



***Department of Occupational Therapy
Masters in Occupational Therapy***

Student Handbook

Masters in Occupational Therapy Student Handbook
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INTRODUCTION

Welcome to the Masters in Occupational Therapy (MOT) Program in the College of Public Health and Health Professions. Many of the policies and procedures you need to know are included in this manual; others are included in the *UF Graduate Catalog* and *Student Guide*. Regardless of whether policies and procedures are listed here, you are responsible for your education and conduct, which includes understanding all University and College policies and procedures that affect your academic progress and use of University and College resources.

If you ever have questions regarding the MOT program or any other aspect of university life, please do not hesitate to contact an occupational therapy faculty member, the College Dean's Office or the appropriate university office. We are glad you have selected the Department of Occupational Therapy and College of Public Health and Health Professions to complete your graduate education, and we will assist you in whatever way we can to help you be successful. We hope that you find your college experience enriching, both personally and academically.

THE HEALTH SCIENCE CENTER

The University Health Science Center (**HSC**) at the University of Florida is composed of six colleges and the the UF Health hospitals and Clinics. Affiliated UF Health facilities in Gainesville include: Shands Hospital (south and north towers); Shands Children's Hospital; Shands Cancer Hospital; UF Veterinary Medical Teaching Hospital; Shands Rehabilitation Hospitals; Shands at Magnolia Parke; Shands at Lake Shore Hospital. Also included are UF Health Center and Shands Hospitals in Jacksonville, and affiliate outpatient clinics and hospitals in Orlando, Jacksonville and Pensacola. Also affiliated with UF is the Veterans Administration Medical Center (VAMC).

Colleges

The J. Hillis Miller Health Science Center is named after a former president of the university who served from 1947 through 1953. There are six colleges are included in the Health Science Center.

The College of Medicine offers a curriculum leading to the professional degree of Doctor of Medicine and also provides a graduate degree for Physicians Assistants and curricula leading to Ph.D. degrees in basic medical sciences. The College of Nursing offers baccalaureate, master and doctoral level programs in nursing. The College of Veterinary Medicine offers a Doctor of Veterinary Medicine (D.V.M.) degree. The College of Pharmacy offers curricula at both the undergraduate and graduate level in that specialty. The College of Dentistry offers a curriculum leading to the Doctor of Dental Medicine (D.M.D.) degree. The College of Public Health and Health Professions is described in more detail below.

University, College and Health Center Administration

W. Kent Fuchs, Ph.D., UF President
 Joseph Glover, Ph.D., Senior Vice-President and UF Provost
 David Guzick, M.D., Ph.D., Senior Vice President for Health Affairs and President UF Health
 Michael Perri, Ph.D., Dean, College of Public Health and Health Professions
 Sherrilene Classen PhD, MPH, OTR/L, FAOTA, FGSA, Chair, Department of Occupational Therapy

COLLEGE OF PUBLIC HEALTH AND HEALTH PROFESSIONS

The Master of Occupational Therapy (MOT) program is part of the Department of Occupational Therapy in the College of Public Health and Health Professions (PHHP) at the University of Florida Health Science Center. We are one of the largest and most diversified health education colleges in the nation. Established in 1958, the College of Health Professions was the first college in the United States dedicated to educating students of many different health professions. In 2004, when public health programs were added, the name of the college was changed to the College of Public Health and Health Professions (PHHP). The college received full accreditation from the Council of Education in Public Health in 2009, and re-accreditation in 2014. The college offers specializations in all five core areas of public health and has become the home college for all UF public health academic programs. The programs housed in our college are: Clinical and Health Psychology; Epidemiology; Biostatistics; Health Science; Health Services Research, Research, Management and Policy; Occupational Therapy; Physical Therapy; Public Health; Rehabilitation Science; and, Speech, Language and Hearing Sciences.

With over 2100 students and 143 faculty, the College of Public Health and Health Professions is a national leader in the education of health professionals. We emphasize the development of intellectual resources and skills that can help our graduates prosper in today's complex health delivery systems. In addition, the College is committed to the development of cutting edge science in areas such as health and behavior, the health of communities and populations, rehabilitation, and health systems functioning. The College of Public Health and Health Professions is housed in a building complex that also contains the colleges of Nursing and Pharmacy. This complex is called the Public Health and Health Professions, Nursing and Pharmacy Building (HPNP),

For more information about the College and its programs see the college website at: www.phhp.ufl.edu

College of Public Health and Health Professions Mission Statement

Mission

The mission of the College of Public Health and Health Professions is to preserve, promote, and improve the health and well-being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service.

Goals

Consistent with its mission, the College has three primary goals:

- Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individuals,
- Address priority health needs by conducting quality research and disseminating the findings.
- Lead and actively participate in serving our university, our professions, and individuals and communities.

Vision

The College will lead in the development and application of innovative models of education, research, and service that promote collaboration between public health and health professions.

Values

The College embraces the following values and strives to impart them to our students:

- Commitment to excellence
- Diversity
- Integrity
- Respect for human dignity
- Social responsibility
- Teamwork

PHHP Inclusive Learning Environment Statement

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We

believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: www.multicultural.ufl.edu

DEPARTMENT OF OCCUPATIONAL THERAPY

Department Offices

Are located on the 2nd Floor of the Public Health and Health Professions wing of the HPNP building. The main office is located in Suite 2101.

Office hours: 8:00 am to 5:00 pm, Monday-Friday.

Telephone number: (352) 273-6817

Fax number: (352) 273-6042.

Web address: <http://www.ot.phhp.ufl.edu>

Department of Occupational Therapy Vision

By 2025, the UF OT Department will be a vibrant preeminent research and educational entity in the USA.

Department of Occupational Therapy Mission Statement

We will lead research innovations, present thriving and varied educational programs, embrace a clinician–scientist model, be fiscally healthy, and serve the occupational needs of people, organizations and populations.

Entry-Level Master’s Degree in Occupational Therapy (MOT)

The Masters in Occupational Therapy Degree Program is designed for students who do not have an professional level OT degree. The program provides students with a holistic perspective, including an understanding of the philosophical and theoretical basis for practice in the current health care environment. Applicants must meet GPA, GRE and pre-requisite requirements for graduate study. This program is a five-semester program of full-time undergraduate course work accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association. It includes off-campus practice and internships as assigned by the Department at clinical sites in Florida and other states (see Appendix C and D for MOT Program Course Sequences). Upon graduating from the program students receive a Masters in Occupational Therapy (MOT) degree.

Accreditation: The UF Department of Occupational Therapy’s entry-level programs have received continued accreditation status since 1959 by the American Occupational Therapy Association Accreditation Council for OT Education (ACOTE). The University of Florida’s Master in Occupational Therapy program was re-accredited in 2010 for ten years (2011/2022).

ACOTE is located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s phone number is: 301-652-AOTA and webs address www.aotaonline.org.

Graduates of this program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an occupational therapist, registered (OTR). In addition, most states require licensure to practice: a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

Masters in Occupational Therapy Program Mission

The mission of the University of Florida has as its defining and distinguishing characteristics research, scholarship, and service. The professional program in Occupational Therapy provides graduate level professional training as a discipline within the College, in order to optimize occupational performance of individuals, communities and populations within the context of all relevant environments. The program promotes a background in the arts and sciences, and achievement of culturally sensitive clinical competence, as well as awareness of global connectivity and understanding of current evidence based literature that supports occupational therapy.

Masters in Occupational Therapy Program Philosophy

(1) Program Philosophy

Occupational Therapy is a rehabilitation profession, which can be characterized by the models of rehabilitation science articulated by the American Occupational Therapy Association (Moyers & Dale, 2007), the World Health Organization's International Classification of Functioning, Disability and Health (2001), and the National Center for Medical Rehabilitation Research of the National Institutes of Health. The major goal of Occupational Therapy, as defined by the scope of practice, is to optimize occupational performance within the client's roles, contexts, and environments (AOTA, 2014). Occupational Therapists focus on improving performance in all areas of occupation to facilitate health and promote growth, change, and/or adaptation. The ultimate goal of this focus is the achievement of health, well-being, and participation in life through engagement in occupation (AOTA, 2014). We envision that effective intervention delivered through meaningful occupations must take into account multiple levels of functioning, as reflected by the models of rehabilitation science cited above. This document reflects the philosophical foundation of our professional occupational therapy program, which serves as the basis for our current curriculum design.

(2) A View of Humanity

The University at Florida Occupational Therapy professional program is based on the philosophical belief that people have a need and right to participate in occupations. Occupations are activities that have meaning and value for the daily lives of individuals, families, groups, communities and populations. Participation in meaningful occupations is viewed as a determinant of health and wellbeing (AOTA, 2011; AOTA, 2014).

Occupational performance evolves in response to the interaction of the person, occupation and context or environment. Occupations vary according to life roles which have a developmental perspective, and may change over the course of a lifetime. Each role has its associated developmentally-appropriate and role-appropriate tasks that influence the nature of one's occupations. Human learning occurs via the dynamic interaction between a person and a task in the context of the relevant environment. Occupational therapy strives to facilitate this process through active collaboration between the client and the therapist.

Occupation may be used to prevent or mediate the effects of disability and to facilitate independence and maximum adaptation (AOTA, 2011). When individuals are threatened by stress, deprivation, disease, illness or injury, occupational therapy interventions address (1) the individual's physical, psychological, and social capacities to achieve occupational competence, (2) the skills and habits of effective role performance and (3) environmental modification to support participation.

(3) Educational Philosophy

The professional program fosters culturally sensitive and evidence based clinical competence through the learner's active engagement in a collaborative process (student, client and educator) that builds on prior knowledge and experience. Learners integrate professional development, academic knowledge, active learning, clinical reasoning, and self-reflection through experiences in and beyond the classroom (AOTA, 2015). The promotion of lifelong learning, collaboration and professional judgement supports continual contributions to critical inquiry in evidence-based practice. The program facilitates integration of philosophical, theoretical and practical knowledge, values, beliefs, ethics, and technical skills for broad application toward engagement in occupation to improve health, participation and quality of life.

References

- American Occupational Therapy Association. (2014). Occupational therapy practice framework: Domain and process (3rd ed.). *American Journal of Occupational Therapy*, 68(Suppl.1), S1-S48. <http://dx.doi.org/10.5014/ajot.2014.682006>.
- American Occupational Therapy Association. (2011). Philosophical base of occupational therapy. *American Journal of Occupational Therapy*, 65 (Suppl.), S65. doi:10.5014/ajot.2011.65S65.

American Occupational Therapy Association. (2015). Philosophy of occupational therapy education. *American Journal of Occupational Therapy*, 69, 6913410052p1-6913410052p2. doi:10.5014/ajot.2015.696S17 .

Moyers, P. A., & Dale, L. M. (2007). *The guide to occupational therapy practice* (2nd ed.). Bethesda, MD: AOTA Press.

World Health Organization. (2001). *International classification of functioning, disability, and health (ICF)*. Geneva, Switzerland: Author.

Student Learning Outcomes

Graduates of the University of Florida, Masters in Occupational Therapy Program must:

- Have acquired, as a foundation for professional study, a breadth and depth of knowledge in the liberal arts and sciences and an understanding of issues related to diversity.
- Demonstrate an understanding of the translation of research to clinical practice, and be prepared to be an effective consumer of the latest research and knowledge bases that support practice and contribute to the growth and dissemination of research and knowledge.
- Be prepared to articulate and apply occupational therapy theory and evidence-based evaluations and interventions to achieve expected outcomes as related to occupation.
- Be educated as a generalist with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
- Have achieved entry-level clinical competence through a combination of academic and fieldwork education.
- Be able to develop an intervention plan based on assessment of the client, client priorities, client discharge needs and expected outcome.
- Be able to assess the effectiveness of intervention and modify goals and plans based on the client's needs and current level of performance.
- Demonstrate the professional behaviors expected of a health care professional in general and at the standard expected by our profession.
- Demonstrate an understanding of service management principles and the government, economic, social and political issues that affect health care and clinical practice.
- Be prepared to be a lifelong learner, keep current with evidence-based professional practice, and engage in continuing competence and professional development activities.
- Uphold the ethical standards, values, and attitudes of the occupational therapy profession.
- Understand the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
- Be prepared to advocate as a professional for the occupational therapy services offered and for the recipients of those services.
- Demonstrate an appreciation for interdisciplinary perspectives and collaboration, and an expanded view of the impact of the public health of communities and populations on the care of the individual.

Ph.D. in Rehabilitation Science

The Ph.D. in Rehabilitation Science program prepares rehabilitation scholars in Occupational Therapy and Physical Therapy. Students develop skills in teaching, research, and service leadership and specialize in movement dysfunction, occupational health or social and behavioral integration. Upon successful completion of the program, students are awarded the Doctor of Philosophy (PhD.) in Rehabilitation Science. For more information on this program, contact the program or visit the college web page. The web address is:

www.phhp.ufl.edu/rehabsci/

Research Programs

Faculty is productive in scholarly work that includes activities such as conducting research projects, securing grant funding, writing for publication and making presentations at professional meetings. The individual faculty member's interests and expertise determine areas of research. On-going research programs are a major part of the Department of Occupational Therapy. These programs are designed, funded and administered through the efforts of the OT Graduate Faculty and are available for involvement of graduate students at all levels. Results of research and other scholarly activities are continually disseminated through publications and conference presentations. Graduate students may share in these dissemination efforts (See listing of faculty for research and interest areas).

Service Programs

Academic and Professional

Occupational therapy faculty members are active contributors to Departmental, College and University committees and other functions. In addition, the OT faculty also serves on task forces, committees and boards of local, state, regional, and national professional organizations. The faculty offer continuing education to help meet the educational needs of occupational therapists and other practitioners.

Faculty Roles

The faculty at the University of Florida are expected to be productive in three areas: teaching, research and service. Teaching includes classroom instruction, curricula development, student advisement and provision of continuing education. Research responsibilities include scholarly work such as conducting research projects, securing grant funding and writing for publication. Service includes contributions to Departmental, College and University committees and participation in activities of professional organizations. Each faculty member in the Department of Occupational Therapy is productive in these three academic roles. As employees in the Health Center, the OT faculty is employed on yearly 12 month appointments.

Clinical Fieldwork Education Facilities

The Department has affiliation agreements with over 400 facilities nationally that provide clinical training for occupational therapy students. Students should be prepared to complete at least one clinical fieldwork out of the state of Florida. For the most part, initial site visit experiences will be limited to the north Florida regions. While most students will be placed in facilities outside of the Gainesville area for Level 1 and 2 Fieldwork experiences. Clinical sites in the Gainesville area include: UF Health Shands at the University of Florida and their affiliates, the Veterans Administration Medical Center (VAMC), Select Specialty Hospital, North Florida Regional Medical Center, and various pediatric and hand therapy clinics. Many other clinical sites are available nationally. These sites and others are used for OT practicum (Level 1) and Internship (Level 2) students in the MOT program. (See Appendix B: Fieldwork Experiences).

DEPARTMENT OF OCCUPATIONAL THERAPY FACULTY and STAFF

Faculty:

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Sandra Winter, PhD., OTR/L

Research Assistant Professor
E-mail: swinter@phhp.ufl.edu

Special Interests:

Mental Health
Caregiver Education
Dementia

Driving Rehabilitation
Fitness-to-Drive Assessment
Person-Vehicle-Driver Interactions

Orthopedic Rehabilitation
Upper Extremity
Clinic Management & Supervision

Driving Rehabilitation
Adult Rehabilitation

Pediatrics
Adult Developmental Disability
Social Networks in Youth and Young adults

Continuing Competence
Pediatrics/Early Childhood
Evidence-based Practice

Continuing Education
Health Care Management
Adult Rehabilitation

Rehabilitation Science
Clinical/Research Outcomes
Geriatrics and Chronic Disease

Physical Dysfunction
Exercise Physiology
Hand Therapy Research

Movement Disorders
Tics & Tourette Syndrome
Cognitive Behavioral Interventions for Tics

Acute Care
General Medicine Adult and Pediatrics

Home Health
Assistive Technology
Pediatrics

Adult rehabilitation
Pediatrics
Driving and Community Mobility

Professor Emeriti:

Joanne J. Foss, PhD., OTR/L
Clinical Associate Professor

William (Bill) Mann, PhD, OTR/L
Distinguished Professor

Julia Van Deusen, PhD., OTR/L, FAOTA
Professor

Kay F. Walker, PhD., OTR/L, FAOTA
Professor

Department Support Staff:

Rebecca Harty, Administrative Services

Margaret Odom, Program Assistant for MOT and Fieldwork

Jason Rogers, IT and Computer Support

Amanda Starling, Fiscal Assistant

MOT STUDENT INFORMATION

POLICIES AND PROCEDURES

Attendance and Punctuality

This is a professional graduate education program. Class attendance to all class activities and fieldwork is mandatory; therefore, students are expected to attend all scheduled class and clinical activities. Absences, except for illness and family emergencies, are unacceptable. Class activities include lectures, clinical fieldwork, seminars, labs, site visits and observations, exams, quizzes, class meetings, etc. Regardless of the reasons for missing a class activity students are required to contact class instructors AND the Program Director as soon as possible (at least 24 hours) prior to missing a class activity. Students are responsible for meeting with class instructors to make up activities, and are responsible for all class material regardless of attendance.

In the case of fieldwork level 1 or 2 students will contact Fieldwork Educator and the Academic Fieldwork Coordinator. Students are responsible for meeting with the Fieldwork Educator to make up activities, and informing Academic Fieldwork Coordinator of plan. Students must abide by fieldwork policies (Appendix B) for missed time on fieldwork, and are expected to complete the approval process as described below.

Regardless of the reason for missing a class, all students must document their plan to complete the class activities they will miss using the *Absence Petition Form* (see Appendix H). The petition form (described and located in Appendix H) is required to be completed in full and returned to the Program Director as documentation of arrangements for work to be completed. For all absences, the form must be completed and submitted at the time of notification of missing class. A copy of the *Excused Absence Petition Form* will be placed in the student's file.

Excused absences may only be approved in advance. Excused absences include illness, as documented by physician note, and death in the family. Events such as routine appointments (including medical appointments), vacations or reunions are **not** considered excusable absences.

Excused absences may also be approved for attendance at one-time "special functions". Examples of special functions may include jury duty, family weddings, job interviews, birth of a child, conference attendance, etc. As much as possible, these events should be scheduled outside of class time. Students are expected to limit the time missed as much as possible; arranging flights and reservations appropriately, and with the increased workload for their instructors in mind. For non-emergency one-time "special functions" a completed Absence Petition Form must be submitted at least 1 month prior to proposed event.

It is the student's responsibility to make advanced and appropriate arrangements for missed fieldwork or class activities, and to submit the completed *Excused Absence Petition Form* in a timely manner. There are some activities that are impossible to re-create. Students should not expect that an exact makeup version of all class activities (exams, assignments, site visits, lab experiences) will be available.

If there are questions about the appropriateness of an individual petition or if the student wishes a review of the instructors and Program Director's decisions, the petition will be reviewed by the Academic Performance Committee. The procedure for requesting an excused absence includes:

1. Completion of *Excused Absence Petition* (Appendix H)
 - 1-2 sentence describing event and rationale for missing class time to attend
 - Dates student will be out of class room
 - Classes and class activities effected
 - Plan for how missed class activities will be made up for each class missed and each instructor or Fieldwork Educator.
 - Instructor's or Fieldwork Educator's signature of approval for each class missed. In the case of missed fieldwork the Academic Fieldwork Coordinator's signature is also required.
2. Submission of the completed form to the Program Director a minimum 1 month before the event or as soon as possible for absences related to illness or emergency.

3. Program Director's and/or Academic Fieldwork Coordinator's signature on petition.

Tardiness is unprofessional and disruptive. Students are expected to be punctual to class, tests, meetings and all assigned clinical observations, practicum experiences and internship. Any assignment that is not completed on time may be subject to a reduction in grade. The exact amount of this grade reduction is at the discretion of the course instructor and will depend on established class policies described in course syllabus. This policy will not apply in case of previously arranged excused absences unless the student fails to satisfy the requirements established by his/her instructor.

Advising

All course instructors have office hours and contact information published in the course syllabus. You are encouraged to take advantage of this time to discuss course material and class performance. As part of the Professional Development course and project, students will be assigned a faculty mentor at orientation. Students are encouraged to use this relationship to work through professional and personal growth issues during the curriculum. The Program Director and the Academic Fieldwork Coordinator are available for advisement and discussion of any aspect of the program or concerns about fieldwork, and can be contacted at anytime through E-mail and telephone. The staff in the OT office can make appointments for you.

Self-advisement: Students are responsible for monitoring their university records (ONE.UF). This includes checking the number of credits completed/needed for the Occupational Therapy degree, financial aid requirements and other university requirements such as vaccinations and health insurance. Students are also responsible for the timeliness and accuracy of all university, department forms and required documentation for fieldwork. Students should refer to the OT department, Graduate School and the University websites.

Office Hours: Course instructors notify students of their office hours on course syllabi and online course web pages, and are available to students during those hours. Adherence to this policy by students and faculty is expected. Appointment with faculty outside of those hours should be made by contacting the faculty member or the department office by phone or email.

Cell Phone Use

While it is understood that cell phones are important to students they are extremely disruptive in the classroom. Therefore, students must:

1. not answer phones, text or e-mail during class or lab times.
2. during class turn all phones off.
3. switch to silent mode when entering the HPNP building.

Remember at all times your phone conversations can be overheard by others in the building and can be disruptive to the learning of others.

Classrooms

Faculty/staff office space, and research and clinical areas of the department surround the classrooms. Be courteous of the noise level when between classes. Students who are disruptive will be asked to leave the building. Classrooms in the Health Professions, Nursing and Pharmacy (HPNP) building may be used by students for professional and education purposes only. Permission to reserve space for education related purposes in the building must be requested by students through the Student Activities department located on the ground floor. To reserve OT department labs or conference rooms see the staff in the main OT Office.

Conduct

Students are expected to conduct themselves in a manner appropriate to a professional person, and to abide by the Code of Ethics set forth by the American OT Association. A copy of the *AOTA Code of Ethics* can be found at: <http://www.aota.org/Practice/Ethics.aspx>.

Professional conduct includes behaving with courtesy and respect towards classmates, clients, staff, classroom and department visitors and faculty. Personnel in the Department are here to help the student develop professional attitudes, and knowledge and skills in occupational therapy. This process is best fostered in a climate of mutual respect and high expectations. Students will become familiar and use the *OT Student Attribute Scale* (OTAS) multiple times during the program. This scale will be used to assist students to develop

the professional and clinical behaviors shown to be critical for successful practice in the workplace. Copies of both of these documents will be distributed during the first semester of the MOT curriculum.

Ethics and social media: Ethical issues on social media are of increasing concern. Inappropriate sharing of information relating to course material (assignments and exams), classroom guests (patients and professionals), and gossip, bullying and damaging discussions of peers, faculty and staff is unethical. Facebook, twitter, blogs, YouTube, Flickr, text messages, etc. are not private and once on the internet remain permanently accessible despite all efforts to remove them. Discussing or showing pictures of classroom guests (lecturers or simulated patients) is a HIPPA and confidentiality violation. Students are strongly advised to monitor privacy settings, and limit access to personal social media to close friends, and family.

Ethical breaches on social media are dealt with as severely as any other unethical or conduct problem. See Appendix I for the official UF Health Science Center Social Media policies.

Copy Machines

The Departmental copy machine is not available for student use except for official SOTA business and then only upon obtaining permission from the SOTA faculty advisor. Students are to use copy machines in the Health Center Library and elsewhere for personal copies of notes, reprints, etc. Students are responsible for making copies of any handouts that are posted on the class website as preparation for a class or presentation.

Computer/Software Requirements and Online Learning Information

According to university policy all UF students must have access to a computer that allows them to complete all coursework and general curriculum requirements. Students are responsible for knowing how to operate the computer systems and the software packages required, including the Canvas online course management system. If you are not knowledgeable in the use of the Internet, e-mail and word processing software, or Canvas, on-campus and community education and/or self-study programs should be used and completed before beginning the program. The University has several supports in place to assist students who need this type of training, including free access to Canvas online tutorials, Lynda.com, and the Microsoft Imagine Academy Training. The UF Computing Help Desk is available 24 hours a day, 7 days a week at 392-HELP or helpdesk@ufl.edu. Find links to the Help Desk, UF IT, and training options at <http://elearning.ufl.edu>.

Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, loan, etc. Students must have access to a computer and to the internet during Level 2 Fieldwork placements. The Issues 1 and 2 courses will be conducted through e-learning.

All students must have access to a computer with the following capabilities:

- a. computer accessibility to the World Wide Web, Web Browsers and search engines.
- b. competent to access the UF course management system (Canvas).
- b. access and use of E-mail.
- c. Windows Operating Environment.
- d. a minimum of 32 megabytes of RAM.
- e. access to and competent with the use of Word, Adobe, and Powerpoint Software; and WebCT.
- f. a basic word processing software package that includes spell and grammar check.
- g. letter quality printer.

Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer system. It is likely that over the course of a student's program, computer upgrades will be necessary. Students are responsible for upgrades required for curriculum completion. Individual coursework may require additional specialized software not already delineated. In this case, the faculty members will delineate those requirements in the class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

For more specific information see the University and College of Public Health and Health Professions Computer Requirements and Use policy sections of the *University of Florida Catalog*.

MOT Program Policy on Laptops: Course instructors reserve the right to prohibit laptop use privileges during class times. Students shall lose laptop privileges if content becomes disruptive to classmates or if it is used for activities unrelated to course objectives. The definition of “use unrelated to course objectives” includes, but is not limited to use of personal e-mail, instant messaging, chat rooms, games, surfing the net, etc. Acceptable uses include taking notes, accessing course-related documents (on or off line), following along with power point documents or class demonstrations, course-related internet searches, and performing class projects.

Department Computers

The OT Department supplies, computers, and other computer technology equipment, are for students working for the department as Teaching, Graduate or Research Assistants only. Equipment located in the Graduate Office is to be used by graduate students in order to prepare work assigned by faculty or for job related assignments only.

Dress Policy

The University of Florida Occupational Therapy Department has strict professional dress code guidelines for all students in clinical settings (this includes internship, practicum, site visits, and field trips). As well, students are expected to be well groomed and to portray the appearance of a responsible health professional while in attendance of all classes and activities. Class activities that require students to abide by the code below are most often designated in the class schedule; however students are responsible for dressing appropriately. You will be asked to return home to change if your dress is unprofessional for the Health Science Center environment.

For Site Visits & Field Trips: Students will wear khaki, black or blue solid color slacks that are belted at or above the waist line with department polo shirts tucked in securely and closed-toed shoes. Shirts should be fitting as to allow ease in movement without exposing any inappropriate skin areas. A picture ID must be worn at all times. Excessive cologne or fragrances are not acceptable. Jewelry should be kept to a minimum. Facial jewelry and hats are not acceptable. Exceptions to the above will only be made for cultural or religious reasons.

For Guest Lecturers, Guest Patients, or Presentations to the Class or Community: Casual slacks and collared shirts, fitting as not to expose inappropriate skin areas. Or, as noted above, dress could be followed as per Site Visit protocol. No jeans, shorts, T-shirts, sandals, hats, sunglasses or facial jewelry. Consult instructor for specific situations.

For Practicum: The facility or Clinical Educator may determine what is preferred dress, otherwise, khaki pants with department polo shirts is appropriate. *Refer to Site Visits and Field Trips* paragraph.

For Internship: Dress will be determined by each facility and Clinical Educator.

Equipment/Specimens

Students are expected to observe procedures and precautions for proper use and care of laboratory equipment and specimens. Items are to be correctly stored and returned to their proper places. Students will receive an orientation and more instructions specific to the class activity. The student is expected to attend to this instruction and follow proper safety precautions. If the student is unsure about safe use or handling of any items, it is the student’s responsibility to seek clarification from the instructor or Fieldwork educator. Equipment or specimens that are damaged or in need of repair should be reported immediately to the course instructor.

Evaluations

Course and Program: Student evaluations of courses and faculty performance provide essential information to identify success as well as areas for improvement. Courses and curricula are evaluated in several ways:

- 1). Required University Course and Instructor Evaluations: Students' ratings and written comments on *Course and Instructor Evaluations* give feedback to individual faculty about the courses they teach each semester. These ratings also become a part of the faculty member's employee file and are used by administrators to evaluate faculty for promotion, tenure, etc. Students are advised to use their ratings and comments to give constructive feedback to faculty while considering the long-range impact of these ratings and comments. Students may also be asked to assist the course instructor in evaluating teaching assistants.
- 2) Program Evaluations: Students will evaluate the OT program shortly after graduation. Student feedback on these evaluations provides valuable information from the student’s perspective.

- 3) Informal feedback: Students give faculty informal information as they interact with faculty in and out of class, and through their performance on tests and other assignments.

Expenses

Tuition, Fees and Financial Aid: Graduate level tuition and fees are set yearly by the Florida State Board of Governors. Therefore, tuition and fees are subject to change yearly. You will be notified through Gator webmail by the University Bursar's Office and the PPHP College Financial Aid Officer in early summer concerning any changes in tuition and fee amounts for the coming academic year. The calculator in your ONE.UF account will be adjusted for the new tuition and fees, or you can see them at <http://www.fa.ufl.edu/bursar/current-students/tuition-and-fees-2016-17/>.

In addition to the usual tuition, books and supplies, OT students should anticipate the expenses listed below (See also sections on Clinical Education and on specific items listed below):

- Photo identification badges
- Laboratory fees
- Vaccinations & yearly TB Titer
- Health insurance
- Malpractice insurance
- Handouts for classes and/or presentations
- Materials for some laboratory classes
- Travel and housing during fieldwork in Florida and other states
- Physical health examination
- Drug screening
- Fingerprinting
- Criminal background check(s)
- CPR certification
- Licensure fees (after graduation)
- Certification examination fees (after graduation)
- Medical Records course (after graduation)

Examinations

In-Course: MOT Students can expect to be evaluated using multiple formats in all courses in the program. Evaluation procedures will be detailed before the start of the class in the syllabus and on course website (Canvas). Example of methods of evaluating student performance can include assignments, quizzes, objective and case based tests, competency exams and portfolios. Fieldwork performance will be evaluated using the AOTA Evaluation of Fieldwork Form (Level II) and Level I Fieldwork: Evaluation of Student Performance.

Class examinations are conducted in accordance with the honor system explained in the University Catalog. Any individual changes in the examination schedule will only be made in accordance with University policy. As previously discussed (under *Attendance and Punctuality*) students are expected to attend all schedule exams, tests and lab practicals. Absence or late arrival to any examination activities, at a minimum, can result in 0 points on the exam or the assignment. Each instructor will publish policies in the course syllabus. This policy will not apply in case of excused absences unless the student fails to satisfy the requirement established by his/her instructor as documented on the Absence Petition form.

Faculty Titles

Faculty is to be addressed by their title (Ms., Mr., Dr., etc.) and last name. The climate in the department is informal and student oriented. Faculty members are very approachable and have the common goal of excellent education for each student. However, addressing faculty by their title and last name conveys appropriate respect for an academic appointment and is a way to recognize the scholarly achievements of occupational therapists in an academic setting. Fieldwork Educators and classroom guests should also be addressed by their title (Ms., Mr., Dr., etc.) and last name.

Health Insurance

The University of Florida has a mandatory health insurance requirement for all newly admitted students. Students are required to show proof of adequate health insurance as a condition of enrollment. It is important that you check ONE.UF to review your mandatory health insurance requirement hold on your academic record and read and agree to the policy. You must agree to either submit your health insurance information and that it meets the adequate coverage requirements (waiver) OR that you will be auto-enrolled in the school sponsored health insurance plan and billed for it. This hold will prevent you from registering for classes. More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information

and more, can be found at <http://studentinsurance.shcc.ufl.edu>. You also must have proof of Health Insurance for all fieldwork.

HIPAA Compliance (Health Insurance Portability and Accountability Act)

All students in the College of Public Health and Health Professions are required to complete HIPAA online training and to sign a HIPAA Confidentiality Agreement yearly. It is the student's responsibility to complete the training each year, and insure that an up to date copy of your Certificate of Completion and signed a Confidentiality Agreement form is turned in to the OT office every spring. The HIPAA training website is located at <http://privacy.health.ufl.edu>. Please keep a personal copy of your HIPAA compliance documents.

Students in noncompliance will be unable to attend classes and have their records flagged rendering them unable register for classes. **Please note:** Even if you have completed HIPAA at another institution including the UF & Shands hospitals, you must repeat the HSC online training and confidentiality agreement.

Institutional Review Board (IRB)

University regulations require that all research projects involving human or animal subjects be reviewed even if the research does not involve experimentation, if it is purely observational, or if it appears totally harmless. In addition, projects must be reviewed whether or not they are funded. Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the department.

The *Institutional Review Board (IRB)* reviews all research involving humans. There are three IRB offices. IRB-01 is responsible for reviewing research conducted at the Health Science Center, Shands HealthCare, Inc., and the VA Hospital and conducted by faculty or staff working at any of those facilities—the telephone number is 846-1494. IRB-02 is responsible for all other nonmedical research involving human subjects—the telephone number is 392-0433. IRB-03 is responsible for the University Medical Center in Jacksonville. The telephone number is (904) 244-5310. For further information on these offices see www.irb.ufl.edu. The site also contains all necessary forms.

Identification Badges

Students must purchase a GatorOne photo identification badge. Unless otherwise arranged by the department, the badge can be obtained through Gator 1 Central, 352-392-8343, view the website for location and hours: <http://www.bsd.ufl.edu/g1c/idcard/distance.asp>. GatorOne Cards must have a "Health Science Center Student" designation. Photo ID badges are to be worn at all times in the Health Center/Shands hospital complex, and for observations and fieldwork.

Immunization Requirements

Given our proximity to UF Health Shands Hospitals and the high probability of coming into contact with patients who have compromised immune systems, and given the fact that you will be working with clients with compromised immune systems, all students are required to meet the immunization policies of the university, the UF HSC, the college and fieldwork sites.

All Health information such as immunization must be documented through the UF Student Health Services (SHS). Copies of these records will not be maintained by the OT Department. It is the student's responsibility to provide the documentation to the SHS and to keep original documents in a safe place in order to provide as required by fieldwork sites. We will be checking SHS records periodically as required by the university and fieldwork sites. If the following vaccinations are not documented you will be withdrawn from classes according to HSC policy, and cannot not be placed on fieldwork. There are no possible exemptions from these requirements.

Required on Admission:

Measles/Mumps/Rubella;

Hepatitis B Series

Chicken Pox Immunity by varicella vaccination or a positive varicella antibody titer.

Negative Tuberculosis Test

Required Annually:

Tuberculosis test (PPD)

Influenza (flu) vaccination (every October)

Reference Requests

Faculty is under no obligation to provide references for students. Students are responsible for asking for a professional reference beforehand, and completing a *Recommendation Release Form*. References will be provided under university policies, and cannot be given before receiving the form. For an explanation of the policy see the Office of the Registrar website. For access to the form see the OT Department website under Current Students or <http://www.registrar.ufl.edu/pdf/ferparelease.pdf>.

Smoking

Smoking is not permitted. All university buildings and grounds (including the greater UF campus, OT department, the HPNP complex and the Health Science Center) have been designated “smoke-less” as of July 1, 2010.

Social Media and Confidentiality

Social networks provide fun and exciting ways to connect with others who share common interests. These guidelines are meant to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. These guidelines also provide suggestions for situations involving social media that could be damaging to either participants or the university.

The University of Florida *Social Media Use Guidelines* apply to all employees and students of the university. The guidelines also apply to other people (such as volunteers and appointees) who use university computing resources. The guidelines apply to all forms of social media, such as Facebook, Twitter, blogs, YouTube, Flickr, text messages, and other, less-popular platforms, as well as those not in existence at the time of the adoption of these guidelines. For specific guidelines see Appendix I, with specific attention to the Professional Guidelines on page 37.

Student Performance**Introduction to Public Health Course**

All graduate students in the College of Public Health and Health Professions are required take the free graduate level online, self-paced *Introduction to Public Health* course. This is a requirement from the Council of Education in Public Health of Education in Public Health (CEPH) for accreditation as a college of public health.

During the initial summer semester, MOT students will complete the course as a free, non-credit requirement of their academic program. Students will complete the course modules over the summer semester. The course has five modules, each of which is followed by a test. Students must earn a score of 70% on the test in order to pass the module. Achievement of a score below 70% will require review of the entire module before the test may be re-taken. Students must submit “screen-shots” of all module test scores before the end of the summer semester. You cannot be certified to graduate from this college without successful completion of this course.

Transfer of Credit

Students wishing to transfer credit in order to meet the requirements in the MOT program must submit a syllabus for the course taken previously. The course is reviewed by the Admission Committee, Program Director and the instructor of the UF course. The course is evaluated with the following standards:

1. the course must have been taken at a regionally accredited college or university.
2. the student must have earned a B or better grade in the class.
2. course material must overlap sufficiently (90%).
3. the student may not be placed at a future disadvantage for the remaining course material.

Academic Honesty

Occupational therapy students are bound by the academic honesty guidelines of the University and the American Occupational Therapy Association (AOTA) Code of Ethics. As program that prepares and trains health professionals this college and program takes student, faculty and staff honesty and ethics very seriously. All students are subject to the guidelines and the student conduct code printed in the University Catalog. The

Honor Code states: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

The following statement will be placed on all exams, course assignments and work submitted for grade/credit: *“On my honor, I have neither given nor received unauthorized aid on this assignment.” Violations include the taking of information, tendering of information, plagiarism, conspiracy, misrepresentation and bribery.”*

Ignorance of these guidelines is not defense for violators. Because of the amount of writing expected of students it is imperative that the concepts of proper referencing are clear. All work cited from other sources (journals, books, lectures, videotapes etc.) must be referenced. Direct quotations must include the page number. Permission from the publisher must be obtained when direct quotations exceeding a few paragraphs are used. If you have any questions about these guidelines please ask the faculty or Program Director for assistance before submission. Remember this policy applies to Facebook, Twitter, blogs, YouTube, Flickr, text messages, and all other media platforms.

Occupational Therapy students are referred to the AOTA Code of Ethics. Students will review these guidelines during their first semester in the program, and shall abide by this code as a matter of practice from that time on. Please refer to the following website for the AOTA Code of Ethics: <http://www.aota.org/Practice/Ethics.aspx>. Breaches of ethics and honesty can result in dismissal from the OT program.

Accommodations for Students with Disabilities

Students requesting classroom or academic accommodations must first register with the Dean of Students Office/Disabilities Research Center. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. For information about the policies and procedures for accommodations see: <http://www.dso.ufl.edu/drc>. Contact the DRC at 352-392-8565, by e-mail at accessuf@dso.ufl.edu or the DRC office at 0001 Building 0020 (Reid Hall).

Technical Standards (see Appendix F)

The Technical Standards are a list of competencies needed to successfully carry out tasks performed by an occupational therapist. These competencies are distributed to incoming occupational therapy students. The department uses these Technical Standards as a counseling tool to support your success as an occupational therapy student and as an occupational therapist. Students are responsible for reviewing this list to determine their ability to perform these tasks. If a student discovers that an accommodation to meet these standards is needed, it is their responsibility to contact the Department of Occupational Therapy and the University of Florida Office Of Student Services (see section above).

Writing Style

Research papers for the Department of Occupational Therapy are to be written according to the American Psychological Association (APA) Style. Students are responsible for obtaining access to the information in the Publication Manual of the American Psychological Association (latest edition). The University Reading and Writing Center, located within the Teaching Center in SW Broward Hall, offers free services to staff and students. The center's office is open 8:00 a.m. - 5:00 p.m., Monday through Friday (392-2010).

Policy for Progression in the MOT Program

Requirements for Graduation

Students must have 59 graduate credits from the MOT program. All students must complete the 6 (21 credits) undergraduate OT courses and the required prerequisite courses prior to beginning the MOT curriculum. University degree certification for graduation from the Masters in Occupational Therapy degree program, requires that all students have successfully earned a minimum, C or S in all courses and an overall GPA of 3.0, completed all required courses, have no incomplete (I) courses and have successfully completed two Level 1 and two Level 2 placements. Level 2 placements must be successfully completed within one year of completing didactic campus-based coursework. All students must complete the college required *Introduction to Public Health* course. For more information see the *Student Performance* section of this handbook.

Grading Scale

As required by the University of Florida Graduate School all graduate students in the Department of Occupational Therapy are expected pass all courses with a minimum grade of a C (2.00) and maintain a B (3.0) average or better. The grading scale used by the Occupational Therapy Department is as follows:

93 – 100 = A (4.0)	73 – 76 = C (2.00)
90 – 92 = A- (3.67)	70 – 72 = C- (1.67)
87 - 89 = B+ (3.33)	67 – 69 = D+ (1.33)
83 – 86 = B (3.00)	63 – 66 = D (1.00)
80 – 82 = B- (2.67)	60 – 62 = D- (0.67)
77 – 79 = C+ (2.33)	Below 60 = E (0.00)

GPA Requirements (Minimal GPA in the Program)

Student performance is reviewed each semester by both the graduate school and the OT Department Academic Performance Committee. Students must maintain a 3.0 GPA for each semester enrolled in the occupational therapy program. A minimum of a C (2.00) or a passing (Satisfactory) grade is required pass a class in the MOT Program. The Academic Performance Committee will place students who do not have a 3.0 GPA for a semester on department academic probation. Students with two semesters earning a GPA lower than 3.0 will be required to withdraw from the program.

Academic Probation

Students in Occupational Therapy who earn a C-, D+, D or D- in a required didactic course in the program will be placed on academic probation and are required to repeat the course the next time it is offered. A student who earns a failing grade (E or F) or not passing (unsatisfactory) grade in a required course will be required to withdraw from the program.

Students placed on departmental academic probation will be required to meet with the Program Director and their faculty mentor in order to mutually design a plan that spells out the actions the student will take to remediate current performance and return to “good standing” in the department. The Academic Performance Committee must approve the student’s final action plan. Successful completion of course work and the requirements of the plan will result in removal of probation status by the committee. Students who do not meet the requirements of their remediation plan will be required to withdraw from the program.

Occupational Therapy students, who do not receive a satisfactory performance evaluation in a Level 1 or Level 2 fieldwork experience, must meet with the Academic Performance Committee to determine their eligibility to remain in the program. At a minimum, students will be placed on departmental academic probation will be required to meet with the Academic Fieldwork Coordinator to design a plan that spells out the actions the student will take to remediate current performance. The plan must be approved by the Academic Performance Committee. Students on a remedial performance plan must enroll in 3 credits of OTH 6933 during the remedial period. Students who do not meet the requirements of their remediation plan will be required to withdraw from the program. Students who are dismissed from a clinical site due to ethical or conduct issues will be dismissed from the program.

Dismissal from the Program

A student who earns an unsatisfactory, C-, D+, D, or D- in a second required course, fieldwork placement or is dismissed from a clinical placement due to ethical or conduct issues will be dismissed form the program. A student who receives a failing grade (E or F) in a required course will be required to withdraw from the program.

Appeals/Grievance Process

Students who have concerns about some aspect of their OT education or who wish to dispute a grade on a test or assignment will first appeal to the faculty member involved. If the matter is not resolved with the faculty member, the student may submit an appeal to the Academic Performance Committee. A meeting then will be

held with the committee, faculty member and student. If the matter is not resolved, the student may submit an appeal to the Chair. If the matter is not resolved at the department level, the student may submit an appeal to the Dean of the College of Public Health and Health Professions who will resolve the issue or refer the student to the appropriate university unit. If the issue cannot be resolved at the college level, the student may request an appointment with the University ombudsman per the University of Florida graduate school guidelines.

In the case of dismissal from the MOT Program, the student may petition, in writing, to the Academic Performance Committee to re-enter the program. If the committee upholds the student's dismissal the student would follow the appeal procedures described above by submitting an initial written appeal to the department Chairperson.

For further explanation of the College of Public Health and Health Professions and the University of Florida appeals process see the *University of Florida Catalog* or *Graduate School Handbook*.

Extended Program

A student who has health problems or other serious situations or conditions that prohibit progression through the program in the expected time frame may petition, in writing, to the Academic Performance Committee to request an extended program of study. If approved, the Academic Performance Committee and individual student using the following guidelines will design a program.

1. In advance of first semester of extended program, the Program Director, Department Chairperson and Academic Performance Committee must approve enrollment in an extended program of study.
2. In advance of first extended semester, the Program Director and Academic Performance Committee of must approve written course sequence and extended program timeline.
4. Students must take grouped Assessment, Intervention and Practicum courses concurrently. (OTH 6635, OTH 6641 & 5812) and (OTH 6636, 6642 & 5816).
5. Students must complete Level 2 fieldwork courses within one year of completing the didactic, on-campus portion of the program.
6. Students on an extended program must maintain a 3.0 GPA.
7. Students on an extended program who earn a D+, D, D-, or an E in one course will be required to withdraw from the program.

Withdrawal from the Program

To withdraw from the program **and** prior to actually leaving the program, a student must notify, in writing, the Department of Occupational Therapy **and** must receive a written or direct telephone response from the Department. The Program Director or Chairperson will respond to the student in writing or directly by telephone providing any necessary directions, requirements for further action or options available to the student. If a student leaves without notifying the Department **or** before the Department responds to the student's withdrawal notification, the student will be considered to have failed the course(s) in which she/he was enrolled and will not have the option to petition to re-enter the program.

Leaving a fieldwork site without prior notification **and** a receipt of written or direct telephone response from the Fieldwork Educator and the Program Director is viewed as a serious infraction of professional ethics and is considered abandonment of one's professional responsibilities to the patients and the facility. The student will receive a failing grade in the internship and will not have the option to petition to re-enter the program.

Failure to Enter Program or Early Withdrawal

This policy pertains to a student who is accepted to the MOT program and who is in good academic standing, but, because of health, personal, or other reasons does not actually begin the program or enters the program and finds that they must withdraw from the program during the first semester of the program. If the student wishes to be re-admitted to the program in the future, the student must submit an application and be considered in the pool of applicants for that year. The student may request to use any part of the prior application that is still pertinent to the current application. The student will not be given preferential consideration. Students who do not attend the program for 2 sequential semesters also must be re-admitted to the university.

Leave of Absence

This policy applies to students who have completed at least one semester of work in the MOT program and is in good academic standing. In rare situations such as serious health or other problems, a student may petition for and be granted a leave of absence for up to 2 semesters. Such a leave must be requested in writing and be approved by the Academic Performance Committee.

Legal and Conduct Issues

Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy at <http://www.nbcot.org>, and the state licensure board in the state you wish to practice. For other conduct or legal issues see the discussion of background screenings below. Legal and conduct issues during the program will be dealt with under university policies.

FIELDWORK DOCUMENTATION AND RECORDS

It is the student's responsibility to insure that the appropriate and up to date health information is completed. **Students are responsible for keeping copies of the documentation discussed below and supply it to their fieldwork sites as required. Immunization and CPR Certification copies will not be maintained in the student's OT department file.** OT Students are responsible for verifying submission of all the health science center requirements and fieldwork records documentation using the OT Department *Immunization Checklist/Requirement Form*.

Health Requirements

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of **immunity to measles**. All students, regardless of age, shall present documented proof of immunization against rubella. Proof of immunity should be presented according to the standards students received from the Registrar's Office. All students are required to verify immunization against diphtheria, rubella (German measles) and tetanus to the university Student Health Services.

Students in the Health Science Center colleges (including, Occupational Therapy students) are required to be immunized against the **Hepatitis B** Virus, and also provide proof of **immunity to the chicken pox virus**. Please keep in mind that Hepatitis B vaccinations take approximately six months to complete. It is the policy of the Health Science Center that Hepatitis B vaccinations and chicken pox titer tests are paid for by the student.

Students in the Health Science Center colleges (including, Occupational Therapy students) are required to be tested annually for **Tuberculosis** (or present documentation from physician that this test is contraindicated). All HSC students (including, Occupational Therapy students) are required to have a yearly flu shot.

Most fieldwork placements require a current TB test and flu shot. Therefore, you will need to comply yearly before the beginning of any clinical experience.

Proof of current immunizations and TB Titers will be requested by fieldwork facilities.

All health information and immunization forms should be sent to university Student Health Services. For information about the Student Health Center see <http://www.shcc.ufl.edu/>. The center is located at 1 Fletcher Drive, and phone number is: (352) 392-1161.

CPR

Prior to beginning any type of fieldwork or site visits, students are required to provide proof of current CPR for Health Care Providers certification. CPR certification may be through either the Heart Association or the Red Cross. For student's convenience, CPR courses are offered at the CPR and Safety Training Center. Proof of current CPR certification may be requested by fieldwork sites.

Insurance

All UF students are required to have health and hospitalization insurance. The insurance must be applicable while out of the Gainesville area on fieldwork. All full-time students taking 12 or more semester hours of credit are eligible for the health insurance plans sponsored by the University. Students also must obtain a blanket

liability insurance policy available at a nominal fee through the Department. Proof of both types of insurance may be requested by fieldwork sites.

Certifications and Mandatory Workshops

All students must be able to provide documentation to all fieldwork sites showing completion of 4 mandatory training workshops: OSHA/Infection control and HIV/Blood Borne Pathogens courses, HIPPA and a personal safety workshop. These workshops will be offered by the OT department and scheduled during the summer, fall, and spring semesters.

Background Checks, Fingerprinting and Drug Screening

Fieldwork facilities often require a variety of different types of background checks. A student who is aware of a legal or conduct issue that may present a problem for fieldwork placement should contact the Program Director upon entering the program or as soon as possible for a confidential discussion of the implications. All students are expected to inquire of both Level 1 and Level 2 site placements concerning the specific background information required. The student is responsible to comply with the request in a timely manner and furnish the required documentation to the site. Some fieldwork sites also require a screening test for drug use. Students are advised that any evidence of use of illegal drugs will jeopardize their ability in the future to obtain state license to practice occupational therapy.

OT STUDENT INFORMATION

Bulletin Boards – Electronic and Stationary

Official stationary wall department bulletin boards are located in the hallways near the OT lab classrooms on the first floor of the HPNP building. Announcements and other information of interest to students may be posted on the department website (www.ot.php.ufl.edu). Correspondence is posted for your information relative to departmental and professional business (classes information; departmental, SOTA, and/or local forum and national OT news, etc.) only. Students are responsible for checking electronic and wall bulletin boards frequently for general and special notes.

Bulletin boards labeled as Public Notices or those located in “common areas” of the HPNP building may be used for public information or general items of interest.

Contact Information

Students are responsible for informing the OT office and the Registrar’s Office about, name changes, address, e-mail, phone number and emergency contact information changes. Forms for this purpose can be obtained in the OT Department Office.

College Council

OT students are eligible to elect representatives for the Public Health and Health Professions College Council. Meetings are held once a month. See the college website for more information concerning the college council and other student clubs and organizations: www.php.ufl.edu.

First Aid Kit

Students or faculty can request band aids, gauze, antibiotic ointment, athletic tape or ace wraps at the main office for any minor cuts or injuries that occur in the HPNP Building. Any serious injuries should be dealt with by the student’s health care provider.

Food in the Building

Food and beverage consumption is allowable only in the Student Study Areas of the HPNP building.

Library

The small departmental library was founded and is maintained through a bequest in memory of Ann Sirmyer Ballard, who was a student in this curriculum at the time of her death. This is a **reference** library and students are **not** authorized to remove materials from it. Use of the library is a privilege during the times when classes are not in session the room.

Lockers

Student lockers are available in limited supply. They are located in the hallway outside the lab rooms on the first floor, adjacent to room 1107. Lockers will be assigned in the Summer Semester on a first come first serve basis. Students are responsible for purchasing suitable locks and removing them at the end of the spring semester prior to graduation. You are reminded not to leave valuables unattended; the department is not responsible for your lock or the contents of your locker.

National Board for Certification in Occupational Therapy Examination

Students who complete all academic and fieldwork program requirements are eligible to graduate from the University of Florida with a Masters in Occupational Therapy. Graduates of this program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be an occupational therapist, registered (OTR). In addition, most states require licensure to practice. A passing score on this exam is required by most states for professional licensure. For more information see Appendix E. Application materials can be obtained from the:

National Board for Certification in Occupational Therapy, Inc.
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
(302) 990-7979 or www.nbcot.org

Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy at the address above, and the state licensure board in the state you wish to practice.

Student Photographs

Each member of the entering classes will be asked to pose for photographs, usually during New Student Orientation. These pictures are used to make a composite picture of the entire class. The pictures are also used for our records. Students will be informed where and when the photographs will be taken.

CAMPUS and HEALTH SCIENCE CENTER SERVICES/FACILITIES

University Graduate Student Services

Student health services, counseling, access to computers, and an array of other services are available to graduate students at the University of Florida. Students may consult the Graduate Student website: <http://gradschool.rgp.ufl.edu/students/services.html> for information.

Bookstore

The bookstore/convenience store for the Health Science Center is located in the Medical Science Building on the ground floor. This bookstore carries texts for OTH and HSC courses. Students are responsible for purchasing all required texts. **NOTE:** buy your texts prior to the beginning of the semester as the bookstore returns unpurchased texts to the publishers early in the semester.

Some textbooks are also available at the University of Florida Bookstore and Welcome Center, and in many private bookstores in the community. The website for the university bookstores is: www.ufl.bkstr.com

Career Resource Center

The Career Resource Center provides career planning and employment assistance to all students and alumni. The Center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the Center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The Career Resource Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or check the web site at www.crc.ufl.edu.

Counseling and Mental Health Services

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling and Wellness Center, 352-392-1575, or Student Mental Health Services, 352-392-1171. Visit their

web sites for more information: <http://www.counsel.ufl.edu/> or visit <http://umatter.ufl.edu> for links to these services and other resources. *Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.* **Crisis intervention is always available 24/7 from the Alachua County Crisis Center: (352) 264-6789.**

Food Services

Food service facilities are located on the first floor of the North Tower of the UF Health, and the 3rd floor of the South Tower. Both are open to staff, student, patients, and visitors. The Sun Terrace is located in the North Tower courtyard near the entrance to the Health Center Library and offers breakfast as well as a variety of sandwiches, and drinks. The Reitz Union, located on Museum Road also offers a variety of restaurants.

Gift Store

The Shands Auxiliary gift store called the **Gift Stop** is located on the main floor (**first floor**) of UF Health adjacent to the Food Court. A US Post office (8:00AM to 3:00PM) is located in the Medical Science Building next to the HSC Bookstore). A branch of the Campus Credit Union and an ATM machine is also located in that vicinity. There are also ATM machines, food service, gifts and sundries, and a general campus bookstore located at the Reitz Union.

Student Health Center and Satellite Clinic at UF Health

The main Student Health Care Center is located on campus at the Infirmary Building, 280 Fletcher Drive, 392-1161. The Student Health Care Center Satellite Clinic at UF Health Shands Hospital is the closest clinic to the HPNP Building. It offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located in the Dental Towers, 2nd Floor, Room D2-49 in the Health Science Center. For more information, contact the clinic at 294-5700 or check out the web site at: <http://shcc.ufl.edu>.

University Libraries

The Health Center Library is now the twelfth largest medical library in the United States. It is located on the 1st, 2nd and 3rd floors of the Communicore Building. When using the library you must have your Gator One Card available since the library is limited to use by Health Center personnel and students. Books on reserve for the various Occupational Therapy courses are in this library. There are computer labs and individual and group study rooms available for all Health Science students.

Holiday schedules are posted on the door of the library and published in the student paper. Duplicating machines are located on the 2nd and 3rd floors of the library. For information concerning helpful courses available to students and other HSC personnel check the brochures available at the library. Several other libraries are located around campus including the education library in Norman Hall.

University Newspaper

Newspapers are available in the HSC and UF Health buildings. *The Independent Alligator*, the "unofficial student newspaper", is distributed throughout the campus and can also be found at distribution points around the Gainesville community. It is published daily during spring and fall semesters, and twice a week during the summer semesters.

CIRCA Computer Labs

CIRCA computer labs are open campus wide to all UF students for course work and personal use. All computer lab users must show a Gator One UF-ID card. CIRCA computer labs are staffed with student lab operators who manage lab activity, and provide limited software and hardware assistance. They do not teach classes or help students with their homework. For more information, call CIRCA Operations at 392-2428.

Parking and Local Transportation

Parking facilities surrounding the HPNP Building Complex are extremely limited. Students are encouraged to use the public transit system. Students may ride any Regional Transit System bus for free with a valid Gator One Card. For RTS Information and schedules see: www.go-rt.com .

Students wishing to drive on campus will be required to park in the area assigned to them at the time the vehicle is registered. Parking decals are available through UF's Traffic and Parking Division located on the corner of Gale Lemerand Drive and Mowry Road. Their website is: www.parking.ufl.edu.

Post Office

A Post Office is located on the ground floor of the Medical Sciences Building, near the bookstore. Please be aware the hours are limited (Monday – Friday 8:00AM - 3:00PM).

SAFETY POLICIES AND PROCEDURES

For a full description of university safety policies see the following website. This site also provides helpful personal safety information and detailed instructions if you should witness a crime or become a victim of a crime. www.police.ufl.edu

The UF Police Department is an integral part of UF's dedication to maintaining a safe and secure campus. The department provides law enforcement, crime prevention, victim advocacy and game day security, while Environmental Health and Safety handles inquiries related to biological safety, the UF Disaster Preparation Plan and the handling of suspicious mail. For further information see www.ufl.edu/notices/safety.html

To Contact the University Police Dial: 392-1111

Give the operator the following information:

1. Type of emergency
2. Address of facility
3. Location of emergency
4. Phone number you are calling from
5. Be prepared to answer any other questions from the operator.

Student Nighttime Auxiliary Patrol (SNAP)

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (92-7627).

Campus Emergency and Natural Disaster Notification Policies

UF Emergency Alert Contact System is a fast and effective way to communicate emergency information to a large number of people at virtually the same time. Students will be required to update their emergency contact information every 3 months. All students must participate. The university will contact students in the event of an emergency via: text message, telephone voice message (cell and land line) and/or e-mail.

Emergency information about hurricane preparation, toxic spills, injuries, suspicious packages, fires, etc. are addressed on this site, and includes telephone numbers for applicable response teams. See the following for emergency management information <http://emergency.ufl.edu/>.

Mandatory Safety Workshop

All MOT students will complete a mandatory Personal Safety course given by trained UF police representatives during the Summer Semester. This course is particularly designed for safety in the community, on campus and in health care centers.

Notification of Exposure Policy

- Purpose: To inform the student of their responsibility regarding exposure to infectious agents during practicum and internships.
- Policy: Students are informed of current OSHA and CDC exposure policies and practices during classroom training. Following an exposure to an infectious agent during practicum or internship, students are to follow the official exposure policy of the practicum/internship site. If the student disagrees with the site exposure policy, the student is responsible for seeking additional medical intervention.
- Procedure:

1. Students are informed of the need for exposure policy use and practices at orientation and during a scheduled infectious disease/AIDS in-service.
2. Attendance is mandatory for infectious disease/AIDS in-service.
3. Students are informed of personal responsibility to seek additional medical care following an exposure if the student feels the exposure procedure was not adequate.
4. For **ALL Human Blood or Body Fluid exposures** in the Gainesville area call **1 866 477-6824** 24 hours a day, 7 days a week

APPENDIX A**Awards and Financial Aid**

The Occupational Therapy faculty using standardized criteria makes nominations for the following scholarships and awards. Awards are decided by a designated faculty committee. Please make sure a current resume is maintained in your student file in the OT Office. We use this information for award nominations and for completing references.

MOT Student Scholarship Awards

These scholarships are awarded by faculty committee at the time of admission:

Alice Janzen Memorial Fellowship
Margaret Clare Shoemyen Graduate Fund

MOT Student Scholarships

Students will be notified by the Program Director when these awards become available. A department application will be provided to all MOT students.

Trish Buescher Nelson/Hands to Love Fund
Jan Z. Olsen Enhancement Fund
Judie Pink-Goldin Memorial Fund
Kay Walker Award
Florida Elks Scholarship (biannual)

MOT Graduate Awards

The Occupational Therapy faculty using standardized criteria makes nominations of graduating students for the following awards. A faculty committee decides the award recipients:

Ann Sirmyer Ballard Memorial Award
Alice Jantzen Awards for Academic Excellence
Jane Slaymaker Memorial Award

Resources for Scholarships and Loans

For scholarship and loan information see the following websites:

College of Public Health and Health Professions: <http://phhp.ufl.edu/academics/resources/financial-aid/>

University Student Financial Services: www.sfa.ufl.edu

American Occupational Therapy Association: www.aota.org/Students/Aid.aspx

American Occupational Therapy Foundation: www.aotf.org

Florida Occupational Therapy Association: www.flota.org

APPENDIX B

Clinical Education

OTH 5812 & OTH 5816

Level I Fieldwork Experience

In addition to didactic course work, the student is required to complete a series of related Level 1 experiences. These fieldwork experiences provide the student with an opportunity to translate theory into practice and to observe or define the roles of occupational therapy in various clinical settings. Fieldwork experiences are woven throughout the Fall and Spring semesters, and carry specific academic and clinical requirements. Students will complete 2 Level 1 placements in one 40-hour pediatric setting and one 40-hour adult setting, and a minimum of 10 visits to a mental health site during OTH 5324 (Psychosocial Occupational Therapy)

It is the student's responsibility to provide proof of having met all required health standards, required background checks, training and other facility requirements prior to initiating any practicum experience (as specified on p. 19) and to have provided proof of HIPAA and CPR training. Students are also required to abide by all applicable facility policies and procedures.

These courses are graded by the Fieldwork Educator (FE) in the areas of clinical application of knowledge, professional behavior, observation skills, and performance skills. Assignments may also be included in the grade. Course syllabi will be provided to both the student and Fieldwork Educator before the start of the experience.

Students will be expected to perform a self-evaluation of clinical skills prior to each practicum experience. It is the responsibility of the student to identify specific barriers to their learning in the clinical setting such as the impact of physical limitations, learning style, and specific stressors which might impair performance, judgment or attitude in the clinical setting.

OTH 5848 & OTH 5849, OTH 6861

Level II Fieldwork Experience

Occupational therapy students complete their preparation for professional service by spending the required equivalent of 12 weeks full-time fieldwork in two significantly different clinical settings. The expected progression is for the student to complete two sequential 12 week placements beginning in May and then in August or September. Students are required to select one Level II Fieldwork primarily oriented towards treatment of physical dysfunction. Fieldwork must be completed on at least a half-time basis and must be concluded within one year of completion of OT on campus coursework.

The Academic Fieldwork Coordinator (AFWC) will place students approximately six months prior to the student's start date. Assignments are based on availability, student preferences, type of experience offered, and when indicated, the student's needs. After fieldwork assignments are confirmed, the student may not request changes. Assignments will only be changed in the case of student failure or at the request of the fieldwork site.

Site assignment is carried out by a lottery early in the summer of the first year. Students may choose from sites located throughout the United States that have returned reservation forms to the AFWC indicating the slots available for UF OT students. The college, department and the university must have an established and up to date fieldwork contract with a facility before the site can be solicited for student placement. Any site may be considered where therapy is supervised by a certified and/or licensed occupational therapist, where education of students is pragmatically or philosophically supported by the administration of the facility, and the practice of OT reflects the mission, philosophy and learning objectives of the University of Florida Masters in OT program.

Students are reminded that the policies regarding student contact with fieldwork sites, explained during orientation, remain in effect. Students are responsible for arranging their own transportation, housing and financing for their fieldwork experiences. Special arrangements are available through some facilities, as noted in fieldwork files, but these arrangements are subject to change. Fieldwork may take place outside the US for

the second internship rotation, but must be supervised by a graduate of a WFOT approved OT program with a minimum of one year of clinical experience.

It is the student's responsibility to provide proof of having met all required health standards, required background checks, training and other facility requirements prior to initiating any fieldwork experience (as specified on p. 19 & 20) and to have provided proof of HIPAA and CPR training. Students are also required to abide by all applicable facility policies and procedures.

Fieldwork Internships are graded by the department on a satisfactory/unsatisfactory basis. *AOTA's Fieldwork Performance Evaluation for the Occupational Therapist (FWPE)* form is used, a minimum of 90 is considered passing at mid-term, and the minimum score of 122 points at the conclusion of the required 12 weeks must be attained for a passing performance. In addition, all "Fundamentals of Practice" items on the FWPE must be passed to achieve a satisfactory grade. Course syllabi (including, learning objectives, grading criteria, etc.) will be provided to both the student and Fieldwork Educator before the start of the experience.

Specialty Internship - OTH 6861

Students are strongly encouraged to complete a specialty rotation. This six-week rotation is offered as an elective for three credits after the successful completion of at least one internship and is graded on a satisfactory/unsatisfactory basis. Assignments are made based on a second lottery held in the fall after the initial placement lottery for the required internships is completed. The specialty fieldwork is an opportunity for students to gain experience in an area of particular interest, such as hands, spinal cord injury, pediatrics, wheelchairs/seating, etc.

Objectives are generally determined collaboratively by the student and the Fieldwork Educator, and are submitted to the Academic Fieldwork Coordinator prior to the start of the experience or no later than with the one week follow up form. Grades are determined by the department. Satisfactory performance may be determined by a letter from the fieldwork educator stating how well the objectives of the experience were met, or by use of the fieldwork performance evaluation (FWPE) form along with the FE's recommendations. If the FWPE is used, the normal grading scale will not apply except for the "Fundamental of Practice" items, which must be passed.

Level II Fieldwork Midterm Evaluation

A midterm evaluation of the student's progress for both Level II and specialty internships is provided by the Fieldwork Educator to the student in writing and verbally. Strengths and weakness are identified and suggestions are made so that the student will reach the goal of "entry level practitioner" by the end of the internship. The student and/or the Fieldwork Educator will report unsatisfactory student progress in the internship midterm evaluation immediately to the Academic Fieldwork Coordinator. Problem areas will be identified, suggestions for improved performance will be outlined, and alternative solutions will be explored towards the goal of improved performance during the second half of the internship.

Student Responsibilities on Fieldwork

Students are responsible for independently arranging for and financing housing, transportation for internships and completing all requirements for internships. Changes in marital status, financial considerations, or changed housing arrangements are not considered adequate grounds for changing fieldwork assignment. In rare instances, housing or other forms of support are provided by the facilities. However, these benefits are subject to change at any time. Placement sites located in Florida and Gainesville are limited. Students should anticipate that one site may be outside the state of Florida. Students are informed of these limitations before enrollment.

Prior to departing to fieldwork sites, it is necessary that each student shall have at a minimum:

1. Satisfactorily completed all required courses in the occupational therapy curriculum.
2. Enrolled in a liability insurance program under the blanket student policy.
3. Have personal or family medical insurance, which will provide coverage in the geographic areas to which the student will be going. Clinical internship sites are not responsible for health care needs that arise during the internship experience.
4. Proof of having received CPR Certification, and negative TB test or chest X-ray within the last year. A

record of all immunizations is also required.

5. Copy of HIPAA, OSHA/Infection control and HIV/Blood Borne Pathogens course completion certificates.
6. Have complied with all site requirements for background check and drug screening.
7. Become knowledgeable of the fieldwork site's requirements for interns.

Students are expected to comply with other requirements that may be required by the facility, such as background, fingerprinting or drug screenings. Some internship sites require testing for use of illicit drugs and if the testing is positive for drug use the student will be unable to continue in that placement. Students are advised that any evidence of use of illegal drugs will jeopardize their ability in the future to obtain state license to practice occupational therapy. **Students are responsible for knowing and following all policies and procedures pertinent to them at fieldwork sites.**

Students should be aware that a **felony conviction** might affect their ability to be accepted for fieldwork placement, sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy (NBCOT) and/or the state licensure board in the state where you wish to practice (see Appendix E for contact information).

SUMMARY OF FIELDWORK POLICIES

Introduction: Fieldwork sites are at a premium and are a valuable resource of the OT Department. The department has established fieldwork policies (i.e. Appeals, Lottery) designed to serve the largest good in the fairest possible manner. Attempts are made to accommodate individual student's needs and preferences as much as possible, however this is done in the context of attempting to equally meet the needs of other students and fieldwork sites. Students are reminded that they have been informed, since admission, that they are responsible for completing a minimum of 2 Level II fieldwork placements that are each 12 weeks and 2 Level I fieldwork placements that are each 1 week in duration. Students have been informed that they are responsible for the financial burden of this part of their training, that this training may take place anywhere in the United States and that the student is responsible for planning and preparing for this expensive part of their education in advance. Students will not be placed in fieldwork outside of the lottery or appeal processes. Students are required to complete Level I and Level II experiences in **different** settings. Additional policies can and will be added to this list to guarantee a fair and equitable distribution of fieldwork sites

Lottery: In order to fairly distribute fieldwork sites among the students an annual lottery will be held. Slots will be assigned through random computer-generated assignment according to student preferences and the slots availability. There may be an opportunity to switch sites before final assignments are confirmed. However, students may not switch sites once they have been confirmed with the facility.

Appeals: The appeal process is designed to meet the occasional need of a student for whom the lottery process would prove disruptive to their family responsibilities and would result in the student's probable discontinuation of their schooling. Petitions for appeals are not to be made lightly. Students should consider the gravity of their appeal and submit an appeal only if they feel they could not continue in the program and complete their training if the appeal were denied. Appeals for special consideration in placement are based on demonstrated need for one of the following reasons: dependent care, extreme personal issues, and students with disabilities who have registered with the Office of Students with Disabilities and have a documented need for placement accommodations. Students will be informed of the dates of the Appeal process, generally during the first semester of the first year of the program. Appeal decisions are made subject to the availability of fieldwork sites. All decisions of the committee will be final.

Appeals cannot be made for financial reasons. Appeals found to be made on false claims will be overturned and denied, and the student may be dismissed from the program for this unethical behavior. If not dismissed, students who falsify appeal claims will be placed in any remaining site at the conclusion of the lottery process.

Contact with Sites: All prospective and contracted fieldwork sites are considered a resource of the OT Department not the individual student. **Therefore students shall not contact fieldwork sites, currently or prospectively contracted with the university with the intent to establish personal fieldwork placement.**

Students who discover or generate new fieldwork sites must recognize that all sites used by the OT Department become part of the department's pool of fieldwork sites, and as such, are open to all students through the lottery. If a student becomes aware of the possibility of a new fieldwork site they are to inform the Academic Fieldwork Coordinator who will make the appropriate contacts and contracts with the site as the designated representative of the OT Department. If contracts with the University are arranged this site will be available to all students through the lottery. No exceptions to this policy will be made.

Absence Makeup Policy: All students must complete the hourly equivalent of 12 weeks per Level II placement regardless of holidays, illness or emergencies. Students are required to maintain the same schedule as their Fieldwork Educator (FE). If a holiday falls within the fieldwork dates and the FE has these off, students are also permitted these days off. Students are allowed a maximum of two sick days per fieldwork experience. Any additional days missed may be made up on weekends or by extending the fieldwork so that the student has completed the required fieldwork length. If the fieldwork site has more stringent makeup policies, the student is required to adhere to those.

Students missing a regularly scheduled work day while on their fieldwork must contact both their Clinical Educator and the Academic Fieldwork Coordinator. Regardless of the reason for the absence the student must complete an ***Excused Absence Petition*** as documentation. The form should be mailed or fax'd to the AFWC within 24 hours of returning to the facility. See Appendix H for a copy of the petition. The form is also available on the fieldwork website.

Withdrawals: Leaving an internship site without notifying and receiving a written or direct telephone response from the Academic Fieldwork Coordinator and the Program Director is viewed as a serious infraction of professional ethics and is considered abandonment of one's professional responsibilities to the patients and facility. The student will receive a failing grade in the internship and will not have the option to petition to re-enter the program (for further discussion of this policy see page 15).

APPENDIX C

Program Curriculum
Entry-Level Masters in Occupational Therapy Program (59 credits)
Required Pre-OT Coursework (21 Credits)

Summer

<u>Course</u>	<u>Credits</u>
OTH-5002 Foundations of Occupational Therapy	3
OTH-6539 Occupational Therapy Theory	3
OTH-5770 Critique of Research in OT	3
OTH 5435 Therapeutic Activities I: Biomechanics	2
OTH 5722 Professional Development in OT	1

Semester total **12**

Fall

OTH 6636 Principles OT Screening/Evaluation II	4
OTH 6642 Occupational Therapy Interventions II	6
OTH 5115 Therapeutic Act. 2: Areas of Occupation	3
OTH 5812 Practicum I	3

Semester total **16**

Spring

OTH 6635 Principles of OT Screening/Evaluation I	3
OTH 6641 Occupational Therapy Interventions I	4
OTH 5816 Practicum II	2
OTH 5726 Service Delivery and OT Management	2
OTH 5324 Psychosocial Intervention	4

Semester total **15**

Summer

OTH-5848 Fieldwork I	6
OTH-6708 Issues in OT Practice I (on-line)	2

Semester total **8**

Fall

OTH-5849 Fieldwork II	6
OTH-6709 Issues in OT Practice II (on-line)	2

Semester total **8**

APPENDIX D

**Program Curriculum – Conditional Admission Program
Seven Semester Entry-Level Masters in Occupational Therapy (79 credits)**

Required Pre-OT Courses (21 credits)**Fall**

OTH 4418 Nervous System & Disorders + Lab	5
OTH 3201 Applied Human Development II	2
OTH 3200 Applied Human Development I	3
<u>Semester total credits</u>	<u>10</u>

Spring

OTH 3416 Pathophysiology for Rehabilitation	3
OTH 4412 Musculoskeletal Anatomy + Lab	5
OTH 3413 Applied Kinesiology	3
<u>Semester total credits</u>	<u>11</u>

Entry-Level Masters in Occupational Therapy Program (59 credits)**Summer**

Course	<u>Credits</u>
OTH 5002 Foundations of Occupational Therapy	3
OTH 6539 Occupational Therapy Theory	3
OTH 5770 Critique of Research in OT	3
OTH 5435 Therapeutic Activities I: Biomechanics	2
OTH 5722 Professional Development in OT	1
<u>Semester total credits</u>	<u>12</u>

Fall

OTH 6636 Principles OT Screening/Evaluation II	4
OTH 6642 Occupational Therapy Interventions II	6
OTH 5115 Therapeutic Act. 2: Areas of Occupation	3
OTH 5812 Practicum I	3
<u>Semester total credits</u>	<u>16</u>

Spring

OTH 6635 Principles of OT Screening/Evaluation I	3
OTH 6641 Occupational Therapy Interventions I	4
OTH 5816 Practicum II	2
OTH 5726 Service Delivery and OT Management	2
OTH 5324 Psychosocial Intervention	4
<u>Semester total</u>	<u>15</u>

Summer

OTH 5848 Fieldwork I	6
OTH 6708 Issues in OT Practice I (on-line)	2
<u>Semester total</u>	<u>8</u>

Fall

OTH 5849 Fieldwork II	6
OTH 6709 Issues in OT Practice II (on-line)	2
<u>Semester total</u>	<u>8</u>

APPENDIX E

Accreditation, Licensure and Certification**MOT Program Accreditation - Accreditation Council for Occupational Therapy Education**

This program has been accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association. The University of Florida MOT program is accredited through 2022. The Accreditation Council (ACOTE) established the academic standards necessary for accreditation of occupation therapy education programs. ACOTE is the organization that views OT programs for initial and continuing accreditation status. Graduation from an accredited OT education program is required to engage in OT practice. For further information see: www.aotaonline.org.

Accreditation Council for Occupational Therapy Education
4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449.
(301)652-AOTA

Graduates of the UF MOT program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an occupational therapist, registered (OTR). In addition, most states require licensure to practice.

Florida Licensure - Florida Department of Health

The State of Florida prohibits practicing occupational therapy without a license. Students may obtain a temporary license for 6 months after graduation. It is advised that this process be initiated during the last fieldwork rotation. A felony conviction may affect a graduate's ability to attain state licensure. For more information contact: www.doh.state.fl.us

Florida Department of Health
Board of OT Practice
4042 Bald Cypress Way
BIN #C05
Tallahassee, FL 32399-3255
(805) 488-0595

National Certification - National Board for Certification in Occupational Therapy

The National Board for Certification in Occupational Therapy (NBCOT) administers the examination for Occupational Therapist, Registered (OTR). The Board is independent from the American Occupational Therapy Association and membership in AOTA is not required for certification. To sit for the exam, the candidate must have completed all academic and fieldwork requirements as verified by receipt by the NBCOT of an official transcript completed by the UF Registrar and have paid the registration fee.

Students may sit for the NBCOT examination after graduation. Typically, students complete their internships in the fall semester and graduate in December.

Students should be aware that a **felony conviction** might affect their ability to sit for the certification exam. For more information contact the National Board for Certification in Occupational Therapy. When you apply to write the certification examination with the National Board for Certification in Occupational Therapy (NBCOT), you will be asked to answer questions related to the topic of felonies.

For further information contact NBCOT at: www.nbcot.org

National Board for Certification in Occupational Therapy, Inc.
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150
(301) 990-7979

APPENDIX F

Essentials and Critical Demands Technical Standards for MOT Students

Academic Preparation

Following completion of the academic and clinical fieldwork experience the student will perform at the competency of an entry-level occupational therapist.

Attends class approximately 35+ hours per week which includes the following:

- Lecture
- Laboratory
- Task group meetings
- Integrated clinical experience
- Reading, studying and absorbing classroom materials

Meets class standards for course completion

Participates in classroom discussions

Performs* or instructs** others in a timely manner in the following:

- Transfers - performs or instructs
- Activities of daily living (dependent through independent status) - performs and instructs
- Splinting - performs
- Therapeutic activities/procedures - performs
- Task and verbal group activities - performs
- Assessment procedures - performs

Uses sound judgment and safety precautions

Applies critical thinking process to requirements of the academic learning experience:

- Lecture
- Laboratory
- Integrated clinical experience

Addresses problems or questions to the appropriate person at the appropriate time

Maintains personal appearance and hygiene conducive to professional student setting

Travels or re-locates to various locations required for internships and practicums

Maintains work area, equipment and supplies in a manner conducive to efficiency and safety

Models socially appropriate behaviors

Manages time effectively

Communicates with peers, faculty and staff effectively and professionally

Treats peers, faculty, staff, patient/clients with respect

Conducts himself/herself in an honest manner in dealing with faculty, staff, and peers

Assumes responsibility for professional conduct and growth

Is responsible for abiding by the rules and regulations of the department, facility and profession

In an average academic day a student must:

- Sit 2-6 hours
- Walk/travel 2 hours

The following requirements are included in classroom activities:

- 50 pounds is the heaviest weight lifted while sitting or standing in one place.
- 25 pounds is the heaviest weight carried while moving/traveling up to 50 feet.
- 25 pounds is the heaviest force exerted to push/pull objects up to 50 feet.

* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

**Student instructs someone other than patient/client (caregiver or another team member)

The student is required throughout the academic program to:

Lift less than 10 pounds	F
Lift 10-25 pounds	O
Lift 25-50 pounds	R
Lift over 50 pounds	R
Rotate & Twist	F
Bend/Stoop	O
Squat	O
Balance	C
Reach above shoulder level	O
Kneel	R
Push/Pull	O
Use hand repetitively	C
Use simple grasping	C
Use firm grasp	O
Use manual dexterity	F
Use finger dexterity	F
Coordinate verbal/manual instruction	C
Use auditory/tactile/visual	C
Senses to evaluate status of an individual	C
Transition from different Heights (chair - floor - plinth)	F

Rarely	=	1 - 10%
Occasionally	=	11 - 33%
Frequently	=	34 - 66%
Continuously	=	67 - 100%

The student is required throughout the Clinical Fieldwork Experience to:

Physical activity is center dependent (refer to each center's fieldwork data file)
 Travels to clinical fieldwork site
 Manages time effectively
 Moves within clinic/community setting
 Complies with deadlines
 Follows appropriate chain of command
 Follows all policies and procedures required by setting
 Completes all assignments
 Maintains patient/client confidentiality
 Complies with dress code
 Meets attendance requirements
 Demonstrates professional standards of practice and adheres to AOTA code of ethics
 Maintains work area, equipment and supplies in a manner conducive to efficiency and safety
 Models socially appropriate behaviors
 Creates an environment which maximizes patient's/client's responses
 Documents all required information
 Effectively adjusts communication for intended audience
 Demonstrates problem solving skills in patient care
 Gathers information needed prior to assessment
 Selects relevant areas to assess
 Selects the correct methods for assessment
 Administers assessment procedures accurately
 Adapts assessment method as needed
 Interprets assessment data accurately
 Interprets assessment/reassessment results accurately and completely
 Establishes relevant goals/outcomes and treatment plan with patient/client
 Carries out treatment plan as appropriate
 Engages appropriately in a supervisory process
 Uses sound judgment in maintaining professionalism when communicating with peers and patients
 Respects diversity and the values of others

* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

**Student instructs someone other than patient/client (caregiver or another team member)

APPENDIX G**Occupational Therapy Organizations****Student Occupational Therapy Association (SOTA)**

The purpose of SOTA is to stimulate interest in occupational therapy among potential and present students in the field and to develop professional growth. It also seeks to promote knowledge of occupational therapy among other professional groups, to serve the community, and to promote the objectives of the American Occupational Therapy Association (AOTA). SOTA is open to potential occupational therapy students, and undergraduate and graduate students.

Check the SOTA Facebook page or student bulletin board for information about SOTA and meeting notices.

Florida Occupational Therapy Association (FLOTA)

This association is the state professional organization. Its membership is open to certified/registered and licensed occupational therapists (OTRs), certified and licensed occupational therapy assistants (COTAs) and all students officially enrolled in an accredited curriculum. Student membership is \$20.00 per year and includes a monthly newsletter. FLOTA meetings are held four times a year at various locations throughout the state. A student representative of each school may sit on the Executive Board.

FLOTA
335 Beard Street
Tallahassee, FL 32303
(904) 222-6000

American Occupational Therapy Association (AOTA)

The AOTA is the national professional organization. Its membership is limited to certified/registered occupational therapists (OTRs), to certified and licensed occupational therapy assistants (COTAs) and to students officially enrolled in accredited occupational therapy curricula. Student membership includes a membership to American Student Committee of AOTA (ASOTA) and subscription to the professional journal, the professional news magazine and other general literature. The student member may also serve on committees.

AOTA	P.O. Box 31220	301-652-2682
4720 Montgomery Lane	Bethesda, MD 20824-1220	301-652-7711 (FAX)
Bethesda, MD 20814-3425		1-800-377-8555 (TDD)

World Federation of Occupational Therapy (WFOT)

The WFOT was founded in 1952 and is the official international organization for the promotion of occupational therapy. Since its inception the Federation has done much to develop minimum education standards and clinical practice throughout the world. Each official OT association of a country is eligible to become a member, as can individual certified therapists. The Federation holds a general conference once every four years. Delegates and individual members from 57 countries throughout the world convene to exchange ideas and information. For more information see: www.wfot.org.

Excused Absence Student Petition

Complete the form below in full and submit to Program Director at least 4 weeks prior to event

Student name: _____

Date Petition submitted: _____

Function or event: _____

Justification for missing class:

Dates of missing classes: _____

Date to return to class: _____

Student plan for make up regularly scheduled work

Class	Instructor	Note taker	Exams/assign.	Plan	Instructor's signature

Student Signature: _____ Date: _____

Approved: _____ Not Approved/reason: _____

Program Director Signature: _____ Date: _____

Academic Fieldwork Coordinator Signature: _____ Date: _____
(if applicable)

Appendix I

University Social Media use, Guidelines, and Policy Implications

Social networks provide fun and exciting ways to connect with others who share common interests. These guidelines are meant to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. These guidelines also provide suggestions for situations involving social media that could be damaging to either participants or the university.

The University of Florida Social Media Use Guidelines apply to all employees and students of the university. The guidelines also apply to other people (such as volunteers and appointees) who use university computing resources. The guidelines apply to all forms of social media, such as Facebook, Twitter, blogs, YouTube, Flickr, text messages, and other, less-popular platforms, as well as those not in existence at the time of the adoption of these guidelines.

The guidelines apply to students and employees outside of work hours, and while using personal accounts when use of social media affects an individual's responsibility as a member of the university community as further explained in the last section of these guidelines.

This document provides several policies and regulations that may apply to the use of social media. Violations of these policies may result in criminal or civil penalties, and/or consequences affecting an individual's employment or student status, including but not limited to disciplinary action, and may result in personal liability.

Users of university computing resources should be aware that such use is not private and may be monitored in accordance with the University Of Florida Acceptable Use Of Computing Resources Policy referenced below.

Activities Violating the Law

Use of social media in ways that violate the law, including but not limited to federal, state, local and, when applicable, foreign laws, regulations, rules, policies, and University of Florida or Florida Board of Governors regulations and policies, may result in criminal or civil penalties as well as disciplinary actions. Students must also abide by the Student Code of Conduct. Please refer to:

<http://www.dso.ufl.edu/studentguide/studentconductcode.php>. These guidelines highlight certain aspects of these laws, regulations, and policies, but are not intended to and do not represent a comprehensive review of them. In addition, what is posted on a social networking site may be used as evidence of activity that violates the law (as described above).

Acceptable Use

Social media users must abide by the University's Acceptable Use of Computing Resources Policy

<http://www.it.ufl.edu/policies/aupolicy.html>.

Confidentiality of Student and Applicant Records

Federal laws (including the Family Educational Rights and Privacy Act, or "FERPA"), Florida law, and University of Florida regulations governing the confidentiality of student and applicant records (and information from such records) apply to social media use. Information from student, alumni, or applicant records (including but not limited to academic records, disciplinary records, correspondence through e-mail or other means, or (with limited exceptions) any other records individually identifying students at the university or applicants to the university) should never be released via social media without approval of the Chief Privacy Officer. Before approved, written consent of all students and applicants involved approving disclosure to the broad public using social media for a particular purpose must be signed and dated. For more information about the privacy of student and applicant information, please view the following resources:

University of Florida Privacy Office website, <http://privacy.ufl.edu/studentfaculty.html>. Florida Statute 1006.52 and U.S.C. 1232g and 34 C.F.R. Part 99.

Patient Privacy

Use of social media, even in a personal capacity, must comply with state and federal law concerning patient information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA). For a general overview of HIPAA, please visit: <http://privacy.health.ufl.edu/about/overview.shtml>.

A patient's privacy may not be violated by releasing his or her protected health information unless that patient (or patient's parent/guardian) has signed an approved University of Florida Health Science Center (HSC) form authorizing the release of such information. The form must specify the individual or entity authorized to release the information. University of Florida personnel may not reveal patients' health information on personal social media sites unless the patient or patient's parent/guardian has signed an approved UF Health Science Center form specifically authorizing the individual to release the information broadly. Forms can be found on the University of Florida Privacy Office's web site: <http://privacy.health.ufl.edu/policies/hipaamanual/forms.shtml>.

Protected health information includes photographs and videos of the patient, even if the patient asked for the photo/video to be made or consented to it being made. It is best to return such photos to the patient, as long as no other patients are in the photos.

Patient information may not be posted, even if it has been "de-identified." Please keep in mind the following:

It often is possible to identify patients even if their names or other obvious identifying information are not included. Details, such as names, places of work/study, and the date/time stamp can make it easy to identify patients described, particularly to the patients themselves and their families and friends. If patients contact those affiliated with UF via social media, simply responding to a patient, with no medical advice, is acceptable. Providing medical advice or information through social media is not permitted, even if the patient requests it. Patients treated outside the U.S.--for example, as part of a medical, research, or other international humanitarian mission--also have a right to privacy. In addition to U.S. and Florida requirements, foreign jurisdictions often have their own privacy laws that apply. Patients' identities and medical information, as well as photos, videos, and audio recordings featuring them, should be treated with the same respect shown to those of a patient receiving care in the United States. Be sure to identify and comply with U.S., Florida, and applicable foreign jurisdiction privacy laws, keeping in mind the following:

Disclosing information about a patient treated in another country could be a violation of that country's privacy laws, as well as U.S. and Florida laws and UF and Shands policies. Before information, pictures/videos, or recordings featuring patients from outside the U.S. is created, posted, or transmitted, the University's Chief Privacy Officer should be contacted for approval at privacy@ufl.edu. Collecting certain data on individuals may also be subject to U.S., University of Florida, and foreign requirements on human subjects research. Please see the "Recommended Sanctions" links on UF's Health Information Privacy page <http://privacy.health.ufl.edu/policies/hipaamanual/operational.shtml> for possible penalties for violating patient privacy.

Research and Intellectual Property

Releasing unpublished research data or unprotected intellectual property may impair its protection. In keeping with the University's Intellectual Property Policy www.research.ufl.edu/otl/pdf/ipp.pdf unpublished research data or unprotected intellectual property may not be released through social media in a manner that impairs patent protection, violates any condition of an applicable research contract or grant, or violates any applicable law.

Other Forms of Restricted Data

Revealing other forms of legally restricted records, data, or information via social media is strictly prohibited. Records protected include but are not limited to: Social Security numbers, financial information, employee or student medical information, limited access employee records pursuant to Section 1012.61, Florida Statutes, trade secrets, copyrighted materials, materials covered by export control laws and regulations, and other materials the university is required to maintain as confidential or has agreed to do so.

While those affiliated with UF may disclose information about themselves, they should exercise caution in doing so for their own protection. Once disclosed through social media, the information may be accessed indefinitely and in many contexts (e.g., actual and potential employers, professional licensure authorities, elections, current and future family members) that may not have been contemplated at the time.

Misrepresentation

Those affiliated with UF may not portray themselves as acting on behalf of the university or any part of the university, such as the Health Science Center, IFAS, a college, department, or any other unit, or present a social media account as an official university account unless authorized to do so by the vice president with jurisdiction over the applicable unit. Even when acting in one's university capacity, UF faculty, staff, students, volunteers, etc. may not represent their own positions and opinions as those of the university. When using social media in a

personal capacity, reasonable precautions must be taken to indicate that the activity is being conducted as a private person and not as an employee, agent, or spokesperson of the university.

Authorization

Authorization to present a social media account as an official university activity must come from the vice president with jurisdiction over one's unit as well as the vice president for University Relations or his/her designee. Permission to use any University of Florida service marks, trademarks, or logos must be obtained from and may be requested of University Relations by calling (352) 846-3903.

General

Employees may not spend more than minimal work time on personal activities, including the use of social media. However, a vice president or his/her designee may authorize use of personal social media sites and accounts that further university interests.

Social media communications that a reasonable person in the position of the target of the communications would consider to be a true threat of violence against the target, or that a reasonable person knows or reasonably should know would cause (and that do cause) severe emotional distress, likely violates the law and would violate university regulations. Social media communications that contain false statements that could harm a person's reputation are likely defamatory and may result in civil liability. Social media communications that are obscene or that represent child pornography violate criminal laws and would violate university regulations.

Professional Standards

Those employed or in a course of study in a field that is subject to professional or ethical standards must comply with those standards in their university capacity. Such standards also apply to one's personal capacity if the standards generally apply at all times or if one's personal conduct would affect or reflect on his or her university role.

Text, photos, videos, and other material posted on social media pages, including personal ones, should be in keeping with generally accepted professional and/or ethical standards for one's field(s) of work and/or study.

Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations or if relevant to a University of Florida role, by the university. Please review the regulations published by the university, found online at: <http://regulations.ufl.edu/>

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