



OTAP 232 Fieldwork Level I-B section name section credit hours Credits Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. A minimum of 70 hours.

Prerequisites: course prereqs

Terms offered: Fall Only

Section-specific Course Description:

Course Level Objectives

Upon successful completion of the course, the student will be able to...

1. Demonstrate positive work behaviors

1.a. Demonstrate understanding of the role of an occupational therapy assistant by conforming to procedures, regulations, laws and interactions associated with the assigned setting.

1.b. Demonstrate professional, legal, ethical behavior associated with the role of an occupational therapy assistant. (B.7.1)

1.c. Assists in storage and retrieval of supplies and equipment.

1.d. Demonstrates professional behavior by reporting to facility in a timely manner and adhering to

facility routine/schedule

2. Demonstrate critical thinking skills in safe clinic practices and by accurately reporting observations

2.a. Demonstrate safe use of specialized materials, tools, and equipment.

2.b. Demonstrate safe transfers and other procedures under direct supervision

2.c. Assess, grade, and adapt client tasks, activities, and client performance

2.d. Conducts a group or individual activity as assigned

3. Demonstrate effective communication skills

3.a. Display interpersonal and teamwork skills conducive to the assigned setting.

3.b. Demonstrate written and verbal communication skills using acceptable medical and Occupational Therapy Practice Framework terminology.

3.c. In a written case study, gather and share data for the purpose of screening and evaluation including, but not limited to, specified screening tools; assessments; skilled observations; checklists; histories; consultations with other professionals; and interviews with the client, family, and significant others. (B.4.1)

3.d. Interacts with client based on the client's identified needs and background

3.e. Demonstrates good communication skills by asking questions pertinent to client needs and/or the facility activities

3.f. Clearly Communicates the of role of an occupational therapy assistant (B.4.24.)

3.g. In a written case study, gather and share data for the purpose of evaluating client(s)' occupational performance in activities of daily living (ADL), instrumental activities of daily living (IADL), education, work, play, leisure, and social participation. Evaluation of occupational performance includes

- The occupational profile, including participation in activities that are meaningful and necessary for the client to carry out roles in home, work, and community environments.

- Client factors, including body functions (e.g., neuromuscular, sensory, visual, perceptual, cognitive, mental) and body structures (e.g., cardiovascular, digestive, integumentary systems).

- Performance patterns (e.g., habits, routines, roles) and behavior patterns.

- Cultural, physical, social, personal, spiritual, temporal, and virtual contexts and activity demands that affect performance.

· Performance skills, including motor (e.g., posture, mobility, coordination, strength, energy), process (e.g., energy, knowledge, temporal organization, organizing space and objects, adaptation), and communication and interaction skills (e.g., physicality, information exchange, relations). (B.4.4.)

The numbers in parentheses following each objective correlate to the 2018 OTA educational standards established by the Accreditation Council for Occupational Therapy Education.

Required Texts and/or Materials

No Texts Required

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

- Complete assigned video simulations, practical simulations, chart reviews, productivity logs, and SOAP notes;
- Complete assigned discussion boards; and
- Complete a minimum of 70 hours of work-based learning experience through a combination of simulations, video simulations, and/or direct supervision by the clinical professional (Every location has different hours you will be required to work).

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Participation and Attendance Policy

ATTENDANCE:

FIELDWORK ATTENDANCE:

Your work hours during each affiliation will mirror the schedule of your Fieldwork Educator. Varied clinic schedules should be followed if less or more than 8 hours (example: 4 10-hour work days). Fieldwork 1A and Fieldwork 1B are a minimum of 7-hour work days for a minimum of 70 fieldwork hours. Fieldwork II A and Fieldwork IIB are five days a week, full-time in a clinic, each for a minimum of eight weeks AND a minimum of 280 total hours. For Fieldwork Level IIA and IIB, students are required to follow the work schedule of the fieldwork educator, even if it exceeds 40 hours per week or occurs on weekends.

The student is required to “clock-in and out” on the time sheet provided. Both the student and the Fieldwork Educator must sign the timesheet form. This timesheet is to be reviewed with the SJC faculty during site visits and turned in at the conclusion of the semester.

If the student must miss a day in the clinic, the student must contact BOTH the fieldwork educator (FE) and academic fieldwork coordinator (AFWC) and give a bona fide reason for missing clinic. Failure to notify both the fieldwork facility and SJC faculty of an absence could result in failure of that fieldwork rotation and/or dismissal from the program. Additionally, absences from fieldwork will affect the student’s final fieldwork grade.

Since tardiness is a form of absenteeism, the Fieldwork Educator may establish a policy regarding tardiness. The student is required to make up all fieldwork time missed at each rotation to the fieldwork educator’s satisfaction. It is the student’s responsibility to communicate any changes in schedules with the AFWC.

ABSENCES:

Students are not allowed to miss or have more than three days of absences without a grade penalty, in any one semester.

TARDINESS:

Tardiness is a form of absenteeism, is disruptive and disrespectful to the class. A student who arrives after the start of published class time will be considered “tardy”.

Two “tardies” will equal one absence. Students arriving late must notify the instructor class to change the “absence” to a “tardy”. Leaving class or lab early is also considered an incidence of tardiness. The student will be considered absent if a student misses more than 30-minutes (any combination of time) of a course which lasts two or more hours.

The following disciplinary actions in regards to attendance apply for each course, each semester:

| | |
|------------------------------|---|
| First Absence/2 Tardies: | Verbal Warning |
| Second Absence/4 Tardies: | Written Warning and Formal Plan of Action |
| Third Absence/6 Tardies: | Written Warning, Formal Plan of Action, and Final Course Grade Lowered by 10 Points |
| Two Tardies Equal an Absence | |

For all lecture/lab courses, the first absence/tardy 1 & 2 will result in a verbal warning. The second absence/tardy 3&4 will result in a written (i.e. formal plan of action). After the third absence/tardy 5 & 6, the student will receive a written warning and the course grade will be lowered by ten (10) points for each course that specific semester. If the student currently has a course grade of “C” for that semester, the student will be at risk for dismissal from the program.

Other Classroom Policies and Expectations

FIELDWORK DRESS CODE:

During the fieldwork assignments, it is suggested that students dress in the fashion of the occupational therapy practitioners working in that clinic.

1. For example, if they are allowed to wear solid color scrubs, the students may do the same. Otherwise, the students are required to wear a solid color polo-type shirt, docker style pants (khaki or navy); closed toe shoes, preferably tennis shoes; a watch with a second hand; and have a fieldwork lab coat available.
2. The student will wear a San Juan College picture name I.D. tag with his/her full name visible at all times while at the clinic.
3. Students are only allowed to wear a wedding band and wear a single, non-dangling, earring in each ear. If stricter, the facility policies will be followed.
4. Students must not display any facial or body piercing or tattoos.
5. Hair and beards will be clean and neatly trimmed.
6. Students will utilize good hygiene, by keeping hands clean at all times. Students must take the responsibility of preventing the spread of infectious disease to

him/herself and others via Universal Precautions.

7. Fingernails should not extend beyond the fingertip, be clean and neatly filed. No artificial fingernails.

FIELDWORK EDUCATOR:

Fieldwork education is a significant part of the total curriculum. The Fieldwork Educator may be a licensed occupational therapist or an experienced occupational therapist assistant (under the supervision of an OTR), with a minimum of one year of experience. In community or non-traditional settings, Fieldwork Educators will have qualifications pertinent to their discipline (for example, teachers at the SJC Child Family Development Center).

It is important to note that Fieldwork Educators receive no compensation for their involvement in your professional education. They are generously contributing their time and expertise to a vital part of the professional education process and should be respected and acknowledged for this.

Your Fieldwork Educator is indispensable to the entire education process. The roles and responsibilities of the Fieldwork Educator involve, but are not limited to, the following:

- Supervising, instructing, and evaluating the student at the fieldwork training site.
- Planning an effective learning environment for the student. The environment should involve the development of the problem solving process and all entry-level competencies in key areas of fieldwork practice.
- Teaching the student how to manage time and, most importantly, the “ins and outs” of acceptable professional behavior.
- Controlling the student’s learning environment, while she/he is assessing your behavior in the acceptance, performance, and completion of a variety of professional tasks.
- Assessing your decision-making development and attitudes underlying your behavior.

FACULTY CONTACT WITH FIELDWORK STUDENTS:

The SJC OTA faculty contact the student and/or the Fieldwork Educator on a regular basis. These phone calls, e-mails, or (virtual) visits provide the opportunity for communication among the student, the San Juan College OTA instructors, and the fieldwork staff. In addition to discussing the progress of the student, the San Juan College instructors seek input on program strengths and weaknesses, as well as methods for improving the fieldwork practicum.

Students and Fieldwork Educators are encouraged to call or e-mail the San Juan College Academic Fieldwork coordinator and/or the program director with any positive learning experiences or concerns during the practicum.

FIELDWORK EVALUATION AND PROGRESSION:

Fieldwork rotation requirements must be satisfactorily completed as outlined in the syllabus based on either the SJC Fieldwork Evaluation form or the ACOTE Fieldwork Performance Evaluation for the Occupational Therapy Assistant. Course grades will be withheld until all final evaluation forms are received by the program.

Students who demonstrate poor performance on any critical element on a fieldwork evaluation tool or who require fieldwork remediation may:

1. Be counseled and receive a written evaluation of the behavior that requires corrective measures in consultation with the fieldwork educator, SJC OTA faculty and/or the academic fieldwork coordinator.
2. In rare instances, additional or an extended fieldwork experience may be recommended to assure that the student is at the overall competence level. Overall determination will be based on the fieldwork evaluation tool, in consultation with the fieldwork educator, SJC OTA faculty, the academic fieldwork coordinator and the program director.
3. Students must complete all graduation and Level II fieldwork requirements within 18 months of completing the academic phase of the program.

WORK POLICY AT FIELDWORK SITES:

Students do not receive any monetary compensation either as a stipend or as salary during fieldwork rotations. In order to safeguard the health and safety of patients, students, and faculty associated with the educational activities of the students, fieldwork staff members are responsible for daily workload and supervision of students during fieldwork rotations. At no time should a student be substituted for fieldwork staff members.

There should be no exploitation of students in the OTA program at the fieldwork practicum sites. Adequate numbers of technical staff are available at all facilities for the performance of service work and the supervision of students assigned to the facility.

HOSPITALIZATIONS/MEDICAL SITUATIONS

After a hospitalization or involvement in a medical situation, a student will be required to present a doctor's release for full physical activities before returning to classes or fieldwork.

ELECTRONIC DEVICES:

The student is expected to show respect for others when using electronic devices. Unless directed by the course instructor, students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, laptops, etc. when in classrooms, laboratories, libraries, clinics, or other areas where such devices would interfere with instruction and learning. Returning text messages will be done during breaks or lunch. This also applies when at fieldwork sites.

MAKE-UP EXAMINATIONS:

1. All major exams, including practical examinations and finals are to be taken at their scheduled times and dates.
2. A "0" (zero) will be recorded if the student is absent and does not notify the instructor of the absence prior to the examination.
3. Make-up exams are at the discretion of the instructor.
4. Should circumstances beyond the student's control prevent taking an examination, it is the responsibility of the student contact the course instructor regarding a possible make-up exam.
5. Make-up exams will cover the same original exam content; however, the exam may be presented in a different format. The length of time for the exam will be the same as the original.
6. Pop quizzes may be given during class that covers the assigned reading material. Pop quizzes cannot be made up. The value of the quizzes will be incorporated into the student's total grade.

LATE ASSIGNMENTS:

Assignments are due in the manner as directed in Canvas.

1. Assignments not submitted per Canvas instructions but received within 24 hours will be given a starting grade of 80. Any deficiencies in the quality of the assignment will result in the lowering of the grade.
2. Assignments received 24 hours after the Canvas assignment due date and time will be given a "0" (zero).
3. Any variation to this policy must be clearly stated in the course guide or as a written explanation with the specific assignment.

LAB EXAMINATIONS:

You have two attempts to pass any lab exam taken in the program. If you do not pass the first exam, you will be given no higher than an 80% as a passing score on the second attempt. If you require a third attempt, you will be given no higher than a 70% and if you fail the third attempt, you may be dismissed from the program and options will be discussed.

ELECTRONIC DEVICES:

The student is expected to show respect for others when using electronic devices.

Unless directed by the course instructor, students are required to silence and store out of sight all electronic communication devices such as pagers, cellular phones, laptops, etc. when in classrooms, laboratories, libraries, clinics, or other areas where such devices would interfere with instruction and learning. Returning text messages will be done during breaks or lunch. This also applies when a clinical sites.

LAB SAFETY/DRESS:

On the day of lab or practical exams, casual professional attire is required. This attire can consist of pants and top or if you have them available you can wear scrubs. Close-toed shoes and socks are to be worn, tennis shoes are acceptable. Open-toed, or open backed shoes are not to be worn. Artificial or long nails and inappropriate clothing for labs is unacceptable. Also, offensive body odor (please use deodorant), mouth odor (please use mouthwash or have gum with you), or tattoos (please cover them if advised by staff) are not appropriate for the lab or classroom setting. Piercings on ears only allowed. You will be working closely with other individuals and proper hygiene is required. Name badge is to be worn during practical exams.

PRESENTATION DRESS:

On the day of assigned presentations, casual professional attire is required. This attire can consist of pants/slacks and top or scrubs. Close-toed shoes and socks are to be worn, tennis shoes are acceptable. Open-toed or open backed shoes are not to be worn. Artificial or long nails and inappropriate clothing for labs is unacceptable. Also, offensive body odor (please use deodorant), mouth odor (please use mouthwash or have gum with you), or tattoos (please cover them if advised by staff) are not appropriate for the lab or classroom setting. Piercings on ears only allowed. You will be working closely with other individuals and proper hygiene is required.

CONCERNS ABOUT THE CLASS/CHAIN OF COMMAND:

If you have any questions or concerns about this class, first contact the instructor in order to collaborate in resolving the situation. If, after trying the agreed upon options, you are not satisfied with the progress made, then make an appointment with the program director and present a written document identifying the issues and the steps you have taken concerning the situation with the program director.

If you have a problem with a classmate, please speak with the classmate and try to resolve the issue. If problems continue, please see the course instructor.

Canvas Participation and Expectations

Since this course is an online course, the expectation is that each student will access Canvas accordingly throughout the course to complete necessary preparation work and assignments. Please refer often to the course assignment calendar.

Instructor Response Time

Instructor will respond to questions via phone or email within 24 hours during the work week. It may take up to 48 hours to respond to questions sent over the weekend. Assignments are graded within one week of the due date.

Course Time Commitment

Expect to spend 35 to 40 hours a week to complete the necessary fieldwork rotations at sites or video simulations and various assignments.

Grading

Final grades are calculated based on the following...

OTA Grading System

92-100= A= 4 points per semester hour

84-91.99= B= 3 points per semester hour

75-83.99= C= 2 points per semester hour

70-74.99= D= 1 point per semester hour

Below 69.99= F= 0 point per semester hour

All courses within the OTA curriculum, without exception, must be completed with a final grade of "C" or higher. The following is the official method of grading:

NOTE: All courses within the OTA Program curriculum, including pre-requisites and general education courses, must be completed with a grade of "C" or higher to progress in the program and complete the degree plan. It is vitally important that the student be aware of his/her running average in each class and to recognize when assistance or tutoring is needed. Each student must take the responsibility to approach the instructor for guidance in studying or to discuss grades.

Final grades are calculated based on the following...

| Group | Weight |
|----------------------------|--------|
| Facility Eval of Student | 10% |
| Student Eval of Facility | 10% |
| Objective Development Form | 10% |
| Treatment Logs | 20% |
| SOAP Notes | 20% |
| Group Discussion | 3% |
| Chart Reviews | 15% |
| Journal Article | 2% |
| Attendance | 10% |
| Total | 100% |

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Course schedule is provided in the first module in Canvas and updated regularly.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a

report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid

received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)