Instructor Name: Linda R. Struckmeyer, PhD, OTR/L  
Room Number: HPNP 2116  
Email Address: lstruckmeyer@phhp.ufl.edu  
Office hours: online Monday before & after class (and by appointment)  
Preferred Course Communication: Email

Prerequisites: OTH 6906 Doctoral Mentorship 1

PURPOSE AND OUTCOME

Course Overview: In this course students will develop an initial plan for their needs assessment, literature review, and proposal along with draft of learning objectives for the capstone experience. All these assignments will be focused on planning for the Capstone Experience and project to develop an in-depth exposure (beyond a generalist level) to an individualized area of interest within the scope of occupational therapy.

Relation to Program Outcomes: This course is the second in a series of four doctoral mentorship courses that provide the foundational work for development of the 14-week Doctoral Capstone Experience and Project (OTH 6985 Doctoral Capstone Experience & OTH 6911 Doctoral Capstone Project). As an individualized experience and project the student will identify how their capstone relates to the program curricular themes. It is taught during the sixth semester of the OTD program.

Student Learning Objectives:
Upon the conclusion of this course, the student will:
1. Confirm a specific area of interest for their doctoral capstone experience & project.
2. Educate their site on the OTD capstone experience & project.
3. Update capstone plan (MOU) that addresses draft goals and objectives related to the capstone experience.
4. Develop draft plans for needs assessment and literature review including a search question.
5. Develop draft doctoral capstone project proposal outline.

Course activities support the following ACOTE standards:
- Ensure that the doctoral capstone is designed through collaboration of the faculty and student, and provided in setting(s) consistent with the program’s curriculum design, including individualized specific objectives and plans for supervision. (D.1.2)
• Ensure that preparation for the capstone project includes a literature review, needs assessment, goals/objectives, and an evaluation plan. (D.1.3.)
• Ensure that there is a memorandum of understanding for the doctoral capstone experience, that includes individualized specific objectives, plans for supervision.(D.1.4)

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Topic(s)/</th>
<th>*Reading(s) OTD Capstone book unless otherwise stated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 May 9</td>
<td>Course overview: OTH 6904 syllabus &amp; assignments Organization &amp; Planning Experience Fit (2 A worksheet in breakout rooms)</td>
<td>Syllabus OTD Capstone Manual Appendix 2-A pg. 38</td>
</tr>
<tr>
<td>2 May 16</td>
<td>Literature: Reference management systems Narrowing your project Identifying your experience site</td>
<td>Chapter 3 (&amp; 4 if you don’t have your site) Focus on Table 3-6</td>
</tr>
<tr>
<td>3 May 23</td>
<td>Literature Search/concept development</td>
<td>Chapter 3 Table 3-1 Appendix 3-A,3-B,3-D</td>
</tr>
<tr>
<td></td>
<td>Memorial Day: no class, see assignments for work this week</td>
<td></td>
</tr>
<tr>
<td>5 June 6</td>
<td>Literature Search continued</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>5 June 13</td>
<td>Literature Search continued Site decision time</td>
<td>Chapter 3</td>
</tr>
<tr>
<td></td>
<td>Summer Break</td>
<td></td>
</tr>
<tr>
<td>7 June 27</td>
<td>Needs assessment planning</td>
<td>Scaffa &amp; Reitz chapter 5</td>
</tr>
<tr>
<td>4th of July Holiday: no class, see assignments for work this week</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 July 11</td>
<td>Needs assessment planning continued Proposal outline (APA headings)</td>
<td>Pg. 127-129 &amp; 202-203</td>
</tr>
<tr>
<td>10 July 18</td>
<td>Proposal outline peer reviews in breakout rooms</td>
<td>Chapter 10 Bonnell &amp; Smith (posted)</td>
</tr>
</tbody>
</table>
Weeks | Topic(s)/ | *Reading(s) OTD Capstone book unless otherwise stated |
--- | --- | --- |
11 July 25 | MOU objective and evidence Mentor meeting plan | |
12 Aug 1 | Wrap up & next steps Aug 4th is Last day to turn in any late assignments | |

**COURSE MATERIALS AND TECHNOLOGY**

**Required text for this course**


AOTA membership [www.aota.org](http://www.aota.org)

UF OTD Capstone Handbook

**Recommended/Helpful textbooks:**


Additional course materials will be provided on the Canvas e-learning course site.

Computer/Laptop/ or Tablet with web cam, speakers, microphone, and internet access is required

For technical support for this class, please contact the UF Help Desk at:
- [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- (352) 392-HELP - select option 2 [https://helpdesk.ufl.edu/](https://helpdesk.ufl.edu/)

**ADDITIONAL ACADEMIC RESOURCES**

[Career Connections Center](http://careerconnections.ufl.edu): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
**Library Support**: Various ways to receive assistance with respect to using the libraries or finding resources.

**Teaching Center**: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.

**Writing Studio**: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).

On-Line Students Complaints: [View the Distance Learning Student Complaint Process](#).

**ACADEMIC REQUIREMENTS AND GRADING**

**Assignments**

Individual assignments are described under *Assignments* on the course website. Each assignment will be discussed in class and students will be given the opportunity to ask questions about the assignment requirements. **ALL assignments must be completed in order to pass this course.**

Late assignments will result in a 10% reduction of grade for each week they are late.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Due date</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>APA Quiz</td>
<td>May 15</td>
<td>5</td>
</tr>
<tr>
<td>Reference manager set up screen shot</td>
<td>May 22</td>
<td>5</td>
</tr>
<tr>
<td>Discussion post on your literature search question</td>
<td>June 5</td>
<td>5</td>
</tr>
<tr>
<td>Discussion post replies in peer group</td>
<td>June 12</td>
<td></td>
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<tr>
<td>Commitment form for Capstone experience site</td>
<td>June 19</td>
<td>5</td>
</tr>
<tr>
<td>Planning form #2</td>
<td>June 26</td>
<td>10</td>
</tr>
<tr>
<td>Literature search activity</td>
<td>June 26</td>
<td>20</td>
</tr>
<tr>
<td>Discussion post on needs assessment feasibility</td>
<td>July 10</td>
<td>5</td>
</tr>
<tr>
<td>Discussion post replies on needs assessment feasibility</td>
<td>July 17</td>
<td></td>
</tr>
<tr>
<td>Needs assessment plan with five (5) questions for site</td>
<td>July 17</td>
<td>10</td>
</tr>
<tr>
<td>Capstone project proposal outline</td>
<td>July 25</td>
<td>10</td>
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<tr>
<td>Draft MOU</td>
<td>July 31</td>
<td>10</td>
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<tr>
<td>Mentor Meeting Plan</td>
<td>Aug. 4</td>
<td>5</td>
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<tr>
<td>Participation &amp; Professionalism reflection post</td>
<td>Ongoing/July 31</td>
<td>10</td>
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</tbody>
</table>

100/100%
More information on UF grading policy may be found at:
http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades

Policy Related to Attendance, make up work: Attendance to program and course activities is required of OTD students. For a review of the OTD Attendance policies and documentation requirements see the OTD Student Handbook. Emergency issues will be handled on an individual basis. All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior: Professional Behavior is expected of health professional students at all times.

Preparation for class: To maximize the use of class time, students are expected to read and study assigned readings in text and course syllabus prior to coming to class.

Participation: Students are expected to actively participate in discussions and class activities. Attendance assists student to develop knowledge and skill in interpersonal relationships and communication by relating to others of different backgrounds and performance deficits.

Professional work habits also include: being on time for class and staying attentive until class is dismissed; being courteous in lecture by muting microphone when not speaking; turning off your cellular phone; not reading other material during class, getting your work in on time; arranging with another students to get handouts or announcements if you cannot attend class.

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/sscr/process/student-conduct-honor-code/
http://gradschool.ufl.edu/students/introduction.html

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

Recording Within the Course:
Class lectures will be recorded. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include breakout rooms, student presentations, academic exercises involving solely student participation, private conversations between students in the class or between a student and the faculty during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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/. 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.bluera.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
If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office [http://www.dso.ufl.edu](http://www.dso.ufl.edu) within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

Students anticipating a need for accommodations during the Capstone Experience will need to notify all involved mentors in advance of the experience and should begin this discussion with the DRC and mentors as soon as possible and no later than the beginning of the Doctoral Mentorship 4 course.

**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](http://www.counseling.ufl.edu). On line and in person assistance is available.

- **U Matter We Care** website: [http://www.umatter.ufl.edu/](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/](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](http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx)

- **University Police Department:** Visit [UF Police Department website](http://www.uflpd.org) or call 352-392-1111 (or 9-1-1 for emergencies).

- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center website](http://www.uflhealth.org/emergency).  

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.

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**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.