



OTAP 273 Documentation for OT-II-A section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: Students will apply their advanced knowledge and skills to write accurate and professional documentation for reimbursement of occupational therapy services based on the work-based learning experiences of OTAP 272. Topics include documentation throughout the stages of the occupational therapy process, intervention plans and review of evidence.

Prerequisites: course prereqs

Terms offered: Spring Only

Section-specific Course Description:

Course Level Objectives

This course is taken simultaneously with OTAP 272 to document Fieldwork II-A interactions through written assignments. This Level II-A experience is a culmination of all previously learned material in academic courses and Level I fieldwork. Bloom's cognitive skills of analysis and synthesis are evident in effective documentation based on the student's experiences, theoretical concepts, and ability to use evidenced-based practice decisions.

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

1. Utilize Occupational Therapy Practice Framework (OTPF) and medical terminology effectively to document selected occupations or activities.

Required Texts and/or Materials

Online AOTA Fieldwork Performance Evaluation Tool

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:

This course is taken simultaneously with OTAP 272 to document Fieldwork II-A interactions through written assignments. This Level II-A experience is a culmination of all previously learned material in academic courses and Level I fieldwork. Bloom's cognitive skills of analysis and synthesis are evident in effective documentation based on the student's experiences, theoretical concepts, and ability to use evidenced-based practice decisions.

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

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.

LATE FIELDWORK ASSIGNMENTS:

Students are expected to complete and turn in all fieldwork assignments on time. Late work policies are clearly stated in fieldwork course materials.

Canvas Participation and Expectations

ON-LINE ATTENDANCE

Frequency of log-in

You are expected to log on to your course about 5 days a week. The time of day that you log on is according to your own personal schedule. Because of the interactive nature of course, it is not possible to "do assignments ahead of time."

Internet access

This course will assume that you have Internet access. If you have computer problems or plan travel during your course, the burden is on you to locate Internet access in order

to complete your course assignments and to participate in your course's learning community.

Instructor Response Time

Please correspond through the email system within Canvas for non-urgent matters. The instructor will respond to all emails within a 24 hour period during the week and 48 hours on weekends. Grading for all assignments will be completed within one week of the scheduled due date.

If while on fieldwork, you need to report an absence or have an urgent need you can call or text the instructor and the instructor will respond as soon as able.

Course Time Commitment

Each student is committed to completing assigned online assignments. Time required to complete these will vary.

In addition, each clinical site will have its own required schedule. Students are expected to complete eight weeks of full time clinical experience with a minimum of 280 hours. The schedule will be determined by the site fieldwork educator and may include weekdays, weekends, evenings or holidays.

Grading

Final grades are calculated based on the following...

Successful completion of this course includes graded written assignments after obtaining a minimum grade of "C" AND by receiving a "91" or higher on the AOTA Fieldwork Performance Evaluation for the Occupational Therapy Assistant Student form. The areas of evaluation are:

- Fundamentals of Practice
- Basic Tenets of Occupational Therapy
- Evaluation and Screening
- Intervention
- Management of Occupational Therapy Services
- Communication and Professional Behaviors

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

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Fieldwork start and end dates may vary and assignments in canvas will be adjusted per student accordingly.

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](#)