

THE OHIO STATE UNIVERSITY DIVISION OF OCCUPATIONAL THERAPY STUDENT HANDBOOK



OCCUPATIONAL THERAPY VISION:

We will be globally recognized as a preeminent occupational therapy program at the forefront of scholarship, leadership and research in education, service, and practice.

OCCUPATIONAL THERAPY MISSION:

Our mission is to improve lives through innovation in research, service, and education. We will prepare highly qualified, ethical entry-level occupational therapists that support the health and well-being of the people of Ohio and the global community.

Contents

I. INTRODUCTION.....	1
II. FACULTY	3
III. ACADEMIC PLANNING AND PROCEDURES	4
IV. MARKS (GRADES).....	8
V. PROFESSIONAL PROGRAM, MASTER PROGRAM Error! Bookmark not defined.	
VI. PROFESSIONAL PROGRAM, DOCTORAL PROGRAM	10
VII. FIELDWORK and DOCTORAL EXPERIENCE.....	14
VIII. PhD PROGRAM and SPECIALIZATIONS.....	17
IX. ACADEMIC STANDARDS.....	18
X. PROFESSIONAL STANDARDS.....	20
XI. RULES FOR THE CLASSROOM, CLINIC AND OFFICE	24
XII. LEGAL, INSURANCE, AND IMMUNIZATION REQUIREMENTS.....	25
XIII. ACCESS TO “DIRECTORY INFORMATION”	26
XIV. FACILITIES/EQUIPMENT AND EMAIL.....	27
XV. DISABILITY SERVICES	28
XVI. PROFESSIONAL ACTIVITIES	30
XVII. CERTIFICATION EXAMINATION AND LICENSURE	34
XVIII. STUDENT HANDBOOK FOR THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES	36

I. INTRODUCTION

What Is Occupational Therapy?

Occupational therapists and occupational therapy assistants help people across the lifespan participate in the things they want and need to do through the therapeutic use of everyday activities (occupations). Common occupational therapy interventions include helping children with disabilities to participate fully in school and social situations, helping people recovering from injury to regain skills, and providing supports for older adults experiencing physical and cognitive changes. Occupational therapy services typically include:

- an individualized evaluation, during which the client/family and occupational therapist determine the person’s goals,
- customized intervention to improve the person’s ability to perform daily activities and reach the goals, and
- outcomes evaluations to ensure that the goals are being met and/or make changes to the intervention plan.

Occupational therapy services may include comprehensive evaluations of the client's home and other environments (e.g., workplace, school), recommendations for adaptive equipment and training in its use, and guidance and education for family members and caregivers. Occupational therapy practitioners have a holistic perspective, in which the focus is on adapting the environment to fit the person, and the person is an integral part of the therapy team.

Accredited Occupational Therapy Program

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) accredits the Occupational Therapy Program. ACOTE is located at ACOTE care of AOTA 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. Web address is www.acoteonline.org. Phone number is (301) 652-AOTA. The web address is www.acoteonline.org. You will find additional information at www.aota.org

The Master of Occupational Therapy program at The Ohio State University is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE). ACOTE c/o AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. Their telephone number is: (301) 652-AOTA. Web address is www.acoteonline.org. The occupational therapy program has been continuously accredited since 1942.

The Doctor of Occupational Therapy (OTD) program at The Ohio State University is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), ACOTE c/o AOTA, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. The phone number is (301) 652-2682. Web address is www.acoteonline.org.

The National Board for Certification in Occupational therapy (NBCOT) is the credentialing agency that provides certification for the occupational therapy profession.

This program requires 3 years of coursework with clinical experiences, two semesters of full-time fieldwork in two different facilities and sixteen weeks in a doctoral experience. Graduates of the OTD program are eligible to apply for the National Board of Certification Occupational Therapy examination. After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR) and is eligible for licensure in Ohio and other states.

II. FACULTY

Faculty Member	ROOM	PHONE/EMAIL
Amy Darragh, PhD, OTR/L, FAOTA <i>Director, Associate Professor</i> B.S. Barnard College/Columbia Univ M.S. Colorado State University PhD Colorado State University	406-K	614-293-3760 amy.darragh@osumc.edu
Dennis Cleary, OTD, OTR/L <i>Assistant Professor</i> Academic Fieldwork Coordinator Doctoral Experience Coordinator B.A. The Ohio State University B.S. The Ohio State University M.S. The Ohio State University O.T.D. Chatham University	406-N	614-292-8145 dennis.cleary@osumc.edu
Carmen DiGiovine, PhD, ATP/SMS, RET <i>Associate Professor</i> B.S. University of Illinois at Urbana-Champaign M.S. University of Pittsburgh PhD University of Pittsburgh	406 C	614-292-1525 carmen.digiovine@osumc.edu
Christine Griffin, MS, OTR/L, BCPR <i>Clinical Instructor</i> BS. Capital University MSOT University of Indianapolis, IN	443 B	Christine.griffin@osumc.edu
Lisa Juckett, MOT, OTR/L <i>Clinical Instructor</i>	406 C	614-366-7543 Lisa.juckett@osumc.edu
Stephen Page, PhD, MSOT, MS, FAHA, FAOTA <i>Associate Professor</i> BS. Wooster College MS Ball State University PhD University of Tennessee	443 C	614-292-5490 Stephen.page@osumc.edu
Andrew Persch, PhD OTR/L, BCP <i>Assistant Professor</i> BS University of Wisconsin- Milwaukee MS University of Wisconsin – Milwaukee PhD The Ohio State University	443 A	614-685-9217 Andrew.persch@osumc.edu
Monica Robinson, OTD, OT/L, FAOTA <i>Clinical Instructor</i> B.S. Boston University Sargent College M.S. San Jose State University O.T.D. Chatham University	406-B	614-292-1608 monica.robinson@osumc.edu

Melinda F. Rybski, PhD., OTR/L <i>Emeritus</i> B.S. The Ohio State University M.S. The Ohio State University PhD The Ohio State University	406-C	614-366-7543 melinda.rybski@osumc.edu
Lindy Weaver, PhD, OTR/L Clinical Lecturer B.S. The Ohio State University MOT The Ohio State University PhD The Ohio State University	406 F	614-247-5024 lindy.weaver@osumc.edu

SHRS Administrative Assistants	
Brian Keller Brian.keller@osumc.edu	Admissions, Background checks, Immunizations
Lisa Terek lisa.terek@osumc.edu	Graduate program coordination; course approvals
Administrative support Maureen Braughton maureen.braughton@osumc.edu	Administrative support

ASSOCIATED FACULTY

Theresa Berner, MOT, OTR/L	theresa.berner@osumc.edu
Teresa Hite-Gueth, MS, OTR/L	teresa.gueth@nationwidechildrens.org
Joanie Smith, MS, OTR/L	ferneding-smith.1@osu.edu

III. ACADEMIC PLANNING AND PROCEDURES

(for complete Graduate School Handbook, please use this link:
<http://www.gradsch.ohio-state.edu/graduate-school-handbook1.html>)

During the first summer term in the Occupational Therapy program, each student is assigned an academic advisor, who is one of the Occupational Therapy faculty members. The advisor is available for any academic matters about which the student may desire guidance. Because the program is a set curriculum, students will always have ability to enroll in each of the courses. Advisors also meet with students to review professional behavior. Advising assistance is also available in the SHRS Graduate Studies Office. The student is responsible for planning for the completion of all required course work. Students access this course information and schedule on-line through the student center. The University faculty and staff communicate with enrolled students exclusively through email, using buckeye.osu email addresses. Please contact Amy Darragh (amy.darragh@osumc.edu) if you experience any difficulty receiving email from the OSU Registrar's Office or have any difficulty with on-line scheduling.

Additional resources

- buckeyelink.osu.edu: Student Center, TOPP enrollment
- <https://housing.osu.edu/living-on-campus/> or <http://housing.osu.edu/> contracts, policies, and fees
- registrar.osu.edu: academic calendar, scheduling
- sfa.osu.edu: how to apply for and keep financial aid
- <http://u.osu.edu/treasurer/bursar/> :payments, account issues

The following information about registration and scheduling is from the Graduate School Handbook. The graduate handbook can be accessed at <http://gradsch.osu.edu/Depo/PDF/Handbook.pdf>

Registration and Scheduling

Section III—Registration and Scheduling

Course Load III.1

The number of credit hours attempted each semester or each summer session is mutually determined by the student and the advisor and reflects faculty and student effort and the extent to which university resources are utilized. Course loads for full-time students can vary. A student may not enroll for more than 18 credit hours per semester or eight credit hours in summer session or four credit hours in May session, including audited courses, without advisor and Graduate School approval.

Procedures III.2

Registration Process. Once registration information is received, students consult their advisor or, if an advisor has not been assigned, their Graduate Studies Committee chair, about course selection. Students may use their Ohio State e-mail account information during the appointed window of time to use the online registration system and to view their approved schedule and Statement of Account on their Student Center (via Buckeye Link). The online registration system is available for registration through the first Friday of classes for course additions. Students who register through this means may obtain a fee statement from their Student Center. Students may access online registration to drop courses through the fourth Friday of the semester.

Continuing Students. Continuing students will be e-mailed notification of their registration prior to the intended semester or summer session of enrollment. Students may view the Schedule of Classes online. All continuing students must access online registration.

Early Autumn Registration. Students may participate in Early Autumn Semester Registration. Registration information for those registered spring semester will be e-mailed to students. Those not registered spring semester may request registration information from the Graduate School.

Course Enrollment Permission. Certain courses and certain enrollment designations (e.g., Audit and Undergraduate option) require submission of a completed Course Enrollment Permission in the Graduate School by the fourth Friday of the semester of registration. Forms are available on the Registrar's website.

Late Registration Penalty. Students registering after published semester or summer session registration deadlines will incur substantial late registration penalties. Deadlines are published online on the Registrar's website.

Fee Payment. Students may pay fees online, by mail or in person at the Office of the University Bursar. Students with a fee authorization will receive credit for their fees on their Statement of Account. Students who do not intend to enroll may contact the Graduate School.

Late Fee Payment Penalty. Students paying fees after the fee payment deadline are assessed a late fee payment penalty. The university reserves the right to refuse or cancel registration if fees are not paid by the second Friday of the semester or summer session. The Registrar's website contains information on deadlines, penalty fee rates, and refund schedules.

Health Insurance III.3

Columbus campus students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students are automatically enrolled in the Student Health Insurance plan (SHI) upon registration, unless the student obtains an exemption. Half-time is defined as four credit hours for graduate and professional students.

All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website. Students must submit a waiver by the published deadline of their initial term of enrollment each academic year. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the SHI website.

International students. International students are required to purchase SHI upon registration. Only a few exceptions apply: International students who are fully financially sponsored by a government sponsor or select international organization or international students or dependents of students who are covered as a U.S.-based employee, with U.S.-based insurance. International students who meet one of these exceptions must complete an International Student Health Insurance Waiver form by the published deadline. The waiver form and more information about exceptions for international students can be found on the Student Health Insurance website (shi.osu.edu).

Dependents and Domestic Partners. Students may enroll dependent children and domestic partners into the student health insurance plans. Further information about sponsored dependent benefits is available on the Office of Human Resources website (<https://hr.osu.edu/>).

Changes in Schedule III.4

With advisor approval, students may make schedule changes. If the change requires course enrollment permission, the change must be made at the Graduate School. For all academic deadlines, refer to Appendix A in the Graduate School Handbook (<http://gradsch.osu.edu/appendix-a.html>).

Course Addition. Students may add courses to their schedules online through the first Friday of the semester. After the first Friday of the semester, additions to approved schedules require the permission of the instructor and approval of the student's advisor and may be submitted on the Course Enrollment Permission form. After the second Friday of the semester, any addition to approved schedules is by petition to the Graduate School via the Graduate Student Course Petition form. Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School and are not always approved. Both the Permission and the Petition forms are available online on the Graduate School website.

Course Withdrawal. Withdrawal from the university during a semester entails withdrawal from all courses in which a student is enrolled during that semester.

- a. Withdrawal from any or all courses requires the approval of the student's advisor
- b. Withdrawal requests must be submitted to the Graduate School

Until closing on the fourth Friday of a semester a student may withdraw from any or all courses that began in the same semester with no mark entered on the official permanent record.

After closing on the fourth Friday of a semester and until closing on the tenth Friday of a semester, if a student withdraws from any or all courses that began in the same semester, the Registrar enters the mark "W" on the official permanent record for the courses withdrawn. A dated notation "withdrew" is entered on the official permanent record when the student withdraws from the university.

After closing on the tenth Friday of the semester, a student who, because of circumstances beyond his or her control, finds it necessary to withdraw from any or all courses, must file a petition with the Graduate School. Reasons not acceptable for withdrawal include, but are not limited to, the student's performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s).

The petition form is available on the Graduate School website. Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School. If the Graduate School approves the petition, a copy is filed with the Registrar, who is then authorized to enter the mark "W" on the student's official permanent record, and the instructor(s) of the course(s) is/are so notified. If the petition is denied by the Graduate School, the student continues to be enrolled in the course(s), and a final grade(s) must be reported by the instructor(s).

A student who stops attending a course and does not officially withdraw from it has the final grade of "EN" as reported by the instructor entered on the official permanent record. Such a grade is based on the Rules of the University Faculty.

Military Leave Course Withdrawal. A graduate student who is involuntarily called to active-duty military service should contact the Graduate School for assistance with course withdrawal.

Official Permanent Record III.5

The student's official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the University Registrar's Office. Unofficial records for all graduate students are maintained in the Graduate School. Students may examine their unofficial records by presenting their identification card to the Graduate School, along with a request in writing.

IV. MARKS (GRADES)

The following marks and grades are used for graduate students at this university: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D+," "D," "E," "EM," "EN," "I," "K," "P," "R," "S/U," and "W." All marks and grades are described in University Rules 3335-8-21.

Grade Grievance Procedure.

Grade grievances are handled following the process described in University Rule 3335-8-23.

Point-Hour Ratio (PHR) IV.3

Credit Points. Credit points are assigned per graduate credit hour on the following basis:

1. "A" equals 4.0 credit points
2. "A-" equals 3.7 credit points
3. "B+" equals 3.3 credit points
4. "B" equals 3.0 credit points
5. "B-" equals 2.7 credit points
6. "C+" equals 2.3 credit points
7. "C" equals 2.0 credit points
8. "C-" equals 1.7 credit points
9. "D+" equals 1.3 credit points
10. "D" equals 1.0 credit point
11. "E" equals 0.0 credit points
12. "EN" equals 0.0 credit points

All other grades carry no credit points.

Earned Hours. Earned hours include all graduate credit hours attempted, except for those courses in which a student earns an "E," an "EN," or a "U."

Cumulative Hours. Cumulative hours include all graduate credit hours attempted for which a student earns a grade "A" through "E," including "EN." All course work taken in graduate non-degree status is included in the cumulative credit hour total.

Cumulative Point-Hour Ratio. A student's graduate cumulative point-hour ratio (CPHR) is determined by dividing the total credit points by the cumulative hours.

Repetition of Courses. A student may repeat any course with advisor approval. The credit hours for a repeated course in no case counts more than once in meeting graduate degree requirements. When a student repeats a course, both grades are counted in computing the graduate CPHR.

VI. PROFESSIONAL PROGRAM, DOCTORAL PROGRAM

Professional Doctoral Programs VII.17

Professional doctoral degree programs prepare students for advanced professional practice as required by the relevant licensing board and professional organization. The professional doctoral examination, final document, and exit requirement are components that provide examination and capstone experiences consistent with the profession's standards and the Graduate School's expectations for professional doctoral programs.

Admissions Criteria

1. an earned baccalaureate or professional degree from an accredited college or university by the expected date of entry
2. a minimum of a 3.0 cumulative point-hour ratio (on the 4.0 scale used at Ohio State) in all previous undergraduate and graduate work
3. prerequisite training that will enable the student to pursue the graduate program to which admission is sought
4. a minimum score of 550 on the paper-based Test of English as a Foreign Language (TOEFL), 79 on the internet-based TOEFL, 82 on the Michigan English Language Assessment Battery (MELAB), or 7.0 on the International English Language Testing System (IELTS). This requirement applies only to an applicant from a country where the first language is not English, unless a bachelor's degree or higher was earned in an English-speaking country
5. Additional criteria published by the Graduate Studies Committee

Program of Study. Students follow a course of study established by the professional doctoral degree program. Professional doctoral degree programs include a professional doctoral examination, final document, and exit requirement. Professional doctoral degree programs include practicum, internship, or similar clinical or professional experiences designed to provide mastery of the skills needed by doctoral-level practitioners in the field. Professional doctoral degree programs may also have additional discipline-specific requirements that reflect licensing or accreditation standards.

The OTD professional program includes 5 semesters of required classes and clinical assignments followed by 2 semesters of full-time fieldwork. Full time fieldwork experiences are scheduled according to the American Occupational Therapy Association annual schedule for assignments. Thus, students are assigned to their first fieldwork January to March; and their second April to June. Following the two semesters of Level II fieldwork, the student will return for twelve weeks of classes followed by 1 semester (16 weeks) of Clinical Doctoral Experience and Capstone Completion. The professional curriculum courses are described in the University Course Offerings web site (<https://studentlife.osu.edu/>). Course schedule changes must be approved by the occupational therapy faculty. The student must petition by submitting in writing:

- Identification of the exception being requested
- Justification for this exception
- A plan for the future

In response to this, the faculty may:

- Approve the exception with modifications
- Approve the exception as presented
- Not approve the request.

To allow for continuity of academic and clinical learning, the students shall complete the program, including fieldwork and doctoral experience, within 14 semesters of the start of classes unless they have written permission from the program director to extend the timeline. However, per graduate school guidelines, the maximum time for completion is five years from doctoral examination so the program and program director cannot provide permission for completion beyond that.

Credit Hours. A minimum of 80 graduate credit hours beyond the baccalaureate degree is required to earn a professional doctoral degree. If a master's degree has been earned by the student, then a minimum of 50 graduate credit hours beyond the master's degree is required. If the master's degree was earned at another university, it must be transferred to this university. A student must be registered for at least three graduate credit hours during the semesters or summer term of the professional doctoral examination, the semester or summer term of the exit requirement, and the semester or summer term of expected graduation. When a professional doctoral student has taken a master's degree at this university and has earned graduate credit in excess of the minimum required for that degree, the student's advisor, with the approval of the Graduate Studies Committee, notifies the Graduate School of the courses to be counted toward the 50 graduate credit hours required for the professional doctoral degree.

Residency. The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. a minimum of 24 graduate credit hours must be completed at this university
2. a minimum of two consecutive pre-professional doctoral examination semesters or one semester and a summer term with full time enrollment must be completed while in residence at this university
3. a minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer term must be completed after the professional doctoral examination.

Graduation Requirements (Graduate School Handbook, section VII.13)

In addition to the doctoral degree requirements described in Section VII, the student:

1. must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours completed at this university
2. must have fulfilled all requirements published by the Graduate Studies Committee

3. must have final grades for all courses received in the University Registrar's Office by the published deadline
4. must have fulfilled all other requirements by the deadlines established by the Graduate School

Professional Doctoral Examination. Students are required to take a professional doctoral examination testing the student's understanding of the theoretical and applied fundamentals of the field as well as the student's readiness to engage in a sustained clinical or professional experience. The timing of the professional doctoral examination is set in accordance with the requirements of professional preparation but generally precedes a sustained clinical or professional experience. Graduate Faculty Representatives do not serve on the professional doctoral examination.

In the fifth semester, OTD students must pass a comprehensive exam to remain in good standing and enter their fieldwork II courses. The comprehensive exam consists of approximately 200 questions which cover content contained in the first five semesters of the program. Questions were developed by all faculty members in each of their areas of expertise and are similar in format to the National Board for Certification of Occupational Therapists (NBCOT) Exam. One goal of the doctoral examination is to prepare the students for the NBCOT exam required for licensure to practice occupational therapy. The pass point is set at 70%.

Failure. Students who fail the professional doctoral exam will receive remediation by faculty members to the satisfaction of the occupational therapy faculty members and will be permitted to retake the exam. Each student must pass the doctoral exam to progress onto fieldwork and to become a candidate for the doctoral degree. Per Graduate School Rule VII.17, a student who fails the professional doctoral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the professional doctoral examination, a student is not permitted to be a doctoral candidate in the same or any other graduate program at this university.

Competency Requirement: Students must successfully complete all coursework, the written comprehensive exam, and level II fieldwork and pass a competency requirement prior to the commencement of the doctoral experiential component. In the eighth semester, students will complete the NBCOT OTKE and develop a reflective plan of study in areas requiring additional knowledge.

Final Document. Students in professional doctoral programs submit an original final document demonstrating original thinking and the ability to evaluate research in the field analytically. Students in professional doctoral programs are expected to follow the document formatting standards of their disciplines. Each committee member indicates approval of the student's final document by posting their decision on the Report on Final Document form that must be submitted to the Graduate School. The final version of the student's final document is retained permanently by the student's program. Final documents must not contain material restricted from publication.

In the OTD program, each student will complete a capstone project as the “Final Document” required by the University Graduate School. For the OTD, the capstone project will be completed as part of the doctoral experience (described above). Two pathways for the capstone are possible. Students can complete 1) a program development project or 2) development and evaluation of evidence-based practice (EBP) guidelines. For the program development pathway, students will select a theory and frame of reference, collect data to establish need, analyze the environment, develop goals and operational plans including a business plan. They will pilot the program to evaluate feasibility and usability. Initially and in alignment with healthcare reform, the programs will emphasize health and wellness, chronic disease management, and primary care. Program development topics are expected to evolve over time. To develop and evaluate EBP guidelines, the students will select a population or intervention, research and analyze the efficacy literature, develop or adapt EBP guidelines, implement and evaluate the guidelines with a specific patient group.

Exit Requirement. Students are required to complete an exit requirement designed by the professional doctoral program to demonstrate candidates’ preparation for advanced practice in the profession. The exit requirement is structured around the final document.

In this program, students will orally present their projects to their doctoral committee in spring semester, Year III (week 12). All students, clinical mentors, and occupational therapy faculty will be invited to the presentations of the capstone projects. The oral presentation will use the format of a national presentation (research platform) at the profession’s annual conference (AOTA), will follow a required structure approved by the OT faculty, and will include a question/answer period. Following the public presentations, the doctoral committee, who will have previously reviewed the written project, will meet privately to discuss both the written document and oral presentation and will vote on whether or not the student met the oral and written requirements of the OTD degree. The site mentor will be invited to review the final document and participate in the oral defense (without a vote). The document and presentation will be judged on application of theory, analysis of research, synthesis or data, relevance and significance, and overall rigor, completeness and accuracy.

External Reviewers. External reviewers may assist in the evaluation of professional doctorate candidates by reviewing the final document or by participating in the exit requirement.

Time to Degree. For the Occupational Therapy program, the student shall be required to complete the program, including fieldwork experience, within 14 semesters from the start of classes. Failure to do so will result in automatic dismissal from the occupational therapy program.

VII. FIELDWORK and DOCTORAL EXPERIENCE

You will enroll in and complete Fieldwork Level I (OT 6289: Mental Health; OT 6289: Physical Function; OT 6389: Pediatrics) and Fieldwork Level II (OT 7189). The policy and rules for fieldwork are defined below:

A. Grades

1. Grades for fieldwork are determined by the Division of Occupational Therapy, The Ohio State University, not by the fieldwork supervisor. The report of performance by the fieldwork supervisor will be the main factor in the determination of the grade. **You must participate in and complete all OSU course assignments** (Carmen postings and online submissions) in order to receive a passing grade. **YOUR GRADE WILL NOT BE POSTED UNTIL YOU COMPLETE ALL NECESSARY OSU COURSE ASSIGNMENTS WHICH INCLUDES BOTH DOCUMENTS YOU MUST SUBMIT AND PARTICIPATION IN CARMEN DISCUSSION GROUPS.**
2. Students who receive a U or W grade will be required to complete remediation and petition the faculty before another fieldwork placement will be initiated. This may include additional academic work, additional field experiences, and a learning contract at the discretion of the Occupational Therapy Division director with input from the Academic Fieldwork Coordinator and faculty. This may necessitate a delay in the start of the next fieldwork experience until the remediation plan is completed. The intent of the remediation plan is to allow the student to develop the skills necessary to be successful on the next fieldwork experience.
3. Students who receive unsatisfactory grades in two placements will be referred to the Division Director for review and then to the Executive Committee for the School of Health and Rehabilitation Sciences for possible dismissal from the Occupational Therapy program.

For Fieldwork II only:

1. Fieldwork is graded satisfactory or unsatisfactory (S-U). Because the fieldwork schedule does not match the University calendar, your grade may initially show an incomplete for missing grade. To receive a satisfactory grade, students must achieve the overall final score of 122 points printed on page 2 of the Performance Evaluation. In addition to an overall score of 122 on the FWPE, students must receive at least a score of three on the first three items on the FWPE that relate to Safety and Ethics. Students who do not receive at least a three on these three items will receive an unsatisfactory final grade. Students who receive a failing evaluation of clinical performance, who withdraw at any time during the placement, and/or whose supervisor requests termination of the placement will receive an unsatisfactory grade.

2. A student who does not complete the two full time fieldwork placements, will not be eligible to take the Certification Examination and will not be able to practice as an Occupational Therapist.

Occasionally, a student may have difficulties on fieldwork. Patient care is of primary concern and the school will intervene if problems arise. Each case will be dealt with on an individual basis and follow procedure. The purpose of this policy is to outline a sequential procedure for instructional and/or disciplinary interventions in the event of unsatisfactory student performance during fieldwork placements. The intent is to encourage early intervention with an emphasis on collaborative problem solving in order to assure successful student fieldwork performance. The procedure usually begins in sequence, but may vary depending upon the nature of the unsatisfactory performance.

1. The fieldwork educator (FWE) reports unsatisfactory performance to the student and Academic Fieldwork Coordinator (AFWC) upon identification. The fieldwork educator and AFWC counsel the student on corrective actions. A learning contract is established.
2. A Learning Contract will be developed jointly by the student, the fieldwork educator and the AFWC. The learning contract will include, but is not limited to: a description of the problem; suggested learning strategies; outcome measures; time lines; and consequences of success or failure to meet requirements set forth in the plan. The fieldwork educator (FWE) monitors student progress and provides formal (written) and informal feedback to the student and AFWC for the duration of the placement, at intervals established in the learning contract. If the learning contract fails for any reason, the Academic Fieldwork Coordinator (AFWC) and Division Chair will discuss the issues, implement a plan, and decide the outcome.
3. Continued unsatisfactory performance will result in an unsatisfactory grade for that fieldwork placement. Immediate removal (prior to the scheduled ending date) from the site and a failing grade may be given for any fieldwork placement for the following.
 - a. Violation of patients' rights
 - b. Violation of the rights of others
 - c. Violation of the AOTA Code of Ethics
 - d. Unprofessional behavior
 - e. Unsafe practice
 - f. Substance abuse
 - g. Failure to complete any of the specified requirements
 - h. Continued unsatisfactory performance

- i. Request by the fieldwork site that the placement be discontinued due to student performance.
- j. A score below a “3” on items 1 – 3 of Section 1, Fundamentals of Practice, on the Fieldwork Performance Evaluation (FWPE).

Documentation of the issues, learning contract/plan of action, goals, and evaluative tools are part of the academic record. Information about a student’s academic record may not be shared with anyone outside of the academic institution without the student’s permission.

Some students who have persistent professional behavior or academic difficulties during their academic program may work with the AFWC to develop a learning contract for fieldwork to help the student have accountability. This may or may not be shared with the fieldwork educator at the student’s discretion.

B. Fieldwork Placements

Fieldwork II placement is determined by the Academic Fieldwork Coordinator during spring semester of the second year. The process is one of matching skills and interests of the students with the list of spaces available for the semester. This process will be initiated at the end of the first year of the program. Fieldwork placements are scheduled in those centers with which the Division has educational agreements. There will be a list of spaces reserved for OSU students for each semester.

Fieldwork is set by the Academic Fieldwork Coordinator in coordination with fieldwork sites. Each fieldwork assignment is 12 weeks in length.

Some things to help in planning for Fieldwork II:

- You may or may not be in Columbus--consider this when signing leases.
- You should not make personal plans that are dependent upon your being in any one city for both placements.

Doctoral Experience

The OTD Doctoral Experience requires that students complete a 16 week doctoral experience in a specialty area of practice. The student will work with a mentor and faculty advisor to design their Doctoral Experience, establish goals and specific objectives, and create programs and services appropriate for the setting. This experience is consistent with the curriculum design since the doctoral experiences provides additional practicum opportunities to strengthen and deepen students’ skills in applying evidence-based practice and to provide opportunities for advanced skill development in a practice area and /or in management and leadership. The student will work with a mentor and an advisor to design their Doctoral Experience, establish goals and objectives, and create programs and services appropriate for the setting. At least 80% of the experience will occur in the designated facility. A statement that prior

fieldwork cannot be substituted for this experiential component is included on the syllabi (O.T 7289 and O.T 7389) and will be incorporated into the Doctoral Occupational Therapy

VIII. PhD PROGRAM and SPECIALIZATIONS

PhD Program

Although the Doctorate of Occupational Therapy (OTD) and Masters of Occupational Therapy (MOT) prepare students to practice occupational therapy, as a professional graduate degree, it does not prepare students for research or academic careers. Students who are interested in becoming a researcher or a faculty member prepare for these careers by completing a PhD program. At The Ohio State University, students can combine the Doctorate of Occupational Therapy program with the Health and Rehabilitation Science PhD program through entry into the OTD/PhD or MOT/PhD track. The primary goal of this dual degree program is to prepare students for academic positions in Occupational Therapy and Rehabilitation Sciences programs at research intensive universities. Therefore, in addition to the professional training, the program emphasizes higher education teaching, research, and writing grants.

Students accepted into the OTD/PhD or MOT/PhD program complete PhD courses while they are in the OTD or MOT program. By completing courses during the OTD or MOT program, the length of the PhD program can be shorter; in addition certain courses count for both degrees. Students who apply to the dual degree program are also eligible for certain University and College fellowships. Strong applicants for this track have GRE scores at or above the 75 percentile, have a GPA at or above 3.6, may have previous research experience as an undergraduate student, and have strong interest in academia. Students who apply to the OTD/PhD or MOT/PhD program may be accepted into the OTD/PhD or MOT/PhD track or may only be accepted into the OTD or MOT program. It is anticipated that the OTD/PhD or MOT/PhD program will be 5 to 5 ½ years in duration, depending on progress. Students can enter the combined degree program any time in the first year. Students can decide to pursue only the OTD or MOT degree after entering the dual degree program. There is no penalty for this decision. For more information, contact Dr. Amy Darragh (amy.darragh@osumc.edu).

Students who are interested should simultaneously apply to both the OTD and PhD programs. Students apply to the OTD Program through OTCAS and to the PhD program through the OSU Graduate School, checking the box on the Graduate School application for OTD/PhD. This PhD application requires 3 letters of reference and a second personal statement that describes a student's interest in a PhD degree, describes past leadership or scholarship, and explains career goals. In addition, students must request a letter of support from one of the OT faculty. It is recommended that a potential applicant meet with one of the OT faculty to discuss his or her interests and ask for the letter. The application will be reviewed by both the OT Division's OTD admissions committee and the School's PhD admissions committee.

Research Specialization in Physical Therapy or Occupational Therapy

The goal of the Research Specialization in Physical Therapy or Occupational Therapy is to enable Doctor of Occupational Therapy (ODT) or Doctor of Physical Therapy (DPT) students to gain skills in research beyond those of their professional degree. Although both the DPT and OTD program require a series of research coursework, the programs do not require practical experience in research (e.g. completion of a research project). The specialization will allow students who are interested in a PhD program or enrolled in the OTD/PHD or DPT/PhD program to explore those interests in performing research. It will enable students to develop foundational research skills for future collaboration with independent researchers.

To enter the Research Specialization track, students must apply and be approved by the Division faculty. Students who successfully complete the requirements are awarded a Research Specialization in Occupational Therapy or Physical Therapy by the University Graduate School.

Students eligible for the Research Specialization must have a GPA of 3.5 or higher. Candidates must submit a statement of intent that explains their goals in the research specialization and indicates how the specialization will assist them in obtaining specific long term goals. Please see Dr. Amy Darragh (amy.darragh@osumc.edu) for additional information.

IX. ACADEMIC STANDARDS

The Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. This section describes the minimum academic and professional standards of the Graduate School.

Good Standing V.1

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements. A doctoral student who has had two unsatisfactory attempts at the candidacy examination or the final oral examination or professional doctoral examination is not in good standing.

In the Division of Occupational Therapy, students must earn a minimum grade of a “C-“ or “S” in courses required for completion of the occupational therapy doctoral degree. If a student earns a grade below a C- or S, they will be required to re-take the course until an acceptable grade has been earned. In most cases, the student will not be permitted to progress in the curriculum until the appropriate grade has been earned.

Poor Performance V.2

A student with fewer than nine earned hours of graduate credit whose CPHR is below 3.0 will receive a “poor performance” letter from the Graduate School urging consultation with the advisor.

Probation V.3

A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

Removal from Probation. A student who raises the graduate CPHR to 3.0 or better is removed from probation and is placed in good standing by the Dean of the Graduate School. Course work used in raising the CPHR must be a part of normal degree requirements and approved by the Graduate Studies Committee and the Division Director.

Special Warning. A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Division Director.

Reasonable Progress V.4

A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct, may be denied further registration in that program by the Graduate School on the recommendation of the Graduate Studies Committee chair.

No student may be denied further registration in a graduate program without first being warned by the Graduate School that such action may take place. The Graduate School specifies the conditions the student must satisfy in order to demonstrate reasonable progress and to continue enrollment in the graduate program. Conditions consist of completion of course work or other requirements as approved by the Graduate Studies Committee.

A student who has been warned that further registration in the graduate program may be denied and who then satisfies the specified conditions is placed in good standing by the Graduate School.

Denial of Further Registration in the Graduate Program V.5

A student who has been warned that further registration in the graduate program may be denied and who does not satisfy the specified conditions is denied further registration in the graduate program by the Graduate School unless a petition by the Graduate Studies Committee is approved by the Graduate School. The student is not permitted to reenroll in the Graduate School unless permission to reregister in the original graduate program is granted by the Graduate Studies Committee or acceptance is recommended by another Graduate Studies Committee.

Notification V.6

The Graduate School notifies the student, the advisor, and the Graduate Studies Committee chair whenever any academic action is taken. In addition, when a student is dismissed or reinstated, the Graduate School records this academic action on the student's official permanent record.

Dismissal from University V.7

A student who is on probation and who does not raise the graduate CPHR to 3.0 or better at the end of the next semester or summer session of enrollment in the Graduate School may be dismissed from the university at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chair. At the end of two consecutive semesters or sessions (including the May session if enrolled) on probation, the student is automatically dismissed from the university unless good standing is achieved. If there are extenuating circumstances, the Graduate Studies Committee may petition the Graduate School for an exception to this policy.

X. PROFESSIONAL STANDARDS

Misconduct

<http://gradsch.osu.edu/Depo/PDF/Handbook.pdf>

Graduate students are required to observe professional ethical standards in their graduate studies and research. The Graduate Student Code of Research and Scholarly Conduct (<http://gradsch.osu.edu/i.-overview-research-conduct.html>) describes the Graduate School's general expectations for ethics and conduct in graduate research and scholarship. University processes exist to address allegations of research misconduct by graduate students. Graduate students have the responsibility to be aware of and to follow these standards.

Academic misconduct is defined as any activity that compromises the academic integrity of The Ohio State University or subverts the educational process. Academic misconduct of any nature will not be tolerated and will be reported to the OSU Committee on Academic Misconduct following the procedures and policies outlined at <http://oaa.osu.edu/coam/home.html>. The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's *Code of Student Conduct* (http://studentaffairs.osu.edu/resource_csc.asp) and that students will complete all academic, clinical and scholarly assignments with fairness and honesty.

The university's Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the code is available on the website of the university's Office of Student Life.

Research and Scholarly Misconduct. As a recipient of federal funding, the university is obligated to have an administrative process for reviewing, investigating, and reporting allegations of research misconduct. The *University Policy and Procedures Concerning Research Misconduct* is available on the Office of Research website (<http://orc.osu.edu/regulations-policies/misconduct/>).

When a Committee of Inquiry, as defined in the *University Policy and Procedures Concerning Research Misconduct*, forwards allegations of research misconduct by a

graduate student to the Graduate School, the Graduate School follows the “Graduate School Policy on the Investigation of Allegations of Research Misconduct by a Graduate Student”.

Academic Misconduct. The university’s Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the code is available on the website of the university’s Office of Student Life (<https://studentlife.osu.edu/>) .

Professional Behavior Standards

(as adopted July, 2006, updated April 2008; updated May 2012; updated April 2015)

The Occupational Therapy faculty support and subscribe to the “Student Code of Ethics” published in this Student Handbook and in the SHRS Student Handbook (<http://medicine.osu.edu/hrs/current-ohio-state-students/student-handbooks/pages/index.aspx>) . OTD students are also responsible for following the Code of Student Conduct (3335-23). The link for the student code is <http://studentaffairs.osu.edu/csc/>. Students are also expected to follow the Occupational Therapy Code of Ethics adopted and published by the American Occupational Therapy Association (<http://www.aota.org/-/media/Corporate/Files/AboutAOTA/OfficialDocs/Ethics/Code%20and%20Ethics%20Standards%202010.pdf>).

In addition, the occupational therapy faculty members adhere to the School’s non-discrimination policy which states:

The OSU School of Health and Rehabilitation Sciences prohibits discrimination against any individual applicant or student based on age, color, ethnicity, race, gender, gender identity, sexual orientation, religion or creed, national origin or ancestry, veteran status, marital or parental status in the administration of admissions, educational and other SHRS programs. Otherwise qualified persons are not subject to discrimination on the basis of disability. Reasonable accommodation will be provided to persons with disabilities who otherwise meet the technical standards of the individual SHRS professional program. If you have a documented disability, please register with Student Life Disability Services. After registration, make arrangements as soon as possible with your instructor to discuss your accommodations, so they may be implemented in a timely fashion. If you have any questions about this process, please contact Disability Services at 614-292-3307 or orslds@osu.edu.

Professional behaviors are important to the success of being an occupational therapy student. Students who demonstrate consistent professional and ethical behaviors have the foundational skills to be successful in their coursework, fieldwork experiences, and ultimately, as occupational therapy professionals.

Non-academic traits, behaviors, and performance of students will be observed and described by faculty, clinical faculty, and clinical supervisors throughout the student's enrollment in the division. Areas of professional behaviors include, but are not limited to: dependability, professional presentation, initiative, empathy, cooperation, organization, clinical reasoning, supervisory process, or verbal and written communication. Students also are required to sign an agreement that they understand the Professional Development Policy and the Occupational Therapy Code of Ethics and agree to abide by both.

Feedback will be provided to the first year students in Autumn semester during the introductory course(s) on professional behaviors by the course instructor(s). Students who demonstrate unsafe behaviors or fail to obtain (80%) on the existing professional behavior form, will be reviewed in an OT faculty meeting for follow-up action. At any time during the program, OT faculty members who observe OTD students demonstrating unprofessional behavior or difficulty during patient-related experiences, will provide written comments to the advisor and may present these findings at an OT faculty meeting to discuss needed follow-up action. Evidence of problematic professional behaviors within an academic setting will be collected and put in the students file by the advisor. Documents will include, but not limited to feedback from professional behavior forms, assessments at the OSU Clinical Skills Evaluation and Assessment Center (CSEAC), and/or fieldwork experience forms.

Procedures for Managing Professional Behavior Issues

If an OT faculty member identifies that a student displays unprofessional conduct, the individual faculty member will discuss the situation directly with the student and will provide documentation in the student's file. Professional behaviors specific to every course may be discussed at an OT faculty staff meeting. Conduct which is in violation of the University's Code of Conduct will be reported to the Committee on Academic Misconduct. In the event that the student conduct does not improve with the 1:1 discussion between the faculty member and student or if immediate probation or dismissal is not warranted, the following sequence of procedures will be taken. They include:

- a. The Academic Advisor may meet with the student individually, or with the full faculty.
- b. The Academic Advisor will counsel the student of the serious nature of the behavior and the consequences of such behavior. Depending upon the significance of the behavior, the Division Director may send a letter to the Dean of the Graduate School recommending that the student be placed on probation.
- c. The Academic Advisor will refer the student to resources and external programs as appropriate to assist with the development of professional behavior. For example, *Developing Professional Behaviors* by Jack Kasar is one textbook specific to Occupational Therapy and valued by the faculty.

- d. The Academic Advisor will *require the student* to independently develop a written plan to increase awareness and to modify his or her professional behaviors. If the behavior is specific to a course (including Fieldwork), the course instructor will work with the student and academic advisor to develop an appropriate plan. The student's plan will include goals and specific objectives, time lines for completion, and review dates.
- e. Collectively, the OT faculty will review the student's plan. The faculty may accept, reject, or ask for a revision of the plan. The academic advisor or other designated faculty member will collaborate with the student on any revisions. Once approved, the plan will become a contract between the student and The Ohio State University Occupational Therapy Program and must include signatures of the student, advisor, and Division Director. Documentation will be located in the student's file for a specific period of time in compliance with University and Federal regulations.
- f. The Academic Advisor will be responsible for monitoring the student's progress, following the review dates specified in the plan and updating the OT faculty on student progress. If the student fails to submit an appropriate plan in writing, fails to follow the approved plan, or fails to make appropriate progress, the Academic Advisor will notify the student and the Division Director of the non-compliance and provide a reasonable deadline for the student.
- g. If the student does not respond to the previous attempt to develop and implement a plan for enhancing professional behaviors, the Division Director will recommend to the Director of the School that the student be dismissed from the program. The School's Executive Committee will review the disenrollment to make a recommendation to the School Director. The Student may appeal a decision of disenrollment following procedure outlined in the Graduate School handbook.

Therapeutic Interactions with Clients

- a. Students must demonstrate the ability to interact positively with clients. This skill is assessed through the OT program Clinical Skills lab and through community experience. If a student demonstrates difficulty in interviewing a client, developing rapport with a client or interacting is positive, sustained conversations to receive and send information, the OTD student may be unable to continue on into fieldwork I experiences or community clinical experiences. Therapeutic interaction is evaluated throughout the first year and second year.
- b. Students who repeatedly demonstrate difficulty in therapeutic interaction will develop a learning contract that will result in demonstration of the ability to develop rapport and competency in interviewing across a range of clients.
- c. These skills are further evaluated in Fieldwork I in physical function and the

School-based fieldwork. Failure to develop this skill will result in no progression to Fieldwork II experiences.

XI. RULES FOR THE CLASSROOM, CLINIC AND OFFICE

Occupational Therapy faculty members have established rules for the classroom. These rules are for every class and should be assumed, although certain faculty may apply them differently and this will be explained in the syllabus and through communication in the first week of class.

Dress Code: The Division of Occupational Therapy has adopted a professional apparel policy when working with patients/clients in a community lab, when there are guest lecturers, in service learning opportunities, and in fieldwork sites. An OSU occupational therapy polo shirt is required and can be purchased from the OSU Student OT Association. Solid color long casual or dress pants are required for safety, hygiene, and professional appearance reasons. Casual or sports-type shoes must be worn. Clean clothes and shoes are mandatory. No blue jeans, sandals, open toed shoes, or high heeled shoes will be allowed. All students must obtain and wear an OSU name badge. Excessive jewelry and perfumes/ aftershaves are not appropriate. Students are expected to wear their OSU ID badge when at clinical sites.

Students should be aware that different fieldwork centers will have different dress standards and that they will be responsible for adjusting to these individual differences. Some sites might require students to purchase scrubs or a lab coat. This will be true for both Level I and Level II fieldwork experiences. Level I fieldwork is assigned during Year 1 and Year 2 and Level II fieldwork is assigned after completion of all course requirements. You should check with your supervisor on dress code soon after you have learned your placement.

Front Office Room 406

The lobby of the front office is intended to be a comfortable space in which people waiting to see faculty members can sit while they wait. Please, no student loitering or eating in this lobby space.

Students are encouraged to find alternative spaces or use the lab (room 416) if it is available (please see calendar on bulletin board outside of room 416 for availability).

Personal Technology Use:

While the faculty fully value and support the use of technologies in the classroom to enhance the learning experience, use of personal technology devices for anything other than academic purposes is strictly prohibited in the classroom. Students will refrain from using PDAs or laptops for messaging or web browsing during class. Use of telephones during class and lab is not acceptable. If there is an emergency and one must use the phone, please leave the class or lab to take care of the problem so as not to disrupt the educational process and other students. Anyone observed partaking in these activities

may be asked to leave the classroom and will be responsible for any material missed. Videotaping or audio taping of any part of this course is possible only with the instructor's permission.

Food

Most occupational therapy faculty members do not allow consumption of food during class. Food can be eaten during breaks or after class is clearly ended. Food should not be prepared during class. Faculty who teach over long periods of time may allow some eating and drinking in the classroom. Students should check on these rules in specific course syllabi before assuming that food and drink are allowed in the classroom.

Course Schedule Changes

It may be necessary to make changes in the course schedule during the semester. It is the responsibility of the student to make note of those changes as they are announced.

If at any time during the semester you have a problem with the course and/or course instructor, please make an appointment and discuss your concerns with the instructor. If the issue cannot be resolved after discussion with the instructor, please contact the occupational therapy program director.

XII. LEGAL, INSURANCE, AND IMMUNIZATION REQUIREMENTS

All students must pass a criminal background check, Federal and State on entry into the program. The background check must be updated annually; therefore students will receive a background check in April-May of each year.

Once accepted into the occupational therapy program, students need to have the following immunizations completed. The following required vaccines and tests are all available through OSU Student Health Services or your healthcare provider. However, all information and documentation **MUST** be submitted directly to Student Health Services. **PRIVACY INFORMATION:** Student Health Services will exchange health information with your academic program only for purposes of determining compliance with program requirements under the Family Educational Rights and Privacy Act (FERPA).

IMMUNIZATION RECORD AND HISTORY OF PAST INFECTION – REQUIRED

1. MMR (Measles, Mumps, Rubella) OR Individual Vaccine Dates: Measles (2 doses required, Mumps (2 doses required): and Rubella (1 dose required)
NOTE: Positive serum antibody titers are acceptable in place of documented vaccines; please attach a copy of lab reports.
2. Varicella (Chicken Pox) Copy of positive serum antibody titer -OR- Vaccine dates.
3. Tetanus/Diphtheria/Pertussis (Required every 10 years).

4. Hepatitis B vaccine series and Hepatitis B Surface Antibody
Antibody blood test is required in addition to the vaccination series. Hepatitis B Surface antibody blood test at least 1–2 months after #3 Hepatitis B vaccine.
*** The Hepatitis B vaccine series of 3 doses MUST be repeated for “negative” Hepatitis B Surface antibody results, and another blood test performed.
5. 2-Step Tuberculin Skin Test OR QuantiFERON-TB Gold Test (QFT-G)
 - a. MANTOUX (intra dermal) PPD tests
Must be within 3 months of matriculation (unless previous positive)
Must be read by health care provider and result documented in mm
For previous positive, please send documentation along with PA chest x-ray report within the past year.
6. Drug Screen Date
7. Seasonal Influenza vaccination

Immunizations must be documented in our records in the Student Health Services files and a notice of completion from Student Health Services must be in your OT file. Lack of documentation will result in not being eligible to participate in any course that includes a community lab or a clinical assignment in Autumn Semester. We must also document your required online trainings.

All students are required to have an OSU ID badge. The ID badge will be provided at no charge to each student. You are required to wear the badge in the community labs or on clinical assignments.

An active professional liability insurance policy is a requirement of every student while enrolled in the OT program. The professional liability insurance policy is provided to you as an OSUWMC student.

Students are required to complete the HIPAA certification and OSHA training online. A copy of your successful completion must be in your OT file prior to Year 1 Autumn Semester.

Documentation of background check, health and online training is required to enter your clinical experience in Autumn semester.

XIII. ACCESS TO “DIRECTORY INFORMATION”

(Family Education Rights and Privacy Act of 1974, [FERPA] as amended)

The School cannot release names and addresses or certain other data without prior student permission. The graduate who expects to have prospective employers request information should complete a release form.

Name/Address Changes

It is the student's responsibility to inform his/her division AND the Graduate Office in a timely manner of any changes in name and/or address. Students are strongly encouraged to keep a current local address and phone number listing on the Student Database. Students may make changes to their address information online at <http://registrar.osu.edu/>. If a student chooses not to have a local address listed on the Student Database, it is extremely important for the student to arrange with someone at the permanent address to forward mail and phone messages.

XIV. FACILITIES/EQUIPMENT AND EMAIL

The School has two computer labs available for occupational therapy student use—the larger of the two is located in Room 435, and at times, is used for class by division faculty. Occupational Therapy students are welcome to use the computers and printers in this room. They can also use the smaller computer lab in Room 227.

Computer lab hours of operation are 8:00 am to 5:30pm Monday through Friday. The fourth floor computer lab is closed to general use when computer-based classes are scheduled. Reserved times for Lab 435 will be posted on its door. Students should check this schedule for open computer times, which can vary. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.

Printer Paper

Paper is provided in both computer labs.

- Paper waste is a concern in both these labs. Please remember that paper is provided by SHRS as a courtesy and will be discontinued if abused. Please place all unwanted printouts in the blue recycling bins.
- Each student is given a quota of 1000 duplex printed images per semester, which equals to 500 pages. The printer's defaults are set to print duplex (back-to-back). If you reach your quota before the semester ends, you will not be able to print until the start of the next semester.
- Please see Maureen Braughton in Admin office 106 for paper and toner supplies.

Rules for Using Computer Labs

1. Absolutely NO food is allowed in the labs at any time. Drinks in spill proof are permitted. This does NOT include open pop cans or drinks with flimsy plastic lids (e.g., fast food drinks or "to go" coffee containers).
2. Student accounts are setup for you automatically and require a password change every 90 days.
3. Files are redirected and saved to the school's file server if saved into the Local Documents or to your desktop. It is always a good idea to have backup copies saved to usb memory stick.

4. Students may save data on the “student (S:)” OT network drive but please remember this is a shared drive and files can be modified or deleted by your classmates.
5. All computer lab areas are to be left clean and free of debris (e.g., paper, trash) Violations of these rules will result in suspension of the student’s use of SHRS computer lab facilities.

Reporting Problems

Please report any computer lab problems to Bruce Noskowiak at 688-5487 or email him at bruce.noskowiak@osumc.edu.

Use of email

Use your OSU email to communicate with instructors; your OSU email will be used exclusively for all university business and communication. The OSU Registrar’s Office is now relying on email as the primary communication medium for all students, so you will need to check your OSU email on a daily basis. It is possible to forward your OSU email to a personal email accounts (GMail, Yahoo). You can request this online by contacting Bruce Noskowiak. You are required to change your email password every 90 days – you must comply with this or your email account will be closed.

Faculty/Staff Email

Most faculty and staff are happy to respond to student email inquiries during the week. However, please use common sense and courtesy in your email messages. Be brief, polite, and professional. Do not send unsolicited jokes, advertisements, or political material.

Student Web Resources

Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites:

Email Activation—<http://osio.osu.edu/>

Financial Aid— <http://sfa.osu.edu/>

Health and Rehabilitation Sciences home age – www.medicine.osu.edu/hrs

HIPAA Compliance Modules—<http://medicalcenter.osu.edu>

Change address – <http://registrar.osu.edu>

XV. DISABILITY SERVICES

The Occupational Therapy program works collaboratively with the Office for Disability Services (ODS) at <http://www.ods.ohio-state.edu/> when students request disability accommodations. It is the student’s responsibility to inform faculty members about disabilities for which the student seeks accommodations in academic or clinical courses or assignments. Requests for accommodations should be made well in advance: for academic courses, you should discuss your need for accommodations no later than the first week of class. For accommodations in Level I or Level II fieldwork, you must discuss your need for accommodation one semester in advance of the fieldwork assignment so that faculty can work with you, the ODS, and the fieldwork center.

Student Responsibilities in Regard to Disabilities:

1. It is the student's responsibility to provide written documentation of the diagnosis of the disability. All diagnosis must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.
3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that the faculty is under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Faculty/School Responsibilities in Regard to Disabilities:

The faculty is required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality education experiences both in the classroom and in clinical settings. The Director of Students Affairs of the School serves as liaison with the Office for Disability Services for all division and programs.

Classroom Emergency Preparedness and Response Information**To Report an Emergency or Suspicious Activity**

To reach The Ohio State University Police Department in an emergency, dial 9-1-1 from any campus phone or cell phone.

The non-emergency number for OSU police is 292-2121

Shelter in Place – General Guidance

Although it is unlikely that we will ever need to shelter in place, it is helpful to know what to do just in case. If you are inside, stay where you are unless the building you are in is affected. If it is affected, you should evacuate. If you are outdoors, proceed into the closest building or follow instructions from emergency personnel on scene.

- Shelter-in-place in an interior room, above ground level, and with the fewest windows. If sheltering in a room with windows, keep away from the windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
- Shut and lock all windows (locking will form a tighter seal) and close exterior doors.
- Close vents to ventilation systems if you are able. (Facilities staff will turn off ventilation systems as quickly as possible).
- If possible, turn on a radio or television and listen for further instructions.
- If your mobile device is registered with Buckeye Alert, check for alert notifications.
- Make yourself comfortable and look after one other. You will get word as soon as it is safe to come out.

Evacuation

An evacuation will be considered if the building we are in is affected or we must move to a location of greater safety. We will always evacuate if the fire alarm sounds. In the event of an evacuation, please gather your personal belongings quickly (purse, keys, cell phone, etc.) and proceed to the nearest exit. Always know 2 ways out of every building. Do not use the elevator.

Buckeye Alert

Buckeye Alert provides free notification by text message during an emergency. Visit www.buckeyealert.osu.edu for instructions on how to sign up for alerts. If you receive a Buckeye Alert notification during class, please share the information immediately.

Additional Information

Additional information about emergency preparedness and response at OSU as well as the University's operating status can be found on OSU's Emergency Management webpage at www.busfin.osu.edu/emergency

XVI. PROFESSIONAL ACTIVITIES***Student Organizations*****Student Occupational Therapy Association (SOTA)**

Any student enrolled in the program is eligible for membership in the Student Occupational Therapy Association (SOTA) and the faculty members encourage you to join. The purpose of the organization is to promote interest in the profession with specific aims toward service and fellowship for the social, intellectual and professional benefits of each member.

SOTA also has a liaison with the Ohio Occupational Therapy Association, providing professional opportunities for SOTA members. SOTA meetings are held a minimum of three times per academic year and notices of meetings are made available to all SOTA members and OTD students. Annual dues for the Association are prescribed and are minimal.

Descriptions of the SOTA officers follow.

President:

1. Shall preside at all meetings attended.
2. Shall appoint ad-hoc committees with the approval of the Board.
3. Shall call to order all extra meetings the Board deems necessary.
4. Shall appoint chairs for all professional workshop committees and community service projects.
5. Shall accept responsibility for organizing and implementing all election procedures.
6. Shall meet with SOTA advisor at least once per month.

Vice-President:

1. Shall preside at all meetings in the absence of the President.
2. Shall be responsible for review and revision of the Constitution.
3. Shall chair Big O—Little T (Big Opportunities for Little Therapists) organizational committee and the Big O—Little T event. The first Big O—Little T event is closed to Associate Members.
4. Shall organize all programs (including refreshments) and guest speakers' appearances at general SOTA meetings, if desired.
5. Shall appoint chairs for all SOTA social events.

Secretary:

1. Shall record all business conducted at all general, and all Board meetings, and shall maintain a file of these meetings to be open to all Voting Members.
2. Shall promptly take care of all correspondence as directed by Executive Board.
3. Shall be responsible for posting a calendar of all up-coming SOTA events.
4. Shall chair a committee for the collecting of addresses, phone numbers and birth dates and the typing of the SOTA enrolled student roster.
 - a. The enrolled student roster will be completed by the fourth (4th) Friday of the Autumn Semester.
 - b. Shall get permission from all Occupational Therapy students to list their name in the enrolled student roster
5. SOTA advisor shall receive a copy of all minutes of general and officers meetings.

Treasurer:

1. Shall collect, record, disperse, and account for all monies of this organization.
2. Shall pay all approved debts.
3. Shall meet with advisor quarterly to review books.

Publicity-Membership Chairperson:

1. Shall be responsible for publicizing all club events and activities well in advance of each other.
2. Shall be responsible for Associate Membership by informing UVC advisors and interested OSU students about SOTA.
 - a. Shall have each Associate Member sign clarification form for an Associate membership.
3. Shall maintain SOTA bulletin board and calendar of birthdays and events.
4. Shall maintain a list of all paid SOTA members.

ASCOTA/OOTA Student Delegate:

1. If funds are available, shall attend the annual meeting of the American Student Committee of the Occupational Therapy Association and the Ohio Occupational Therapy Association.
2. Shall vote for officers of the ASCOTA and OOTA as instructed by the members they represent.

3. Shall advise the ASCOTA Chairperson and the OOTA Board of Directors as to issues before the Representative Assembly, AOTA, as they are advised by the group they represent.
4. Shall read the AOTA Newspaper and report relevant issues to the SOTA members.
5. Shall review ASCOTA and OOTA mailings and report information to the student body.
6. Shall post minutes from ASCOTA and OOTA meetings and conference.
7. Shall remind voting SOTA members about paying AOTA and OOTA dues and registering for the AOTA and OOTA Conference.
8. Shall appoint an assistant to the position.

COE Representative (Fossil):

1. The position of COE will be a five semester term.
2. Each class shall elect its own COE Representative.
3. The Year II student will perform the formal COE Representative functions (e.g., attendance of COE meetings if funds are available, voting, Senior Faculty liaison, etc.).
4. The Year I elected representative would be the "COE-Elect" and work with the Senior COE Representative Winter and Spring semesters to gain insight to the major issues in college and specifically Occupational Therapy education.
5. All relevant information regarding COE and Occupational Therapy education will be communicated from COE Representative and COE-Elect to keep them abreast of issues.
6. The COE Representative must have a mandatory meeting with the COE-Elect before Conference and at the end of the AOTA Conference for the year to report COE proceedings.
7. The COE-Elect will be the voting SOTA Executive; the current COE would serve an advisory role and be a source of Year II class input to SOTA.
8. The COE-Elect assumes the formal COE duties at the beginning of Spring semester.

Ways and Means Development Director:

1. Shall appoint and direct all chairs for fund-raising events.
2. Shall report to treasurer in writing a record of all incoming and outgoing funds.

Pi Theta Epsilon

Pi Theta Epsilon is a national honorary society of occupational therapy. The chapter of PTE at The Ohio State University is the Lambda Chapter and is recognized by the Association of College Honor Societies. Membership in The Ohio State University Lambda Chapter is offered at the end of the 3rd semester of occupational therapy classes. Students eligible to receive applications must have a 3.5 GPA ***and*** be in the top 35% of the class. The mission of Pi Theta Epsilon is to promote research and scholarship among occupational therapy students.

The National Alliance on Mental Illness (NAMI@OSU)

NAMI@OSU is a chapter of the nation's largest grassroots mental health organization dedicated to improving the lives of persons living with serious mental illness, as well as their families. The students from the occupational therapy program have taken a leadership role in organizing meetings at the OSU main campus. The mission of NAMI@OSU is to provide public education and informational activities for students, advocate for the public health concerns of persons living with mental illness, and raise funds and awareness about mental illness while engaging the public, including NAMI's signature event, in NAMI Walks.

SHRS Alumni Society

Graduates and former students in the School of Health and Rehabilitation Sciences automatically become members of its alumni Society. Graduates and former students are also eligible for continuing membership in The Ohio State University Alumni Association (<http://www.osu.edu/alumni/>).

An increasing number of alumni are electing to support the School of Health and Rehabilitation Sciences by gifts to The Ohio State University Development Fund that are designated for their professional division. Gifts to the SHRS scholarship fund will help insure that worthy students receive financial as well as moral support from SHRS Alumni and friends. The SHRS Alumni Society welcomes input from current students and is interested in collaborative efforts to know your thoughts and comments on activities as well as other issues of concern to you. The names and email addresses of Alumni Society members are available on the Alumni page of the SHRS website.

SHRS Alumni are encouraged to share information about families and careers for possible publication on the SHRS "Alumni News" or the Division's newsletter. A special list on the SHRS website helps SHRS alumni locate each other and keep in touch with the School. The Alumni Society is genuinely interested in the whereabouts, personal and professional achievements, and employment changes of graduates. See the Occupational Therapy alumni link <http://medicine.osu.edu/hrs/ot/alumni/pages/index.aspx> for alumni news.

Professional Organizations

American Student Committee of the Occupational Therapy Association (ASCOTA)

Participation in the Student Committee of the American Occupational Therapy Association is open to any student in this program. This Committee is composed of student representatives from occupational therapy programs throughout the country. The committee meets and elects officers prior to each national conference of the American Occupational Therapy Association. S.O.T.A. will elect a delegate at the time of elections fall semester who will act as their liaison to the ASCOTA. The delegate will carry the vote for this school at the annual meeting.

The goals and purposes of this Student Committee are to enable students to learn about, and become involved in, current professional issues on a national level through direct communication with registered occupational therapists.

Columbus District, Ohio Occupational Therapy Association

Liaison with the Columbus District of OOTA is the local district for the state association. The state association provides information about OT services to consumers. The association also advocates and provides continuing education opportunities for occupational therapy practitioners. The Columbus District meetings are held monthly. All students are welcome to attend these meetings. Announcement of meetings is posted on the student bulletin board inside room 416. Membership is available when you are enrolled in the OSU OTD program and dues are \$15.00 for one year. Additional information is available at www.oota.org.

American Occupational Therapy Association (AOTA)

Student membership in the American Occupational Therapy Association is available in December of each year. An annual student fee of \$75.00 includes receipt of the American Journal of Occupational Therapy (AJOT) and OT Practice magazine from the national office. Additional information is available at www.aota.org. The Division pays for your membership for two years using the program fee.

AOTA Mission Statement: The American Occupational Therapy Association advances the quality, availability, use, and support of occupational therapy through standard setting, advocacy, education, and research on behalf of its members and the public.

World Federation of Occupational Therapy (WFOT)

The World Federation of Occupational Therapy directly links 73 member organization around the world, with an individual membership of more than 25,000 and a national organization membership that represents over 350,000 occupational therapists internationally. See <http://www.wfot.org/>. WFOT promotes occupational therapy as an art and science internationally. The federation supports the development, use and practice of occupational therapy worldwide, demonstrating its relevance and contribution to society.

Accreditation Council of Occupational Therapy Education (ACOTE)

The Council is responsible to determining if occupational therapy and occupational therapy assistant programs meet and maintain educational standards and assign programs who meet these standards the status of an accredited professional program. A program can be accredited for five, seven or ten years. The Ohio State Occupational Therapy program has been continuously accredited since 1944.

XVII. CERTIFICATION EXAMINATION AND LICENSURE

National Board for Certification in Occupational Therapy Examination

Upon graduation from the program, students are eligible to take the Certification Examination of the National Board for Certification in Occupational Therapy, Inc.

(NBCOT). In order to take the NBCOT exam, all applicants for certification are required to provide information and documentation related to character questions on the examination application which include:

1. Have you ever been convicted of a felony?
2. Have you ever had any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board?
3. Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another?
4. Have you ever been suspended and/or expelled from a college or university? - See more at: <http://www.nbcot.org/character-review-process#sthash.vjWIDdE9.dpuf>

If any of these questions are answered affirmatively, further documentation is required and may impact the applicant's ability to take the NBCOT exam.

The examination is computer administered with an on-demand schedule for testing. Detailed information about application to take the examination is available at www.nbcot.org. In the event that a student fails to complete the examination successfully, the student has can retake the examination at a future time. Successful passing of the examination leads to certification and the right to use the initials OTR after your name.

The Certification Examination of the NBCOT is presently accepted by all state licensure boards. At the time you take the examination, you can pay NBCOT to send the results to the licensure board(s) of your choice. To obtain a license to practice, you will need to complete forms, provide documentation, and pay fees that are individual to each state. Additional information about the certification examination and state licensure is located at www.nbcot.org.

National Board for Certification in Occupational Therapy, Inc.
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150

Licensure

Occupational Therapy is regulated in all 50 states, the District of Columbia, Puerto Rico, and Guam. Different states have various types of regulations that range from licensure, the strongest form of regulation, to title protection or trademark law, the weakest form of regulation. The major purpose of state regulation is to protect consumers from unqualified or unscrupulous practitioners.

State laws and regulation significantly affect the practice of occupational therapy. Laws or statutes are enacted by legislators. Regulations specifically describe how the intent of the laws will be carried out and are developed by appointed public officials of various departments in state government. Both kinds of officials make decisions that directly and indirectly affect occupational therapy practitioners.

AOTA continuously monitors and analyzes state legislation and regulations affecting occupational therapy. (www.aota.org). See the Ohio Licensure Board of Occupational Therapy /Physical Therapy/Athletic Training (<http://otptat.ohio.gov/>) for additional information.

XVIII. STUDENT HANDBOOK FOR THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES

This School of Health and Rehabilitation Sciences Student Handbook is designed to serve as a guide for students enrolled in the professional programs of the School. The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the School and the division or program in which they are enrolled. The School of Health and Rehabilitation Sciences Student Handbook can be accessed on the school's website: <http://www.medicine.osu.edu/hrs/current-ohio-state-students/student-handbooks/pages/index.aspx>

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found in the University catalogs, handbooks, and other similar published matter. Students should become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. This handbook and the School of Health and Rehabilitation Science Student Handbook supplements, but does not replace, other University publications.