

**JCC OTA Program  
Supplemental Syllabus Document  
For ALL Semester 1 OTA Courses**

## Qualitative Rubric of Student Performance

Generally, this qualitative rubric will be used for all assignments.

Be advised that this general, qualitative rubric will be incorporated in the grading of assignments.

<b>(A) Superb</b>	<b>(B) Very Good</b>	<b>(C) Average</b>	<b>(D/F) Below Average*</b>
Surpasses assignment requirements; professionally presented; no grammatical errors; well organized; shows pride in work. High level of critical thinking evident.	Meets assignment requirements; few grammatical errors; fairly organized with logical flow; adequate presentation/quality. Critical thinking evident.	Meets at least 75% of assignment requirements; presentation fair; multiple grammatical errors and/or lacks organization; very concrete in responses with little creativity or critical thinking.	Meets less than 75% of requirements; lacks organization of thought and/or content; multiple grammatical errors and lacks organization; provides inappropriate or incorrect information; plagiarism.

\*As determined by the instructor, students that earn less than a C on a qualified assignment will receive an incomplete and will be given 7 days to resubmit for a grade no higher than a C. If no timely resubmissions, students will be graded per rubric above. Instructors will determine qualified assignments.

### OTA Program Grade Scale for ALL courses

#### Final Grade Scale

A = 92 to 100  
B+ = 88 to 91  
B = 84 to 87  
C+ = 79 to 83  
C = 75 to 78  
D+ = 71 to 74  
D = 68 to 70  
F = below 68

## Attendance Policy

Students are expected to:

- Call or e-mail the instructor that you will be late or absent as soon as you know.

- Be on time to class.
- Be responsible for missed work. The student MUST contact the instructor to find out make-up information.
- Attend all classes. Learners are encouraged to speak directly to the instructor about extenuating circumstances.

## Late Assignment Policy

Students are responsible for all make-up work. *It is up to the student to contact the instructor about missed work, NOT for the instructor to contact the student.*

- Learners may lose professionalism points for that day.
- If a student is absent for a presentation, then all points allotted toward the presentation portion of the assignment will be forfeited by the student, unless otherwise determined by the instructor.

### Make-ups:

- If the learner misses a test/exam due to an unforeseen emergency, it is the learner's responsibility to contact the instructor immediately upon return to class. Please note that the learner may be given a different test/exam than other students.
- If the test/exam is not made up within one week following the missed class, the student will receive a 0 (zero) for the test/exam, unless determined otherwise by the instructor.

### Late Papers/Assignments:

- All assignments are expected to be turned in by the beginning of class on the date they are due. If the learner is not in class on the day the assignment is due it must be emailed and/or submitted thru Brightspaces NO LATER THAN THE START TIME OF THE CLASS IT IS DUE IN! Otherwise, learners will receive a grade of 0 on the assignment.
- No late assignments will be accepted without prior written approval (an email) from your instructor. If a student needs an extension on an assignment, he/she MUST e-mail a request to the instructor at least 5 days in advance of the DUE DATE. Instructor will verify the receipt and give a decision to the student via email.
- Any extenuating circumstances must be discussed well in advance with your instructor.

## Starfish

These courses will use Starfish, which promotes student success through coordination and communication among students, instructors, advisors, and campus support services. If we observe that you are experiencing difficulties in this course (attendance concerns, missing assignments, in danger of failing, etc.), we may send an email to your JCC email account through Starfish. Our message will tell you about our concerns and ask you to meet with one of us on campus who will work with you to create success strategies to address any difficulties you are having. In addition, if we observe that you are doing well in any OTA course, you may also receive "kudos" from us acknowledging your efforts. You can log into Starfish at any time using the link on the MyJCC webpage to see any concerns and kudos, as well as to view your campus support network, composed of JCC faculty and staff who can help you achieve your goals.

## Brightspaces (BS) Use Policy

Some important information about the mechanics of the course:

1. Make sure you log on to BS at least TWICE per week to make sure you aren't missing important course updates.
2. All information for each week for all of your first semester OTA courses is organized by week. Please take time to review this structure and please ask questions you cannot find answers for.
3. If class handouts are available in BS, please print them and bring them to class or have them available on your computer. If NONE are available in BS, then the instructor will provide handouts for you.
4. There may be some online discussion required in these courses! Online netiquette is expected and will be enforced at ALL TIMES. Common rules of netiquette...
  - Participate in discussions frequently.
  - Give your discussion post an appropriate title that summarizes the main idea of the post; titles such as "hi" or "response" are inappropriate.
  - Using all capitals is considered SHOUTING; please do it sparingly and only when you really need to make a point.
  - Be professional with your online interaction; don't forget that you are creating a written record of all of your interactions, and you don't want that to come back to bite you later.
  - Cite any quotes or references.
  - If you use humor, use it carefully. Because we do not have visual and auditory cues (a smile, vocal intonations, etc.), it is often easy to misinterpret something someone writes. Feel free to use emoticons to help express your emotions about something.

## Expectations for Student SUCCESS

What students can do to give themselves the best chance of success in the OTA program:

- ✓ We are firm believers in active learning. Participation in class helps keep you attentive and active. We want to see that you are thinking; asking and answering questions is one way to show us that!
- ✓ Use our office hours and after class "Quick Chat's" to get your questions answered. There's also email so you have access to us...
- ✓ Use your resources → check out [Success Resources](#) on the OTA Program Site under the resources tab.
- ✓ Participate in class. Push yourself to become engaged in the material versus being a passive participant. Being a practitioner is an active role so start asserting yourself in the learning process.
- ✓ Be on time and be prepared. "My dog ate my homework," won't work here! Admit your mistakes and let's see if we can work through them.
- ✓ Do your HOMEWORK! The material we assign to read is meant to give students some background knowledge on the subject at hand. We will not be REVIEWING most of the material you read, but will assume you have a basic knowledge so we can elaborate on the topic during class time. *READ, READ, READ!*
- ✓ READ and follow directions! Don't lose needless points because you missed something in the directions. If you are unclear about something, please ask for clarification.
- ✓ If you have questions, concerns, or comments, please let us know right away. We welcome any feedback you have.
- ✓ All written assignments are to be typed, double-spaced, following APA format (see tutorial in BS if needed). Proper grammar, spelling, and sentence structure is expected. A lot of our

communication in this profession is written and in order to be professional, we must sound professional. If we feel there is a student who may need some remediation in this area, we will recommend that you go to Main Street for extra help. If there is a problem in this area and no help has been sought, there will be penalties. Therefore, if needed, get the help...it can only benefit you!

- ✓ School should be high on your priority list. Failing a course follows you like a criminal record.
- ✓ Never have your cell phone visible during class time, unless the instructor has given you permission to do so. This is unprofessional and unacceptable. If you have an emergency, talk with your instructor.
- ✓ Follow all of the policies and procedures of the program.
- ✓ Note that explanation and due dates for all assignments will be given as they are assigned.
- ✓ Please refer to the OTA STUDENT HANDBOOK (found on the program [SITE](#)) for program expectations for all OTA courses.
- ✓ Instructor reserves the right to change the syllabus and course schedule as needed. Students will be notified of any modifications.

## Student Expectations of Instructors

Students can expect:

- ☐ Honest and assertive educators whose goal is to help students develop into the best professional they can be.
- ☐ Educators who enlighten their students with new concepts/ideas/perspectives by making you THINK!
- ☐ A judgment free zone. We know that no one is perfect, including ourselves. We don't know everything and for those things we do not know, we will freely admit.
- ☐ Assignments to be returned within 2 weeks of their due date to us!
- ☐ Active and enthusiastic educators whose goal is to facilitate student learning.
- ☐ Respect for students' views.
- ☐ To be in class prepared to teach by the start of class.
- ☐ Timely responses to students' needs and concerns.
- ☐ Objective grading that is consistent, fair and returned in a timely manner.
- ☐ Accommodations for differences in students' learning.
- ☐ Adherence to program and college policies.

NOTE: All first semester courses are an *OTA program graduation* requirement and meet important standards required by the Accreditation Council for Occupational Therapy Education. Students must receive a C or better in these courses in order to continue in the program.

I have read the Supplemental Syllabus Document, which is relevant for ALL first semester OTA Courses (OTA 1510, OTA 1520 and OTA 1530) and understand the expectations, as identified above. Please review, ask questions, sign and return this final page to Ellen no later than the SECOND Thursday of classes.

Student (Please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

