Syllabus

OTA 260 – Level II Internship I

OTA 260 – B01
Spring 2017

Fieldwork Schedule: TBA per Fieldwork Site

Classroom: Fieldwork Sites

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

Office: AHB 307 D
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Fieldwork Coordinator and Instructor

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

Textbooks and Related Materials:


Textbooks, class notes, handouts, professional journals, and other references from the program will be utilized during Level II Fieldwork placements.

Course Description
Fieldwork placements provide supervised practical experience for students to practice treatment, documentation and other occupational therapy assistant activities. These sessions focus on the application of purposeful and meaningful occupations across the lifespan in a variety of settings. Under the supervision of a registered and licensed occupational therapist (or an occupational therapy assistant under the supervision of an occupational therapist), students observe, treat and document general and psychosocial occupational therapy practices. Hours: 320 clinical. Prerequisites: OTA 220, OTA 230 and OTA 250 or permission of the department head. Course fee: $80. Insurance: $18. Usually offered in the spring.
### Course Objectives 260 Level II Internship I

Upon completion of the course the student will:

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<th>Course Objectives</th>
<th>Assessment Goals</th>
<th>Assessment Strategies</th>
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<tr>
<td>1. Examine working knowledge of common diagnosis found in geriatrics rehabilitation, sub-acute, acute care hospitals, or school settings while verbalizing the basic tenets of Occupational Therapy. (GEO 1, 2, 3, 7, 8, 9) (B.5.3., B.5.7., B.5.2., B.1.7., B.2.1.)</td>
<td>A. Implement planned intervention procedures designed to promote function in occupational performance components in the unique nature of occupation. B. Demonstrate the ability to articulate and demonstrate clinical reasoning used in patient treatment and the selection of a frame of reference. C. Verbalize ways to incorporate ‘therapeutic use of self’ into client care. D. Discuss values and beliefs of occupational therapy. E. Explain evidenced-based practice in relationship to client care.</td>
<td>1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form 2. Assignments via Blackboard</td>
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<td>2. Select, demonstrate, and verbalize knowledge of professional behaviors and responsibility. (GEO 1, 2, 3, 7, 8, 9) (B.9.3., B.9.4.)</td>
<td>A. Demonstrate appropriate etiquette in the classroom and at all fieldwork locations. B. Demonstrates self-responsibility in classroom and clinical environment. C. Discuss promotion of occupational therapy by educating other professionals, services providers, consumers, etc. D. Verbalize strategies for ongoing professional development to ensure practice is consistent with current accepted standards.</td>
<td>1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form 2. Assignments via Blackboard</td>
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<td>3. Compare and contrast the collaborative role of the OTA/OTR throughout the treatment process including the proper technique to complete formal or informal screening under the direct supervision of the OTR. (GEO 1, 2, 3, 7) (B.4.5., B.5.25., B.5.27., B.4.2., B.5.30.)</td>
<td>A. Verbalize the responsibilities of the OTA in the clinical setting including family education, documentation and direct patient care. B. Discuss the role of the occupational therapy assistant in care coordination, case management, and transition services in traditional and emerging practice areas. C. Complete one standard or non-standardized assessment. D. Discuss interpretation of assessment in relation to client’s performance and goals.</td>
<td>1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form 2. Assignments via Blackboard</td>
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<td>4. Compose and construct ways to communicate clearly. (GEO 1, 2, 3, 7, 8, 9) (B.4.10., B.5.20., B.5.32.)</td>
<td>A. Demonstrate working knowledge of medical terminology commonly and typical abbreviations accepted in the sites. B. Demonstrate clear communication in written format, orally through nonverbal language and accurately report and record results. C. Discuss the importance of detailed documentation for client care.</td>
<td>1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form 2. Assignments via Blackboard</td>
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<td>5. Differentiate the fundamentals of occupational therapy practice. (GEO 1, 2, 3, 7, 8, 9) (B.9.1., B.1.5., B.2.8.)</td>
<td>A. Discuss safety regulations and anticipates potential hazards. B. Verbalize the American Occupational Therapy Code of Ethics. C. Explains sound judgment in regard to safety.</td>
<td>1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form 2. Assignments via Blackboard</td>
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| 6. Examine and specify knowledge of effective treatment interventions. (GEO 1, 2, 3, 7, 8, 9) (B.5.8., B.5.1.) | A. Plans and selects appropriate intervention for client centered treatment.  
B. Explain ways to incorporate therapeutic use of self with clients.  
C. Discuss ways to include sociocultural, socioeconomic, and diversity into patient intervention. | 1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form  
2. Assignments via Blackboard |
| 7. Identify and differentiate psychosocial factors influencing engagement in occupations. (GEO 1, 2, 3, 7, 8, 9) (B.5.4., B.5.6., B.5.7., B.5.8.) | A. Explain medications used in psychosocial setting.  
B. Discuss therapeutic use of self during group interaction.  
C. Identify correct group level functioning and select appropriate therapeutic activity based on group level.  
D. Set-up grade, adapt and implement therapeutic activities in a group to address occupational performance areas, components and content (e.g. task group, community living skills, home management skills, assertiveness training, socialization, directive group, pre-vocational, vocational, work–supportive work).  
E. Demonstrates awareness of local and state agencies and programs for patients with psychosocial dysfunctions. | 1. AOTA Fieldwork Performance Evaluation and the AOTA Fieldwork Performance Evaluation Form  
2. Assignments via Blackboard |

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.
Requirements To Be Met Prior to a Level II Fieldwork Assignment:

1. Completion of all academic coursework required by the OTA Program at a minimum of 75%.
3. Completion of any additional requirements of the specific Fieldwork Sites.
4. The student must complete and turn in the Academic Fieldwork Coordinator Student Signature Form from the Fieldwork Policy and Procedure Manual.

Course Requirements and Expectations

- Students must complete Level I Internship I successfully prior to taking Level II Internship II.
- Pass AOTA Fieldwork Performance Evaluation with a minimum score of 70.
- Student must complete all requirements per the OTA Program Fieldwork Manual for Level II Internships.
- The student will complete a fieldwork project (presentation, case study, etc.) under the direction of the clinical instructor.
- Prior to the start of any Level II Internship, all communication with the fieldwork site will be through the Fieldwork Coordinator or Program Director. The student is not to contact the Fieldwork Site directly until instructed to by the Fieldwork Coordinator or until the Internship starts.

Level II Fieldwork Internship Requirements

There are two (2) Level II Fieldwork Internship courses. The courses are OTA 260 Level II Internship I and OTA 270 Level II Internship II. The student can complete two (2) Level II Fieldwork Internships in one setting if it is definitively identified and reflective of two separate and distinct practice areas within the setting. These two courses are completed during the fifth semester in the OTA Program. All OTA and general education requirements MUST have been successfully completed, with a “C” or better, prior to registering for Level II Fieldwork Internships. Assignment to the courses occurs through the office of the Academic Fieldwork Coordinator.

Students must be aware of the time commitments and assignment limitations surrounding Level II Fieldwork Internships. The Level II Fieldwork Internship is full time for a total of sixteen (16) weeks; eight (8) weeks in two (2) separate Fieldwork Internship placements. The term “full-time” generally refers to Monday through Friday with start times that may vary depending on the facility, such as 7:00 a.m. to 4:30 p.m. or 8:00 a.m. to 5:00 p.m. Additionally, since this is a learning experience, students should be prepared to spend additional time at the Level II Fieldwork location for documentation and preparation of client treatment sessions for the upcoming day. Level II Fieldwork Internship is a full time 40 hours per week “job.” For this reason, students
are strongly discouraged from attempting to work during the Level II Fieldwork placements.

The Academic Fieldwork Coordinator will make the Level II Fieldwork Internship assignments for each student, taking into consideration the student’s learning style, interest, and personal commitments whenever possible. However, the ultimate goal is to provide the student with the most comprehensive and well-rounded experience to adequately support successful completion of the national certification examination.

Students need to make arrangements to ensure their childcare situation can accommodate the hours expected on the Level II Fieldwork Internships. Students must have back up plans for “snow days” or for child care when a child becomes ill and cannot attend their regular daycare or school program. With few exceptions, students are not allowed to miss days from the Level II Fieldwork Internship assignment. Students are allowed no more than two (2) absences from a Level II Fieldwork Internship. If a student is going to be absent for a day from Fieldwork Internship, the student must notify the Academic Fieldwork Coordinator and the Fieldwork Educator at least 2 hours prior to their start time. If extenuating circumstances require more than two days of absence for a student, and the Academic Fieldwork Coordinator, Department Director, and Fieldwork Educator at the fieldwork site are all in agreement, they may determine to make arrangements for the student to complete the required hours and therefore complete the fieldwork internship.

Level II Fieldwork Internships are an integral part of the academic course work in the OTA Program. These fieldwork internships provide supervised practical experience for the student, giving opportunities for treatment, documentation, and other duties and activities required as a working occupational therapy assistant. Fieldwork internships focus on the application of purposeful and meaningful occupation, across the lifespan, in a variety of settings. The fieldwork internships focus on general and psychosocial occupational therapy practice including practice associated with pediatrics, adults and geriatrics across the lifespan. The student observes, treats, and documents under the supervision of a licensed occupational therapist, or a licensed occupational therapy assistant under the supervision of a licensed occupational therapist, who meets state regulations and has a minimum of one year of experience. Students will be exposed to frames of reference, models, practice approaches, treatment techniques and methods of documentation specific to occupational therapy practice across the lifespan.

Upon successful completion of the two designated Level II Fieldwork Internships, students are expected to have developed and perform clinically at an entry-level for clinical reasoning skills, clinical competence, and professionalism of an occupational therapy assistant. The OTA student will have developed clinical reasoning appropriate to the Occupational Therapy Assistant role, transmit the values and beliefs that enable ethical practice for the Occupational Therapy Assistant, and demonstrate professionalism and competence in their career and job specific responsibilities.
Additional Student Responsibilities

***NOTE: THE STUDENT IS RESPONSIBLE FOR TRANSPORTATION, MEALS, AND ROOM AND BOARD DURING LEVEL II FIELDWORK INTERNSHIPS. Fieldwork sites typically do not provide accommodations or stipends for students.

Students are responsible for all costs associated with health requirements established by the program and the Level II Fieldwork site. Failure to comply with health documentation will result in the delay of the start of Level I or Level II Fieldwork or dismissal from the OTA Program. Some clinical sites may require additional medical documentation or a more recent criminal background check than was required prior to admission into the OTA Program. The student is responsible for any costs associated with any additional clinical site requirements.

Students MUST adhere to all policies and procedures and regulations established by the fieldwork site. Non-compliance is grounds for immediate dismissal from the fieldwork site.

Completion of Level II Fieldwork Internship

There is a five (5) year time limit for completion of all OTA courses, including the Level II Fieldwork Internship courses. Students enrolled in the OTA courses are encouraged to move through the program in a timely manner. This is to ensure currency of course work in preparation for Level II Fieldwork and the national certification exam. If a student is re-admitted to the OTA program for an approved reason, the student must be able to move through the program within five (5) years of the date first admitted, still adhering to the five (5) year time limit for completion of the program. Within the five (5) year time limit, students must complete both Level II Fieldwork Internship courses within 18 months following the completion of the academic coursework.

Students will FAIL the course with a score of less than 70 points on the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.

Must pass AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student:

1. Anything below 70 points is considered a failed grade in Level II Fieldwork by the OTA Program. Please refer to the Level II Fieldwork Manual.
2. Level II Fieldwork is an entirely hands on clinical based experience to provide health care services to clients. Emphasis is placed on the student to demonstrate, apply, compare, contrast and revise his/her therapy skills in response to ongoing supervision, and the client’s needs. The student will be required to assist in the collection of measuring data to develop appropriate forms of treatment.
3. The student must realize that readings, writing, and extra projects are part of this Level II Fieldwork experience. All students are expected to complete these extra assignments which supplement learning in the clinic, outside of the assigned hours for Level II Fieldwork.
4. In addition to the documentation required for direct patient care, other assignments are required during the Level II Fieldwork. The assignments usually consist of presentation of a case study to the Occupational Therapy Staff, creation of some type of adaptive equipment/or home program/ or family/client/patient tool.

5. All assignments given by the on-site clinical supervisor must be completed. If not completed, student is at risk of failing the course.

6. At the completion of Level II Fieldwork a student will be recommended for entry level practice as an occupational therapy assistant. If performance has not been satisfactory the student may be required to extend the Level II Fieldwork beyond eight (8) weeks or repeat the fieldwork assignment at a different site.

**Professional Behavior**

All fieldwork locations should be seen as a potential work site and should be treated as such by the students. Professional and ethical behavior and professional attire MUST be maintained at ALL times, refer to the OTA Program Policy and Procedure manual for details. Fieldwork sites may have specific requirements for attire by students, if so the fieldwork site requirements for attire must be followed in addition to the OTA Program requirements for professional attire. Smoking by students at clinical fieldwork sites is NOT allowed.

Breaches in professional or ethical behavior can result in dismissal from the clinical site and/or the OTA Program. Refer to the OTA Program Policy and Procedure Manual for further details. Additional examples of unprofessional behaviors at a clinic site may include but NOT be limited to behaviors such as:

1. Refusal to complete or follow the directives of the Fieldwork Educator during the fieldwork placement.
2. Use of profane, abusive, or vulgar language.
3. Violation of any privacy regulations.
4. Possession and/or under the influence of drugs or other intoxicants.
5. Inappropriate dress as indicated in the manual.
6. Possession of ANY weapon(s).
7. Academic dishonesty or plagiarism.

Cell phones should be placed on vibrate at all times. **ABSOLUTELY NO TEXTING OR TALKING ON PHONE IS ALLOWED WHILE ATTENDING CLINICAL FIELDWORK.** The Fieldwork Educator may dismiss the student and ask the student to leave the facility for an unprofessional behavior including texting or talking on the phone during the Level I or Level II fieldwork experience.

Clinical hours are directed by the clinical site and the established contract. Students are expected to complete all scheduled fieldwork hours. Students may NOT stay late, come in early, attend on scheduled days off, or participate in any additional clinical hours unless specific permission is given by the Fieldwork Educator and the Academic Fieldwork Coordinator.
Uniform & Dress Code

Student uniforms will very upon location, however uniform clothing should have a loose fit for mobility and movement such as bending, reaching, and lifting. Recommended clothing for student fieldwork includes a Polo style shirt and khaki pants with pockets, including a pocket for a writing utensil and a small pad for notes. Clothing should always be clean and neat in appearance. You **MUST** wear your Wor-Wic Community College identification badge.

**Appropriate dress includes the following:**

1. No perfume or cologne is allowed to be worn to clinical sites.
2. Minimal jewelry should be worn, no necklaces, bracelets, anklets or toe rings. Small earrings only, one pair of post earrings. No hoops or dangling earrings. Band style rings only. Rings with prongs and stones can scratch or injure clients. Jewelry can create infection control issues as well as present safety issues for the clients and the student.
3. Student should not wear any facial piercings, bellybutton rings, or tongue piercings.
4. Hair should be pulled back, out of face.
5. **NO** visible tattoos. Any and all tattoos **MUST** be covered by clothing during a clinical experiences.
6. Finger nails should be filed clean and short. Natural nails **ONLY**. No fake nails or tips of any kind, no nail polish. These are infection control risks.
7. Shoes should be appropriate for long periods of static standing, walking and transferring clients. **NO** platform shoes, sandals, flip-flops, high heeled or open toed/heeled shoes of any kind are allowed. Remember you will be working with bodily fluids. Most facilities require closed toed and closed heeled shoes with feet covered, including socks or stockings.

**Unacceptable clothing includes jeans, jogging outfits, track suits, yoga pants, flip-flops, high heal shoes, pajamas, shorts, short skirts, tank tops low rise pants or ANY revealing clothing.**

**NOTE:** Students will be sent home from the clinical site for inappropriate and/or unprofessional attire of any kind.

Do not bring a large purse or wallet to clinic. Only bring identification, and small amount of money to site location. Some locations have limited or no storage space for student personal items.

Always have a second uniform/outfit in the car in case of emergency. Include additional undergarments and shoes. Accidents happen.

**Students are required to wear their designated Wor-Wic Community College student ID at all times during fieldwork experiences.**
Attendance

Students are required to attend all scheduled Level I and Level II designated Fieldwork hours. If the designated clinical site requires attendance on holidays or days with inclement weather, then the student will be expected to attend as scheduled. Schools or outpatient facilities will most likely not require attendance on days with inclement weather if the facility has closed or on holidays.

Students are expected to arrive at the clinical fieldwork locations on time daily. Policies on absences are specified under earlier sections specific to Level I and Level II fieldwork placement. If students are unable to attend a scheduled fieldwork day the must call the Fieldwork Educator and email the instructor and Academic Fieldwork Coordinator at least two (2) hours prior to clinical start time.

If students are scheduled to attend clinical placements on days when the college is designated as closed, the student is expected to attend. Missed clinical days are expected to be made up. Fieldwork hours are determined by the number of hours to meet ACOTE requirements.

As previously stated, and specifically for Level II Fieldwork Internships, students are allowed NO MORE than two (2) absences from a Level II Fieldwork Internship. Doctors’ notes for illness or emergencies will be expected. The need to make up a sick day will be determined by the Fieldwork Educator and the Academic Fieldwork Coordinator. If extenuating circumstances require more than two days of absence for a student from their Level II Fieldwork Internship, and the Academic Fieldwork Coordinator, Department Head, and Fieldwork Educator are all in agreement, they may determine to make arrangements for the student to complete the required hours and therefore complete the fieldwork internship. If the student does not complete the required hours, the internship will NOT be completed and a failing grade of “F” will be received. This will result in dismissal from the OTA Program.

Absence due to Religious Holidays: Students who plan to miss fieldwork due to observance of religious holidays must give prior notice to the Academic Fieldwork Coordinator and Fieldwork Educator prior to the start date of the fieldwork experience. Students are only excused for the time which the holiday spans (e.g. sundown to sundown). Students will be expected to make up the hours.

Students must report their absence two (2) hours prior to the start of their assigned time by notifying first the Fieldwork Educator and then the Academic Fieldwork Coordinator. In the event that neither of these individuals is available at the time of the call, a voice message is to be left on their voice mail. Failure to notify the Academic Fieldwork Coordinator of an absence will result in the student receiving an unexcused absence.

Students are to notify the Fieldwork Educator and Academic Fieldwork Coordinator by TELEPHONE to report an absence. An email may be sent ONLY if initially the student is unable to reach either the Academic Fieldwork Coordinator or Fieldwork Educator by telephone. Otherwise, NO E-MAILS will be accepted to report an absence and NO TEXT MESSAGES TO REPORT AN ABSENCE WILL BE ACCEPTED.
Punctuality

Every student is expected to arrive to their clinical assignment on time and ready to perform their clinical duties. It is recommended that students arrive fifteen (15) minutes prior to the scheduled start time of their clinical assignment for any Level I or Level II Fieldwork experience. Tardiness for any reason is unacceptable and will not be tolerated or excused. Tardiness is defined as being one (1) minute or more past the beginning of the assigned clinical time. The following will occur in the instance of a student arriving late to the clinical setting:

- First occurrence will be written up with no direct penalty. The tardiness MUST be satisfactorily explained and accepted by the clinical site. If the student is more than 15 minutes late, the time MUST be made up.
- Additional occurrences will result in a 5% deduction from the clinical sections final grade for each tardiness after the first occurrence.
- Three or more unexplained and unaccepted tardiness may result in dismissal from the clinical site and a failing grade for the course.

OTA Student Responsibilities

1. Demonstrate active participation in the clinical fieldwork program, sharing responsibility for success and learning while on the Fieldwork Internship.
2. Adhere to all clinical site policies and procedures.
3. Demonstrate awareness and compliance of client/patient confidentiality and rights, including HIPAA policies and procedures.
4. Encourage feedback from clinical faculty and educators, monitor and modify performance as necessary.
5. Maintain professional behaviors during all interactions with staff, clients/patients, family and caregivers.
6. Follow appropriate Code of Ethics and Standards of Practice Occupational Therapy practice,
7. Assume responsibility for professional growth and development.
8. Adhere to all expectations, requirements, safety guidelines, policies and procedures.
9. Demonstrate initiative and enthusiasm for the profession.
10. Utilize appropriate and effective written, verbal, and non-verbal communication in all clinical situations.
11. Recognize and communicate to Fieldwork Educator when and intervention or expectation is beyond the students scope of ability.
12. Complete and submit all requested documentation and assignments in a timely manner to both the Fieldwork Educator and AFWC.
13. Communicate learning needs and objectives with the Fieldwork Educator both initially and on an ongoing basis to facilitate achievement of clinical education learning objectives.
14. Participate in goal setting and planning with the clinical educators.
15. Follow all clinical education policies as established by academic and clinical education faculty with regards to attendance, absence, dress code, etc.
16. Discuss issues and/or concerns following appropriate lines of communication in a timely manner, including the ACFW immediately.
HIPAA Guidelines for Fieldwork

All HIPAA Guidelines must be followed at the Fieldwork Site.

Emergency Information

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.


Class Communication

(GEO 7, 9)

Blackboard will be used in all OTA courses. To access course information in Blackboard you need to have access to a computer with an Internet connection. Computers that meet these requirements are available on campus in MTC 200, AAB 217, HH 100, GH 204, WDC 305, and AHB 108.

Blackboard

(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

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.**

**Grading for Course**  
(*GEO 1, 2, 3, 5, 6, 7, 8)  
(*CO 1 – 7*)
Students will be graded using the AOTA Performance Fieldwork Evaluation Form, for the Occupational Therapy Assistant Student, completed by the Fieldwork Educator.

**Course Evaluation**
1.) Students will be graded using the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student.

Grading criteria is determined the points obtained on the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student. Seventy (70) points or above are required to pass the course.

Grading will be as follows:

- 90-100 points: A
- 80-89 points: B
- 70-79 points: C
- 60-69 points: D
- 59 points and below: F
2.) Weekly journal entries via Blackboard, submitting the student weekly assessment log, and the psychosocial handout are required. As well as the student evaluation of the fieldwork experience. Failure to complete weekly journal entries, the psychosocial handout, and the student evaluation of the fieldwork experience may result in an incomplete for the course. Completion of this course is required prior to taking OTA 270 Level II Internship II.

3.) AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student include the following for performance for midterm grading:

**Overall Midterm Score**

Satisfactory Performance is 54 points and above.

Unsatisfactory Performance is 53 points and below.

**Students are required to pass both Level II Fieldwork Internship experiences as per passing requirements listed.**

Failure of an OTA Level II Internship will result in dismissal from the OTA Program as indicated in the OTA Program Fieldwork Policy and Procedure Manual.

**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) 334-2899. 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.

Information on rights of victims of sexual violence and related resources is available in the college catalog and at the public safety page of Wor-Wic’s website: [http://www.worwic.edu/Administration/PublicSafety.aspx](http://www.worwic.edu/Administration/PublicSafety.aspx).
The Occupational Therapy Assistant Program 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 Examination. **Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.**