



SAN JUAN COLLEGE

OTAP 150 Documentation for OT Section Name Section Credit Hours Credits
Syllabus

Section-specific Course Description:

Course Level Objectives

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

1. Based on fieldwork interactions, written or video-taped scenarios, students will: (B.2.3., B.3.5., B.4.3., B.4.1.)
 - a. Utilize Occupational Therapy Practice Framework (OTPF) terminology effectively to document selected
occupations or activities.
 - b. Demonstrate a good working knowledge of the Occupational Therapy Practice Framework through
application and documentation.
 - c. Demonstrate knowledge of and apply the interaction of occupation and activity, including areas of occupation, performance skills, performance patterns, contexts and environments, and client factors.
2. Based on fieldwork interactions, written or video-taped scenarios, students will: (B.1.2., B.2.3., B.3.5., B.3.19., B.4.3., B.4.1.)
 - a. Categorize information into appropriate sections (including SOAP-subjective, objective, assessment plan;
DAP-data, assessment, plan)
 - b. Effectively use abbreviations.

- c. Write short and long-term goals for a treatment plan.
- d. Complete documentation for the various stages of the occupational therapy process.
- e. Demonstrate the principles of the teaching-learning process using educational methods and health literacy education approaches.
- f. Explain the role of sociocultural, socioeconomic, and diversity factors, as well as lifestyle choices in contemporary society to meet the needs of persons, groups and populations

The numbers in parentheses following each objective correlate to the 2023 OTA educational standards established by the Accreditation Council for Occupational Therapy Education.

Curriculum Correlation

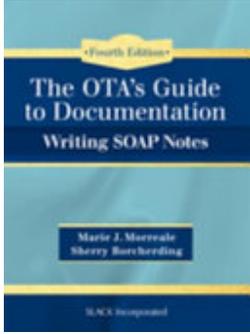
The San Juan College OTA Program curriculum design is supported throughout all courses and is evident in our methods of instruction and assessment. The curricular threads woven throughout the program are:

- **Evidence based practice** that supports critical thinking and engagement in effective clinical reasoning.
- **Occupation-based practice** focusing on meaningful, client centered interventions.
- **Community engagement** through partnerships with local organizations within our community to enhance student learning and success.
- **Experiential learning** to engage students and enrich knowledge acquisition skills.
- **Professionalism** to foster positive and ethical work behaviors and relationships.

OTAP 150

Second semester course that emphasizes **professionalism** and utilizes **experiential learning** to obtain knowledge and skills to write accurate and professional documentation for reimbursement of occupational therapy services. Topics include documentation throughout the stages of the occupational therapy process, intervention plans, and increasing observational skills.

Required Texts and/or Materials



The OTAs Guide to Documentation

9781630912970

Marie J. Morreale, Sherry Borcharding

Slack

2017-01-01

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 password reset and and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Course Requirements

Methods of Instruction:

Complete a minimum of 70 hours of work-based learning experience.

Material will be presented using a combination of visual, auditory, and kinesthetic aids to promote optimal learning of knowledge necessary for providing occupational therapy services.

Assessment Strategies:

To assure the acquisition of knowledge, skills, attitudes, professional behaviors, and competencies, students may be assessed using the following methods: written assignments, demonstration, discussion posts, homework, and fieldwork educator evaluation.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

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. 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.

ON-CAMPUS ATTENDANCE:

This program is preparation for a career as a professional; the attendance policy reflects what is expected for continued employment. Students are expected to regularly attend all classes. Valid reasons for missing classes do not relieve the student of making up any missed work. It is the student's responsibility to notify the OTA office or the instructor of record if the student will be tardy or absent and to make up class work in a timely manner.

The student must call the OTA office prior to the class, lab, or clinical day to report an intended absence/tardy. The student must provide a bona fide reason for missing class, lab, or clinic (i.e. emergencies, severe illness, death). Appointments, vacation, and minor illnesses are not appropriate reasons. If the student misses class due to an emergency, severe illness, or a death in the family, they must provide written documentation for the absence/tardy. If you will be absent or late, call the office as soon as possible at 505-566-3849 and leave a voice message if no one answers.

Please do not ask a fellow student to tell the instructor, director or administrative assistant that you will be late. They are not responsible for your schedule!!! If you choose this option or do not inform the instructor in a timely manner, the absence or tardy will be unexcused!

The student is responsible for making up all lost work. If the student misses a class, he/she is required to obtain the lecture notes from another student. If the student misses lab, he/she must contact the instructor to make arrangements to make-up for any missed instruction and make up any missed lab hours.

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	Verbal Warning
Tardies:	
Second Absence/4	Written Warning and Formal Plan of Action
Tardies:	
Third Absence/6	Written Warning, Formal Plan of Action, and Final Course Grade
Tardies:	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

Students must adhere to the individual clinical sites policies and expectations.

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.

Late Fieldwork Assignments:

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

Canvas Participation and Expectations

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.

Instructor Response Times & Regular Interaction Expectations

Please correspond through the email system within Canvas. The instructor will respond to all emails within a 48 hour period. Grading for all assignments will be completed within one week of the scheduled due date.

Course Time Commitment

Each student is committed to completing a minimum of 70 hours carrying out the scheduled fieldwork rotations.

Grading

Final grades are calculated based on the following:

OTA Grading System

90-100	= A	= 4 points per semester hour
89.99 - 80	= B	= 3 points per semester hour
79.99 - 70	= C	= 2 points per semester hour
69.99 - 60	= D	= 1 point per semester hour
Below 59.99	= 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

Category	Weight
Group Discussions	10%

Lesson Plan	5%
SOAP notes	35%
Chart Review	25%
Journal Entry	15%
Psychosocial Factors	10%

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Students will participate in a minimum of 7 hours per week on a Tuesday or Thursday for a total of 10 weeks of fieldwork (minimum 70 hours). In addition, students will attend 2 weeks of introductory classes, a mid-term gathering, and a final week wrap-up.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring

platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.