Syllabus

OTA 180 – Activity Analysis: Occupational Performance Across The Lifespan

OTA 180 - D01 Spring 2017

Class Times:
Lecture: Th 8:00 a.m. – 9:00 a.m.
Lab: Th 9:15 a.m. – 11:15 a.m.
Classroom: AHB 203 and AHB 202

Instructor: Ms. Purnell, B.S., COTA/L
Fieldwork Coordinator & Instructor
The Occupational Therapy Assistant Program

Office: AHB 307 D
Phone: 410-572-8771
Email: kpurnell@worwic.edu

Office Hours:
T& Th: 12:00 p.m. - 2:00 p.m.
W: 9:00 a.m. - 10:00 a.m.
Other times by appointment

Required Texts


Additional Text (from other OTA courses)


***Note: These texts will be used and referenced during the entire OTA program. You will also reference these texts during your career as a practicing COTA.
**Course Description**

This course focuses on the use of activity analysis, especially functional activities, so the student can identify therapeutic, meaningful and purposeful occupations directed toward individual needs. This is accomplished using general daily functional activities, traditional craft media used by occupational therapy practitioners and occupations selected by student from their own lives. Psychosocial and social-cultural influences are integrated into activity analysis, looking at occupations across the lifespan. **Hours: 13 lecture and 26 laboratory. Prerequisite: OTA 101, OTA 120, OTA 140, PSY 251, and PSY 252 or Permission of the department head. Course Fee: $40 Lab fee: $25. Usually offered in the spring.**

**Course Objectives OTA 180 ACTIVITY ANALYSIS**

Upon completion of the course the student will:

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<tr>
<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
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<tr>
<td>1. Explain and interpret the activity analysis process. (GEO 1, 2, 3, 5, 7) (B.2.7.)</td>
<td>A. Describe the activity analysis process including the four components. B. Describe the importance of analyzing an activity and occupation. C. Explain methods to determine the sequence and timing of steps to an activity. D. Interprets positive and negative points to each method of determining steps to an activity. E. Discuss the importance of sequencing to complete various occupations.</td>
<td>1. Examinations 2. Tests 3. Group Discussion 4. Participation in Lab Activities 5. Assignments</td>
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<td>3. Describe how the environment influences participation in occupations and activities. (GEO 1, 2, 3, 5, 7, 8) (B.2.7., B.5.24., B.5.10.)</td>
<td>A. Identify the properties of objects, space, and social demands and how they influence performance. B. Explain how compensatory strategies and grading the task increase client independence during activity analysis.</td>
<td>1. Examinations 2. Tests 3. Group Discussion 4. Participation in Lab Activities 5. Assignments</td>
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<td>4. Describe the client’s role in activity analysis and describe body functions as relation to client factors, body structures, and skill level. (GEO 1, 2, 3 , 5, 7, 8) (B.2.7.)</td>
<td>A. Identify information collected from occupational profile and describe how it affects client’s treatment. B. Explain how a client’s culture can affects an activity. C. Explain mental functions, sensory, cardiovascular, voice and speech, digestive, genitourinary and skin during participation in activities. D. Explain how body systems work collaboratively to meet the demands of the activity. E. Explain how motor, sensory, emotional regulation, cognitive skills, communication influence these skills.</td>
<td>1. Examinations 2. Tests 3. Group Discussion 4. Participation in Lab Activities 5. Assignments</td>
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|   | Describe proper documentation for activity analysis across the lifespan. (GEO 1, 2, 3, 5, 7, 9) (B.1.8.) | A. Explain how to document task using activity analysis through electronic documentation, distance communication, and the virtual environment. 
B. Describe the impact of telehealth technology. 
C. Interpret the proper use for a variety of technology. | 1. Examinations 
2. Tests 
3. Group Discussion 
4. Skills Check 
5. Participation in Lab Activities 
6. Assignments |
|---|---|---|---|
|   | Identify and describe therapeutic and purposeful occupations and the dynamics of activities directed towards individual needs. (GEO 1, 2, 3, 5, 7, 8, 9) (B.2.2.) | A. Demonstrate understanding of traditional craft activities, and daily functional activities. 
B. Explain the process of selection for an activity or occupation for activity analysis. 
C. Explain performance skills, performance patterns, activity demands. 
D. Discuss the importance of context, environment, and client factors. | 1. Examinations 
2. Tests 
3. Group Discussion 
4. Participation in Lab Activities 
5. Case Review 
6. Assignments |

General Education Objectives (GEO) may be found in the college’s catalog and website.

Course Objective (CO) see syllabus.

ACOTE standards listed under GEO’s of CO in syllabus.
Course Requirements and Expectations
(GEO 1-9) (CO 1-6)

For successful completion of the course, students are expected to:

- Complete the course with a **minimum grade of 75**%.
- Complete required examinations, tests, assignments, and lab activities.
- Attend class at the stated times listed for class, from **start to end** time.
- Be **ON TIME** for class.
- Complete required examinations, tests, assignments, and class activities.
- Actively participate in discussions and activities during class.
- Actively participate in and complete all assignments and practice activities.
- Complete an electronic research/writing assignment in **APA Format** as directed.
- Complete take home assignments as directed.
- Abide by the attendance policy of the course.
- Abide by the make-up examination policy of the course.
- Maintain professional behavior and communication at **ALL** times.

Academic Honesty Policy
(GEO 1, 2, 3, 5, 9) (CO 1-6)

Academic integrity is expected of all students. Cheating and plagiarism are violations of academic integrity. **All papers and presentations must be the student’s own work.** Any student who has violated the academic honesty policy by exhibiting any of the following types of behavior during or in the preparation/performance of any assignment, quiz, project, report, test, or exam will receive a grade of zero “0” for the given assignment, quiz, project, report, test, or exam, and the student conduct violation will be referred to the Student-Faculty Disciplinary Committee. Cheating will not be tolerated in the Occupational Therapy Assistant Program. Students found cheating will be dismissed from the Occupational Therapy Assistant Program. Documented evidence of the offense will be kept in the General Education Department office and/or the Occupational Therapy Assistant Program office.

1. Cheating is defined as the act of obtaining information or data improperly or by dishonest or deceitful means. This includes the intentional use of unauthorized materials, information, or study aids in any academic exercise. This also includes helping or attempting to help another student to cheat or submit the same paper for two different classes without the explicit authorization / approval of both instructors. Each instructor will be available for consultation regarding any confusion a student may have before submitting an assignment.

2. Plagiarism is defined as the copying or imitating the language, ideas, or thoughts of another author and presenting them as one’s original work or the copying of another’s words in any medium without giving credit in a footnote in the proper format (APA documentation format). In both oral and written communication, the following guidelines for avoiding plagiarism must be followed:

   - Any words quoted directly from a source must be in quotation marks and cited.
   - Any paraphrasing or rephrasing of the words and/or ideas of a source must be cited.
• Any ideas or examples derived from a source that are not in the public domain or of general knowledge must be cited.

Sharing information present on a quiz or test or exam is an example of academic dishonesty and will result in a grade of “F” for the course and immediate dismissal from the Occupational Therapy Assistant Program.

**Emergency Information**  
*(GEO 5)*

In the event of severe inclement weather or other emergency, information about the closing of the college will be communicated via e2Campus and the College’s website. Faculty will communicate with students about their courses and course requirements, such as assignments, quiz, test, and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all assignments in accordance with class policies. Class information will also be provided via “Remind”, contact provided in class.

**Attendance**  
*(GEO 9)  (CO 1 – 6)*

Students are expected to attend all class sessions, including lecture and lab. Students will not be allowed to make up lab or group work missed due to an unexcused absence. Students are expected to arrive on time for class and stay until the end of class. It is the student’s responsibility to acquire the information reviewed and ask questions to the course instructor. The student is encouraged to ask questions to the course instructor regarding content missed. Students absent from class will not be permitted to make-up missed tests, examinations or graded assignments administered during the scheduled class session unless the instructor is given prior notification of the absence. If a student is unable to attend a class, it is expected that the instructor is given prior notice of the absence. Prior notice of an absence should be given by a direct phone call or discussion with the instructor.

Students are expected to act and perform in a respectful and professional manner at all times, including while in class, lab, and clinic internships. Students should contact the instructor by phone if absent, an email or text message will not be accepted. Repeated episodes of in-class disruption will be considered a valid reason for dismissal from the class session. Pager and cell phones must be placed in silent mode during the class sessions. **Talking on cell phones or sending texts messages during class is prohibited.**

**Blackboard and Class Communication**  
*(GEO 5, 9)*

Blackboard is being used as a supplementary site in all OTA courses. To access course content in Blackboard you need to have access to a computer with an Internet connection, (other requirements may apply). Please refer to this link for computers available on campus that meet these requirements:

[http://worwic.edu/Students/LearningResources/ResourceLabs.aspx](http://worwic.edu/Students/LearningResources/ResourceLabs.aspx)
Please follow these directions to access course syllabi and any other materials posted for this course:

**Login Information:**

1. From the Wor-Wic home page, click on myWor-Wic (top-right above Quick Links).
2. Enter your Wor-Wic user ID and password (same as your Wor-Wic email user ID and password) to access the portal homepage.
3. In the “My Blackboard Classes” web part, click on a class listed to be directed to the Blackboard site.
4. Blackboard may also be accessed through Quick Links on the college homepage and also through a link at the bottom of the homepage.

**Blackboard Components:**

1. Posted course syllabus and any syllabus changes during course.
2. Instructor announcements for the class will be listed under Announcements.
3. Messages from the course instructor will be located under the messages section of Blackboard.
4. All course grades.
5. When completed the following may be posted: presentations, assignment information, and any required forms.

**Blackboard Integrity and Computer Usage**  
(GEO 8)

All students logging into Blackboard affirm that they understand and agree to follow Wor-Wic Community College policies regarding academic integrity and the use of College resources as described in the college catalog. Wor-Wic Community College considers the following as violations of the computer usage policy:

- Using the campus computing network and facilities to violate the privacy of other individuals.
- Sharing of account passwords with friends, family members, or any unauthorized individuals.

Violators are subject to college disciplinary procedures.

**OTA Tutoring**

Tutoring sessions will be scheduled individually or in group sessions upon request by students or as determined necessary by the instructor. Please contact the instructor for an appointment with any questions related to the course or course content.
Writing / Research Assignment and Presentation
(GEO 1, 2, 3, 5, 7, 8) (CO 2, 3, 4, 5, 6)

For this course, students will prepare a brief, written report comparing and contrasting Occupation-Based Activity Analysis and Standard Activity Analysis. Please see directions for the report below.

In addition to the writing/ research assignment students will also complete a detailed activity analysis for one activity or occupation. For example the task of applying make-up will require an activity analysis form to be completed. An example of a completed activity analysis form is located in the Occupation-Based Activity Analysis book in Appendix C.

Specific rubrics for the research assignment and the presentation will be provided.

**Due Date:** Monday, March 20, 2017, by 9:00 a.m. by electronic submission.

NO late writing assignments will be accepted.
Failure to submit the writing assignment by Monday, March 20, 2017, by 9:00 a.m. EST, will earn a grade of ‘0’ for the paper.

The report you prepare must:

1. Have a cover page listing the course number, your name, and the due date.
2. Be at least 3 full pages and no more than 5 pages in length – not including cover page and references page(s).
3. Have one inch margins, be double spaced, and be typed using 12 point fonts. Arial or Times New Roman fonts should be used.
4. The paper **MUST be properly written and referenced following APA format.** A copy of Citing Sources: APA Style is available in the resource centers. For further information and/or assistance on APA format, please visit any of the writing resource centers on campus, including AHB 108. References, in-text citations, and the paper must be in APA format. An abstract page IS NOT required. For additional APA format information, visit [www.apastyle.org](http://www.apastyle.org).
5. The paper must have a least three (3) references. References must come recent occupational therapy textbooks, peer-reviewed journals, and up-to-date occupational therapy publications. Wikipedia may not be used as a cited reference source. **References MUST be in APA format.**
6. All in-text citations **MUST be in APA format.**
7. Electronic submission is required. Your assignment MUST be in the file format of a Microsoft Word or Adobe PDF document.
8. The instructor will review and make suggestions for the paper, prior to the due date, for any student who is interested, with the following rules:
   a. The writing/research paper submitted for review **MUST be in final draft format**, including references and in-text citations, and be submitted for review at least one (1) week before the final due date.
   b. **APA formatting** must be followed for **ALL components** of the paper.
   c. The final draft of the paper must be complete as per the expectations identified in the syllabus and the grading rubric.
d. A review of the paper, prior to final submission, will be conducted one (1) time only with suggestions for improvement provided at that time.

Examination / Test Policy
(GEO 1, 2, 3, 5, 6, 7, 8) (CO 1 – 6)

It is expected that students complete all examinations and tests. This course has a comprehensive Midterm and Final Examination. Tests will be scheduled in class. Unscheduled quizzes may be given at the discretion of the instructor. Examinations and tests are based on the objectives for the course. Material for the exams and tests is derived from the course texts, assignments, and class discussions. Please keep in mind that material assigned from the texts may not be covered during lecture. The student is responsible for reading the text and knowing the assigned material regardless if it is discussed during the lectures. Exams and tests may be in the form of multiple choice, true/false, short answer, case studies or scenarios, essay questions, and demonstration of skills.

A comprehensive Midterm and Final Examination will be given. These exams will evaluate ALL material covered in the course. The comprehensive Midterm and Final examinations will be administered as written exams and will be timed. No additional time will be awarded if a student arrives late to complete the exam.

Students are expected to be present on examination and test days. It is understood that emergencies, illness, or other situations may arise that cause a student to miss an exam/test. At the discretion of the instructor, a student may be permitted to take a make-up exam/test. The instructor may require the student to submit documentation verifying the circumstances that caused the student to miss an exam or test. If the instructor authorizes a make-up exam/test, the student will be provided with a time frame during which the make-up exam/test must be taken. If the student fails to take the make-up exam/test by the established deadline, he or she will receive the grade of zero for the exam/test and will not be granted the opportunity to retest. No exceptions. Make-up exams/tests will follow the same examination/test policy as previously stated. Missed quizzes cannot be made up. Notification, by phone, of an absence must be received by the instructor prior to the date of the exam/test being missed.

Students are expected to attend classes at the listed time of class, arriving prior to the start of class. If a student is unable to attend a class, it is expected that the instructor receive notification of the student’s absence prior to the start of the class. The student is responsible for obtaining all information covered during a missed class.

Unless authorized by the instructor, students are not permitted to use electronic devices during testing (i.e. calculators, PDA’s, cell phones, pagers, etc.). If the student is observed using an unauthorized device during testing, he or she will have their test or exam collected and the student will be dismissed from the examination site. The student will receive a score of zero “0” for the exam or test. No exceptions.

Examinations and tests administered during the course may not be taken from the classroom. There may be NO pictures or recordings taken of the tests or exams. After examinations and tests are graded, students will be given an opportunity to briefly review their examination or test. Test and examination review MUST be supervised and after review, the student must return all testing instruments to the instructor. You may view your exam/test file by arrangement with the instructor. When reviewing your
exam/test file, no electronic or recording devices, cell phones, paper, or writing utensils are permitted. No note taking is permitted when reviewing tests and exams. **Review time will be limited to sixty (60) minutes for the test file.**

**Assignments**  
(GEO 1, 2, 3, 4, 5, 6, 7, 8, 9)  (CO 1 – 6)

Assignment dates and topics are to be established and assigned during the course. Assignments will be expected to be submitted on the given due date. Late assignments will not be accepted and will be given a grade of “0” zero. Assignments must be formatted as directed, either typed or hand written neatly and legibly.

**Course Evaluation**

- Assignments, Lab Activities, and Participation 15%
- Writing / Research Assignment 15%
- Tests / Quizzes 20%
- Midterm Examination 25%
- Comprehensive Final Examination 25%

**Grading Scale**

- A 93-100 Excellent
- B 84-92 Good
- C 75-83 Average
- D 66-74 Poor
- F 0-65 Failing

**A FINAL GRADE BELOW A 75% RESULTS IN COURSE FAILURE AND DISMISSAL FROM THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM. GRADERS ARE ROUNDED BY STANDARD MATH ROUNDING. ANY GRADES .5 AND HIGHER WILL BE ROUNDED UP, AND GRADES BELOW .5 WILL BE ROUNDED DOWN.**

**Services for Students with Disabilities**

Wor-Wic provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2889. For more information, see Wor-Wic’s Services for Students with Disabilities web page.
Sexual Violence Disclosures

Wor-Wic Community College seeks a campus free of sexual violence which includes sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. Please be aware that if a student discloses a personal experience verbally or in writing as a Wor-Wic student to a faculty or staff member, the employee cannot maintain confidentiality and has the mandatory responsibility to notify one of the college’s Title IX coordinators. However, if you’d like to make a confidential disclosure of any such violence, you can contact Wor-Wic's director of counseling (X-2900) or you can contact the Life Crisis Center at 410-749-HELP or 2-1-1.

The Occupational Therapy Assistant Program at Wor-Wic Community College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number c/o AOTA is 301-652-AOTA and its Web address is www.acoteonline.org. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Exam. Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.
OTA 180 – Activity Analysis

2017 SPRING – Tentative Schedule:
The Instructor reserves the right to modify the schedule. Additional reading assignments may be required.

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<th>Week</th>
<th>In Class Topics</th>
<th>Text Reference</th>
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<tr>
<td>Week 1</td>
<td>1/19/17 What is Activity Analysis?</td>
<td>Thomas Chapter 1</td>
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<td>Week 2</td>
<td>1/26/17 What are we Analyzing?</td>
<td>Thomas Chapter 2</td>
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<td>Week 3</td>
<td>2/2/17 Sequence &amp; Timing</td>
<td>Thomas Chapter 3</td>
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<tr>
<td>Week 4</td>
<td>2/9/17 Test #1: Chapters 1, 2, 3 and any other assigned readings. Object, Space, &amp; Social Demands</td>
<td>Thomas Chapter 4</td>
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<td>Week 5</td>
<td>2/15/17 Required Body Functions</td>
<td>Thomas Chapter 5</td>
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<td>Week 6</td>
<td>2/23/17 MIDTERM EXAM Required Body Structures</td>
<td>Chapters 1-5 Thomas Chapter 6</td>
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<td>Week 7</td>
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<td>Thomas Chapter 7</td>
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<td>March 6-12, 2017</td>
<td>SPRING BREAK</td>
<td>NO CLASSES</td>
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<td>Week 8</td>
<td>3/16/17 Writing Assignment Due March 20, 2017 by electronic submission by 9:00 a.m. EST, no late assignments will be accepted The Client</td>
<td>Thomas Chapter 8</td>
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<td>Week</td>
<td>In Class Topics</td>
<td>Text Reference</td>
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<td>Week 9 3/23/17</td>
<td>Lab: Mosaic Tile Activity</td>
<td>Handout</td>
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<td>Week 10 3/30/17</td>
<td>Telehealth</td>
<td>Handout</td>
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<tr>
<td>Week 11 4/6/17</td>
<td><strong>Test #2:</strong> Chapters 7, 8, Telehealth, and any other assigned readings. Grading &amp; Adapting Functional Independence Measure (FIM)</td>
<td>Thomas Chapter 9 Handout</td>
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<tr>
<td>Week 12 4/13/17</td>
<td>Lab: Leather Craft Activity</td>
<td>Handout</td>
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<tr>
<td>Week 13 4/20/14</td>
<td>Review</td>
<td>Chapters 1-9, Telehealth, FIM</td>
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<tr>
<td>Week 14 4/27/17</td>
<td><strong>Comprehensive Final Examination</strong></td>
<td>Thomas Chapters 1-9, Telehealth, FIM, and All other Assigned Reading Materials</td>
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