



# SAN JUAN COLLEGE

## **OTAP 275 Documentation for OT-II-B** DOCUMENTATION FOR OT-IIB Section Name Section

**Credit Hours Credits**

**Syllabus**

### **Section-specific Course Description:**

## Course Level Objectives

This course is taken simultaneously with OTAP 274 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.

## 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.

Fifth semester Level II fieldwork (first eight-week rotation) course that emphasizes **professionalism** and utilizes **experiential learning** to engage in **occupation-based** and health-related community learning experience that enables the student to apply all occupational theory, skills, and concepts learned throughout the didactic portion of the program.

## Required Texts and/or Materials

## 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

Students will do the following activities:

This course is taken simultaneously with OTAP 274 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.

## 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 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 Times & Regular Interaction Expectations

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

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

### Grading System Chart

Percentage	Letter Grade	Points Per Semester Hour
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	= F	= 0 point per semester hour

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 complete the degree plan. It is vitally important that the student be aware of their 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. Each student will meet twice with faculty every semester to review academic standing and progression through the program.

Category	Weight
Group Discussions	20%
SOAP Notes	15%
Case Study	30%
Evidence-Based Project	35%

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

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

## 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.