

Student Handbook

OTA Program

EHOVE CAREER CENTER / LORAIN COUNTY COMMUNITY COLLEGE
8/2020

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Introduction

Welcome to the Occupational Therapy Assistant Program. The program is co-sponsored by EHOVE Career Center and Lorain County Community College. This is your student handbook for the 2 years you are in the program. Read it and refer to it when you have questions. You will be asked to sign for any updates to the handbook. We look forward to getting to know each of you and to facilitating your educational journey.

Faculty and Advising

Faculty and Advisors

Each OTA student is assigned an academic advisor from the OTA faculty. Advisors are available to help students with questions, academic issues, and act as resources for the program and profession. Advisors have scheduled office hours and are available by appointment. All OTA students are required to meet with their assigned advisor once per semester. In the summer and fall semesters before fieldwork, all students will be required to meet with the Academic Fieldwork Coordinator to discuss Level II sites. Students also have an academic advisor through Lorain County Community College (LCCC) who is Tracy Sullivan at tsullivan@lorainccc.edu.

Faculty Directory

OTA Program Director

Teri LaGuardia	tlaguardia@ehove.net	419-499-5283
	tlaguardia@lorainccc.edu	

Academic Fieldwork Coordinator

Amee Koehler	akoehler@ehove.net	419-499-5238
	akoehler@lorainccc.edu	

OTA Program Administrative Assistant

Melissa Logsdon	Building AE, EHOVE	419-499-4663 Ext 373
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Program Information

Mission

The mission of the EHOVE/LCCC Occupational Therapy Assistant Program is to provide a thorough and highly challenging curriculum taught by qualified professionals which meets or exceeds the requirements set forth by the Accreditation Council for Occupational Therapy Education in order to create personal and professional opportunities for local students and supply the needs of local employers.

Philosophy

It is the philosophy of the OTA program at EHOVE/LCCC that students learn best by being engaged in activity and occupation. They need to synthesize information related to conditions, OT frame of reference, occupations, and evidence-based literature for selecting interventions and begins to practice interventions on themselves and others in the classroom. Their understanding and skills are then extended onto FW 1 experiences and ultimately into the clinical settings with Fieldwork II.

Program Learning Outcomes

The OTA Program Learning Outcomes are to facilitate graduates to:

1. Know the role of the OTA within the occupational therapy profession and as a member of a health care team in health care institutions and in the community.
2. Be able to recognize typical from atypical in the development and functioning of our clients/patients.
3. Be able to recognize difficulties with ADLs and IADLs occupation throughout the lifespan.
4. To be able to use occupation to understand patients/clients level of function and as a basis for intervention.
5. Be an active member of the OT community through continued professional growth and professional affiliations.
6. To provide high quality credentialed OT professionals to our community to promote health and well-being of individuals.

Accreditation Status

The OTA program at EHOVE/LCCC is ACCREDITED by ACOTE (Accreditation Council for Occupational Therapy Education). Their address and phone number:

ACOTE
6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
(301) 652-6611
301-652-AOTA
www.acoteonline.org.

Student Conduct

Occupational Therapy Code of Ethics

Students are expected to conform to the AOTA's Occupational Therapy Code of Ethics (2015):

1. ***Beneficence:*** Occupational therapy personnel shall demonstrate a concern for the well-being and safety of the recipients of their services.
2. ***Nonmaleficence:*** Occupational therapy personnel shall refrain from actions that cause harm.

3. **Autonomy:** Occupational therapy personnel shall respect the right of the individual to self-determination, privacy, confidentiality, and consent.
4. **Justice:** Occupational therapy personnel shall promote fairness and objectivity in the provision of occupational therapy services.
5. **Veracity:** Occupational therapy personnel shall provide comprehensive, accurate, and objective information when representing the profession.
6. **Fidelity:** Occupational therapy personnel shall treat clients and other professionals with respect, fairness, discretion, and integrity.

Ethics will be discussed in OTA classes throughout the curriculum. Violations are grounds for program dismissal. A full copy of the AOTA Code of Ethics can be downloaded on the [AOTA](#).

Professional Behavior and Classroom Participation

Professional behavior is vital to the success of each student. The EHOVE/LCCC OTA Program and the occupational therapy profession encourage Integrity, respect, intellectual curiosity, responsibility for one's actions, and commitment to ethical practice are characteristics of professional behavior. Professional behavior is expected of all students at all times. It is taken into account with all OTA classes and is included as part of your grade for all classes. It is expected that each student will come prepared to class, participate in classroom discussions, and arrive on time for all classes. Attendance and timeliness is included in professional behaviors.

Cell phones are not allowed out during any part of class and must be on silent or off during class. Exceptions may be made for emergencies only if cleared with the instructor prior to class beginning. Smart watches, in addition to cell phones, are not allowed during testing. Those not heeding this rule will be asked to leave the classroom/lab immediately so as not to disrupt the learning environment

BCI and Felony Convictions

The student is advised that conviction of a felony may prohibit placement in a suitable training site. In addition, some licensing agencies restrict eligibility for licensure and/or licensure examinations based upon an individual's criminal background.

For more information on background checks by the Ohio Attorney General's Bureau of Criminal Investigation and Identification (BCI) and the Federal Bureau of Investigation (FBI) visit the following websites:

- The [Ohio Attorney General's](#) Bureau of Criminal Investigation and Identification (BCI),
- The [Federal Bureau of Investigation](#) (FBI),

The conviction of a felony may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. NBCOT offers an Early Determination Review to individuals who have been charged with or convicted of a felony.

Further information regarding this issue can be obtained from:

- National Board for Certification of Occupational Therapy
800 South Frederick Ave., Suite 200
Gaithersburg, MD 20877-4150
(301) 990-7979

Classroom Policies

Entering and exiting EHOVE by car

There are many high school students at EHOVE. During the school year they enter EHOVE between 745 to 800 AM and leave between 230 and 315PM. The security person at the welcome center directs traffic during these busy times. Please note that his main priority is getting the high school students in and out safely and effectively. Exiting the high school students and the buses will be completed before you, as a non-high school student, during these busy times. Please note that the high school students do not have a stop sign when leaving their parking lot.

Parking

Ample lighted parking is available on the EHOVE campus. Students are to park their cars in the east parking lot in the designated adult student area: rows 11-14. All students will be issued a parking pass that must be displayed. While at off-site placements students should follow the parking policy of the host facility.

DO NOT park in any fire lanes, on any grass service or unmarked area.

Attendance

Attendance is expected for all classes. It is the **student's responsibility** to discuss makeup work with the instructor immediately following their return from excused absences. Make-up work is expected the class following the absence. Not completing makeup work will affect student's final grade in the class. Refer to absentee guidelines below.

Prompt attendance is expected at all scheduled activities and classes. Due to the highly technical nature of lecture and laboratory content, "make-ups" are very difficult.

Absentee Policy

It is each student's responsibility to notify **all** current instructors of his or her absence, at least five minutes before the start time of any scheduled class. Calling or texting another student and asking them to tell the instructor are NOT acceptable. It is the student's responsibility to contact the instructor for make-up assignments. Students are responsible for the missed content and completing all necessary work, including laboratory material. Whenever possible, advance arrangements should be made with the instructor prior to the expected absence. For prolonged (three or more days) medical absences, we reserve the right to require a written clearance from a physician for return to the clinical area.

Tests

Tests may be made up for excused absences and **cannot be made up for unexcused absences**. Tests missed due to unexcused absence will be scored a zero in the gradebook.

Definition of Unexcused Absence

- Not notifying the academic faculty at least 5 minutes before the start of the class when you are not able to make it to class for unforeseen absences. Preventable absences due to non-illness, e.g. oversleeping.

Definition of Excused Absence

- verifiable illness, or illness of student or an immediate family member
- death in the family
- car breakdown or accident on the way to class
- **NOTE:** These are only examples of possible EXCUSED and UNEXCUSED absences. It is always up to the discretion of the clinical or academic faculty whether to accept the student’s reason for the absence.

Tardiness

Students will be considered tardy arriving after the start time of class. Students who are not present at the start of class will not be able to make up quizzes given at the start time of class for that day. A one-time warning will be given. Repeated tardiness may affect final grade in the class.

Procedure for absences:

	Unexcused	Excused
1 st offense	Verbal warning and makeup work as determined by the instructor. Documentation of verbal warning will be in student’s file.	Makeup work as determined by instructor. <u>Student should seek out instructor first day back from excused absence to learn assignment.</u>
2 nd offense	The student will receive a written Deficiency Notice and makeup work.	Verbal warning and makeup work as determined by the instructor. <u>Student asks instructor about make-up work.</u> Documentation of verbal warning will be in student’s file.
3 rd offense	The student’s earned letter grade for the class will be lowered by one grade each class affected.	The student will receive a written Deficiency Notice and makeup work.
4 th offense	The student will receive a Failure (F) grade for the course	Course of action to be discussed with student. This may include lowering of your grade.

Late work:

- For unexcused absences, there are no make-ups for in-class writing, quizzes, tests, or the final exam.
- Makeup work is due at next scheduled class time (virtual or in person) from when it is assigned unless other arrangements are made with the instructor. rom when it is assigned. If makeup work is not completed then the excused absence becomes an

unexcused absence. It is the student's responsibility to complete and turn in makeup work once assigned.

- Homework assignments turned in late will be assessed a penalty of 5%/day. Homework assignments will not be accepted if overdue by more than seven days and the student will receive a "0" for that assignment.
- Assignments not turned in within one week result in one letter grade (for final grade) lower in the entire class for every missing assignment.

Social Media

LCCC does not attempt to prohibit students from utilizing social media accounts. However users must abide by confidentiality agreements in effect regarding others, that is, no posting of names or pictures of other students, faculty, and staff without the written authorization of those persons. HIPAA confidentiality laws and regulations would absolutely forbid ANY posting regarding any type of information about a patient or clinical site. Any posting would also be subject to college Code of Conduct behavioral guidelines including using the internet to threaten, harass or humiliate others, or creating, and sending inappropriate material. (See Code of Conduct for more details.)

In addition, students should be aware that many clinical sites and employers now routinely search and review a prospective student/applicant's social media presence on the web, especially before hiring decisions. Postings and pictures which might be considered innocent and fun at the time may end up having a negative effect on the clinical placement and job prospects for students/graduates. Students should be aware that because of the nature of the internet, even deleting and removing a posting or picture does not guarantee that the offending item cannot be seen/found. Archives, caches and other searches may still turn up the item. The faculty encourages students to always consider how a posting might make the student/graduate/professional look to a potential employer, co-worker, patient, lawyer or licensing authority and to proceed with caution when posting.

Students should **refrain** from being personally connected through social media (Facebook, LinkedIn, Twitter, etc.) with faculty, fieldwork co-workers, and supervisors until they have **graduated** from the program.

Inclement Weather

The OTA classes will abide by the EHOVE inclement weather policy for classes.

Should emergency situations (i.e. weather) cause the closing of school or delays. Notification will be on the EHOVE website (www.EHOVE.net), EHOVE social media sources and the following TV and radio stations:

Channel 8 – Cleveland TV
Channel 5 – Cleveland TV
Channel 3 – Cleveland TV
WLEC 1450 AM – Sandusky

WCPZ 102.7 FM – Sandusky and Lorain County
WMJK 100.9 FM - Sandusky
WKFM 96.1 FM - Milan
WLKR 95.3 FM – Milan
WHOF 92.1 FM – Bellevue

Cancellation of day adult education classes will be made early in the morning (anticipated by 6:30 a.m)

Email

Correspondence to the students from the instructor will occur regularly via email and will be sent to the student email address provided by Lorain County Community College. It is expected that students will check this email address on a **daily basis** in order to keep up with the course announcements. When students email the OTA faculty you may use either their EHOVE or LCCC email addresses.

Grievances

In the Occupational Therapy Assistant Program at EHOVE/LCCC, the students are required to follow the prescribed lines of communication to resolve class-related issues and problems:

- Discuss the issue with the instructor of the course or fieldwork educator
- If the issue remains unresolved, the student should discuss the issue with the Program Director.
- The next step of resolution would be submitting formal letters of grievance to the Dean, LCCC School of Health and Wellness Sciences.
- If the issue remains unresolved then the student may file a formal grievance per the following LCCC policy:

The formal LCCC Grievance Policy (listed below) can be found under [Campus Policies](#):

Student Grievance Procedure

(A) Lorain County Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. A student who desires to resolve a grievance may initiate the resolution process by the following steps:

(B) Procedural Steps

(1) Informal Process

(a) The informal process must be completed before a Formal Grievance can be filed. The student is advised to discuss the grievance informally with the person who is the source of the grievance or their supervisor. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by one of the following designated College administrators or designee: if the source of the complaint is another student, the Coordinator of Student Life; if the course of the complaint is a College employee, either the Administrator who directly supervises the employee or the Administrator's designee. (To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise).

(b) The Administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level the student may initiate the formal grievance procedure.

(2) Formal Grievance Procedure

(a) A formal Grievance can be initiated after the Informal Process has been completed and the student is not satisfied with the resolution. The formal grievance procedure begins when a written complaint is submitted to the College via the online form at [Student Online Grievance](#). The formal grievance will then be routed to the appropriate Administrator. The Administrator shall further investigate the complaint, and shall, as necessary, meet with the student and the person who is the source of the grievance. Any of the parties involved in the grievance may bring a

full-time Lorain County Community College employee to the meeting as an observer. The Administrator must provide a written response to the student and the person who is the source of grievance within seven (7) business days of the meeting or receipt of the written complaint.

(3) Appeal

Should the student desire to appeal the decision of the Administrator, the student may submit a signed statement of appeal within seven (7) business days to the appropriate Vice President. The Vice President will review the appeal, may choose to meet with the student and/or other parties as identified in (2) above, and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days.

(4) Final Review

Should the student desire to request a Final Review of the decision of the Vice President, the student may submit a signed statement of appeal within seven (7) business days to the President. The President will review the appeal, may choose to meet with the student, and/or other parties as identified in (2) above, and respond in writing to all parties concerning the final review within ten (10) business days.

Note: Lorain County Community College may be required to share information concerning complaints with the North Central Association of Colleges and Schools and/or other accrediting bodies; however, individual anonymity will be assured.

Student Evaluation of the Program

Students will be required to evaluate various components of the program, including all classes, fieldwork experiences, and the over-all program.

If a student feels the program is not in compliance with accreditation standards the student may file a formal written complaint to ACOTE. Information and forms can be obtained from [ACOTE](#).

Professional Responsibilities

AOTA Vision 2025

Occupational Therapy maximizes health, well-being and quality of life for all people, populations and communities through effective solutions that facilitate participation in everyday living.

Students become student members of AOTA during their time in class and fieldwork. It is hoped this professional obligation will continue past graduation.

American Occupational Therapy Association

Students are provided with student membership with AOTA as part of their student fees.

Ohio Occupational Therapy Association

Participation as a member of the OOTA is not required of students, though it is highly recommended. OOTA offers opportunities to network with local practitioners, low-cost CEU opportunities and a state conference each year. Further information regarding [OOTA](#) can be found on their website.

Student Occupational Therapy Association (SOTA)

SOTA is an established student run group within the OTA Program. Officers and members meet on a regular basis to have speakers, discuss fundraising, and promote community awareness.

Academics

Grading Policies, Assignments and Testing Materials

The OTA Program uses the following grading scale:

90-100	A
80-89.9	B
70-79.9	C
60-69.9	D
59 or less	F

- Individual class grading policies may vary with each instructor and information will be included in the specific syllabus materials for each class, including fieldwork, on how grades will be assigned. Students can log on to Canvas to view their grades.
- In the OTA program a grade of C or better (70% or better) is required in all the classes in the program curriculum which includes the support (non-OCTA) and OT classes
- Quality of submitted assignments: Correct spelling, sentence structure, legibility of handwriting, appropriate grammar, formats and reference citations are expected on all written materials. Most assignments need to be typed. Handwritten assignments need to be written in blue or black ink.
- Citations are per the APA Manual.

Progression Through the Program

OTA students will continue to progress through the OTA Program on schedule as long as they are passing all OCTA and non-OCTA classes with a C or better. The students meet with their OTA advisor (1st and 2nd semester or Academic Fieldwork Coordinator 3rd and 4th semesters) once per semester to review their progress with classes and to discuss any needs. When all classes are completed the OTA student will be placed in two fieldwork settings (FW) during the final semester which are each 8 weeks in duration.

Should a student need to step back from the program due to special circumstances like birth of a child, illness for themselves or family member, etc. They may petition to the Program Director to return the following year.

Students apply for graduation from LCCC approximately 6 weeks prior to graduating. LCCC audits all the classes the student has taken and notifies the student if there are requirements yet to be fulfilled. Deadline for graduation is posted on LCCC website. Once FW is completed with a passing score, LCCC is informed by the OTA Program Director that the student has met requirements for graduation. The Program Director submits a request to have transcripts sent to NBCOT. Once these are processed at NBCOT and student has applied through NBCOT, the student will receive notice to schedule the exam. Once the state in which the student chooses to work receives the information the student has passed from NBCOT, a license is obtained and the graduate is job ready.

Deficiency

Per LCCC policy academic probation is when a student's cumulative grade point average falls below the established minimum or when there has been a violation of professional behavior/ethics. They remain on probation until the established minimum grade point average has been met and/or behaviors changed. When there is concern about a student's grade a "Deficiency Notice" will be discussed with the student from their academic advisor, outlining steps to improve grade.

Students who receive less than a "C" in a required class (OCTA or co-requisite) would need to step back from the program for up to one academic year and rejoin the program the following year IF space is available. Deficiency notices will define a plan of action but often require students to demonstrate a "C" or better in non-OTA and may include retaking an OCTA class (which is offered only 1X/year). Students who wish to rejoin the OTA Program are asked to contact the program director in the semester prior to when they want to rejoin to determine if space is available.

Withdrawing from OTA Program

If an OTA student decides to withdraw out of the OTA Program they must meet with their OT academic advisor to discuss the circumstances of the withdraw and complete the form which states they are aware that if they decide to come back into the program they need to re-apply and follow the regular application schedule. They also are made aware they receive no additional points when re-applying.

Student Learning Resources

Lab Materials

Lab materials are available throughout the day and may be checked out when classes are not in session. Students may make special arrangements for lab materials by talking with the instructors.

Academic Support

Tutoring is available for current students through The Academic Support Center (Tutoring Center and Math Studio). To make an appointment for tutoring services, call the Tutoring Center toll-free at 1-800-995-5222, ext. 4057 or 440-366-4057 or the Math Studio at 1-800-995-5222, ext. 4065 or 440-366-4065.

The OTA instructors may offer study/review sessions, if needed, upon students' request. Students are encouraged to discuss issues related to/affecting academics class with their instructors.

Fees

Class fees as published in LCCC catalog of classes.

Students are also assessed a printing fee of \$8/semester for full time and \$5/semester for part time students. This covers half of the printing fee from LCCC as the program is aware the student will use printing services at LCCC. This fee is processed through LCCC but allows the student to access printing at EHOVE Career Center.

Computer Use

Chrome books are available to be checked out at the adult education office. EHOVE has WI-FI throughout the campus. Daily passwords are posted in the OTA classroom. Computer labs are available at LCCC.

Classes require the student to have access to a computer. Some classes are blended classes with part of the classes on line and part of the classes in the classroom. Many of the assignments can be submitted online through CANVAS or directly to the OTA professor, based on professor's request. Training in the online program CANVAS is required.

EHOVE OTA Library

The OTA library is located within the OTA Classroom and will be available to students Monday through Friday when faculty is present. Items may be checked out for short time use.

LCCC Student Library

The LCCC Student [Library](#), located at LCCC will be available to students during scheduled hours. On-line library services are also available, and students will be trained. Please refer to for information and access. Students receive an introduction to use the LCCC Library remotely during their first semester in the program.

Use of Materials and Supplies

Students are provided with OT materials and supplies during class. Students are made aware of safe use of equipment, supplies, and/or computers during orientation and during individual classes when materials are in use.

Graduation

Degree

LCCC grants an Associate of Applied Science Degree in Occupational Therapy Assistant when the student meets the LCCC graduation requirements and the OTA program requirements including the following:

Completion of all OTA/non-OTA classes in curriculum with 65 credit hours with a C or better

- Completion of Level II Fieldworks with a passing grade
- Tuition and Fees paid in full

Fieldwork

Fieldwork Assignments

- Fieldwork experiences are required throughout the curriculum. Agreements are in place with multiple sites throughout northern Ohio.
- The Academic Fieldwork Coordinator (AFWC) will make all assignments with every effort to place students in fieldwork sites that provide an appropriate learning experience with a skilled fieldwork educator in a challenging learning environment. The AFWC will attempt to place students to minimize driving from home; however students should be prepared to **drive up to 60 miles one way** to fieldwork experiences.
- **In no case will a student arrange their own fieldwork, switch fieldwork sites with another student, or decline an assigned fieldwork site.**
- In order to offer a variety of placements, students typically will not complete a Level II Fieldwork at a site where they completed a Level I Fieldwork.
- The final decision on placement lies with Fieldwork Coordinator.
- Students are typically not permitted to complete a fieldwork at their place of employment.

Social Media and Fieldwork

Students should refrain from using any social media which refer to patients, clients, students, or consumers, or anyone affiliated with their FW sites. No photographs are allowed to be taken and/or posted. Students cannot be linked to supervisors or staff at FW sites until after graduation. Students should never be linked to patients from FW sites. Failure to abide with this policy will result in disciplinary action.

Level I

The purpose of Level I FW is to gain experience interacting with patient populations and to gain experience in selected aspects of the OT process as directed by the classroom instructor. Students will participate in approximately 40 hours of Level I Fieldwork Experience per semester as listed below. Students are expected to follow their supervisor's schedule. **A student's work schedule is not to take precedence over the fieldwork schedule.** Some sites may be non-traditional – without an OT practitioner. Some requirements may include service learning. Some Level I experiences may include virtual fieldwork, simulation, and/or standardized patients. Scheduling for Level I placements is determined by class schedule and facility availability and occurs in the following sequence:

- Service Learning Project during OCTA 111 which requires student to complete 20 volunteer hours and a project (as part of mental health FW requirements).
- Pediatric / Developmental Disabilities
- Mental Health
- Physical Rehabilitation

Level II

Two Level II fieldwork placements of approximately 40 hours per week for 8 weeks each are required for graduation from the OTA program. Level II fieldwork commences once all classes in the program have been successfully completed. **Every effort is made to place students during the Spring semester of their final year, however due to fluctuating healthcare and educational environments placements may extend beyond that semester.** Part-time FW of minimum of 20 hours/week may be possible on individualized basis with some FW settings but will extend the length of fieldwork and delay graduation and taking of the national certification exam (NBCOT). Students have 9 months to complete their FW (OCTA 205) following completion of OCTA 207: Physical Dysfunction Level I Fieldwork. These requirements will be extended if the fieldwork is interrupted by unforeseen circumstances (pandemic)

Full time Level II fieldwork placements typically occur on a Monday through Friday schedule. However, students are expected to follow their supervisor/clinical instructor's schedule which may include a Saturday/Sunday rotation. Specific details regarding daily work schedules are determined by the facility. Students may be required to work holidays if they are included in their supervisor/clinical instructor's schedule.

Due to the full time expectations of the Level II fieldwork experiences, it is highly recommended that students refrain from being employed during this 16 week session. If a student chooses to work during Level II FW, the student's work schedule is not to take precedence over the FW schedule.

In order to provide students experience in a variety of settings and facilities, students will be permitted to complete a Level II experience with the same facility and/or supervisor in different practice areas. Types of settings/population may be similar.

In the event an assigned fieldwork is not completed due to inability to complete (illness or other life event) or failure to meet fieldwork site expectation, extra time at the site or a third rotation may/may not be needed. This is determined on a case to case basis due to the specific circumstances. Remediation work will be required, determined by the OTA faculty. A failing grade on the AOTA Fieldwork Performance Evaluation during one of the first 2 rotations may necessitate a third rotation, depending on the circumstances of the failure. Adding a third FW rotation will delay graduation and taking of the national certification exam (NBCOT). A failing grade on a third rotation may result in failure of OCTA 205 and the OTA Program. A score of "3" on the safety and ethics portions of the AOTA Fieldwork Performance Evaluation is required for a passing score, regardless of the total score.

General Requirements for FW

- All students are required to have a physical exam during the 1st semester once accepted in the OTA Program prior to the first Level I fieldwork experience.
- Students complete and "Essential Function Form" for FW and classroom activities. If the abilities change then it is the student's responsibility to make their academic advisor aware of changes.
- Students must have a current background check (BCI and FBI) and TB Test (annually) and need current CPR Health Care Provider Certification. Once in the program students BCI's and FBIs are completed on a class day and the cost is included in the fees.
- Students must have proof of immunizations prior to Level I FW. Forms will be provided during orientation to the program.

- All medical information, background checks, and CPR certification will be stored in the ACEMAPP system. Students will be responsible for keeping this information up to date. Instructions on using the ACEMAPP system will be provided at orientation.
- Students are expected to dress professionally. This may include wearing the OTA polo shirts with black or khaki dress pants, following the facilities dress code (which may include scrubs), and wearing LCCC or facility nametags. Students are to inquire with the facility prior to the start of their rotation.
- Some clinics require hair be pulled back, minimal jewelry, close-toed shoes, and trimmed nails. Minimal perfume encouraged. Body art and piercings should be minimal or covered by clothing. A watch is recommended.
- Cell phones and usage of cell phone is generally not allowed on fieldwork, unless phone is needed to communicate with other staff at work.
- Some fieldwork sites require that students have personal health insurance coverage.

Failure to meet the above requirements would delay participation in FW experiences.

Requirements Specific to the FW Site

Students must be prepared to meet any other requirements expected by the fieldwork placement site including attending during hours not included in the regular class schedule (days, evenings or weekends). This may include attending an orientation (at that facility or at another location), completing online modules, and/or going to another location to complete paperwork (i.e. to get student badge). Students may be required to complete a drug test at the student's expense. Please see the AFWC if your site requires a drug test for locations to have this completed.

Flu Vaccine

All Health and Wellness Sciences students are required to get a flu vaccine during the fall semester when the vaccines become available. Due to several healthcare agencies mandating the flu vaccine for students, it is LCCC Health and Wellness Sciences Program policy that all students get the vaccine. If a student cannot get the flu vaccine for whatever reason (medical, religious, etc.) and has been assigned to a facility that mandates the flu vaccine, that student will be taken out of the clinical assignment and the student will wait until all other students are placed in clinical. At that time the student will be placed in a clinical rotation that is available at an agency that does not mandate the flu vaccine. Student must provide legitimate documentation for not getting flu shot.

Professional Liability Insurance

Students are covered through Lorain County Community College and for malpractice insurance sufficient for fieldwork placements.

Fieldwork Absence Policy

When an absence from Level I or Level II fieldwork is required, the following guidelines are in place:

- The student is to call their fieldwork site to talk to their fieldwork supervisor and give the nature of the absence, no later than the start time, but preferably an hour before.

- The student is to email the Academic Fieldwork Coordinator to let her know of the absence and the reason.
- During Level I fieldwork, the hours must be made up by the student at the convenience of the fieldwork site.
- During Level II fieldwork, if necessary, a total of 2 absences may be allowed during the entire 16 week experience. Additional absences must be made up. One of these days may be a federal holiday (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.) Any additional days off must be made up (Columbus Day, Parent-Teacher conference day, spring break, etc.). These are not "vacation" or personal days. **These are only to be used if necessary.**
- Make-up days for either Level I or Level II fieldwork are to be arranged with the Fieldwork Site, Fieldwork Educator and at a time convenient to the site and supervisor.

Weather

Students are expected to follow the policy of their FW sites to determine attendance when there is inclement weather.

Emergency Care

If a student is injured they must follow the guidelines established at the FW site. Cost for services are the responsibility of the student.

LCCC Policies for all OCTA classes

(As part of your syllabus for each class)

College and Classroom Policies

Students with Special Needs

In keeping with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act, Disability Services provides accommodations and support services to individuals with a wide range of needs. Our goal is to empower students and to help students make the most of their educational opportunities and potential by providing access where there is a documented need. Further, the office follows confidentiality guidelines and secures personal information. We also provide assistance to faculty and staff.

1. Reasonable accommodations will be provided for students with physical, sensory, systemic, cognitive, learning, and psychiatric disabilities. Contact the instructor regarding the necessary steps that must be taken to set this up.
2. Students with disabilities: as required by Section 504 of the Rehabilitation Act, appropriate accommodations will be made for students with documented disabilities. If you have a disability requiring accommodation in this class, please notify the instructor as soon as possible. This information will be kept confidential.
3. Students who have any disability that might affect their performance in this class are encouraged to seek assistance from the instructor at the beginning of the semester.
4. If there is any student with a disability condition that requires accommodation in this class, please feel free to come and discuss this with your advisor.

When a student responds to this statement, make note of their concern and refer them to the Office for Special Needs Services in CC234 – extension 4058.

Academic Dishonesty

Academic Misconduct:

(A) Cheating

- (1) Copying from another student's material.
- (2) Knowingly obtaining, copying, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, quiz, exam, project or assignment without specific authorization of the appropriate official.
- (3) Bribing or the attempt to bribe any person to obtain any test, grade(s), any grade changes(s), or any related information.
- (4) Buying or selling unauthorized information about any test, quiz, exam, Project or assignment.
- (5) Using electronic devices during the administration of a quiz or exam.

- (6) Collaborating with others on any academic assignment or exam intended by the instructor to be completed by an individual student.
- (7) Substituting for another student or permitting any other person to substitute for oneself to take an exam.
- (8) Using notes, open textbooks or any other type assistance aid during an exam when not authorized by the instructor.
- (9) Recording any lectures on audio or video tape without instructor's permission.
- (10) Failure to comply with posted college laboratory and facility policies as well as posted programmatic policies.

(B) Plagiarism

- (1) The act of presenting the words, ideas or work of another person as one's own.
- (2) Presenting as one's own the ideas, words, images, or any other supporting material for an academic assignment without appropriate citation of sources.
- (3) Copying, pasting, downloading or importing any electronic material into work submitted for an academic assignment without appropriate citation of sources.
- (4) Utilizing copyrighted material in violation of U.S. Copyright Law.
- (5) Allowing one's own work to be utilized by another student as if it were that student's own work.

OTA Program

If a student is dismissed for academic dishonesty and/or unprofessional behavior from the OTA Program, they are permanently ineligible for re-entry into the OTA Program. In addition, the student is also ineligible for re-entry into any other LCCC Health and Wellness Sciences Program. If a transfer student has been dismissed for academic dishonesty and/or unprofessional behavior at another institution and the LCCC faculty becomes aware of it, the student will be permanently ineligible to re-enter the OTA or any other Health and Wellness Sciences Program.

Any case involving dismissal for academic dishonesty and/or unprofessional behavior from a LCCC Health and Wellness Sciences Program will automatically be referred to LCCC's Code of Conduct process. The student can be temporarily or permanently removed from the classroom, lab, or fieldwork setting pending investigation and resolution through the Code of Conduct.

Other offenses which result in dismissal from the program include:

- Violation of the Occupational Therapy Code of Ethics
- Failure to meet the required fieldwork expectations/requirements
- Repeated absences / tardiness

Midterm Grades

You will receive a midterm grade in the course which represents your progress at the midpoint of the term. The intent of this grade is to help you understand how you are doing, so you can take steps to improve your grade, if necessary. This grade is only for your information, and with the exception of the FAW, it will not appear on your transcript. You can see your midterm grades online through your MyCampus account. Please contact instructor if you have questions concerning your midterm grade.

Student Participation and the FAW Midterm Grades

Success in this course requires you to commence attendance and participate in course activities regularly and continuously. You are expected to participate in the class by completing and submitting required course activities such as homework assignments, exams, essays, group projects, and other coursework. Students who do not participate in class for *two consecutive weeks* prior to the midterm, who fail to turn in required coursework during that period, and who fail to withdraw themselves from the course may be administratively withdrawn with an FAW midterm grade at a 0% refund of tuition and fees. This grade will appear on your transcript and impact your GPA just as an F would. Note: Students will not be issued an FAW grade for turning in coursework that fails to earn a passing grade. Please contact the instructor if you have any extenuating circumstances that prevent you from actively participating in the course.

Withdrawals

The last day to withdraw from a regularly scheduled semester class is Friday of the 12th week of the semester. A withdrawal form must be completed in its entirety and the completed form is then submitted to the Enrollment, Financial and Career Services division for processing. Withdrawal from the College consists of withdrawing from all enrolled courses. Students who withdraw from all courses cease to be LCCC students for the semester from which they have withdrawn.

A student who stops attending any class without following the withdrawal procedure continues to be enrolled with the exception of those students who have been issued a Failure Administrative Withdrawal (FAW) grade. For withdrawn classes, a grade will be assigned and no refund of instructional or of any other fees will be considered.

Withdrawals from credit courses offered differently than the traditional semester calendar will be calculated proportionately to and consistent with institutional policy.

Administrative Withdrawal

Students with documented, extenuating circumstances may be eligible for an administrative withdrawal by the dean of the division in which the course or courses are taught. The request for an administrative withdrawal must be made in writing to the dean of the division with any supporting documentation. Documentation that substantiates the reason for the request must be attached to the petition. Original documents that have been issued by a third-party institution

(medical documents, court documents, a statement from one's employer, etc.) are considered to be acceptable forms of documentation. Documentation should be signed, dated, and written on the institution's letterhead. All documentation will be returned once the request has been processed. This must occur before the last official day of the semester. After the last official day of the semester, the Enrollment, Financial and Career Services division dean and/or the associate registrar will review withdrawal requests.

The following items constitute acceptable forms of documentation (including but not limited to):

- Court documents
- Medical documents
- Signed and dated statement from one's employer/supervisor (written on letterhead)
- Signed and dated statement from one's physician (written on letterhead)
- Document issued by a third-party institution (i.e. – school, hospital, company, etc. written on letterhead)
- Documents that have been faxed directly to LCCC from the issuing institution

The following items constitute unacceptable forms of documentation (including but not limited to):

- Written note from a relative, friend, neighbor, co-worker, etc.
- Documents that have not been signed/dated or not printed on letterhead
- Documents that do not establish a connection or relationship to the individual requesting the administrative withdrawal (i.e. – medical document that does specifically indicate that student serves as primary caregiver for patient, etc.)

An administrative withdrawal will not be granted if the documentation does not substantiate the reason that was presented as the basis for the request. Approval of the request will be at the discretion of the Dean of the Division from which the course originates. Additionally, it should be noted that the submission of a request for an administrative withdrawal, does not guarantee that the request will be approved.

FERPA Restrictions

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, provides students access to information about themselves, permits students to challenge such information about themselves and limits the release of such information about students without the student's explicit written consent.

LCCC is committed to this Act in its entirety. Procedural guidelines are available in appropriate College publications and questions regarding procedures may be directed to the Records office. Access to Student Records

A student's record, with certain exceptions including directory information (see below), will not be released without prior written consent of the student. A student has the right to review and question the content of her/his educational record within a reasonable time (45 days) after making a written request for such a review. If there are any questions as to the accuracy or appropriateness of the record that cannot be resolved informally, an opportunity for a hearing on the matter will be provided.

Disclosure of Education Records

LCCC will disclose information from a student's educational records only with the written consent of the student, except:

- To school officials who have a legitimate educational interest in the records.
- To certain officials of the U.S. Department of Education, the comptroller general and state and local educational authorities, in connection with certain state or federally supported education programs.
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- If REQUIRED by a state law requiring disclosure that was adopted before November 19, 1974.
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To comply with a judicial order or a lawfully issued subpoena.
- To appropriate parties in a health or safety emergency.

Student Code of Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accord with the LCCC Code of Student Conduct. Students may refer to the LCCC Catalog for complete details regarding these policies.

Campus Code of Conduct

LCCC students, faculty, staff and campus visitors are prohibited from engaging in activities that are outlined in the Campus Code of Conduct. Students may refer to the LCCC Catalog for complete details regarding these policies.

Essential Functions
For OTA Coursework and Fieldwork
EHOVE Career Center/Lorain County Community College

Occupational Therapists Assistants provide services in a variety of settings with a range of ages and diagnoses. The OTA Program at EHOVE Career Center/Lorain County Community College prepares students to practice as entry level OTA practitioners. The following list is meant to serve as a self-assessment for you to review and agree that you understand the essential functions of being an occupational therapy assistant. [O*NET OnLine](#) was used as a resource for the following:

Essential Functions for classroom and fieldwork experiences include:

1. Communicate professionally with others in an understandable manner. To include verbal, nonverbal, and written communication with patients, families/significant others, and other professionals
2. Provide assessment and treatment for clients with varied disabilities including clients who may be terminally ill, have transmittable diseases, psychiatric disorders, developmental disorders and other conditions.
3. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. Activities may include transferring of patients/clients and pushing wheelchairs
4. Aid in bathing and showering of individuals.
5. Hand strength and coordination to write and to cut with scissors.
6. Implement, or assist occupational therapists with implementing, treatment plans designed to help clients function independently
7. Managing one's own time and the time of others.
8. Report to supervisors, verbally or in writing, on patients' progress, attitudes, and behavior.
9. Access information via computers and other electronic media to perform daily job functions.
10. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
11. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals by referencing, utilizing and adhering to OSHA requirements such as MSDS (Material Safety Data Sheets) and universal precautions.
12. Complete productivity to facility standards and complete documentation in the time frame established by the facility.
13. Adhere to safety procedures, react professionally in emergency situations and take appropriate actions as indicated.

My signature verifies that I have read, understand, and complete the above essential functions ____ without accommodation ____ with accommodations. If I need accommodations I will review these with my student advisor who will assist in directing me to the appropriate resources at EHOVE and LCCC. Some functions, whether accommodated or not, may affect my enrollment in the OTA Program at EHOVE/LCCC.

Student Signature

Date

EHOVE OTA AGREEMENT

Student, please read, sign and return to Program Director.

I, _____ *(Print Name)*

have read and understand the expectations and guidelines explained within this

OTA Student Handbook of the EHOVE Adult Career Center/Lorain County Community College.

I agree to abide by these guidelines.

Student's Signature

Date

Program - Class

Office Copy-Inserted into Student File