ethics and Ethics Standards (2010)** *
 2. Consider his/her responsibility to and best interests of fellow students, faculty and staff, clinical educators, and recipients of Occupational Therapy services and the public at large.
 3. be cognizant of the moral, ethical and legal standards of the College, The American Occupational Therapy Association and the New York State Licensure Law, in academic and Field Work settings and toward future practice.

*See 'O.T. Student Pledge' - Appendix C

MARIA COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Day Sequential Course of Study

Name: _____ Date: _____
 Address: _____ Phone: _____

| <u>First Semester</u> | Credits |
|----------------------------------|---------|
| AnP 105 - Anatomy & Physiology | 3 _____ |
| AnP 107 - Anatomy & Physiology | 1 _____ |
| Eng 111 - Composition I | 3 _____ |
| Psy 100 - General Psychology | 3 _____ |
| OCT 112 - O.T. Skills & Apps. I | 2 _____ |
| *OCT 111 - Intro. to O.T. | 3 _____ |
| OCT115 - O.T. in General/Medical | 3 _____ |
| 18 Cr. | |
| | 18 Cr. |

| <u>Second Semester</u> | |
|-----------------------------------|---------|
| AnP 106 - Anatomy & Physiology | 3 _____ |
| AnP 108 - Anatomy & Physiology | 1 _____ |
| Psy 205 - Interpersonal Relations | 3 _____ |
| Res/Phi – Elective | 3 _____ |
| OCT 113 - Growth & Development | 3 _____ |
| OCT 114 - Daily Living Skills | 3 < |
| OCT 116 - O.T. Skills & Apps. II | 2 < |
| OCT 119 – Kinesiology | 1 _____ |
| **OCT117 - Field Work I | 1 < |
| | 20 Cr. |

| <u>Third Semester</u> | |
|--------------------------------------|---------|
| Eng - English Elective | 3 _____ |
| ReS 201 - Cont. Moral Issues | 3 _____ |
| OCT 118 - O.T. Skills & Apps. III | 1 < |
| OCT 211 - Management Procedure | 2 _____ |
| OCT 213 - Developmental Disabilities | 3 < |
| OCT 214 - Physical Dysfunction | 3 < |
| OCT 215 - Psych. Social Dys. | 4 _____ |
| | 19 Cr. |

| <u>Fourth Semester</u> | |
|--------------------------------------|---------|
| ***OCT216 - Field Work II (PsychSoc) | 3-6 < |
| ***OCT217 - Field Work II (PhysDys) | 3-6 < |
| ***OCT218 - Field Work II (DevDis) | 3-6 < |
| ***OCT219 - Field Work II (Other) | 3-6 < |
| OCT230 – Professional Issues in OT | 2 _____ |
| | 14 Cr. |

* Includes one full day of clinical observation per week.
 ** Two weeks, full time days following Spring Semester Final Exams.
 *** Minimum of two Fieldwork II courses required; full time day hours, eight weeks each.
 < The laboratory components of these courses are not latex free.

MARIA COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
Weekend Sequential Course of Study

Name: _____ Date: _____
 Address: _____ Phone: _____

FIRST YEAR (Level I)

Fall Semester

AnP 105 - Anatomy & Physiology 3 Cr. _____
 AnP 107 - Anatomy & Physiology 1 Cr. _____
 Eng 111 - Composition I 3 Cr. _____
 Psy 100 - General Psychology 3 Cr. _____
 10 Cr.

Spring Semester

AnP 106 - Anatomy & Physiology 3 Cr. _____
 AnP 108 - Anatomy & Physiology 1 Cr. _____
 Psy 205 - Interpersonal Relations 3 Cr. _____
 ReS/Phi - Elective 3 Cr. _____
 10 Cr.

Summer Semester

Eng - English Elective 3 Cr. _____
 ReS 201 - Cont. Moral Issues 3 Cr. _____
 6 Cr.

SECOND YEAR (Level II)

Fall Semester

* OCT 111 - Intro. to O.T. 3 Cr. _____
 OCT 112 - O.T. Skills & Appli. I 2 Cr. _____
 OCT 115 - O.T. in General/Medical 3 Cr. _____
 8 Cr.

Spring Semester

OCT 113 - Growth & Development 3 Cr. _____
 OCT 114 - Daily Living Skills 3 Cr. < _____
 OCT 116 - O.T. Skills & Appli. II 2 Cr. < _____
 **OCT 117 - Field Work I 1 Cr. < _____
 9 Cr.

Summer Semester

OCT 118 - O.T. Skills & App. III 1 Cr. < _____
 OCT 119 - Kinesiology 1 Cr. _____
 OCT 211 - Management Procedures 2 Cr. _____
 OCT 213 - Developmental Disabilities 3 Cr. < _____
 7 Cr.

THIRD YEAR (Level III)

Fall Semester

OCT 214 - Physical Dysfunction 3 Cr. < _____
 OCT 215 - Psych. Social Dys. 4 Cr. _____
 7 Cr.

Spring Semester

***OCT216 - Field Work II (PsychSoc) 3-6 < _____
 ***OCT217 - Field Work II (PhysDys) 3-6 < _____
 ***OCT218 - Field Work II (DevDis) 3-6 < _____
 ***OCT219 - Field Work II (Other) 3-6 < _____
 OCT230 - Professional Issues in OT 2 _____
 14 Cr.

* Includes one full day of clinical observation per week.

** Three weeks, full time days following Spring Semester Final Exams.

*** Minimum of two Fieldwork II courses required; full time day hours, eight weeks each.

< The laboratory components of these courses are not latex free.



with
Occupational Therapy

Occupational Therapy Assistant Program
700 New Scotland Ave.
Albany, New York 12208

Marian Hall, Room 101
(518) 489-3111 ext. 257