



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.

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.
 - 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
 - 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).

The numbers in parentheses following each objective correlate to the 2018 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 232

Fourth semester Level IB fieldwork course that enables the student to apply specialized occupational theory, **professional** and clinical skills, including safe implementation of therapeutic and **occupation-based** interventions in various facilities within the **community**.

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 password reset 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

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, dockers 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 Times & Regular Interaction Expectations

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

OTA Grading System

90-100= A= 4 points per semester hour

80-89.99= B= 3 points per semester hour

70-79.99= C= 2 points per semester hour

60-69.99= 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.

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 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.

Program Handbook

The OTA Student Handbook can be found at: <https://www.sanjuacollege.edu/health-science/occupational-therapy-assistant/about-ota/>

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.