

**OTHA 1305 Principles of Occupational Therapy
Course Syllabus Fall 2024
EVC 9309**

**Lecture: M/W 8-8:55am
Lab 1: M/W 9-10:20 am
Lab 2: M/W 10:40-12:00 pm**

Instructors

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Office Hours: Mondays 12-1pm or by appointment in Zoom Room

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https://austincc.zoom.us/j/*****746?pwd=c2t0V214VHltY2pTOE43RWWhyeXBMUT09

Course Description

Credit Hours: 3

Classroom contact hours per week: 2

Laboratory Contact Hours per week: 3

(WECM Manual 2022)

Introduction to occupational therapy including historical development and philosophy. Emphasis on the roles of the occupational therapy assistant. Topics include occupation; occupational therapy personnel; current healthcare environment; and moral, legal, and ethical issues.

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

Course Prerequisites

Admission to Occupational Therapy Assistant program.

End-of-Course Outcomes (based on WECM 2022)

Articulate the history and philosophy of occupational therapy; define the process of theory development and its relation to occupational therapy; contrast the education, roles, and functions of occupational therapy personnel; describe occupational performance areas, skills, and contexts; compare practice areas; explain the concepts of ethics in occupational therapy practice; and demonstrate patient/practitioner interaction.

Course Student Learning Outcomes (ACOTE Standards 2018)

1. Student will articulate an understanding of the importance of the history and philosophical base of the profession of occupational therapy.
2. Student will describe the basic features of the theories, models of practice and frames of reference that underlie and are used in the practice of occupational therapy. (B. 2.2)
3. Student will explain the role of occupational therapy personnel within the OT process (see OTPF) and strategies for supervision (B 5.8)
4. Student will begin to define, describe, and distinguish the Domain and Process of OT as outlined in the OT Practice Framework.
5. Student will delineate between various treatment settings, areas of practice, and service management functions.
6. Student will articulate (understand) the difference between quantitative and qualitative research studies. (B 6.2)
7. Student will begin to demonstrate the skills to understand a scholarly report and how scholarly activities and literature contribute to the development of the profession. (B. 6.3)
8. Student will demonstrate knowledge of scientific evidence as it relates to occupation. (B 3.4)
9. Student will describe the concepts of ethics in occupational therapy practice, define the OT Code of Ethics, and identify the Standards and Scope of OT practice. (B 7.1)
10. Utilizing a SOAP format, student will define the components and begin to document simulated patient interaction.
11. Student will use sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process. (B. 3.7)
12. Student will demonstrate techniques to enhance functional mobility, including physical transfers, wheelchair management, and mobility devices. (B. 4.13)
13. Student will promote occupational therapy by educating other professionals, service providers, consumers, third-party payers, regulatory bodies, and the public. (B 7.3)
14. Student will identify student professional behaviors/development.
15. Student will define the clinical reasoning tracks.

Discipline/Program Student Learning Outcomes/Curricular Threads:

By the end of the introductory courses, students will

1. Recognize and specify terminology for appropriate occupational therapy documentation.
2. Recognize and specify terminology for the therapeutic use of occupation and activity.
3. Define the purpose of evidence-based practice in occupational therapy service delivery.
4. Recognize and demonstrate expected professional behaviors.
5. Define the purpose and types of clinical reasoning tracks for appropriate occupational therapy service delivery.

SCANS Competencies

The following SCANS competencies will be addressed in this course.

Students will have multiple opportunities to: identify, organize, plan and allocate resources (Resources); acquire and use information (Information); work with others (Interpersonal); understand complex interrelationships (Systems); select, apply and integrate technology and equipment (Technology); read, write, perform mathematical operations, listen and speak to groups (Basic Skills); think creatively, make decisions, solve problems, visualize, use varied

learning techniques, analyze underlying principles of relationships and ethics (Thinking Skills); display responsibility, self-esteem, sociability, self-management, integrity and honesty (Personal Qualities).

Required Texts/Materials

Morreale, M. J. and Borcharding, S (2023). *The OTA' Guide to Documentation*. (5th ed.) Thorofare, NJ: Slack, Inc.

Pierson, F. M., & Fairchild, S. L. (2023). *Principles & techniques of patient care* (7th ed.). St. Louis, MO: Saunders Elsevier.

O'Brian, J. (2024). *Introduction to occupational therapy*. (6th ed.). St. Louis, MO: Elsevier.

American Occupational Therapy Association. (2020). Occupational therapy practice framework: Domain and process (4th ed.). *American Journal of Occupational Therapy*, August 2020, Vol. 74, Suppl. 2

Morreale, M. J. (2022). *Developing clinical competence : a workbook for the OTA*. (2nd ed.) Thorofare, NJ SLACK Incorporated, [2015].

Internet access is required. Students will use the Blackboard learning management system for assignment

instructions, submitting assignments, and collaboration. Instructions for Blackboard system and software requirements, as well as student Blackboard support services are available at:

https://acconline.austincc.edu/webapps/portal/execute/tabs/tabAction?tabId=_28370_1&tab_group_id=_15_1

Instructional Methodology

Classroom methods include face to face and online (asynchronous) lectures and demonstration format with performance of specific techniques in the laboratory. A variety of interactive activities will be utilized as indicated and determined by the course instructor. Guest lectures, field activities, and service-learning projects will enhance learning whenever possible. The use of technology is also integrated into the delivery content and as an interactive tool in the classroom. (Each semester, students complete the ACC Field Activity Waiver and Liability Form prior to off campus learning activities.)

Students will be expected to use a computer or tablet to access online lecture material and to type assignments that need to be turned in for a grade. Students will be required to use the Blackboard Learning Management System for submission of on-line assignments, discussion forum, blog and other interactive tools that may be used to meet course learning objectives.

STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at [Student Technology Access](#).

Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit [Student Technology Access](#).

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit [Student Technology Access](#)

Course Evaluation/Grading System (OTA Student Handbook)

A 93%–100%	*This percentage system for letter grade assignment will be utilized for all reporting. Specific grade compilation will be explained in each course syllabus at the beginning of each semester. Grades will not be rounded.
B 83%–92.99%	
C 73%–82.99%	
D 63%–72.99%	
F Below 63%	

In order to successfully progress to the next semester, a student must have a 73% (or above) average **on both lecture and lab components** at the time of completion. If either the lecture or lab component average is below 73%, the student will be awarded that lower score for the course. If both scores are below 73%, the lowest score will be recorded. A student receiving a D or F will not pass the course and must withdraw from the program.

Lecture grade is calculated by an average of unit exams.

Lab grade is calculated by an average of check-off grades, final lab exam, and final practicum.

If the student meets the 73% (or above) lecture AND lab criteria, then assignments, quizzes, professional development, class participation, & project grades will be calculated to determine the final course grade, per the course syllabus.

*It is highly **recommended** that a student earning less than 80% on any exam seek individual tutoring from the course instructor and attend open lab sessions for review of content. A student earning a 75% or below on any exam will be **required** to meet with the instructor within one week of taking the exam to develop an individualized plan of action as indicated.

At minimum, students will be provided with feedback on a regular basis at midterm of the semester. In addition, the blackboard grading center will be utilized to track progress and academic standing throughout the semester. All graded assignments, exams, practicums, and any other assignments noted in the course syllabus are regularly inputted for student review and tracking of performance throughout the semester.

Students are provided written and/or verbal feedback on check-offs and practicums. The timeliness of the feedback may range from immediately to within 5-7 days, depending on the scheduled time-lines and the completion of all students' practicums. Every effort is made on the part of the instructors to provide each student with feedback as close to "real time" as possible.

Any student receiving a “D” or “F” as a final grade must withdraw from the OTA program, but may reapply for readmission the following year by following the outlined procedures in the student handbook.

A final course grade will not be assigned until ALL course work has been completed.

Student will be assigned an INCOMPLETE until all work is submitted within 1 week. If all assignments are not completed within the allotted time-frame and in accordance with ACC policy, the incomplete will convert to an F and student will have to withdraw from the program. Students should refer to the Health Sciences Division Policies and Procedures in this handbook for questions related to the assignment of grades, grade change policy, and grade appeals.

Grade Compilation

Lecture Unit Exams (4 @ 10% each)	40%
Lab Check offs	20%
Final Laboratory Exam (written)	10%
Final Lab Practicum	15%
Quizzes	10%
Assignments	5%
TOTAL	100%

Course Policies

All policies as noted in the OTA Student Handbook must be followed. See Student Handbook for extensive listing of all policies.

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. For 16-week courses, students are allotted three absences over the course of the semester. If a student misses more than the allotted absences for any one particular class (or a pattern of tardiness), he/she will attend a Student/Faculty Conference, have points reduced in the Professional Development grade, and begin the conference/probationary process. Unusual circumstances may be discussed with the instructor.

If there is a school closure, the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Time and attendance policy directly correlates to the expected behavior in fieldwork and in OT practice as it may ultimately impacts patient care. A pattern of tardiness or absences of more than 3 could jeopardize a student’s continued learning experience and may result in disciplinary action up to withdrawal of the program. Compliance with this behavior in the classroom/lab/fieldwork is expected at all times. Unusual circumstances may be discussed with instructor.

Make-up work is required for absences in order to ensure that student acquires information and skills presented during their absence. It is the student's responsibility to obtain missed information following an absence. Students must notify the lead OTA Instructor in advance whenever tardiness or absence is unavoidable, prior to the start of class. It is the student's responsibility to attend all classes/labs as there may be lab activities that cannot be re-created and the student may miss points for those lab activities.

Students will not be reminded of assignments due during the course of each class. It is the responsibility of the student to submit assignments at the times designated on each course schedule. Late or absent submissions will be penalized (or in some courses may not be accepted) per specific class syllabus.

A student who is absent on two or more exam dates will receive an automatic 10-point deduction from the exam score on the second occurrence and any occurrence thereafter. If a student is to be absent on an exam day, it is the student's responsibility to plan with the instructor to makeup the exam within three calendar days from the absence.

Testing procedures

Electronic test-taking is the primary method of all lecture exams. Students will utilize an iPad or their own device to complete the electronic exam. <https://apps.examsoft.com/>

Testing procedures include arriving 10-15 minutes before the start of the exam to allow for preparations that include:

- securing all personal belongings to the front of the classroom, including any type of smartwatch
- or electronic device not approved for use by instructor
- seated as directed by the instructor
- downloading of electronic exam onto electronic device

No questions will be answered during the exam. Once the exam begins, the student will not be allowed to leave the classroom.

Didactic Assignments: Students must complete all reading assignments as outlined in the course content schedule or assigned by the instructor, PRIOR to class time. **Late submissions will receive a 0.** Extenuating circumstances should be discussed with the course instructor prior to the assignment due date.

Plagiarism

Plagiarism is defined as taking another person's intellectual work and using it as one's own. This includes quoting without giving proper credit to a source, expanding another person's work without giving credit to that person, or submitting another person's work under the pretense that it is one's own. As well, copying work from one of your own assignments and pasting into another assignment is considered plagiarizing yourself. Use of Safe Assign will be utilized in this course. As we cannot see a person's intent, any plagiarism found in any student's work will be assumed to be with the intent to pass the work off as one's own. Plagiarism found in any work will result in a 0 on the entirety of the work submitted in which the plagiarism was found. Plagiarism falls under the academic dishonesty policy and subjects the student to immediate withdrawal from the program without moving through the disciplinary process, as per the health

science division policy. Imposition of disciplinary measures and involvement by the college's student affairs department will be pursued at the discretion of the course instructor and department chair. (See *Statement on Academic Integrity* in college policies on BB). Please see [this resource](#) for further information on how to prevent plagiarism.

Labs are structured activities which provide interactive and experiential learning opportunities to practice specific skills in preparation for graded check-offs and/or practicums. Instructors will provide instruction and demonstration on required skill(s) and students will be given constructive feedback on performance as needed. Students are required to use lab times for the purposes of skill attainment and to meet learning objectives.

Check-off/Practicum Re-take Policy

Students must pass each lab checkoff and practicum with a 73% or better or it will need to be repeated. The original grade will remain in gradebook however competency must be established through repetition. The SAFE protocol will be introduced and all SAFE portions of the check-offs must be passed with 100% accuracy. The instructor will provide the competency expectations and grading rubrics. If the checkoff, practicum, or SAFE portion needs to be repeated, the instructor will provide the conditions and further instructions for repetition. All check offs and practicums must be completed in the order of the course schedule.

If a student has a passing cumulative grade going into the final check-off/practicum and scores below 73% on the final, they must repeat the final check-off/practicum. The SAFE portion must be passed with 100%. A student will have 3-5 business days to complete a tutoring session and repeat the final check-off/practicum. The original grade remains and the re-take check-off/practicum is a pass/fail grade.

***If a check-off/practicum is not successfully completed or if it is not re-taken within the required timeline the student will not have met the course learning outcomes. This may result in actions leading to dismissal from the program.** A student may be eligible for re-entry into the program. See re-entry policy in the Student Handbook.

Any student receiving a “D” or “F” must withdraw from the OTA program, but may reapply for readmission the following year by following the outlined procedures in the student handbook.

Students should refer to the Health Sciences Division Policies and Procedures in the student handbook for questions related to the assignment of grades, grade change policy, and grade appeals.

Per college policy, students are not permitted to eat or drink in any designated classroom or lab. The only exception is bottled water; your drink must have a screw top lid that entirely closes to prevent spillage.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she

should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is **November 21, 2024**. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Incompletes

An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion, while following any rules or guidelines set by the department. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor and given on the "Report of Incomplete" form. This date is often about three weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Dress Code

The OTA Dress Code prepares students for clinical experiences and future employment. The program polo shirts will be ordered the first semester of the program. Uniforms are to be worn on field activities, during lab practical exams, and during guest lectures. The OTA uniform must be worn unless directed otherwise by the instructor. OTA student uniforms consist of a teal ACC OTA program polo shirt with khaki trousers (not denim or spandex) and non-skid athletic type footwear (black, white, or gray).

ACC OTA student uniforms and required clinical uniforms are purchased at the cost of the student.

During lecture, clean, neat shirts and pants and jeans without holes, scrubs, athletic wear, or capri pants are acceptable. Knee-length "Bermuda" shorts are the only acceptable type of shorts permitted. Sandals/flipflops are permitted. Logos of any type are unacceptable.

During lab, shirts and blouses are to cover the chest and back completely even while bending. Logos of any type are unacceptable. Pants and jeans without holes, scrubs, athletic wear, or capri pants are acceptable. Knee-length "Bermuda" shorts are the only acceptable type of shorts permitted. All pants must cover the hips and buttocks completely even while bending. Shoes are to be closed-toe, sturdy, non-skid athletic type footwear and able to provide stability during lab sessions. Jewelry and accessories are to be kept to a minimum, again for the safety of both the patient and staff.

Grooming includes the hair be pulled back off the face and neck for hygienic, safety, and patient/client attention purposes, mustaches/beards must be neatly trimmed, tattoos be covered, no facial or tongue piercings, nails no longer than the end of the fingertips, shaped/smooth with patient care in mind; no artificial nails. Nail polish is to be clear or light pastel.

If a student attends class in unacceptable attire, he/she may be asked to return home to change into appropriate attire before being admitted to class or clinical. Instructors may provide further expectation for attire based on the learning activity and environment. If a student does not comply progressive disciplinary action will be taken.

Videotaping/Recording

To enhance the student's educational process, faculty may use videotaping in lecture, demonstration and during laboratory activities/laboratory examinations. Videotaping of laboratory examinations will be utilized to assist students in self-evaluation and to insure evaluator effectiveness.

Preparation and Study Time:

The course schedule indicates reading assignments for each lecture and lab period. You are expected to read the assigned material **before** coming to class. Expect to spend about one to two hours studying and reading outside of class for every hour in class. (Since you are in lecture 2 hours per week, expect to spend **at least** 3-4 hours per week studying and preparing for this class). *The most common cause of stress and poor grades is not scheduling enough study time outside of class.*

Course Schedule

See lecture and lab schedule on blackboard under *course documents*. Please note that schedule changes may occur during the semester. Any changes will be announced and posted as a Blackboard Announcement.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

The occupational therapy assistant department is supported by Health Science Success Coordinator Luis Garza (512) 223-5780; lgarza12@austincc.edu. Mr. Garza is able to aid with learning effective study skills, test taking strategies, time management skills, stress management, academic/clinical concerns, and instructor/student relation concerns.

COLLEGE POLICIES

See link on Blackboard