University of Florida
College of Public Health & Health Professions Syllabus
Department of Occupational Therapy
OTH 6816: Adult Level 1 Fieldwork (2 credits)
Fall Semester 2021
Delivery Format: On-Campus and Individual Site Locations as assigned
Course materials [http://elearning.ufl.edu](http://elearning.ufl.edu)

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Instructor Name: Heidi Horwitz, MEd, OTD, OTR/L
Office Number: HPNP 2165
Phone number: 352-273-9671
Email Address: hhorwitz@phhp.ufl.edu
Office Hours: Wednesday, 11:00 am – 12:00 pm (in person) and by appointment
Preferred Course Communications: email or office hours

*Please note that your email messages are important to me but it may take some time for me to respond depending on my schedule that week. Please allow me 24 hours during the week and 48 hours on the weekend to respond to email.*

Prerequisites: OTH 6002 & OTH 6539. Concurrent Enrollment: OTH 6115, OTH 6620, OTH 6622, OTH 6

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**PURPOSE AND OUTCOME**

**Course Overview**
Level I fieldwork is designed to afford students the opportunity for hands-on assessment, evaluation, treatment planning and client intervention. The student will learn to be part of the therapy team and professionally interact with clients and interdisciplinary teams. This fieldwork provides the opportunity for students to translate their professional behavior, observation skills, performance skills and clinical application of their knowledge into a clinical setting. These experiences may take place in hospitals, nursing homes, and outpatient clinics during the week after Thanksgiving break.

**Relationship to Curriculum Design**
ACOTE Standard C.1.0. Fieldwork Education
Fieldwork education is a crucial part of professional preparation and is best integrated as a component of the curriculum design. The experience provides the student with the opportunity to carry out professional responsibilities under supervision and for professional role modeling. The goal of Level I fieldwork is to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop understanding of the needs of clients.

**Course Objectives/Fieldwork Objectives**

<table>
<thead>
<tr>
<th>Student Learning Objective</th>
<th>ACOTE Standard</th>
<th>Curricular Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Through reflective activities and guided fieldwork experience, demonstrate therapeutic use of self, including one’s personality, insights, perceptions, and judgments, as part of the therapeutic process.</td>
<td>B.4.1</td>
<td>Professionalism</td>
</tr>
<tr>
<td>2. Apply and demonstrate effective professional behaviors on a day-to-day basis when working with clients/patients, multidisciplinary team members and peers.</td>
<td>B.7.4</td>
<td>Professionalism</td>
</tr>
<tr>
<td></td>
<td>Display professional behaviors consistent with the OT Code of Ethics and state regulatory requirements.</td>
<td>B.7.1</td>
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<tr>
<td>4.</td>
<td>Inform a holistic understanding of psychosocial influences on occupational performance in the realm of physical disabilities.</td>
<td>n/a</td>
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<tr>
<td>5.</td>
<td>Given a patient case and the scope of your fieldwork practice setting, interpret evaluation findings to diagnose occupational performance and participation based on theory, evidence and interdisciplinary knowledge, to develop occupation based goals and intervention plans based on the stated needs of the client as well as the data gathered during the evaluation process in collaboration with the client and others.</td>
<td>B.4.2</td>
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<tr>
<td>6.</td>
<td>Examine and apply direct occupational therapy interventions and procedures to a case study.</td>
<td>B.4.3</td>
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<td></td>
<td>Through fieldwork experience, apply sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice.</td>
<td>B.3.7</td>
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<td>8.</td>
<td>Document occupational therapy services to ensure accountability of service provision and to meet standards.</td>
<td>B.4.6</td>
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<tr>
<td>9.</td>
<td>Given a patient case and guided fieldwork experience, consider factors that might bias assessment results, such as culture, disability status, and situational variables related to the individual and context.</td>
<td>B.1.2</td>
</tr>
<tr>
<td>10.</td>
<td>Given a patient case and guided fieldwork experiences, delineate the roles of the healthcare and community providers necessary for care coordination, case management, and transition services.</td>
<td>B.4.20</td>
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<tr>
<td>11.</td>
<td>Identify appropriate codes and/or other documentation necessary for appropriate reimbursement for occupational therapy services at a specific setting.</td>
<td>B.4.29</td>
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<td>12.</td>
<td>Demonstrate knowledge of the use of technology in practice including electronic documentation systems and virtual environments.</td>
<td>B.4.15</td>
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</table>

**Required Course Materials**

AOTA Membership* ($75 per year for student membership): [www.aota.org](http://www.aota.org)

* Throughout this course and in other courses you will be accessing member-only documents from the American Occupational Therapy Association’s website


• Subscription to Autumn – Physical Rehab Scenario - ClinEdWeb - $19.99

https://www.clinedweb.com/courses/autumn
Recommended Course Materials

For technical support for this class, please contact the UF Help Desk at:
- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

DESCRIPTION OF COURSE CONTENT

COURSE POLICY AND PROCEDURES: Level 1 Fieldwork

Current plans: During the week after Thanksgiving, you will be assigned to a 40 hour, one week Level 1 fieldwork. Facilities are available throughout Florida and in various regions of the country. A preference list of cities (previously determined by the AFWC) you would like to go to can be submitted to the AFWC in September. You will not be able to choose a particular facility. Travel from your requested cities can be up to 60 miles/60 minutes. At least 3 cities must be further than 30 miles apart (unless you have an accepted hardship to stay in the Gainesville area).

The Academic Fieldwork Coordinator (AFWC) will make the final placement decisions and try to accommodate your preferences when possible. This course sequence is designed to meet the American Occupational Therapy Association guidelines for Level 1 Fieldwork Experience.

Please note that current plans may change. Due to a shortage of site from the COVID-19 pandemic, the AFWC may need to assign you to a site, the number of hours may be decreased, or the dates may change. Please keep the week after Thanksgiving and the three days before Reading Days open as possible fieldwork dates.

All students must have immunization, HIPAA and CPR requirements met prior to the start date of fieldwork. Many sites are now requiring drug screens, fingerprints and background checks. Please see the Student Fieldwork Manual and Exxat for more information.

1. The student will be notified of placements by a posting in Exxat. The name and contact information for site will be located there. Students assigned requesting out of state will also be contacted by email.

2. Six weeks* prior to the start date, the student should call or email the supervisor. (*except UF Health Acute Care and Orlando Health). Remember most fieldwork coordinators are therapists and often difficult to get hold of. If you have emailed twice and are unsuccessful, try a phone call to the site, after that do not hesitate to contact the AFWC to help. Include the following in your initial contact:
   a. Be sure to thank them for the opportunity they are offering you to train with them.
   b. Include your full name and that you are a University of Florida Occupational Therapy student. Also include the dates with year that you will be there.
   c. Ask about any preparations you may need, such as vaccinations, influenza shot, drug test, fingerprinting or background checks. There may be a cost involved in these.
   d. Inquire about the start time, dress code, directions and parking.
   e. Inquire about specific evaluations or treatment modalities used onsite so that you can refresh your skills as necessary.
   f. Ask about specific physical expectations of the site, particularly if you have physical limitations. If accommodations are to be made, please notify the fieldwork coordinator and the Dean of Students Office.
   g. Be sure to check in the site file for any other information that may be pertinent. These files are located in the CANVAS course files.

3. Attendance: To meet the requirements of this fieldwork, students must complete one week full time at an assigned site. If due to illness or a similar emergency situation you must miss time, and you have not completed one week full time, you must make the time up missed. Any missed time requires an absentee form be turned in to the AFWC. (Current Plan – subject to change because of COVID-19 pandemic)
<table>
<thead>
<tr>
<th>Date</th>
<th>Course Topics (subject to change)</th>
<th>Readings &amp; Assignments</th>
<th>ClinEdWeb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Course Introduction &amp; Overview of Clinical Documentation AOTA Membership</td>
<td>Guidelines for Documentation of Occupational Therapy Gateley &amp; Borcherding, p. 180</td>
<td>Register for ClinEdWeb – Autumn Physical Rehab Scenario</td>
</tr>
<tr>
<td>Aug 23</td>
<td></td>
<td>Hinojosa, p. 137-138 (in Canvas)</td>
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<tr>
<td>Week 2</td>
<td>Chart Abbreviations Assistance Levels Balance Grades</td>
<td>Gateley &amp; Borcherding, Chp. 4</td>
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<td>Aug 30</td>
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<tr>
<td>Week 3</td>
<td>No Class - Holiday</td>
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<td>Sept 6</td>
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<tr>
<td>Sept 13</td>
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<tr>
<td>Week 5</td>
<td>Fieldwork Requirements</td>
<td>Review Fieldwork Requirements for your site in EXXAT</td>
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<tr>
<td>Sept 20</td>
<td></td>
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<tr>
<td>Sept 27</td>
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<tr>
<td>Week 7</td>
<td>Problems Statements and Goal Writing</td>
<td>Gateley &amp; Borcherding, Chap. 5 &amp; 6</td>
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<tr>
<td>Oct 4</td>
<td></td>
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<tr>
<td>Week 8</td>
<td>SOAP Notes</td>
<td>Gateley &amp; Borcherding, Chp. 11 DUE: ClinEdWeb Tub Bench Transfer Quiz</td>
<td>Intro to Treatment – Floor Transfer Questions</td>
</tr>
<tr>
<td>Oct 11</td>
<td></td>
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<tr>
<td>Week 9</td>
<td>SOAP Notes</td>
<td>DUE: ClinEdWeb SOAP Note for Peer Review</td>
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<tr>
<td>Oct 18</td>
<td></td>
<td></td>
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<tr>
<td>Week 10</td>
<td>Treatment Planning</td>
<td>Gateley &amp; Borcherding, Chp. 12</td>
<td></td>
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<tr>
<td>Oct 25</td>
<td></td>
<td></td>
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<tr>
<td>Week 11</td>
<td>Home Assessment</td>
<td>Review Home Assessment DUE: ClinEdWeb Home Assessment Form</td>
<td>Home Evaluation Form -&gt; Vehicle Driving Adaptations Questions</td>
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<tr>
<td>Nov 1</td>
<td></td>
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<tr>
<td>Week 12</td>
<td>Electronic Health Records</td>
<td>Gateley &amp; Borcherding, Chp. 15 DUE ClinEdWeb Exam</td>
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<tr>
<td>Nov 8</td>
<td></td>
<td></td>
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<tr>
<td>Week 13</td>
<td>Reimbursement/Funding Review Case Study Assignment in preparation for Fieldwork</td>
<td>Gateley &amp; Borcherding, Chp. 3 DUE: Fieldwork Preparation Form</td>
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<tr>
<td>Nov 15</td>
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<tr>
<td>Week 14</td>
<td>FW 1 Preparation Fieldwork Objectives and Evaluation</td>
<td>Review Fieldwork Assignments DUE: Clinical Skills Review Check Off</td>
<td></td>
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<tr>
<td>Nov 22</td>
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</tbody>
</table>

**Clinical Skills Review – Friday, September 17th**

- Week 5, Sept 20: Review Fieldwork Requirements for your site in EXXAT
- Week 7, Oct 4: Gateley & Borcherding, Chap. 5 & 6
- Week 8, Oct 11: Gateley & Borcherding, Chp. 11 DUE: ClinEdWeb Tub Bench Transfer Quiz

**Clinical Skills Review – Friday, October 15th**

- Week 9, Oct 18: DUE: ClinEdWeb SOAP Note for Peer Review
- Week 10, Oct 25: Gateley & Borcherding, Chp. 12

**Clinical Skills Review – November 5th**

- Week 11, Nov 1: Review Home Assessment DUE: ClinEdWeb Home Assessment Form
- Week 12, Nov 8: Gateley & Borcherding, Chp. 15 DUE ClinEdWeb Exam
- Week 13, Nov 15: Gateley & Borcherding, Chp. 3 DUE: Fieldwork Preparation Form
- Week 14, Nov 22: Review Fieldwork Assignments DUE: Clinical Skills Review Check Off

**Adult Level 1 Fieldwork - August 28 – December 4th**

DUE December 5th: SOAP Note, SEFWE and FWPE
ACADEMIC REQUIREMENTS AND GRADING

Assignments/Grading

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due date</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. AOTA Membership</td>
<td>Sept 30th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>2. ClinEdWeb Quizzes</td>
<td></td>
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<tr>
<td>Need score to be 100%</td>
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</tr>
<tr>
<td>□ 2b. Patient Goals Discussion Questions Quiz</td>
<td>Sept 27th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>□ 2c. Tub Bench Transfer Questions Quiz</td>
<td>Oct 11th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>7. Clinical Skills Review Attendance Form</td>
<td>Nov 22nd</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>Fieldwork Assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Fieldwork Preparation Form</td>
<td>Nov 15th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>2. Fieldwork SOAP Note</td>
<td>Dec 5th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>3. Student Evaluation of the Fieldwork Experience Level 1 (SEFWE)</td>
<td>Dec 5th</td>
<td>Complete/Incomplete</td>
</tr>
<tr>
<td>4. Fieldwork Performance Evaluation of the Occupational Therapy Student Level 1 (FWPE)</td>
<td>Dec 5th</td>
<td>P/F 42/66 to pass this section</td>
</tr>
<tr>
<td>5. Case Study PowerPoint Presentation</td>
<td>Dec 8th</td>
<td>70/100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>All above assignments complete and passing grade on FWPE</strong></td>
</tr>
</tbody>
</table>

**AOTA Membership:** Throughout this course and in other courses you will be accessing member-only documents from the American Occupational Therapy Association's website. The program requires you to maintain an AOTA Membership throughout the program. This is graded as complete/incomplete. AOTA Membership* ($75 per year for student membership): www.aota.org. Upload a copy of your membership card by September 30th.

**ClinEdWeb Quizzes:** Complete the assigned quizzes throughout the ClinEdWeb case study. Upload the quizzes stated above to Canvas. Review and retake the quiz to show 100% score before uploading screenshot.
ClinEdWeb Assignments: Complete the Initial Evaluation, SOAP Note, and Home Evaluation and upload to Canvas. Upload the SOAP Note after the peer review.

ClinEdWeb Summative Exam: After completing the ClinEdWeb Case Study, take the summative exam. You must score at least 80%. Upload a screenshot of your score.

Clinical Skills Review: After attending the Clinical Skills Review, complete the attendance form and submit to Canvas.

Fieldwork Preparation Form: This form is posted in CANVAS. You will complete this form prior to going out on your Level 1 Fieldwork. Upload this form to Canvas. This is graded as complete/incomplete.

Fieldwork SOAP Note: The template and grading rubric are posted in the fieldwork course on CANVAS. You will have the opportunity to practice writing a SOAP note and have it peer reviewed in class prior to fieldwork. You will write this note based on a treatment session you participated in or observed while on your fieldwork experience. You are to write this note prior to the last day of your fieldwork and get feedback and a signature on it from your fieldwork educator. You will then need to make corrections and turn in both copies to Canvas.

Student Evaluation of the Fieldwork Experience Level 1 (SEFWE): This is the form you will use to evaluate your fieldwork site. This form is posed in Canvas. It does not need to be reviewed by your fieldwork educator. Please complete and upload this form to Canvas.

Fieldwork Performance Evaluation of the Occupational Therapy Student Level 1 (FWPE): This is the form your fieldwork educator will use to evaluate your performance during the onsite fieldwork week. This form is posted in Canvas and will also be emailed to your site fieldwork coordinator/educator. Take a hard copy with you to discuss on your first day. After reviewing and signing the form (both you and your fieldwork educator) make a copy for your records before submitting the scored and signed copy to Canvas. You must score a 42/66 to pass this class.

Case Study PowerPoint Presentation: The template and rubric for this will be posted in the fieldwork course on Canvas. This assignment is divided into two parts. It includes a PowerPoint presentation based on a patient from your fieldwork and should be 7-10 minutes. It will be presented to a faculty member and small group of peers.

Grades: This is a pass/fail course. You must complete all class assignments and fieldwork assignments including passing the FWPE and Case Study PowerPoint Presentation to pass the course. If you do not pass this course you will be required to repeat it prior to starting Level 2 Fieldwork. Grades will be S for Satisfactory Completion, U for Unsatisfactory Completion and I for Incomplete

Letter grade to grade point conversions are fixed by UF and cannot be changed.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>I</th>
<th>NG</th>
<th>S-U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>0.0</td>
<td>0.0</td>
<td>123.0</td>
</tr>
</tbody>
</table>

*Must pass FW Eval and Soap Note/Case Study Presentation to pass this class.

For greater detail on the meaning of grades and university policies related to them, see the Registrar’s Grade Policy regulations at:
http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Policy Related to Make up Work
All assignments are due on the due date, as assigned, unless otherwise instructed. Late assignments are subject to a grade reduction of 10% per day late unless instructor approval is received. For assignments that are completed or turned in on Canvas, any requests for make-ups or to turn in work late due to technical issues MUST be accompanied by the email received from the help desk when the problem was reported to them. The email will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Attendance Policies:
OTD students are required to attend all class activities. **Attendance to all class activities is mandatory unless otherwise stated (e.g. optional activities).** All students will be held responsible for all material presented and discussed
in class activities regardless of attendance. If possible, a student who must be late or absent to a class activity should notify the instructor prior to the scheduled time in order to schedule makeup activities. Some experiences cannot be made up. For students with an excused absence an alternative activity will be provided.

If possible, faculty should be informed of absences prior to the time of the scheduled activity (exam, site visit, assignment deadline, presentation), unless it is an illness or emergency.

   a) A student who must be absent must notify Dr. Horwitz (hhorwitz@phhp.ufl.edu) via email prior to the anticipated absence, if possible. (Do not contact guest lecturers.)
   b) See the “Policy Related to Make up Exams or Other Work” above related to missing assignments.
   c) See the Attendance Policy in the OTD Student Manual for procedures on turning in the Absence Petition Form.

Please note all faculty are bound by the UF policy for excused absences. See the OTD Student Manual for policies related to attendance. For information regarding the UF Attendance Policy see the Registrar website for additional details: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Assignment Policies: Assignment due dates are provided in the course outline in this syllabus. All assignments are due no later than the beginning of class on the date assigned unless otherwise instructed. Late assignments will be subject to a 10% reduction in grade for each day late, and will be accepted for up to three days after the deadline, unless prior arrangements have been made with the instructor.

All written assignments, whether for a fieldwork or classroom assignment are to be typed. Correct spelling, grammar, legibility, accuracy, logical thought sequence, continuity, smooth transitions and correct referencing are expected for all assignments. References are to be cited in APA format using the Publication Manual of the American Psychological Association. This reference manual should be used to clarify writing format and style.

All assignments submitted electronically must be submitted using Microsoft Word format (.doc/.docx) or Portable Document format (.pdf) unless otherwise specified by the instructor.

Policy Related to Required Attendance
This course requires the equivalent of one week full time work in a clinical setting. Any time missed must be made up. The absentee form found on the course website is required for any absences. Email it to the Academic Fieldwork Coordinator.

Please note all faculty are bound by the UF policy for excused absences. See the OTD Fieldwork Manual for policies related to attendance. For information regarding the UF Attendance Policy see the Registrar website for additional details: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voice recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior

For further information about the material provided below see the relevant sections of the OTD Student Handbook.

Professional Behavior is expected at all times, and can be defined as:

- Personal responsibility for prompt arrival, and regular participation and attendance all course activities; with appropriate and judicious use of class and lab time.
- Assumption of responsibility in keeping classroom in order and laboratory materials properly utilized and stored.
• Treatment of peers, professors, teaching assistants, guest lecturers, clinical personnel, with consideration, confidentiality, and respect.
• Students are expected to be thoroughly prepared for class. Students are expected to read and study assigned readings in text and course syllabus prior to coming to class. Students are expected to bring all materials necessary to effectively participate or those specifically designated by the instructor to class or lab.
• Professional work habits also include: being on time for class and staying until class is dismissed; being courteous in lecture and lab by refraining from chatter or other distracting behaviors; turning off your cellular phone; not reading other material during class (such as the newspaper, crossword puzzles, etc.); meeting deadlines; arranging with instructor or peer to get handouts or announcements if you cannot attend class; arranging with the instructor in advance if you cannot meet scheduled tests and assignments.
• Professional work habits also include: being on time for class and staying until class is dismissed; being courteous in lecture and lab by refraining from chatter or other distracting behaviors; turning off all electronic devices; not reading other material during class; meeting deadlines; arranging with instructor or peer to get handouts or announcements if unable to attend class; arranging with the instructor in advance if unable to meet scheduled tests and assignments.
• Students are expected to actively participate in discussions and lab activities. Participation assists students to develop knowledge and skill in interpersonal relationships and communication by relating to patients and families with various backgrounds and performance deficits, by relating to other students, therapists and supervisors, students gain an understanding of relationships in professional role.
• Professional attire in lectures and labs when there are guests, in all clinics and fieldwork site visits.
  - Clean long khaki or black pants that remain fitted when moving and bending.
  - Standard OT Polo that is adequately fitting; neither clinging nor revealing and remains discretely tucked into pants when reaching and moving.
  - Clean, closed toe shoes with adequate base of support.
  - Jewelry & make-up kept to a minimum. No hats. No fragrances. Tattoos must be covered.
• Lecture notes and/or PowerPoint slides are provided solely at the discretion of the presenter. Regardless of the provision of lecture notes/PowerPoint slides, students are responsible for all materials assigned and covered in class, labs, and site visits.
• Phones/Laptops/Tablets/Electronic Devices may be used in class for taking notes, viewing slides, or accessing websites associated with ongoing class activities. Students are not allowed to use these devices in class for any other reason. Topic instructors may further limit or prohibit the use of electronic devices during their presentations. Do NOT take photos in class. You must inform and obtain the instructor’s permission to audio record in class.

Professionalism and COVID-19

As students pursuing a path in the health professions or public health, it is crucial to demonstrate professional behaviors that reflect integrity and commitment to the health of patients, fellow health professionals, and to populations we serve. To accomplish this, a strong responsibility for the well-being of others must be evident in our decisions, along with accountability for our actions. Professionalism in the health disciplines requires adherence to high standards of conduct that begin long before graduation. This is particularly true during times of health emergencies such as the COVID19 pandemic, given our professional habits can have a direct impact upon the health of persons entrusted to us.

If you are not vaccinated, get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: https://coronavirus.uflhealth.org/vaccinations/vaccine-availability/. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.

In response to COVID-19, the following professional practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to protect the health and safety of ourselves, our patients, our neighbors, and our loved ones.

• You are required to wear approved face coverings at all times while in Health Science Center classrooms and within Health Science Center buildings even if you are vaccinated.
• If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further
instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.

- Continue to follow healthy habits, including best practices like frequent hand washing.
- Avoid crowded places (including gatherings/parties with more than 10 people)

Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class. Hand sanitizing stations will be located in every classroom.

Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.

**COVID-19 Symptoms**

See [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) for information about COVID-19 symptoms, which may include fever, cough, shortness of breath or difficulty breathing, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and loss of taste or smell.

**Communication Guidelines**

While at your fieldwork site follow site guidelines for cell phone use. Note that most sites do not allow cell phone use during clinical time, this includes checking text messages or using your phone for time keeping.


**Academic Integrity**

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

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

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

[https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/](https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/)

[http://gradschool.ufl.edu/students/introduction.html](http://gradschool.ufl.edu/students/introduction.html)

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

**Online Faculty Course Evaluation Process**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at [https://gatorevals.aa.ufl.edu/students/](https://gatorevals.aa.ufl.edu/students/). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under
GatorEvals, or via https://ufl.bluerap.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

SUPPORT SERVICES

Accommodations for Students with Disabilities
Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting www.disability.ufl.edu/students/get-started. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester. Students in UF Health Sciences programs should be mindful that unique course accommodations may not be applicable in a clinical, fieldwork or practicum setting. Thus, planning a semester in advance with the DRC Health Sciences Learning Specialist, Lisa Diekow ldiekow@ufsa.ufl.edu, is highly encouraged.

Counseling and Student Health
Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. On line and in person assistance is available.
- You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/
- Crisis intervention is always available 24/7 from: Alachua County Crisis Center (352) 264-6789
  http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx

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.

Inclusive Learning Environment
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

Changing your Canvas Display Name: Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to
one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.