

LBCC Occupational Therapy Assistant Program

Course Syllabus

OTA 160

Level I Fieldwork

CRN: 226184

Fall Term

Day/Time: Tuesdays/Thursdays all day. Monday/Friday Afternoons and Saturdays/Sundays (as determined by fieldwork educator availability).

Location: Individually Assigned Fieldwork Sites

Instructor:

- Name: Jo Shear, OTR/L
- Office Hours: By appointment via email (Wednesdays 2:00 - 3:00 p.m.)
- Office Location: See Virtual Office Link Below
- Phone Number: (541) 918-8832
- Virtual Office Link: Please see Moodle Link to Zoom in OTA 160
- Email Address: shearj@linnbenton.edu (preferred method of contact)
- Fax Number: 541-712-7007

****If you need to reach me before the next scheduled office hour, please do so via email. I will respond to your email within 48 hours. If you need a response sooner than 48 hours, please note this in the subject heading of your email.***

Resource(s):

- LBCC OTA Fieldwork Manual (See Resource Section in Moodle)
- Napier, B, *Occupational Therapy Fieldwork Survival Guide: A Student Planner, 2nd Edition*. AOTA Press (2011)
- Fieldwork Site-specific Resources (e.g. policy & procedure manual), if provided by the fieldwork site/fieldwork educator
- LBCC Student Identification Badge (to be worn at all times on site, unless otherwise specified by fieldwork educator)
- Fieldwork Performance Evaluation Form (fieldwork educator's evaluation of student performance)
- Course Evaluation Form (student's evaluation of fieldwork experience)

Course Description: This course provides students the opportunity to observe occupational therapy in one or more settings, and to participate in select aspects of the occupational therapy process. Students begin to integrate theories learned in the classroom with practice observed in the workplace. Particular emphasis is placed on observation, communication, and professional attitudes and behaviors.

ACOTE Standards: This course meets the following ACOTE standards: B.1.3., B.5.2., B.7.8., B.9.4., B.9.12., C.1.1., C.1.3., C.1.4., C.1.7., C.1.8., C.1.9., and C.1.10.

Course Learning Outcomes:

1. Observe and describe critically occupational therapy services provided at the fieldwork site, including but not limited to, assessments and interventions.
2. Discuss occupational therapy concepts related to fieldwork experiences.
3. Employ professional behaviors, including adherence to ethical standards.

Learning Activities: At the assigned work place(s), students will practice a variety of professional skills, including listening, observing, analyzing, communicating, collaborating, and managing their time.

Assessment Tasks: Achieving passing grades on written assignments. Formal evaluation by Level I Fieldwork Educator using the Philadelphia Region Fieldwork Consortium Level I Evaluation (PRFC).

Grading Criteria:

- Attendance (see “grading scale” below)
- Assignments (see “grading scale” below)
- Professional Behavior (see “grading scale” below)

Assignments:

#1 - Level I Fieldwork Safety **(5 points: 5%)**

#2 - OTPF III: Aspects of Domain/Types of Interventions in Occupational Therapy **(10 points: 10%)**

#3 - Activity Analysis/Grading An Activity **(10 points: 10 %)**

#4 - Part I - Psychosocial Factors Impacting Engagement in Occupation Reflection Paper **(20 points: 20%)**

Part II - Presentation on Reflection Paper **(10 points: 10 %)**

#5 - Student Evaluation of Fieldwork Experience (SEFWE) **(10 points: 10 %)**

#6 – Philadelphia Region Fieldwork Consortium Level I Fieldwork Evaluation of Student (PRFC) **(35 points: 35 %)**

Note:

No more than one item below a “2” OR No more than two items below a “3” are required for passing the PRFC Level I Fieldwork Evaluation of Student.

A non-passing grade for the Level I Fieldwork Evaluation of the Student results in 0 points: 0%.

Grading Scale:

- A = 90% to 100% on assignments and completion of 32 hours with no professional behavior concerns from Fieldwork Educator
- B = 80% to 89% on assignments and completion of 32 hours with no professional behavior concerns from Fieldwork Educator
- C = 75% to 79% on assignments and completion of 32 hours with no professional behavior concerns from Fieldwork Educator
- Fail = < 75% on assignments or failure to complete 32 hours of fieldwork as scheduled or significant professional behavior concerns reported by Fieldwork Educator or a non-passing grade for the Level I Fieldwork Evaluation of the Student.

Class Schedule: Tuesdays/Thursdays all day/Monday/Friday afternoon/Saturdays/Sundays (as determined by fieldwork educator availability).

Assignment Schedule

Assignment #	Assignment Name	Due Date
1	Level I Fieldwork Safety	Monday, 10/18/21 - 8:00 a.m.

2	OTPF IV <u>Midterm Days:</u> <u>Thursday, 10/28/21 Proctored Exams</u> <u>Friday, 10/29/21 Lab Midterm</u>	Monday, 10/25/21 - 8:00 a.m.
3	Activity Analysis	Monday, 11/1/21 - 8:00 a.m.
4 - Part I	Reflection Paper-Level I Fieldwork Experience	Monday, 11/29/21 - 8:00 a.m.
4 - Part II	<u>Presentation</u> on Reflection Paper-Level I Fieldwork Experience	Finals Day, Wednesday, 12/08/21 – Time: TBA
5	Student Evaluation of Fieldwork Experience	Monday, 12/6/21 – 8:00 a.m.
6	PRFC Level I Evaluation of Student	Monday, 12/6/21 - 8:00 a.m.

NO CLASS 12/06/21: Finals Week

Diversity Statement:

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill.

Services to Students with Disabilities Statement:

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

Philosophy on Attendance and Participation:

See Occupational Therapy Assistant Student Manual

Policy on Late Assignments and Missed Examinations:

See Occupational Therapy Assistant Student Manual

Policy on Academic Integrity:

See Occupational Therapy Assistant Student Manual

This syllabus is subject to change.

General Fieldwork Expectations: See Student Fieldwork Manual and reference site-specific expectations and site-specific objectives outlined by your fieldwork educator.

General Classroom Expectations

Course Questions: If you have a personal question or question pertaining to the course, please contact the instructor via email for the timeliest response as **email is the instructor's preferred method of communication**. Please allow 24- 48 hrs. for the instructor to respond to email. **If you need a response sooner than 48 hours, please note this in the subject heading of your email.**

OTA Student Fieldwork Manual: All students are required to read the entire **OTA Student Fieldwork Manual**. Students are responsible for abiding by ALL of the information, protocols, expectations and requirements set forth in the **OTA Student Fieldwork Manual**.

Preparation: Students are expected to come to class on time and prepared. Additionally, **all students** (both traditional and DE) are expected to have the required technology in place and in good working order at the beginning of each term, per the OTA bulletin (i.e. computer, web camera, microphone, etc.). Frequently tardiness or absence due to chronic technology issues could negatively impact your overall grade in this course.

Learning Environment: Out of courtesy to classmates and instructor, students must ensure that they are in an environment that is free of distractions and optimal for learning. Students must demonstrate that they are "learning ready" by being attentive and limiting their own behaviors that would be otherwise distracting to others (i.e. getting up frequently during class, "lounging" on a couch or bed, eating on camera, etc. - see "**Food in class and lab**"). If necessary, please make arrangements for children or pet(s) to be cared for by others so that their needs are met while online.

On-camera presence and microphones: The expectations for student participation while attending class virtually are the same as for those attending class in-person. Students are expected to leave their video cameras on for the duration of class unless excused by the instructor or directed otherwise. Student microphones should remain muted during unless directed or called on by the instructor.

Cell phones: Cell phones must be turned off, silenced or set to "vibrate" during lecture. If there is an emergency and you need to take a call, please excuse yourself from class so as to not distract your classmates.

Food in class and lab: Please refrain from eating **during lecture and lab** (this applies to both traditional and DE students). Beverages are permitted in class and **water only** is permitted inside the lab.

[Wear a mask or face covering](#) indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement. **State guidelines do not limit** class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use.

Policy on Constructive Discourse: In this class there may be times when you disagree with opinions being expressed. It is important that you respond to these opinions in an appropriate, respectful, and professional manner. Healthy disagreement and discussion are a central component of this class and are encouraged, but must be done so in a professional and constructive way.

Assignments: All written assignments for this course must be submitted electronically via the assignment link in Moodle on or before the due date listed for each particular assignment, ***unless otherwise noted***. Please read the following instructor expectations for assignments:

- The required format for written assignments is either MS Word (97 or higher) or PDF. Assignments submitted in all other formats (JPEG, OpenOffice, RTF, WordPad, Pages, etc.) are unacceptable. Papers not submitted in the correct format will be returned to the student and subject to an automatic point deduction of **10%**.
- The required font size for all written assignments is 12pt. Calibri or Arial with 1" margins and double-spaced (unless otherwise noted).
- **All assignments** must have the student's name, course number, course name, term and page number in the ***upper left hand corner*** of the document. Assignments without a name will be returned to the student and subject to an automatic point deduction of **10%**.
- Students will be allowed to resubmit **one returned assignment one time** per course without penalty. Any additional resubmissions will be subject to grade reduction as outlined above.
NOTE: Late or missed assignments are exempt from this allowance and will be subject to grade reduction per the OTA Student Manual.

Chat window in Zoom: Please use discretion when using the chat window in Zoom during lecture, as it is distracting to both the instructor and other students. The instructor uses the chat feature to take attendance and monitors the chat window in the event that there are technical issues or an emergency that the instructor needs to be aware of. Persistent use of the chat window during lecture for comments unrelated to the class may result in the chat window be disabled by the instructor.

Updated 9/20/2021