OCCUPATIONAL THERAPY DIVISION

For
Master of Occupational Therapy Program
2013-2015

MISSION OF THE SCHOOL OF HEALTH AND REHABILITATION SCIENCES

VISION

To be national and international leader in health science education, research, service, and clinical practice that impacts the well-being of the people of Ohio and the global community.

MISSION

To prepare future health sciences professionals through the creating and dissemination of knowledge in support of the health and well-being of people of Ohio and the global community.
I. INTRODUCTION

What Is Occupational Therapy?

Occupational therapists and occupational therapy assistants help people across the lifespan participate in the things they want and need to do through the therapeutic use of everyday activities (occupations). Common occupational therapy interventions include helping children with disabilities to participate fully in school and social situations, helping people recovering from injury to regain skills, and providing supports for older adults experiencing physical and cognitive changes. Occupational therapy services typically include

- an individualized evaluation, during which the client/family and occupational therapist determine the person’s goals,
- customized intervention to improve the person’s ability to perform daily activities and reach the goals, and
- an outcomes evaluation to ensure that the goals are being met and/or make changes to the intervention plan.

Occupational therapy services may include comprehensive evaluations of the client’s home and other environments (e.g., workplace, school), recommendations for adaptive equipment and training in its use, and guidance and education for family members and caregivers. Occupational therapy practitioners have a holistic perspective, in which the focus is on adapting the environment to fit the person, and the person is an integral part of the therapy team.

Accredited Occupational Therapy Program

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) accredits the Occupational Therapy Program. ACOTE is located at 4720 Montgomery Lane, P. O. Box 31220, Bethesda, MD 20824-1220. AOTA’s phone number is (301) 652-AOTA. You will find additional information at www.aota.org.

This program requires 2 years of part-time (summers) and full-time (autumn and spring) coursework and two semesters of full-time fieldwork in two different facilities. Graduates of the MOT program are eligible to apply for the national certification examination. The national certification examination for occupational therapists administered by the National Board of Certification in Occupational Therapy, Inc. (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). Most states, including Ohio, require licensure in order to practice; at this time, state licenses are based on the results of the NBCOT Certification Examination.
II. FACULTY

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<tr>
<th>Name</th>
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Updated 6/4/2013
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III. ACADEMIC PLANNING AND PROCEDURES

During the first semester in the School, each student will be assigned an academic advisor. The advisor is available for assistance in course scheduling as well as any other academic matters about which the student may desire guidance. Advisors also meet with students to review professional behavior. Advising assistance is also available in the Graduate Studies Office. The student is responsible for planning for the completion of all required course work. Students access this course information and schedule on-line through the student center. The University faculty and staff communicate with enrolled students exclusively through email, using the buckeye.osu email addresses. Please contact Jane Case-Smith (jane.case-smith@osumc.edu) if you experience any difficulty receiving email from the OSU Registrar’s Office or have any difficulty with on-line scheduling.

Additional resources
- buckeyelink.osu.edu: Student Center, TOPP enrollment
- housing.osu.edu: contracts, policies, and fees
- registrar.osu.edu: academic calendar, scheduling
- sfa.osu.edu: how to apply for and keep financial aid
- treasurer.ohio-state.edu/Bursar/Bursar.html: payments, account issues

The following information about registration and scheduling is from the Graduate School Handbook Section II.2). The graduate handbook can be accessed at http://gradsch.osu.edu/Depo/PDF/Handbook.pdf

Registration and Scheduling (exerts from the Graduate School Handbook)
Section III—Registration and Scheduling
Course Load III.1
The number of credit hours attempted each semester or each summer session is mutually determined by the student and the advisor and reflects faculty and student effort and the extent to which university resources are utilized. Course loads for full-time students can vary. A student may not enroll for more than 18 credit hours per semester or eight credit hours in summer session or four credit hours in May session, including audited courses, without advisor and Graduate School approval.

Procedures III.2
Registration Process. Students may use their Ohio State e-mail account information during the appointed window of time to use the online registration system and to view their approved schedule and Statement of Account on the Registrar’s website. The online registration system is available for registration through the first Friday of classes for course additions. Students who register through this means may obtain a fee statement from the Registrar’s website. Students may access online registration to drop courses through the fourth Friday of the semester.

Continuing Students. Continuing students will be e-mailed notification of their registration prior to the intended semester or summer session of enrollment. Students may view the Schedule of Classes online. All continuing students must access online registration.

Early Autumn Registration. Students may participate in Early Autumn Semester Registration. Registration information for those registered spring semester will be e-mailed to students. Those not registered spring semester may request registration information from the Graduate School.
**Course Enrollment Permission.** Certain courses and certain enrollment designations (e.g., Audit and Undergraduate option) require submission of a completed Course Enrollment Permission in the Graduate School by the fourth Friday of the semester of registration. Forms are available on the Registrar’s website.

**Late Registration Penalty.** Students registering after published semester or summer session registration deadlines will incur substantial late registration penalties. Deadlines are published online on the Registrar’s website.

**Fee Payment.** Students may pay fees online, by mail or in person at the Office of the University Bursar. Students with a fee authorization will receive credit for their fees on their Statement of Account. Students who do not intend to enroll may contact the Graduate School.

**Late Fee Payment Penalty.** Students paying fees after the fee payment deadline are assessed a late fee payment penalty. The university reserves the right to refuse or cancel registration if fees are not paid by the second Friday of the semester or summer session. The Registrar’s website contains information on deadlines, penalty fee rates, and refund schedules.

**Health Insurance III.3**
Columbus campus students who are enrolled at least half-time are required to carry health insurance as a condition of enrollment. All students are automatically enrolled in the Student Health Insurance plan (SHI) upon registration, unless the student obtains an exemption. Half-time is defined as four credit hours for graduate and professional students.

All domestic students who have coverage through a non-university health insurance plan and who want to waive SHI coverage can do so by completing the online waiver process as described on the SHI website. Students must submit a waiver by the published deadline of their initial term of enrollment each academic year. Should a student miss a deadline, the student must submit an appeal. The appeal form can be found on the SHI website.

**International Students.** International students are required to purchase SHI upon registration. Only a few exceptions apply: International students who are fully financially sponsored by a government sponsor or select international organization or international students or dependents of students who are covered as a U.S.-based employee, with U.S.-based insurance.

**Dependents and Domestic Partners.** Students may enroll dependent children and domestic partners into the student health insurance plans. Further information about sponsored dependent benefits is available on the Office of Human Resources website.

**Changes in Schedule III.4**
With advisor approval, students may make schedule changes. If the change requires course enrollment permission, the change must be made at the Graduate School. For all academic deadlines, refer to Appendix A in the Graduate School Handbook ([http://gradsch.osu.edu/appendix-a.html](http://gradsch.osu.edu/appendix-a.html)).

**Course Addition.** Students may add courses to their schedules online through the first Friday of the semester. After the first Friday of the semester, additions to approved schedules require the permission of the instructor and approval of the student’s advisor and may be submitted on the Course Enrollment Permission form. After the second Friday of the semester, any addition to...
approved schedules is by petition to the Graduate School via the Graduate Student Course Petition form. Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School and are not always approved. Both the Permission and the Petition forms are available online on the Graduate School website.

The accelerated nature of May session courses requires that after the first day of classes, additions to approved schedules have the permission of the instructor and the approval of the student’s advisor. After the first Friday of May session, course additions are made by petition to the Graduate School.

**Course Withdrawal.** Withdrawal from the university during a semester entails withdrawal from all courses in which a student is enrolled during that semester.

   a. Withdrawal from any or all courses requires the approval of the student’s advisor
   b. Withdrawal requests must be submitted to the Graduate School

Until closing on the fourth Friday of a semester a student may withdraw from any or all courses that began in the same semester with no mark entered on the official permanent record. After closing on the fourth Friday of a semester and until closing on the tenth Friday of a semester, if a student withdraws from any or all courses that began in the same semester, the Registrar enters the mark “W” on the official permanent record for the courses withdrawn. A dated notation “withdrew” is entered on the official permanent record when the student withdraws from the university. After closing on the tenth Friday of the semester, a student who, because of circumstances beyond his or her control finds it necessary to withdraw from any or all courses, must file a petition with the Graduate School. Reasons not acceptable for withdrawal include, but are not limited to, the student’s performance in the course(s), lack of preparation for the course(s), or dissatisfaction with the subject matter offered in the course(s).

The petition form is available on the Graduate School website. Petitions must be approved by the instructor, advisor, and department chair. Petitions are reviewed in the Graduate School. If the Graduate School approves the petition, a copy is filed with the Registrar, who is then authorized to enter the mark “W” on the student’s official permanent record, and the instructor(s) of the course(s) is/are so notified. If the petition is denied by the Graduate School, the student continues to be enrolled in the course(s), and a final grade(s) must be reported by the instructor(s). A student who stops attending a course and does not officially withdraw from it has the final grade of “EN” as reported by the instructor entered on the official permanent record. Such a grade is based on the Rules of the University Faculty.

**Military Leave Course Withdrawal.** A graduate student who is involuntarily called to active-duty military service should contact the Graduate School for assistance with course withdrawal.

**Official Permanent Record III.5**

The student’s official permanent record contains a list of all courses taken, grades earned, degrees earned, and dates of graduation while enrolled at this university. This record is located in the University Registrar’s Office. Unofficial records for all graduate students are maintained in the Graduate School. Students may examine their unofficial records by presenting their identification card to the Graduate School, along with a request in writing.
VI. Marks (Grades) IV.2

Grade Grievance Procedure.
Grade grievances are handled following the process described in University Rule 3335-8-23.

Point-Hour Ratio (PHR) IV.3
Credit Points. Credit points are assigned per graduate credit hour on the following basis:

1. “A” equals 4.0 credit points
2. “A-” equals 3.7 credit points
3. “B+” equals 3.3 credit points
4. “B” equals 3.0 credit points
5. “B-” equals 2.7 credit points
6. “C+” equals 2.3 credit points
7. “C” equals 2.0 credit points
8. “C-” equals 1.7 credit points
9. “D+” equals 1.3 credit points
10. “D” equals 1.0 credit point
11. “E” equals 0.0 credit points
12. “EN” equals 0.0 credit points

All other grades carry no credit points.

Earned Hours. Earned hours include all graduate credit hours attempted, except for those courses in which a student earns an “E,” an “EN,” or a “U.”

Cumulative Hours. Cumulative hours include all graduate credit hours attempted for which a student earns a grade “A” through “E,” including “EN.” All course work taken in graduate non-degree status is included in the cumulative credit hour total.

Cumulative Point-Hour Ratio. A student’s graduate cumulative point-hour ratio (CPHR) is determined by dividing the total credit points by the cumulative hours.

Repetition of Courses. A student may repeat any course with advisor approval. The credit hours for a repeated course in no case counts more than once in meeting graduate degree requirements. When a student repeats a course, both grades are counted in computing the graduate CPHR.

V. Academic and Professional Standards
The Graduate School and the local graduate program share responsibility for monitoring graduate student academic performance and degree completion. This section describes the minimum academic and professional standards of the Graduate School.

Updated 6/4/2013
Good Standing V.1
To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio (CPHR) of 3.0 or better in all graduate credit courses and must maintain reasonable progress toward Graduate School or graduate program requirements.

In the fifth semester, MOT student must pass a comprehensive exam to remain in good standing and enter their fieldwork II courses. Students who do not pass the comprehensive exam must complete remedial work to the satisfaction of the occupational therapy faculty.

Poor Performance V.2
A student with fewer than nine earned hours of graduate credit whose CPHR is below 3.0 will receive a “poor performance” letter from the Graduate School urging consultation with the advisor.

Probation V.3
A student whose graduate CPHR falls below 3.0 after nine graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School.

Removal from Probation. A student who raises the graduate CPHR to 3.0 or better is removed from probation and is placed in good standing by the Dean of the Graduate School. Course work used in raising the CPHR must be a part of normal degree requirements and approved by the Graduate Studies Committee and the Division Director.

Special Warning. A student on probation whose record continues to deteriorate will be warned that dismissal is likely if the record does not improve. Special warnings include performance criteria tailored to the individual student, usually in consultation with the Division Director.

VI. Graduation, Master’s Students.
It is the dual responsibility of the Division Director and the Dean of the Graduate School to review the student’s record and ensure that all degree requirements are completed at the end of the expected semester or summer session of graduation.

Requirements. In addition to the master’s degree requirements described in this section, the student:
1. Must have earned a cumulative point-hour ratio of at least 3.0 for all graduate credit hours taken at this university
2. Must have passed the MOT comprehensive examination
3. Must have successfully passed two Fieldwork II courses.
4. Must have final grades for all courses received in the University Registrar’s Office by the published deadline
5. Must have fulfilled all other requirements by the deadlines established by the Graduate School

Application to Graduate. A student must submit an Application to Graduate form to the Graduate School no later than the third Friday of the semester (or third Friday of May session for summer session commencement) in which graduation is expected. The application is valid for that semester or summer session only.

Submitting this application indicates that the student is expected to complete all degree requirements that semester or summer session. The form must be signed by the student, the advisor, and the
Graduate Studies Committee chair. The degree plan the student is pursuing and the proposed master’s examination committee members must be listed on the form.

VII. ACADEMIC MISCONDUCT

The Code of Graduate Student Conduct standards are located at http://gradsch.osu.edu/i-overview-research-conduct.html. MOT students are responsible for reviewing the code and abiding by it at all times.

Scholarly Misconduct

The Dean of the Graduate School is responsible for reviewing charges of scholarly misconduct against graduate students. Guidelines for the Review and Investigation of Allegations of Scholarly Misconduct by Graduate Students are available in the Graduate School.

Academic Misconduct

The University Committee on Academic Misconduct is responsible for reviewing charges of academic misconduct against students, including graduate students. The Code of Student Conduct defines the expectations of students in the area of academic honesty. A copy of the Code is available in the Student Handbook.

VIII. LEGAL, INSURANCE, AND IMMUNIZATION REQUIREMENTS

All students must pass a criminal background check, Federal and State. The background check must be updated annually; therefore students will receive a background check in April-May of each year.

You will be required to have completed all tests and immunizations as listed on the form sent by Brian Keller (brian.keller@osumc.edu). Failure to have the documentation of your records (delete-status) in the Student Health Services files and a notice of completion from Student Health Services in your OT file will result in not being eligible to participate in any course that includes a community lab or a clinical assignment in Autumn Semester.

All students are required to have an OSU ID badge. The ID badge will be provided at no charge to each student. You are required to wear the badge in class, in the community labs or on clinical assignments.

An active professional liability insurance policy is a requirement of every student while enrolled in the OT program. The professional liability insurance policy is provided to you as an OSUMC student.

Students are required to complete the HIPAA certification and OSHA training online. A copy of your successful completion must be in your OT file prior to Year 1 Autumn Semester.

IX. PROFESSIONAL PROGRAM

The professional program includes 3 semesters of required classes and clinical assignments in year one and 2 semesters of classes in year two, followed by 2 semesters of full-time fieldwork (7 full-time semesters). Full time fieldwork experiences are scheduled according to the American Occupational Therapy Association annual schedule for assignments. Thus, students are assigned to their first
fieldwork May to September; and their second September to December.

The professional curriculum courses are described in the University Course Offerings web site. Course schedule changes must be approved by the occupational therapy faculty. The student must petition by submitting in writing:

- Identification of the exception being requested
- Justification for this exception
- A plan for the future

In response to this, the faculty may:

- Approve the exception with modifications
- Approve the exception as presented
- Not approve the request.

To allow for continuity of academic and clinical learning, the student shall be required to complete the program, including fieldwork experience, within 45 months from the time of admission. Failure to do so will result in automatic dismissal from the occupational therapy program.

X. Access to “Directory Information”
(Family Education Rights and Privacy Act of 1974, [FERPA] as amended)

The School cannot release names and addresses or certain other data without prior student permission. The graduate who expects to have prospective employers request information should complete a release form.

Name/Address Changes
It is the student’s responsibility to inform his/her division AND the Graduate Office in a timely manner of any changes in name and/or address. Students are strongly encouraged to keep a current local address and phone number listing on the Student Database. Students may make changes to their address information online at http://registrar.osu.edu/. If a student chooses not to have a local address listed on the Student Database, it is extremely important for the student to arrange with someone at the permanent address to forward mail and phone messages.

XI PROFESSIONAL BEHAVIOR AND CLASSROOM CONDUCT
(as adopted July, 2006, updated April 2008; updated May 2012)

The Occupational Therapy faculty support and subscribe to the "Student Code of Ethics" published in this Student Handbook. MOT students are also responsible for following the Code of Student Conduct (3335-23). The link for the student code is http://studentaffairs.osu.edu/csc/. Students are also expected to follow the Occupational Therapy Code of Ethics adopted and published by the American Occupational Therapy Association.

Professional behaviors are important to the success of being an occupational therapy student. Students who demonstrate consistent professional and ethical behaviors have the foundational skills to be successful in their coursework, fieldwork experiences, and ultimately, as occupational therapy professionals.

Non-academic traits, behaviors, and performance of students will be observed and described by faculty, clinical faculty, and clinical supervisors throughout the student’s enrollment in the division. Areas of professional behaviors include, but are not limited to: dependability, professional
presentation, initiative, empathy, cooperation, organization, clinical reasoning, supervisory process, or verbal and written communication. Students also are required to sign an agreement that they understand the Professional Development Policy and the Occupational Therapy Code of Ethics and agree to abide by both.

Feedback will be provided to the first year MOTS in Autumn semester during the introductory course(s) on professional behaviors by the course instructor(s). Students who demonstrate unsafe behaviors or fail to obtain (80%) on the existing professional behavior form, will be reviewed in an OT faculty meeting for follow-up action. At any time during the program, OT faculty members who observe MOTS demonstrating unprofessional behavior or difficulty during patient-related experiences, will provide written comments to the advisor and may present these findings at an OT faculty meeting to discuss needed follow-up action. Evidence of problematic professional behaviors within an academic setting will be collected and put in the students file by the advisor. Documents will include, but not limited to feedback from professional behavior forms, assessments at the OSU Clinical Skills Evaluation and Assessment Center (CSEAC), and/or fieldwork experience forms.

**Procedures for Managing Professional Behavior Issues**

If an OT faculty member identifies that a student displays unprofessional conduct, the individual faculty member will discuss the situation directly with the student and will provide documentation in the student’s file. Professional behaviors specific to every course may be discussed at an OT faculty staff meeting. Conduct which is in violation of the University’s Code of Conduct will be reported to the Committee on Academic Misconduct. In the event that the student conduct does not improve with the 1:1 discussion between the faculty member and student or if immediate probation or dismissal is not warranted, the following sequence of procedures will be taken. They include:

a. The Academic Advisor may meet with the student individually, or with the full faculty.

b. The Academic Advisor will counsel the student of the serious nature of the behavior and the consequences of such behavior. Depending upon the significance of the behavior, the Division Director may send a letter to the Dean of the Graduate School recommending that the student be placed on probation.

c. The Academic Advisor will refer the student to resources and external programs as appropriate to assist with the development of professional behavior. For example, *Developing Professional Behaviors* by Jack Kasar is one textbook specific to Occupational Therapy and valued by the faculty.

d. The Academic Advisor will require the student to independently develop a written plan to increase awareness and to modify his or her professional behaviors. If the behavior is specific to a course (including Fieldwork), the course instructor will work with the student and academic advisor to develop an appropriate plan. The student’s plan will include goals and specific objectives, time lines for completion, and review dates.

e. Collectively, the OT faculty will review the student’s plan. The faculty may accept, reject, or ask for a revision of the plan. The academic advisor or other designated faculty member will collaborate with the student on any revisions. Once approved, the plan will become a contract between the student and The Ohio State University Occupational Therapy Program and must include signatures of the student, advisor, and Division Director.

Updated 6/4/2013
Documentation will be located in the student’s file for a specific period of time in compliance with University and Federal regulations.

f. The Academic Advisor will be responsible for monitoring the student’s progress, following the review dates specified in the plan and updating the OT faculty on student progress. If the student fails to submit an appropriate plan in writing, fails to follow the approved plan, or fails to make appropriate progress, the Academic Advisor will notify the student and the Division Director of the non-compliance and provide a reasonable deadline for the student.

g. If the student does not respond to the previous attempt to develop and implement a plan for enhancing professional behaviors, the Division Director will recommend to the Director of the School that the student be dismissed from the program. The School’s Executive Committee will review the disenrollment to make a recommendation to the School Director. The Student may appeal a decision of disenrollment following procedure outlined in the Graduate School handbook.

**Drug Toxicology Policy**

A. For all students, illicit drug use is prohibited by the Occupational Therapy Division. Substance abuse is in conflict with professional ethics, state licensure, and fieldwork site accreditations. Passing a urine toxicology screen is required by many of our affiliated fieldwork sites as a condition for student placement.

B. Failing a urine toxicology screening or any criminal conviction or guilty plea related to substance use may prohibit Occupational Therapy Student fieldwork placement. Further, it may be deemed by the state Occupational Therapy, Physical Therapy & Athletic Trainers board as an indication of substance abuse. These types of convictions may prevent an applicant from obtaining a license to practice.

C. Students are required to participate in a urine toxicology screen annually, but may be required to pass additional toxicology screens at the discretion of the fieldwork site.
   a. All such screenings are at the student’s own cost.
   b. Screenings should be completed after admission to the program and must be submitted before August 1st each year.

D. OSU Student Health offers toxicology screens at their lab at a reduced cost for HRS students. It is a walk-in service that you complete on your own (i.e., no physician order is required). Business hours are Monday through Friday (M-Th 8-6; F 8-5); report to the 1st floor registration area to check-in. Allow up to 30 minutes for the process. Results will be given directly to you and will be posted on Buck MD within 3-5 days. The reduced cost in 2012-13 is $25.00, so please identify yourself as an HRS student to avoid paying the full price (i.e., $37.00). Cash, Buck-ID, or credit card is accepted.

E. If you elect to use a lab other than OSU Student Health, you are responsible for obtaining and maintain documentation of the results. The following toxicology’s must be included in the panel:
   1. Benzodiazepines
   2. Barbiturates
   3. Cocaine
   4. Marijuana
   5. Methamphetamine
   6. Opiates/Morphine
   7. Methadone
8. Tricyclic Antidepressants, which are: Amitriptyline, Amoxapine, Desipramine (Norpramin), Doxepin, Imipramine (Tofranil, Tofranil-PM), Maprotiline, Nortriptyline (Pamelor), Protriptyline (Vivactil), Trimipramine (Surmontil)

9. Oxycodone
10. Ecstasy
11. Phencyclidine
12. Amphetamine

F. In preparation for your toxicology screen, please bring a photo ID and all current prescription bottles with you.

G. If an initial positive result (including dilute or improper temperature) is obtained for any of the substances listed above, a confirmatory test will be conducted. Participation in fieldwork is suspended pending the results of the confirmatory test. A positive result on the confirmatory test will result in an immediate Leave of Absence (LOA) from all fieldwork activities. The student will remain on fieldwork LOA pending an investigation and meeting of the Occupational Therapy faculty.

XI. Facilities/Equipment and Email

The School has two computer labs available for student use—the larger of the two is located in Room 435, and at times, is used for class by division faculty. Occupational Therapy students are welcome to use the computers and printers in this room. They can also use the smaller computer lab in Room 227.

Computer lab hours of operation are 7:00am to 5:30pm Monday through Friday. The fourth floor computer lab is closed to general use when computer-based classes are scheduled. Reserved times for Lab 435 will be posted on its door. Students should check this schedule for open computer times, which can vary. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.

Printer Paper

Paper is provided in both computer labs.

- Paper waste is a concern in both these labs. Please remember that paper is provided by SHRS as a courtesy and will be discontinued if abused. Please place all unwanted printouts in the blue recycling bins.
- Each student is given a quota of 1000 duplex printed images per semester, which equals to 500 pages. The printer’s defaults are set to print duplex (back-to-back). If you reach your quota before the semester ends, you will not be able to print until the start of the next semester.
- Please see Maureen Braughton in Admin office 106 for paper and toner supplies.

Rules for Using Computer Labs

1. Absolutely NO food is allowed in the labs at any time. Drinks in spill proof are permitted. This does NOT include open pop cans or drinks with flimsy plastic lids (e.g., fast food drinks or "to go" coffee containers).
2. Student accounts are setup for you automatically and require a password change every 90 days.
3. Files are redirected and saved to the school’s file server if saved into the Local Documents or to your desktop. It is always a good idea to have backup copies saved to usb memory stick.
4. Students may save data on the “student (S:)” OT network drive but please remember this is a shared drive and files can be modified or deleted by your classmates.
5. All computer lab areas are to be left clean and free of debris (e.g., paper, trash)

Violations of these rules will result in suspension of the student’s use of SHRS computer lab facilities.

**Reporting Problems**
Please report any computer lab problems to Bruce Noskowiak at 688-5487 or email him at bruce.noskowiak@osumc.edu.

Use your OSU email to communicate with instructors; your OSU email will be used exclusively for all university business and communication. The OSU Registrar’s Office is now relying on email as the primary communication medium for all students, so you will need to check your OSU email on a daily basis. It is possible to forward your OSU email to a personal email accounts (Gmail, Yahoo). You can request this online by contacting Bruce Noskowiak. You are required to change your email password every 90 days – you must comply with this or your email account will be closed.

**Faculty/Staff Email**
Most faculty and staff are happy to respond to student email inquiries. However, please use common sense and courtesy in your email messages. Be brief, polite, and professional. Do not send unsolicited jokes, advertisements, or political material.

**Student Web Resources**
Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites:
- Email Activation—[http://osio.osu.edu/](http://osio.osu.edu/)
- Health and Rehabilitation Sciences home age –[www.medicine.osu.edu/hrs](http://www.medicine.osu.edu/hrs)
- HIPAA Compliance Modules—[http://medicalcenter.osu.edu](http://medicalcenter.osu.edu)
- Change address – [http://registrar.osu.edu](http://registrar.osu.edu)

**XII. DISABILITY SERVICES**
The Occupational Therapy program works collaboratively with the Office for Disability Services at [http://www.ods ohio-state.edu/](http://www.ods ohio-state.edu/) when students request disability accommodations. It is the student’s responsibility to inform faculty members about disabilities for which the student seeks accommodations in academic or clinical courses or assignments. Requests for accommodations should be made well in advance: for academic courses, you should discuss your need for accommodations no later than the first week of class. For accommodations in Level I or Level II fieldwork, you must discuss your need for accommodation one semester in advance of the fieldwork assignment so that faculty can work with you, the ODS, and the fieldwork center.

**Student Responsibilities in Regard to Disabilities:**
1. All students must attest to their ability to complete the duties of an occupational therapist as outlined in the Division’s Technical Standards document either with or without accommodation. This attestation is signed after admission to the program. If the circumstances for a student change and the student and his or her healthcare provider determine that accommodations are needed, the technical standard form must be updated.
2. It is the student’s responsibility to provide written documentation of the diagnosis of the
disability. All diagnosis must be confirmed by Disability Services before special arrangements can be made.

3. The student is responsible for all costs related to the diagnosis.

4. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that the faculty is under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

**Faculty/School Responsibilities in Regard to Disabilities:**
The faculty is required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality education experiences both in the classroom and in clinical settings. The Director of Students Affairs of the School serves as liaison with the Office for Disability Services for all division and programs.

**XIII. FIELDWORK EXPERIENCE**
You will enroll in and complete Fieldwork Level I (OT 6289: Mental Health; OT 6289: Physical Function; OT 6389: Pediatrics) and Fieldwork Level II (OT 7189). The policy and rules for fieldwork are defined below:

**A. Grades**

1. Grades for fieldwork are determined by the Division of Occupational Therapy, The Ohio State University, not by the fieldwork supervisor. The report of performance by the fieldwork supervisor will be the main factor in the determination of the grade. **You must participate in and complete all OSU course assignments** (Carmen postings and online submissions) in order to receive a passing grade.

2. Students who receive a U or W grade will be required to complete remediation and petition the faculty before another fieldwork placement will be initiated. This may include additional academic work, additional field experiences, and a learning contract at the discretion of the Occupational Therapy Division director with input from the Academic Fieldwork Coordinator and faculty. This may necessitate a delay in the start of the next fieldwork experience until the remediation plan is completed. The intent of the remediation plan is to allow the student to develop the skills necessary to be successful on the next fieldwork experience.

3. Students who receive unsatisfactory grades in two placements will be referred to the Division Director for review and then to the Executive Committee for the School of Health and Rehabilitation Sciences for possible dismissal from the Occupational Therapy program.

**For Fieldwork II only:**

1. Fieldwork is graded satisfactory or unsatisfactory (S-U). Because the fieldwork schedule does not match the University calendar, your grade may initially show an incomplete for missing grade. To receive a satisfactory grade, students must achieve the overall final score of 122 points printed on page 2 of the Performance Evaluation. In addition to an overall score of 122 on the FWPE, students must receive at least a score of three on the first three items on the FWPE that relate to Safety and Ethics. Students who do not receive at least a three on these three items will receive an unsatisfactory final grade. Students who receive a failing evaluation...
of clinical performance, who withdraw at any time during the placement, and/or whose supervisor requests termination of the placement will receive an unsatisfactory grade.

2. A student who does not complete the two full time fieldwork placements, in addition to 3 fieldworks I placements, will not be eligible to take the Certification Examination and will not be able to practice as an Occupational Therapist.

Occasionally, a student may have difficulties on fieldwork. Patient care is of primary concern and the school will intervene if problems arise. Each case will be dealt with on an individual basis and follow procedure. The purpose of this policy is to outline a sequential procedure for instructional and/or disciplinary interventions in the event of unsatisfactory student performance during fieldwork placements. The intent is to encourage early intervention with an emphasis on collaborative problem solving in order to assure successful student fieldwork performance. The procedure usually begins in sequence, but may vary depending upon the nature of the unsatisfactory performance.

1. The fieldwork educator (FWE) reports unsatisfactory performance to the student and Academic Fieldwork Coordinator (AFWC) upon identification. The fieldwork educator and AFWC counsel the student on corrective actions. A learning contract is established.

2. A Learning Contract will be developed jointly by the student, the fieldwork educator and the AFWC. The learning contract will include, but is not limited to: a description of the problem; suggested learning strategies; outcome measures; time lines; and consequences of success or failure to meet requirements set forth in the plan. The fieldwork educator (FWE) monitors student progress and provides formal (written) and informal feedback to the student and AFWC for the duration of the placement, at intervals established in the learning contract. If the learning contract fails for any reason, the Academic Fieldwork Coordinator (AFWC) and Division Chair will discuss the issues, implement a plan, and decide the outcome.

3. Continued unsatisfactory performance will result in an unsatisfactory grade for that fieldwork placement. Immediate removal (prior to the scheduled ending date) from the site and a failing grade may be given for any fieldwork placement for the following.
   a. Violation of patients’ rights
   b. Violation of the rights of others
   c. Violation of the AOTA Code of Ethics
   d. Unprofessional behavior
   e. Unsafe practice
   f. Substance abuse
   g. Failure to complete any of the specified requirements
   h. Continued unsatisfactory performance
   i. Request by the fieldwork site that the placement be discontinued due to student performance.
   j. A score below a “3” on items 1 – 3 of Section 1, Fundamentals of Practice, on the Fieldwork Performance Evaluation (FWPE).
Documentation of the issues, learning contract/plan of action, goals, and evaluative tools are part of the academic record. Information about a student’s academic record may not be shared with anyone outside of the academic institution without the student’s permission.

Some students who have persistent professional behavior or academic difficulties during their academic program may work with the AFWC to develop a learning contract for fieldwork to help the student have accountability. This may or may not be shared with the fieldwork educator at the student’s discretion.

**B. Fieldwork Placements**

Fieldwork II placement is determined by the Academic Fieldwork Coordinator during spring semester of the second MOT year. The process is one of matching skills and interests of the students with the list of spaces available for the semester. This process will be initiated in January of Year Two (2) of the MOT program. Fieldwork placements are scheduled in those centers with which the Division has educational agreements. There will be a list of spaces reserved for OSU students for each semester. Students who need to re-schedule Fieldwork II will have it scheduled after all placements for the current 2nd Year class have been made.

Fieldwork is set by the Academic Fieldwork Coordinator in coordination with fieldwork sites. Each fieldwork assignment is 12 weeks in length. Early in the last semester on campus, or during fieldwork, the student may plan an optional third semester (or partial semester, typically 6 weeks) of full time fieldwork (OT 7289). Completing a third fieldwork allows an opportunity to explore an additional area of practice in which experience is desired.

Some things to help in planning for Fieldwork II:
- You may or may not be in Columbus--consider this when signing leases.
- You should not make personal plans that are dependent upon your being in any one city for both placements.

The OT Faculty has adopted a dress code for students who will be attending class-related community lab experiences. Check the student syllabi for specific details about appropriate attire and about the use of your OSU ID badge.

Students should be aware that different fieldwork centers will have different dress standards and that they will be responsible for adjusting to these individual differences. Some sites might require students to purchase scrubs or a lab coat. This will be true for both Level I and Level II fieldwork experiences. Level I fieldwork is assigned during Year 1 and Year 2 and Level II fieldwork is assigned after completion of all course requirements. You should check with your supervisor on dress code soon after you have learned your placement.
XIV. PROFESSIONAL ACTIVITIES

Student Organizations

Student Occupational Therapy Association (SOTA)
Any student enrolled in the program is eligible for membership in the Student Occupational Therapy Association and the faculty encourages you to join. The purpose of the organization is to promote interest in the profession with specific aims toward service and fellowship for the social, intellectual and professional benefits of each member. Students who are interested in occupational therapy but who are not enrolled in the program may become associate members, but will not have voting privileges. SOTA also has a liaison with the Ohio Occupational Therapy Association, providing professional opportunities for SOTA members. SOTA meetings are held a minimum of three times per academic year and notices of meetings are made available to all SOTA members and MOT students. Annual dues for the Association are prescribed and are minimal.

Pi Theta Epsilon
Pi Theta Epsilon is a national honorary society of occupational therapy. The chapter of PTE at The Ohio State University is the Lambda Chapter and is recognized by the Association of College Honor Societies. Membership in The Ohio State University Lambda Chapter is offered at the end of the 3rd semester of occupational therapy classes. Students eligible to receive applications must have a 3.5 GPA and be in the top 35% of the class. The mission of Pi Theta Epsilon is to promote research and scholarship among occupational therapy students.

The National Alliance on Mental Illness (NAMI@OSU)
NAMI@OSU is a chapter of the nation’s largest grassroots mental health organization dedicated to improving the lives of persons living with serious mental illness, as well as their families. The students from the occupational therapy program have taken a leadership role in organizing meetings at the OSU main campus. The mission of NAMI@OSU is to provide public education and informational activities for students, advocate for the public health concerns of persons living with mental illness, and raise funds and awareness about mental illness while engaging the public, including NAMI's signature event, in NAMI Walks.

SHRS Alumni Society

Graduates and former students in the School of Health and Rehabilitation Sciences automatically become members of its alumni Society. Graduates and former students are also eligible for continuing membership in The Ohio State University Alumni Association (http://www.osu.edu/alumni/).

An increasing number of alumni are electing to support the School of Health and Rehabilitation Sciences by gifts to The Ohio State University Development Fund that are designated for their professional division. Gifts to the SHRS scholarship fund will help insure that worthy students receive financial as well as moral support from SRHS Alumni and friends. The SHRS Alumni Society welcomes input from current students and is interested in collaborative efforts to know your thoughts and comments on activities as well as other issues of concern to you. The names and email addresses of Alumni Society members are available on the Alumni page of the SHRS website.

SHRS Alumni are encouraged to share information about families and careers for possible publication on the SHRS “Alumni News” or the Division’s newsletter. A special listerv on the SHRS website
helps SHRS alumni locate each other and keep in touch with the School. The Alumni Society is genuinely interested in the whereabouts, personal and professional achievements, and employment changes of graduates. See the Occupational Therapy alumni link http://medicine.osu.edu/hrs/ot/alumni/pages/index.aspx for alumni news.

Professional Organizations

American Student Committee of the Occupational Therapy Association (ASCOTA)
Participation in the Student Committee of the American Occupational Therapy Association is open to any student in this program. This Committee is composed of student representatives from occupational therapy programs throughout the country. The committee meets and elects officers prior to each national conference of the American Occupational Therapy Association. S.O.T.A. will elect a delegate at the time of elections fall semester who will act as their liaison to the ASCOTA. The delegate will carry the vote for this school at the annual meeting.

The goals and purposes of this Student Committee are to enable students to learn about, and become involved in, current professional issues on a national level through direct communication with registered occupational therapists.

Columbus District, Ohio Occupational Therapy Association
Liaison with the Columbus District of OOTA is the local district for the state association. The state association provides information about OT services to consumers. The association also advocates and provides continuing education opportunities for occupational therapy practitioners. The Columbus District meetings are held monthly. All students are welcome to attend these meetings. Announcement of meetings is posted on the student bulletin board inside room 416. Membership is available when you are enrolled in the OSU MOT program and dues are $15.00 for one year. Additional information is available at www.oota.org.

American Occupational Therapy Association (AOTA)
Student membership in the American Occupational Therapy Association is available in December of each year. An annual student fee of $75.00 includes receipt of the American Journal of Occupational Therapy (AJOT) and OT Practice magazine from the national office. Additional information is available at www.aota.org. The Division pays for your membership for two years using the program fee.

AOTA Mission Statement: The American Occupational Therapy Association advances the quality, availability, use, and support of occupational therapy through standard setting, advocacy, education, and research on behalf of its members and the public.

World Federation of Occupational Therapy (WFOT)
The World Federation of Occupational Therapy directly links 73 member organizations around the world, with an individual membership of more than 25,000 and a national organization membership that represents over 350,000 occupational therapists internationally. See http://www.wfot.org/. WFOT promotes occupational therapy as an art and science internationally. The federation supports the development, use and practice of occupational therapy worldwide, demonstrating its relevance and contribution to society.
Accreditation Council of Occupational Therapy Education (ACOTE)
The Council is responsible for determining if occupational therapy and occupational therapy assistant programs meet and maintain educational standards and assign programs that meet these standards the status of an accredited professional program. A program can be accredited for five, seven or ten years. The Ohio State Occupational Therapy program has been continuously accredited since 1944.

XV. CERTIFICATION EXAMINATION AND LICENSURE

National Board for Certification in Occupational Therapy Examination
Upon graduation from the program, students are eligible to take the Certification Examination of the National Board for Certification in Occupational Therapy, Inc. (NBCOT). The examination is computer administered with an on-demand schedule for testing. Detailed information about application to take the examination is available at www.nbcot.org. In the event that a student fails to complete the examination successfully, there is an opportunity to retake the examination at a future time. Successful passing of the examination leads to certification and the right to use the initials O.T.R. after your name.

The Certification Examination of the NBCOT is presently accepted by all state licensure boards. At the time you take the examination, you can pay NBCOT to send the results to the licensure board(s) of your choice. To obtain a license to practice, you will need to complete forms, provide documentation, and pay fees that are individual to each state. The important thing to remember is to determine what is required in the state where you plan to reside. Additional information about the certification examination and state licensure is located at www.nbcot.org.

National Board for Certification in Occupational Therapy, Inc.
800 S. Frederick Avenue, Suite 200
Gaithersburg, MD 20877-4150

Licensure
Occupational Therapy is regulated in all 50 states, the District of Columbia, Puerto Rico, and Guam. Different states have various types of regulations that range from licensure, the strongest form of regulation, to title protection or trademark law, the weakest form of regulation. The major purpose of state regulation is to protect consumers from unqualified or unscrupulous practitioners.

State laws and regulation significantly affect the practice of occupational therapy. Laws or statutes are enacted by legislators. Regulations specifically describe how the intent of the laws will be carried out and are developed by appointed public officials of various departments in state government. Both kinds of officials make decisions that directly and indirectly affect occupational therapy practitioners.

AOTA continuously monitors and analyzes state legislation and regulations affecting occupational therapy. (www.aota.org). See the Ohio Licensure Board of Occupational Therapy /Physical Therapy/Athletic Training (http://otptat.ohio.gov/) for additional information. 
This School of Health and Rehabilitation Sciences Student Handbook is designed to serve as a guide for students enrolled in the professional programs of the School. The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the School and the division or program in which they are enrolled. The School of Health and Rehabilitation Sciences Student Handbook can be accessed on the school’s website: [www.medicine.osu.edu/hrs](http://www.medicine.osu.edu/hrs).

Each student is encouraged to review policies and procedures pertaining to such matters as admission, scheduling, graduation and grading, which are found in the University catalogs, handbooks, and other similar published matter. Students should become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. This handbook and the School of Health and Rehabilitation Science Student Handbook supplements, but does not replace, other University publications.