

**2008 Masters in OT Student Manual  
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## INTRODUCTION

Welcome to the Masters in Occupational Therapy (MOT) Program in the College of Public Health and Health Professions. Many of the policies and procedures you need to know are included in this manual; others are included in the *UF Graduate Catalog* and *Student Guide*. Regardless of whether policies and procedures are listed here, you are responsible for your education and behavior, which includes understanding all University and College policies and procedures that affect your academic progress and use of University and College resources.

If you ever have questions regarding the MOT program or any other aspect of university life, please do not hesitate to contact an occupational therapy faculty member, the college dean's office, or the appropriate university office. We are glad you have selected the Department of Occupational Therapy and College of Public Health and Health Professions to complete your graduate education, and we will assist you in whatever way we can to help you be successful. We hope that you find your college experience enriching, both personally and academically.

## THE HEALTH SCIENCE CENTER

The J. Hillis Miller Health Science Center (**HSC**) at the University of Florida is composed of six colleges, the UF Clinics, and the UF Dental Clinic. Affiliated hospitals include: Shands Hospital, a private hospital; the Veterinary Medical Teaching Hospital; UF & Shands at Alachua General Hospital; UF & Shands Rehabilitation Hospitals; UF & Shands at Lake Shore Hospital, Lake City; the Veterans Administration Medical Center (**VAMC**), Gainesville; University Hospital Jacksonville and affiliate hospitals in Orlando, Jacksonville and Pensacola. The **HSC** complex includes several contiguous buildings abbreviated as follows: **ARB**-Academic Research Building; **CC**-Communicore; **DSB**-Dental Science Building; **HDC**-Human Development Center; **MSB**-Medical Science Building; **SH**-Shands Hospital; **VC**-Veterinary College. The **VAMC** is located directly across the street from the **HSC** and is accessible by an underground tunnel.

The College of Public Health and Health Professions, College of Nursing and the College of Pharmacy are located north of the HSC in the **HPNP** building.

### Colleges

The J. Hillis Miller Health Science Center is named after a former president of the university who served from 1947 through 1953. There are six colleges are included in the Health Science Center.

The College of Medicine offers a curriculum leading to the professional degree of Doctor of Medicine and also provides curricula leading to Ph.D. degrees in basic medical sciences. The College of Nursing offers baccalaureate, master and doctoral level programs in nursing. The College of Veterinary Medicine offers a curriculum leading to the Doctor of Veterinary Medicine (D.V.M.) degree. The College of Pharmacy offers curricula at both the undergraduate and graduate level in that specialty. The College of Dentistry offers a curriculum leading to the Doctor of Dental Medicine (D.M.D.) degree. The College of Public Health and Health Professions is described in more detail below.

### University, College and Health Center Administration

Bernard Machen, Ph.D., UF President

Jamie Fouke, Ph.D., UF Provost

Douglas J. Barrett, M.D., Vice President for Health Affairs

Michael Perri, Ph.D., Interim Dean, College of Public Health and Health Professions

Timothy Goldfarb, M.D., Chief Executive Officer, Shands Health System

The Health Center Council is composed of the University of Florida Administration, the Deans of Health Center Colleges, and the hospital directors of Shands Hospital, Inc. and of the Veterans Administration Medical Center.

## **COLLEGE OF PUBLIC HEALTH AND HEALTH PROFESSIONS**

The Master of Occupational Therapy (MOT) program is part of the Department of Occupational Therapy in the College of Public Health and Health Professions (PHHP) at the University of Florida Health Science Center. We are one of the largest and most diversified health education colleges in the nation. Established in 1958, the College of Health Professions was the first college in the United States dedicated to educating students of many different health professions. In 2003 public health programs were added, and the name of the college was changed to the College of Public Health and Health Professions. The college now offers specializations in all five core areas of public health and has become the home college for all UF public health academic programs. The programs housed in our college are: Clinical and Health Psychology, Communicative Disorders, Epidemiology and Biostatistics, Health Science, Health Services Research, Research, Management and Policy, Occupational Therapy, Physical Therapy, Public Health, Rehabilitation Science, Behavioral Science and Community Health.

With over 1100 students, the College of Public Health and Health Professions is a national leader in the education of health professionals. We emphasize the development of intellectual resources and skills that can help our graduates prosper in today's complex health delivery systems. In addition, the College is committed to the development of cutting edge science in areas such as health and behavior, the rehabilitation of central nervous system impairment, and health systems functioning. The College of Public Health and Health Professions expanded to include public health in fall 2004. The college now offers specializations in all five core areas of public health and has become the home college for all UF public health academic programs. The College of Public Health and Health Professions is housed in a building complex that also contains the colleges of Nursing and Pharmacy. This complex is called the Public Health and Health Professions, Nursing and Pharmacy Building (HPNP),

For more information about the College and its programs see the college website at: [www.phhp.ufl.edu](http://www.phhp.ufl.edu)

### **College of Public Health and Health Professions Mission Statement**

#### **Mission**

The mission of the College of Public Health and Health Professions is to preserve, promote, and improve the health and well being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service.

#### **Goals**

Consistent with its mission, the College has three primary goals:

- Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individuals,
- Conduct quality research and disseminate findings that are responsive to priority health needs,
- Serve as active participants and leaders in University, public health, health practice, and health services communities through collaborative approaches to intervention, professional practice, and policy.

#### **Vision**

The College will lead in the development and application of innovative models of education, research, and service that promote collaboration between public health and health professions.

#### **Values**

The College embraces the following values and strives to impart them to our students:

- Commitment to excellence
- Diversity
- Integrity
- Respect for human dignity
- Social responsibility

## **DEPARTMENT OF OCCUPATIONAL THERAPY**

The Department of Occupational Therapy is one of nine departments in the College of Public Health and Health Professions at the University of Florida. The Department provides educational, research and service programs in occupational therapy.

### **Department of Occupational Therapy Mission Statement**

The mission of the University of Florida has as its defining and distinguishing characteristics research, scholarship, artistic creation, and post-baccalaureate training in the arts and sciences and in the professions. The mission of the college is to preserve, promote, and improve the health and well being of populations, communities, and individuals. The professional program in occupational therapy provides graduate level professional training in a discipline within the School of Health Professions, in order to optimize occupational performance within the context of a client's personal and societal environment. The program promotes a background in the arts and sciences, and achievement of clinical competence, as well as awareness and understanding of current research evidence based literature within the field.

Department Offices are located on the 2<sup>nd</sup> Floor of the Public Health and Health Professions wing of the HPNP building. The main office is located in Suite 2101.

Office hours: 8:00 am to 5:00 pm, Monday-Friday.  
Telephone number: (352) 273-6135  
Fax number: (352) 273-6042.  
World Wide Web address: <http://www.ot.phphp.ufl.edu>

### **Educational Programs**

#### **Graduate**

##### **Entry-Level Masters Degree in Occupational Therapy (MOT):**

The Masters in Occupational Therapy Degree Program is designed for students who do not have an undergraduate OT degree. The program provides students with a holistic perspective, including an understanding of the philosophical and theoretical basis for practice in the current health care environment. Applicants must meet GPA, GRE and pre-requisite requirements for graduate study. This program is a five-semester program of full-time undergraduate course work accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association. It includes off-campus practice and internships as assigned by the Department at clinical sites in Florida and other states (see Appendix for MOT Program Course Sequence). Upon graduating from the program students receive an MOT Degree.

**Accreditation:** The University of Florida's Occupational Therapy program was re-accredited in 2002. The program has received continued accreditation status since 1961 by the American Occupational Therapy Association Accreditation Council for OT Education (ACOTE). For more information see Appendix E. The contact information for ACOTE is: 4720 Montgomery Lane, Bethesda, MD, 20014-3425, (301) 652-2682.

##### **Advanced Masters Program (MHS):**

This program is designed to improve the knowledge and skills of working professional occupational therapists (OTRs) for practice in the complex and challenging health care system. The goal of the MHS degree curriculum is to prepare occupational therapy professionals to respond to emerging practice areas, prepare for leadership roles, and function more independently in a comprehensive occupational therapy practice. This degree is a 36-credit, non-thesis masters. Students complete coursework and interact with instructors and classmates through a distance education format. Upon successful completion of the program, students are awarded the Master of Health Science (MHS) in occupational therapy.

## **Doctorate**

### **Ph.D. in Rehabilitation Science:**

The Ph.D. in Rehabilitation Science program prepares rehabilitation scholars in Communicative Disorders, Occupational Therapy, Physical Therapy, and Rehabilitation Counseling. Students develop skills in teaching, research, and service leadership and specialize in movement dysfunction, occupational health or social and behavioral integration. Upon successful completion of the program, students are awarded the Doctor of Philosophy (PhD.) in Rehabilitation Science. For more information on this program, contact the Graduate Coordinator or visit the college web page. The web address is: [www.phhp.ufl.edu/rehabsci/](http://www.phhp.ufl.edu/rehabsci/)

### **Research Programs**

Faculty is productive in scholarly work that includes activities such as conducting research projects, securing grant funding, writing for publication and making presentations at professional meetings. The individual faculty member's interests and expertise determine areas of research. On-going research programs are a major part of the Department of Occupational Therapy. These programs are designed, funded and administered through the efforts of the OT Graduate Faculty and are available for involvement of graduate students at all levels. Results of research and other scholarly activities are continually disseminated through publications and conference presentations. Graduate students may share in these dissemination efforts (See listing of faculty for research and interest areas).

### **Service Programs**

#### **Academic and Professional**

Occupational therapy faculty members are active contributors to Departmental, College and University committees and other functions. In addition, faculty also serve on task forces, committees and boards of state, regional and national professional organizations. Faculty offer continuing education to help meet the educational needs of occupational therapists and other practitioners.

#### **Tacachale Community**

The Department of Occupational Therapy through a contract with Health and Rehabilitative Services of Florida provides staff, occupational therapists and an OT Director for the Tacachale Community in Gainesville. Tacachale is a **765-bed** residential facility for persons with developmental disabilities. The faculty at Tacachale provides services for the people at Tacachale and collaborates with OT faculty at UF for clinical education and research in occupational therapy. The UF and Tacachale association was established in 1987.

#### **Columbia County**

The Department of Occupational Therapy through a contract with Columbia County provides evaluation, intervention and consultation to school aged children in the district. The department provides occupational therapists to Columbia County Schools and collaborates UF for clinical education and research in occupational therapy.

#### **Florida School for the Deaf and Blind**

The Department of Occupational Therapy through a contract with the College of Public Health and Health Professions provides evaluation, intervention and consultation to the school located in St. Augustine, Florida. The facility collaborates with the Occupational Therapy faculty for clinical education and research.

#### **Oak Hammock**

The faculty and students of Public Health and Health Professions provide evaluation; intervention and consultation services for this Gainesville retirement facility. The college provides services for the people at Oak Hammock and collaborates with clinical education and research in occupational therapy. The OT department Smart House and driving evaluation facilities are located at Oak Hammock.

## **Faculty**

### **Roles**

Faculty at the University of Florida are expected to be productive in three areas: teaching, research and service. Teaching includes classroom instruction, curricula development, student advisement and provision of continuing education. Research responsibilities include scholarly work such as conducting research projects, securing grant funding and writing for publication. Service includes contributions to Departmental, College and University committees and participation in activities of professional organizations. Each faculty member in the Department of Occupational Therapy is productive in these three academic roles. As employees in the Health Center, the OT faculty are employed on yearly 12 month appointments.

### **Clinical Education Facilities**

The Department has affiliation agreements with many facilities nationally that provide clinical training for occupational therapy students. For the most part, initial site visit experiences will be limited to the north Florida regions. While most students will be placed in facilities outside of the Gainesville area for Level 1 and 2 Fieldwork experiences. Clinical sites in the Gainesville area include: Shands Hospital at the University of Florida and their affiliates; the Veterans Administration Medical Center (VAMC); Tacachale Community at Gainesville, North Florida Regional Hospital, and various pediatric and hand therapy clinics. Many other clinical sites are available nationally, and internationally. These sites and others are used for OT practicum (Level 1) and Intern (Level 2) students in the MOT program. (See Appendices: Clinical Experiences: Graduate Student Information).

## OCCUPATIONAL THERAPY FACULTY and STAFF

### Faculty:

**Roxanna Bendixen, PhD., OTR/L**

Research Assistant Professor  
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**Sherilene Classen, PhD., MPH, OTR/L**

Assistant Professor  
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**Joanne J. Foss, PhD., OTR/L**

Director Professional Programs  
Assistant Dean of Academic Affairs  
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**Sandra Hubbard, PhD., OTR/L, ATP**

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**Consuelo Kreider, OTR/L**

Adjunct Instructor  
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**William (Bill) Mann, PhD., OTR**

Chair and Distinguished Professor  
Director of RSD Program  
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**Dennis McCarthy, PhD., Med., OTR/L**

Research Assistant Professor  
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**Renee Moyer, OTR/L**

Academic Fieldwork Coordinator  
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**Emily Pugh, MA, OTR/L, LHRM**

Distance Learning Master's Director  
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**Lorie Richards, PhD., OTR/L**

Associate Professor  
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**Orit Shechtman, PhD., OTR/L**

Associate Professor  
Research Coordinator  
Email: [oshechtm@phhp.ufl.edu](mailto:oshechtm@phhp.ufl.edu)

### Special Interests:

Pediatrics  
School-based Interventions  
Sensory Processing Disorders

Geriatric Health & Well-being  
Evidence Based Practice  
Outcome research/Rehab. & Wellness  
Critical Appraisal Skills

Pediatrics  
Professional Education  
Human Development

Pediatrics  
Assistive Technology  
Amputation and Prosthetics  
Neurological Disorders

Pediatrics  
Adult Developmental Disability

Assistive Technology  
Academic Administration

Rehabilitation  
Spinal Cord Injury  
Traumatic Brain Injury  
Elderly Driving Skills

Fieldwork Education  
Adult Rehabilitation

Distance Learning Education  
Health Care Management

Cortical stimulation  
Cerebral Vascular Accident  
Culture and Caregiving  
Fatigue  
Aging Issues

Physical Dysfunction  
Exercise Physiology  
Ergonomics  
Hand Therapy

**Wendy Holt, OTR/L, CDRS**  
Adjunct Instructor  
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UE Orthopedic Injuries

**Michelle Woodbury, PhD., OTR**  
Research Assistant Professor  
E-Mail: [mwoodbury@phhp.ufl.edu](mailto:mwoodbury@phhp.ufl.edu)

Neuro-rehabilitation  
Measurement

**Craig Velozo, PhD., OTR/L**  
Associate Professor, Associate Chair  
Graduate Coordinator  
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Research Analysis  
Outcomes Research

#### PROFESSOR EMERITUS

**Julia Van Deusen, Ph.D., OTR/L, FAOTA**  
Professor  
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**Kay F. Walker, Ph.D., OTR/L, FAOTA**  
Professor  
Email: [kwalker@phhp.ufl.edu](mailto:kwalker@phhp.ufl.edu)

#### DEPARTMENT SUPPORT STAFF

Margaret Odom,  
Program Assistant for MOT and RSD Student Affairs

Debra Sweeten, Office Assistant .....

Beth Price

Todd Fraser, Crd., Administrative Services 3

Program Assistant for Fieldwork and MHS Program

Jason Rogers, IT and Computer Support

#### CLINICAL STAFF

##### Tacachale

Gloria Nieves, OTR  
Program Director

Marc Frazer, OTR/L  
Assistant in Occupational Therapy

Kathy Page, OTR/L  
Coordinator, Clinical Programs

Edna Talmor, OTR/L  
Associate in Occupational Therapy

Diana Ortiz, OTR/L  
Associate in Occupational Therapy

Sandhya Keskar, OTR/L  
Occupational Therapist

Linda Pottberg, MOT, OTR/L  
Occupational Therapist

##### Columbia County Schools

Marcia (Marcie) Schneider, OTR/L  
Manager Contract Services at CCS  
Coordinator, Clinical Programs

Holly Brewin, OTR/L  
Occupational Therapist

##### Florida School For Deaf And Blind

Lucy Romaine, OTR/L  
Occupational Therapist

Leslie Magre, MHS, OTR/L  
Occupational Therapist

Tanya Tuckman, OTR/L  
Occupational Therapist

## DEPARTMENT OF OCCUPATIONAL THERAPY POLICIES AND PROCEDURES

### Attendance and Punctuality

This is a professional graduate education program. Class attendance is mandatory; therefore students are expected to attend all scheduled class activities. Absences, except for illness and family emergencies, are unacceptable. Class activities include lectures, seminars, labs, site visits and observations, tests, class meetings, etc. Regardless of the reasons for missing a class activity students are expected to contact class instructors **AND** Dr. Foss as soon as possible (at least 24 hours) prior to missing a class activity. Students are responsible for making up all activities, and are responsible for all class material regardless of attendance.

Students are expected to be punctual to class, tests, meeting and all assigned clinical observations, practicum experiences and internship. Any assignment that is not completed on time may be subject to a reduction in grade. The exact amount of this grade reduction is at the discretion of the course instructor will depend on class policies. This policy will not apply in case of excused absences unless the student fails to satisfy the requirement established by his/her instructor.

### Department Advising

Incoming OT students are assigned a general faculty advisor for the length of their education in this program. Faculty advisors will schedule group-advising sessions for their advisees at least twice a semester. The purpose of these sessions will be to give students the support of an individual faculty contact person to disseminate information.

Students are encouraged to make appointments or utilize faculty office hours for problems that require advising outside group times. This formal arrangement does not preclude students from seeking the advice of other faculty members, during their office hours, regardless of their original assignment.

### Self-advisement

Students are responsible for checking the number of credits completed/needed for the Occupational Therapy Department and the accuracy of University tracking forms through the University website. If necessary, students are to request that the appropriate OT Office Staff member retrieve/return their folder to the file case in order to preserve privacy of neighboring folders.

### Office Hours

Course instructors notify students of their office hours on course syllabi and online course web pages, and are available to students during those hours. Adherence to this policy by students and faculty is expected. Appointment with faculty outside of those hours should be made by contacting the faculty member or the department office by phone or email.

### Cell Phones and Beepers

While it is understood that cell phones are important to students they are extremely disruptive in the classroom. Therefore, students must:

1. Switch all phones to silent mode when entering the OT building.
2. Leave the classroom **before** answering the call if phone is accidentally activated during a class.

**Remember at all times your phone conversations can be overheard by others in the building and can be disruptive to the learning of others.**

### Classrooms

Faculty/staff office space, and research and clinical areas of the department surround the classrooms. Be courteous of the noise level when between classes. Students who are disruptive will be asked to leave the building.

Classrooms in the Health Professions, Nursing and Pharmacy (HPNP) building may be used by students for professional and education purposes only. Permission to reserve space for education related purposes in the building must be requested by students through the Student Activities department located on the ground floor or Department Program Director.

## Conduct

Students are expected to conduct themselves in a manner appropriate to a professional person, and to abide by the code of ethics set forth by the American OT Association. A copy of the *AOTA Code of Ethics* can be found at: <http://www.aota.org/Practitioners/Ethics/Docs/Standards/38527.aspx>. This professional conduct includes behaving with courtesy and respect towards classmates, the staff and faculty. Personnel in the Department are here to help the student develop professional attitudes and knowledge and skills in occupational therapy. This process is best fostered in a climate of mutual respect and high expectations. Students will become familiar and use the *OT Student Attribute Scale* (OTAS) multiple times during the program. This scale will be used to assist students to develop the professional and clinical behaviors shown to be critical for successful practice in the workplace.

Copies of both of these documents will be distributed during the first semester of the MOT curriculum.

## Copy Machines

The Departmental copy machine is not available for student use except for official SOTA business and then only upon obtaining permission from the office. Students are to use copy machines in the Health Center Library and elsewhere for **personal copies** of notes, reprints, etc. Students are responsible for making copies of any handouts that the student has prepared for a class presentation.

## Computer and Software Requirement

According to university policy all UF students must have access to a computer that allows them to complete all coursework and general curriculum requirements. Students are responsible for knowing how to operate the computer systems and the software packages required. If you are not knowledgeable in the use of the Internet, e-mail and word processing software; on campus and community education and or self-study programs should be used and completed before beginning the program. Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, loan, etc. Students must have access to a computer and to the internet during Level 2 Fieldwork placements. The Issues 1 and 2 courses will be conducted through WebCT,

All students must have access to a computer with the following capabilities:

- a) Computer accessibility to the World Wide Web, Web Browsers and search engines.
  - b) Access and use of E-mail
  - c) Windows Operating Environment
  - d) A minimum of 32 megabytes of RAM
  - e) Access to and competent with the use of Word, Adobe, and Powerpoint Software; and WebCT.
  - f) A basic word processing software package that includes spell and grammar check.
  - g) Letter quality printer
1. Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer system.
  2. It is likely that over the course of a student's program, computer upgrades will be necessary.
  3. Students are responsible for upgrades required for curriculum completion. Individual coursework may require additional specialized software not already delineated. In this case, the faculty member's will delineate those requirements in the class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.
  4. A lap top computer is **not required** for this program.

For more specific information see the University and College of Public Health and Health Professions computer requirements and use policy sections of the *University of Florida Catalog*.

### **Department Computers**

The OT department supplies computers and other computer technology equipment are for students working for the department as Teaching, Graduate or Research Assistants only. Equipment located in the Graduate Teaching Office is to be used by graduate students in order to prepare work assigned by faculty for their work assignments only.

### **Dress**

The University of Florida Occupational Therapy Department has strict dress code guidelines for all students in clinical settings (this includes internship, practicum, field trips). Students will wear khaki type pants that are belted at or above the waist line with department polo shirts tucked in securely with closed-toed shoes. A picture ID must be worn at all times in the Health Science Center, and at all clinical facilities. Dress code while student is on internship or practicum will be dictated by the facility.

### **Equipment/Specimens**

Students are expected to observe procedures and precautions for proper use and care of laboratory equipment and specimens. Items are to be correctly stored and returned to their proper places. Equipment or specimens that are damaged or in need of repair should be reported to the course instructor.

### **Evaluations: Course and Program**

Student evaluations of courses and faculty performance provide essential information to identify success as well as areas for improvement. Student's courses and curricula are evaluated in several ways:

- 1). Required University Course and Instructor Evaluations: Students' ratings and written comments on *Course and Instructor Evaluations* give feedback to individual faculty about the courses they teach each semester. These ratings also become a part of the faculty member's employee file and are used by administrators to evaluate faculty for promotion, tenure, etc. Students are advised to use their ratings and comments to give constructive feedback to faculty while considering the long-range impact of these ratings and comments. Students may also be asked to assist the course instructor in evaluating teaching assistants.
- 2). Program Evaluations: Students are required to evaluate the OT program prior to graduation. Student feedback on these evaluations provides valuable information from the student's perspective.
- 3). Informal feedback: Students give faculty informal information as they interact with faculty in and out of class, and through their performance on tests and other assignments.

### **Expenses**

In addition to the usual tuition, books & supplies, OT students should anticipate the expenses listed below (See also sections on Clinical Education and on specific items listed below):

- Photo identification badges
- Laboratory fees
- Vaccinations & yearly TB Titer
- Health insurance
- Malpractice insurance
- Handouts for classes and/or presentations
- Materials for some laboratory classes
- Travel and Housing during internships in Florida and other States
- Physical examination
- Criminal background check(s)
- CPR certification
- Licensure (after graduation)
- Certification examination fees (after graduation)
- Medical Records course (after graduation)

### **Examinations**

Class examinations are conducted in accordance with the honor system explained in the University Catalog. Any individual changes in the examination schedule will only be made in accordance with University policy.

### **Faculty Titles**

Faculty are to be addressed by their title (Ms., Mr., Dr., etc.) and last name. The climate in the Department is informal and student oriented. Faculty members are very approachable and have the common goal of excellent education for each student. However, addressing faculty by their title and last name conveys appropriate respect for an academic appointment and is a way to recognize the scholarly achievements of occupational therapists in an academic setting.

### **HIPAA Compliance (Health Insurance Portability and Accountability)**

All students in the College of Public Health and Health Professions are required to complete HIPAA on-line training and to sign a HIPAA Confidentiality Agreement yearly. A copy of your Certificate of Completion and signed a Confidentiality Agreement form must be turned to the OT office every spring. The HIPAA training website is located at <http://privacy.health.ufl.edu>. Please keep a copy of your HIPAA compliance documents. Students in noncompliance will have their records flagged immediately and will be unable to register for classes. **Please note:** Even if you have completed HIPAA at another institution including Shands Hospital, you must repeat the on-line training and sign another confidentiality agreement.

### **Identification Badges**

Students must purchase a GatorOne photo identification badge. The badge can be obtained through the Biomedical Media Services, (352) 273-5044, an appointment time is needed. GatorOne Cards must have a "Health Science Center Student" designation. Photo ID badges are to be worn at all times in the Health Center/Shands Hospital complex, and for observations, practica and internships.

### **Smoking**

Smoking is not permitted anywhere in the Department of Occupational Therapy, the HPNP complex, or the Health Science Center.

## **STUDENT PERFORMANCE**

### **Academic Honesty**

Occupational therapy students are bound by the academic honesty guidelines of the University. Undergraduate and graduate students are subject to the guidelines and the student conduct code printed in the University Catalog. The Honor Code states: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." The following will be placed on all exams, course assignments and work submitted for grade/credit: "On my honor, I have neither given nor received unauthorized aid on this assignment. Violations include taking of information, tendering of information, plagiarism, conspiracy, misrepresentation and bribery. Ignorance of these guidelines is not defense for violators. Because of the amount of writing expected of students it is imperative that concepts of proper referencing are clear. All work cited from other sources (journals, books, lectures, videotapes etc.) must be referenced. Direct quotations must include the page number. Permission from the publisher must be obtained when direct quotations exceeding a few paragraphs are used.

### **Accommodations for Students with Disabilities**

Students requesting classroom or academic accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

### **Technical Standards (see Appendix J)**

The Technical Standards are a list of competencies needed to successfully carry out tasks performed by an Occupational Therapist. These competencies are distributed to incoming Occupational Therapy Students. The department uses these Technical Standards as a counseling tool to support your success as an Occupational Therapy student and as an Occupational Therapist. Students are responsible for reviewing this list to determine their ability to perform these tasks. If a student discovers that an accommodation to meet these standards is needed, it is their responsibility to contact the Department of Occupational Therapy and the University of Florida Office of Student Services.

### **Writing Style**

Research papers for the Department of Occupational Therapy are to be written according to the American Psychological Association (APA) Style. Students are responsible for obtaining access to the information in the Publication Manual of the American Psychological Association (latest edition). Support services are available to students at The Reading and Writing Center, 2109 Turlington Hall, telephone 392-0701.

## **POLICY FOR PROGRESSION IN THE MOT PROGRAM**

### **Requirements for Graduation**

Students must have 58 credits from the MOT program, have completed all required courses, have no incompletes, and have successfully completed two practicums and two internships to be approved for graduation from the Entry-level Masters in Occupational Therapy Degree Program.

### **Grading Scale**

As required by the University of Florida Graduate School all graduate students in the Department of Occupational Therapy are expected to maintain a B (3.0) average or better. The grading scale used by the Occupational Therapy Department is as follows:

90 – 100	A	70 - 74	C
85 - 89	B+	60 - 64	D
80 - 84	B	60 or below	E
75 - 79	C+		

### **Minimal GPA in the Program and Academic probation**

Students must maintain a 3.0 GPA for each semester enrolled in the occupational therapy program. The Department of Occupational Therapy Academic Performance Committee will place students who do not have a 3.0 GPA for a semester on department academic probation. A student with two semesters with a GPA lower than 3.0 will be required to withdraw from the program.

Students in Occupational Therapy who make a D or D+ in a required course in the program will be placed on academic probation and required to repeat the course when it is next offered. Students placed on departmental academic probation will be required to meet with the Academic Performance Committee in order to mutually design a plan that spells out the actions the student will take to remediate current performance and return to “good standing” in the department. The Academic Performance Committee must approve the student’s final action plan. Successful completion of course work and the requirements of the plan will result in removal of probation status by the committee.

### **Dismissal from the Program**

In Occupational Therapy, a student who receives a D or D+ in a second required course in the curriculum will be required to withdraw from the program. The student may petition, in writing, to the Academic Performance Committee to re-enter the program. The Department Chairperson must approve the petition.

In Occupational Therapy, a student who receives an E in a required course will be required to withdraw from the program.

### **Appeals Process**

Students who have concerns about some aspect of their OT education or who wish to dispute a grade on a test or assignment will first appeal to the faculty member involved. If the matter is not resolved with the faculty member, the student may submit an appeal to the Academic Performance Committee. A meeting then will be held with the committee, faculty member and student. If the matter is not resolved, the student may submit an appeal to the Chair. If the matter is not resolved at the department level, the student may submit an appeal to the Dean of Public Health and Health Professions who will resolve the issue or refer the student to the appropriate university unit.

For further explanation of the College of Public Health and Health Professions and the University of Florida appeals process see the University of Florida Catalog.

### **Extended Program**

A student who has health problems or other situations or conditions that prohibit progression through the program in the expected time frame may petition, in writing, to the Academic Performance Committee requesting an extended program of study. If approved, the Academic Performance Committee and individual student using the following guidelines design a program.

1. The Program Director or Department Chairperson and Academic Performance Committee in advance of first semester of extended program must approve enrollment in an extended program of study.
2. In advance of first semester, the Program Director and Academic Performance Committee must approve the course sequence of the extended program.
3. Students must take grouped Assessment, Intervention and Practicum courses concurrently. (OTH 6635, OTH 6641 & 5812) and (OTH 6636, 6642 & 5816).
4. Students must maintain a 3.0 GPA.
5. Students with a D or an E in one course will be required to withdraw from the program.

### **Withdrawal**

To withdraw from the program **and** prior to actually leaving the program, a student must notify, in writing, the Department of Occupational Therapy **and** must receive a written or direct telephone response from the Department. The Program Director or Chairperson will respond to the student in writing or directly by telephone providing any necessary directions, requirements for further action or options available to the student. If a student leaves without notifying the Department **or** before the Department responds to the student's withdrawal notification, the student will be considered to have failed the course(s) in which she/he was enrolled and will not have the option to petition to re-enter the program.

Leaving a clinical internship site without prior notification **and** a receipt of written or direct telephone response from the Fieldwork Supervisor and the Department is viewed as a serious infraction of professional ethics and is considered abandonment of one's professional responsibilities to the patients and the facility. The student will receive a failing grade in the internship and will not have the option to petition to re-enter the program.

### **Failure to Enter Program or Early Withdrawal**

This policy pertains to a student who is accepted to the MOT program and who is in good academic standing, but, who, because of health, personal, or other reasons, does not actually begin the program or enters the program and finds that they must withdraw from the program during the first semester of the program. If the student wishes to be admitted to the program in the future, the student must submit an application and be considered in the pool of applicants for that year. The student may request to use any part of the prior application that is still pertinent to the current application. The student will not be given preferential consideration.

### **Leave of Absence**

This policy applies to students who have completed at least one semester of work in the MOT program and is in good academic standing. In rare situations such as serious health or other problems, a student may petition for and be granted a leave of absence for up to one year. Such a leave must be requested in writing and be approved by the Academic Performance Committee.

## FIELDWORK DOCUMENTATION AND RECORDS

**It is the student's responsibility to insure that the appropriate and up to date Health information is completed. Students are responsible for keeping copies of the documentation discussed below and supply it to their fieldwork sites as required. Immunization and CPR Certification copies will no longer be maintained in the student's departmental file.**

### **Health**

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to measles. All students, regardless of age, shall present documented proof of immunization against rubella. Proof of immunity should be presented according to the standards students received from the Registrar's Office. The Department of Student Health Services will verify immunization against diphtheria, rubella (German measles) & tetanus.

Occupational Therapy students are required to be immunized against the **Hepatitis B** Virus, and also provide proof of immunity to the chicken pox virus. Please keep in mind that Hepatitis B vaccinations take approximately six months to complete. It is the policy of the Health Science Center that Hepatitis B vaccinations and chicken pox titer tests are paid for by the student. The Student Health Care Center (392-1161) currently offers the Hepatitis B vaccinations on Tuesdays and Wednesdays from 1:00 - 3:30 pm.

Occupational Therapy students are also required to be tested annually for **Tuberculosis** (or present documentation from physician that this test is contraindicated). This TB test will need to be completed before the beginning of any clinical experience each year. Proof of current immunizations and TB Titers will be requested by fieldwork facilities.

### **CPR**

Prior to beginning any type of fieldwork or site visits, students are required to provide proof of current CPR for Health Care Providers certification. CPR certification may be through either the Heart Association or the Red Cross. For student's convenience, CPR courses are regularly offered at the Student Health Care Center. Call 392-1161 x 283 for further information.

### **Insurance**

All occupational therapy students registered in clinical courses (practicum, internship and residency) are required to have some form of hospitalization insurance. The insurance must be applicable while out of the Gainesville area on fieldwork. All full-time students taking 12 or more semester hours of credit are eligible for the health insurance plans sponsored by the Student Government. Students must obtain a blanket liability insurance policy available at a nominal fee through the Department. Proof of both types of insurance may be requested by fieldwork sites.

### **Certifications**

All students must be able to provide documentation to all fieldwork sites showing completion of 4 mandatory training workshops: OSHA/Infection control and HIV/Blood Borne Pathogens courses, HIPPA and a personal safety workshop. These workshops will be offered by the OT department and scheduled during the fall and spring semesters.

### **Background Checks**

Fieldwork facilities often require a variety of different types of background checks. All students are expected to inquire of both Level 1 and Level 2 site placements concerning the specific background information required. The student is expected to comply with the request in a timely manner and furnish the required documentation to the site.

## OT STUDENT INFORMATION

### **Bulletin Boards – Electronic and Stationary**

Official stationary wall department bulletin boards are located in the hallways near the student lockers and the PT and OT lab classrooms. Announcements and other information of interest to students are posted on the department website ([www.php.ufl.edu/ot](http://www.php.ufl.edu/ot)). Correspondence is posted for your information relative to Departmental and professional business (classes information; departmental, SOTA, and/or local forum and national OT news, etc.) only. Students are responsible for checking electronic and wall bulletin boards frequently for general and special notes.

Bulletin boards labeled as Public Notices or those located in “common areas” of the HPNP building may be used for public information or general items of interest.

### **Contact Information**

Students are responsible for informing the OT office and the Registrar's Office about, name changes, address, e-mail, phone number and emergency contact information changes. Forms for this purpose can be obtained in the OT Department Office.

### **College Council**

Every year OT students elect representatives for the Public Health and Health Professions College Council. Meetings are held once a month. See the college website for more information concerning the college council: [www.php.ufl.edu](http://www.php.ufl.edu)

### **Food**

Food & beverage consumption is allowable only in the Student Study Areas of the HPNP building.

### **Library**

The small departmental library was founded and is maintained through a bequest in memory of Ann Sirmyer Ballard, who was a student in this curriculum at the time of her death. This is a **reference** library and students are **not** authorized to remove materials from it. Use of the library is a privilege during the times when classes are not in session there.

### **Lockers**

Student lockers are available in the hallway outside the lab rooms on the first floor. Students are responsible for purchasing suitable locks and removing them at the end of the school year. Students are reminded not to leave valuables unattended.

### **Resume**

Please keep an up to date resume in your student folder. This information will be used for awards and or completion of recommendations when current information about student activities is needed.

### **Student Photographs**

Each member of the entering class of post baccalaureates and graduates is asked to pose for photographs, usually during New Student Orientation. These pictures are used to make a composite picture of the entire class. The pictures are also used for records and are sent to practicum centers and internship facilities. Students will be informed where and when the photographs will be taken.

## **National Certification Examination**

Students who complete all academic and fieldwork program requirements are eligible to sit for the national certification examination. A passing score on this exam is required by most states for professional licensure. For more information see Appendix E. Application materials can be obtained from the:

National Board for Certification in Occupational Therapy, Inc.  
800 S. Frederick Avenue, Suite 200  
Gaithersburg, MD 20877-4150  
(302) 990-7979 or [www.nbcot.org](http://www.nbcot.org)

Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy, and the state licensure board in the state you wish to practice.

## **HEALTH SCIENCE CENTER AND CAMPUS FACILITIES AVAILABLE TO STUDENTS**

### **Bookstore**

The bookstore/convenience store for the Health Science Center is located in the Medical Science Building on the ground floor. This bookstore carries texts for OTH and HSC courses.

Hours: Monday - Friday 8:00 a.m. - 5:30 p.m.

Some textbooks are also available at the University of Florida Bookstore and Welcome Center, and in many private bookstores in the community. The website for the university bookstores is: [www.ufl.bkstr.com](http://www.ufl.bkstr.com)

### **Career Resource Center**

The Career Resource Center provides career planning and employment assistance to all students and alumni. The Center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the Center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The Career Resource Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or check out the web site at [www.crc.ufl.edu](http://www.crc.ufl.edu).

### **Food Service**

Food service facilities are located on the first floor of Shands Hospital, and are open to staff, student, patients, and visitors. The Sun Terrace is located in the courtyard near the entrance to the Health Center Library and offers breakfast as well as a variety of sandwiches, and drinks. The Reitz Union, located on Museum Road offers a variety of restaurants.

### **Gift Store and Miscellaneous Items**

The Shands Auxiliary gift store called the **Gift Stop** is located on the main floor (**first floor**) of Shands Hospital adjacent to the main entrance and elevators. A US Post office is located in the Medical Science Building next to the HSC Bookstore (8:00AM to 3:00PM), ATM Machines are also located in that vicinity. An ATM machine is also located on the ground floor of the HPNP building in the Public Health and Health Professions wing. There are also ATM machines, food service, and a bookstore located at the Reitz Union. Each of these stores has their own business hours.

### **Student Health Center at Shands Hospital**

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center that is located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at <http://shcc.ufl.edu>

### **Library**

The Health Center Library is now the twelfth largest medical library in the United States. It is located on the 1st, 2nd and 3rd floors of the Communicore Building. When using the library you must have your GatorOne Card available since the library is usually limited to use by Health Center personnel and students. Books on reserve for the various professional Occupational Therapy courses are in this library. There is also a computer lab for conducting literature searches on the second floor.

Holiday schedules are posted on the door of the library and published in the student paper, The Alligator. Duplicating machines are located on the 2nd and 3rd floors of the library. For information concerning helpful courses available to students and other HSC personnel check the brochures available at the library. Several other libraries are located around campus including the education library in Norman Hall.

### **Newspaper**

Newspapers are available in the HS Center. The Independent Alligator, the "unofficial student newspaper", is distributed throughout the campus and can also be found at distribution points around the Gainesville community. It is published daily during Spring and Fall semesters, and Tuesdays and Thursdays during the Summer Semester.

### **CIRCA Computer Labs**

CIRCA computer labs are open to all UF students for course work and personal use. All computer lab users must show a GatorOne UF-ID card. CIRCA computer labs are staffed with student lab operators who manage lab activity and provide limited software and hardware assistance. They do not teach classes or help students with their homework. For more information, call CIRCA Operations at 392-2428.

### **Parking**

Parking facilities adjacent to HPNP Building Complex are extremely limited. Therefore, students will be required to park in the area assigned to them at the time the vehicle is registered. Parking decals are available through UF's Traffic and Parking Division located on the corner of Gale Lerner Drive (formerly known as North-South Drive) and Mowry Road. Students are encouraged to use the public transit system. Students may ride any Regional Transit System bus for free with a valid GatorOne Card.

### **Post Office**

A Post Office is located on the ground floor of the Medical Sciences Building, near the bookstore.  
Hours: Monday – Friday 8:00AM - 3:00PM

## **UNIVERSITY STUDENT SERVICES**

Student health services, counseling, access to computers, and an array of other services are available at the University of Florida. Students may consult the Graduate Student website: <http://gradschool.rgp.ufl.edu/students/services.html> for information.

**Awards**

The Occupational Therapy faculty using standardized criteria makes nominations for the following awards. These awards are presented every December.

Please make sure a current resume is contained in your student file. We use this information for award nominations and for completing references.

- I. Ann Sirmyer Ballard Memorial Award
- II. Alice Jantzen Awards for Academic Excellence
- III. Lela A. Llorens Award for Excellence in Research
- IV. The Jane Slaymaker Memorial Award
  
- V. Hollis Sammons Research Awards: presented to student for most outstanding collaborative OT clinical research project in area of upper extremity physical dysfunction. Award presented at PPHP Awards convocation every May.
- VI. Debbie & Robert Carver Award: the purpose of this award is to assist a needy Occupational Therapy student who has a family to support while in OT school, and is experiencing a financial crisis.
- VII. Kay Walker Award: presented to the graduating MHS student that has contributed the most of themselves to the program and peers during their time as a student.

**Scholarships and Loans**

For scholarship and loan information see the following websites.

College of Public Health and Health Professions:  
[www.phhp.ufl.edu/education/financial.htm](http://www.phhp.ufl.edu/education/financial.htm)

University Student Financial Services:  
[www.sfa.ufl.edu](http://www.sfa.ufl.edu)

American Occupational Therapy Association:  
[www.aota.org/Students/Aid.aspx](http://www.aota.org/Students/Aid.aspx)

American OT Foundation:  
[www.aotf.org](http://www.aotf.org)

**CLINICAL EDUCATION****Practicum I & II - OTH 5812 & OTH 5816  
Level I Fieldwork Experience**

In addition to course work, the student is required to complete a series of related practicum experiences. These practicum experiences provide the student with an opportunity to translate theory into practice and to observe or define the roles of occupational therapy in various clinical settings. Practicum experiences are woven throughout the Fall and Spring semesters, and carry specific academic and clinical requirements. At a minimum, students will complete Level 1 practica in one 40-hour pediatric setting and one 40-hour adult setting.

**It is the student's responsibility to provide proof of having met all required health standards, background check, training and other facility requirements prior to initiating any fieldwork experience (as specified on p. 14) and to have provided proof of HIPAA training. Students are also required to abide by all applicable facility policies and procedures.**

The practicum course sequence is graded by the Fieldwork supervisor in the areas of clinical application of knowledge, professional behavior, observation skills, and performance skills. Assignments and classroom participation may also be included in the grade.

Students will be expected to perform a self-evaluation of clinical skills prior to each practicum experience. It is the responsibility of the student to identify specific barriers to their learning in the clinical setting such as the impact of physical limitations, learning style, and specific stressors which might impair performance, judgment or attitude in the clinical setting.

**Internships - OTH 5848 & OTH 5849, OTH 6861  
Level II Fieldwork Experience**

Occupational therapy students complete their preparation for professional service by spending the required equivalent of 12 weeks full-time in two significantly different clinical settings. The normal progression is for the student to complete two concurrent 3-month internships occurring in May or June and then in August or September. Students are required to select one internship primarily oriented towards treatment of physical dysfunction. Fieldwork must be completed on at least a half-time basis and must be concluded within one year of completion of OT on campus coursework.

The Academic Fieldwork Coordinator (AFC) will initially place students approximately six months prior to the student's start date. Assignments are based on availability, student preferences, type of experience offered, and when indicated, the student's needs. After fieldwork assignments are confirmed, the student may not request changes. Assignments will generally only be changed in the case of student failure or at the request of the fieldwork site.

Site assignment is carried out by a lottery early in the fall of the first year. Students may choose from sites located throughout the United States that have returned reservation forms indicating slots available for UF OT students. Any site may be considered where therapy is supervised by a certified and/or licensed occupational therapist, and where education of students is pragmatically or philosophically supported by the administration of the facility. Students are reminded that the Fieldwork Policies regarding student contact with fieldwork sites, explained during orientation, are in effect. Students are responsible for arranging their own transportation, housing and financing for their fieldwork experiences. Special arrangements are available through some facilities, as noted in fieldwork files, but these arrangements are subject to change. Fieldwork may take place outside the US for the second internship rotation, but must be supervised by a graduate of a WFOT approved OT program with a minimum of one year of clinical experience.

Internships are graded by the Department on a satisfactory/unsatisfactory basis. AOTA's Fieldwork Performance Evaluation for the Occupational Therapist (FWPE) form is used, and the minimum passing score of 122 points must be attained for satisfactory performance. In addition, all "Fundamentals of Practice" items must be passed to achieve a satisfactory grade.

### **Specialty Internship - OTH 6861**

Students are strongly encouraged to complete a specialty rotation. This six-week rotation is offered as an elective for three credits after the successful completion of at least one internship and is graded on a satisfactory/unsatisfactory basis. Assignments are made based on a second lottery held after the initial placement lottery for the required internships is completed. Objectives are generally determined collaboratively by the student and the clinical supervisor, and are submitted to the Academic Fieldwork Coordinator prior to the start of the experience. The specialty fieldwork is an opportunity for students to gain experience in an area of particular interest, such as hands, spinal cord injury, pediatrics, work hardening, etc. Grades are determined by the Department. Satisfactory performance may be determined by a letter from the clinical supervisor stating how well the objectives of the experience were met, or by use of the Fieldwork Performance Evaluation (FWPE) form along with the supervisor's recommendations. If the FWPE is used, the normal grading scale will not apply except for the "Fundamental of Practice" items, which must be passed.

### **Internship Midterm Evaluation**

A midterm evaluation of the student's progress in an internship is provided by the Fieldwork Supervisor to the student in writing and verbally. Strengths and weakness are identified and suggestions are made so that the student will reach the goal of "entry level practitioner" by the end of the internship. The student and/or the Fieldwork Supervisor will report unsatisfactory student progress in the internship midterm evaluation immediately to the UF Academic Fieldwork Coordinator. Problem areas will be identified, suggestions for improved performance will be outlined, and alternative solutions will be explored towards the goal of improved performance during the second half of the internship.

### **Student Responsibilities**

Students are responsible for independently arranging for and financing their housing and transportation for internships. Changes in marital status, financial considerations, or changed housing arrangements are not considered adequate grounds for changing fieldwork assignment. In rare instances, housing or other forms of support are provided by the center and these benefits are subject to change at any time. Placement sites are located in Florida and other states with internship sites in Gainesville are extremely limited. Thus, only one internship in Gainesville is permitted and students should anticipate that at least one site will be outside the state of Florida

Prior to departing to fieldwork sites, it is necessary that each student shall have:

1. Satisfactorily completed all required courses in the occupational therapy curriculum.
2. Enrolled in a liability insurance program under the blanket student policy.
3. Have personal or family medical insurance, which will provide coverage in the geographic areas to which the student will be going. Clinical internship sites are not responsible for health care needs that arise during the internship experience.
4. Proof of having received a physical examination, CPR Certification, and negative TB test or chest X-ray within one year. A record of all immunizations is also required. Students are expected to comply with other requirements that may be asked in certain settings, such as background, fingerprinting or drug screenings. Some internship sites require testing for use of illicit drugs and if the testing is positive for drug use, the student will be unable to continue in that placement. Students are advised that any evidence of use of illegal drugs will jeopardize their ability in the future to obtain state license to practice occupational therapy. **Other requests may be asked in certain settings and are the financial responsibility of the student.**
5. Copy of HIPAA, OSHA/Infection control and HIV/Blood Borne Pathogens course completion certificates.
6. Become knowledgeable of the fieldwork site's requirements for interns.

**Students are responsible for knowing and following all policies and procedures pertinent to them at fieldwork sites.**

## SUMMARY OF FIELDWORK POLICIES

**Introduction:** Fieldwork sites are at a premium and are a valuable resource of the OT Department. The Department has established fieldwork policies (i.e. Appeals, Lottery) designed to serve the largest good in the fairest possible manner. Attempts are made to accommodate individual student's needs and preferences as much as possible, however this is done in the context of attempting to equally meet the needs of other students and fieldwork sites. Students are reminded that they have been informed, since admission, that they are responsible for completing a minimum of six (6) months of internship. Students have been informed that they are responsible for the financial burden of this part of their training, that this training may take place anywhere in the United States and that the student is responsible for planning and preparing for this expensive part of their education. Students will not be placed in fieldwork outside of the lottery or appeal processes. Students are required to complete Level 1 and Level 2 experiences in **different** sites, and may complete a maximum of one rotation only in at a local site at each level.

**Lottery:** In order to fairly distribute fieldwork sites among the students an annual lottery will be held. Slots will be assigned through random computer-generated assignment according to student preferences and slot availability. There may be an opportunity to switch sites before final assignments are confirmed. However, students may not switch sites once they have been confirmed.

**Appeals:** The appeal process is designed to meet the occasional need of students for whom the lottery process would prove disruptive to their family responsibilities and would result in the student's probable discontinuation of their schooling. Petitions for appeals are not to be made lightly. Students should consider the gravity of their appeal and submit an appeal only if they feel they could not continue in the program and complete their training if the appeal were denied. Appeals for special consideration in placement are based on demonstrated need for one of the following reasons: Dependant care, extreme personal issues, and students with disabilities who have identified themselves to University Student Services. Appeals cannot be made for financial reasons. Appeals found to be made on false claims will be overturned and denied, and the student may be dismissed from the program for this highly unethical behavior. If not dismissed, students who falsify appeal claims will be placed in any remaining site at the conclusion of the lottery process. Students will be informed of the dates of the Appeal process, generally during the second semester of the first year of the program. Appeal decisions are made subject to the availability of fieldwork sites. All decisions of the committee will be final.

**Contact with Sites:** All prospective and contracted fieldwork sites are considered a resource of the OT Department not the individual student. **Therefore students shall not contact fieldwork sites, currently or prospectively contracted with the university with the intent to establish personal fieldwork placement.**

Students who discover or generate new fieldwork sites must recognize that all sites used by the OT Department become part of the Department's pool of Practicum/Internship sites, and as such, are open to all students through the lottery. If a student becomes aware of the possibility of a new Practicum/Internship site they are to inform the Academic Fieldwork Coordinator who will make the appropriate contacts and contracts with the site as the designated representative of the OT Department. If contracts with the University are arranged this site will be available to all students through the lottery. No exceptions to this policy will be made.

**Withdrawals:** Leaving an internship site without notifying **and** receiving a written or direct telephone response from the Clinical Fieldwork Supervisor and the Department is viewed as a serious infraction of professional ethics and is considered abandonment of one's professional responsibilities to the patients and facility. The student will receive a failing grade in the internship and will not have the option to petition to re-enter the program.

**Notification of Exposure Policy:**

- Purpose: To inform the student of their responsibility regarding exposure to infectious agents during practicum and internships.
- Policy: Students are informed of current OSHA and CDC exposure policies and practices during classroom training. Following an exposure to an infectious agent during practicum or internship, students are to follow the official exposure policy of the practicum/internship site. If the student disagrees with the site exposure policy, the student is responsible for seeking additional medical intervention.
- Procedure:
  1. Students are informed of the need for exposure policy use and practices at orientation and during a scheduled infectious disease/AIDS in-service.
  2. Attendance is mandatory for infectious disease/AIDS in-service.
  3. Students are informed of personal responsibility to seek additional medical care following an exposure if the student feels the exposure procedure was not adequate.

A copy of these policies, in their entirety, are available in the Academic Fieldwork Coordinator's office. Additional Policies can and will be added to this list to guarantee a fair and equitable distribution of fieldwork sites.

**Entry-Level Masters in Occupational Therapy Program (58 credits)****Summer**

<b><u>Course</u></b>	<b><u>Credits</u></b>
OTH-5002 Foundations of Occupational Therapy	3
OTH-6539 Occupational Therapy Theory	3
OTH-5770 Critique of Research in OT	3
OTH 5435 Therapeutic Activities I: Biomechanics	2
<b>Semester total</b>	<b>11</b>

**Fall**

OTH 6636 Principles OT Screening/Evaluation II	4
OTH 6642 Occupational Therapy Interventions II	6
OTH 5115 Therapeutic Act. 2: Areas of Occupation	3
OTH 5812 Practicum I	2
<b>Semester total</b>	<b>15</b>

**Spring**

OTH 6635 Principles of OT Screening/Evaluation I	3
OTH 6641 Occupational Therapy Interventions I	4
OTH 5816 Practicum II	3
OTH 5726 Service Delivery and OT Management	2
OTH 5324 Psychosocial Intervention	4
<b>Semester total</b>	<b>16</b>

**Summer**

OTH-5848 Fieldwork I	6
OTH-6708 Issues in OT Practice I (on-line)	2
<b>Semester total</b>	<b>8</b>

**Fall**

OTH-5849 Fieldwork II	6
OTH-6709 Issues in OT Practice II (on-line)	2
<b>Semester total</b>	<b>8</b>

**Program Total:** **59**

**Seven Semester Entry-Level Masters in Occupational Therapy****Health Science Program Pre-requisite Courses (21 credits)****Fall****Course**

OTH 4418 Nervous System & Disorders + Lab	5
OTH 3201 Applied Human Development II	2
OTH 3200 Applied Human Development I	3
<b>Semester total credits</b>	<b>10</b>

**Spring****Course**

OTH 3416 Pathophysiology for Rehabilitation	3
OTH 4412 Musculoskeletal Anatomy + Lab	5
OTH 3413 Applied Kinesiology	3
<b>Semester total credits</b>	<b>11</b>

**Entry-Level Masters in Occupational Therapy Program (58 credits)****Summer****Course**

	<u>Credits</u>
OTH 5002 Foundations of Occupational Therapy	3
OTH 6539 Occupational Therapy Theory	3
OTH 5770 Critique of Research in OT	3
OTH 5435 Therapeutic Activities I: Biomechanics	2
<b>Semester total credits</b>	<b>11</b>

**Fall**

OTH 6636 Principles OT Screening/Evaluation II	4
OTH 6642 Occupational Therapy Interventions II	6
OTH 5115 Therapeutic Act. 2: Areas of Occupation	3
OTH 5812 Practicum I	2
<b>Semester total credits</b>	<b>15</b>

**Spring**

OTH 6635 Principles of OT Screening/Evaluation I	3
OTH 6641 Occupational Therapy Interventions I	4
OTH 5816 Practicum II	3
OTH 5726 Service Delivery and OT Management	2
OTH 5324 Psychosocial Intervention	4
<b>Semester total</b>	<b>16</b>

**Summer**

OTH 5848 Fieldwork I	6
OTH 6708 Issues in OT Practice I (on-line)	2
<b>Semester total</b>	<b>8</b>

**Fall**

OTH 5849 Fieldwork II	6
OTH 6709 Issues in OT Practice II (on-line)	2
<b>Semester total</b>	<b>8</b>

**Program Total:** **58**

## FLORIDA LICENSURE

The State of Florida prohibits practicing occupational therapy without a license. Students may obtain a temporary license for 6 months after graduation. It is advised that this process be initiated during the last fieldwork rotation. Failure to obtain at least a temporary license before accepting a job will not only prohibit practicing, but will affect a therapist's ability to obtain a license in the future.

To obtain a license as an OTR or COTA in Florida the student must contact:

Florida Department of Health  
Board of OT Practice  
4042 Bald Cypress Way  
BIN #C05  
Tallahassee, FL 32399-3255  
(805) 488-0595  
[www.doh.state.fl.us](http://www.doh.state.fl.us)

(search - occupational therapy)

## National Board for Certification in Occupational Therapy

The National Board for Certification in Occupational Therapy (NBCOT) administers the examination for Occupational Therapist, Registered (OTR). The Board is independent from the American Occupational Therapy Association and membership in AOTA is not required for certification. To sit for the exam, the candidate must have completed all academic and fieldwork requirements as verified by receipt by the NBCOT of an official transcript completed by the UF Registrar and have paid the registration fee.

Students may sit for the NBCOT examination upon completion of their required internships. Normally, students complete their internships in the Fall Semester and graduate in December.

Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy, and the state licensure board in the state you wish to practice.

When you apply to write the certification examination with the National Board for Certification in Occupational Therapy (NBCOT), you will be asked to answer questions related to the topic of felonies. For further information on these limitations, you can contact NBCOT at:

National Board for Certification in Occupational Therapy, Inc.  
800 S. Frederick Avenue, Suite 200  
Gaithersburg, MD 20877-4150  
(301) 990-7979

## (ACOTE) Accreditation Council for Occupational Therapy Education

The Accreditation Council established the academic standards necessary for accreditation of occupation therapy education programs. ACOTE is the organization that views OT programs for initial and continuing accreditation status. Graduation from an accredited OT education program is required to engage in OT practice. For further information contact:

Accreditation Council for OT Education: [www.aota.org](http://www.aota.org)  
4720 Montgomery Lane  
P. O. Box 31220  
Bethesda, MD 20824-1220  
(301) 652-2682

University of Florida  
Occupational Therapy Student Performance  
Essentials and Critical Demands

### Academic Preparation

Following completion of the academic and clinical fieldwork experience the student will perform at the competency of an entry-level occupational therapist.

Attends class approximately 35+ hours per week which includes the following:

- Lecture
- Laboratory
- Task group meetings
- Integrated clinical experience
- Reading, studying and absorbing classroom materials

Meets class standards for course completion

Participates in classroom discussions

Performs\* or instructs\*\* others in a timely manner in the following:

- Transfers - performs or instructs
- Activities of daily living (dependent through independent status) - performs and instructs
- Splinting - performs
- Therapeutic activities/procedures - performs
- Task and verbal group activities - performs
- Assessment procedures - performs

Uses sound judgment and safety precautions

Applies critical thinking process to requirements of the academic learning experience:

- Lecture
- Laboratory
- Integrated clinical experience

Addresses problems or questions to the appropriate person at the appropriate time

Maintains personal appearance and hygiene conducive to professional student setting

Travels or re-locates to various locations required for internships and practicums

Maintains work area, equipment and supplies in a manner conducive to efficiency and safety

Models socially appropriate behaviors

Manages time effectively

Communicates with peers, faculty and staff effectively and professionally

Treats peers, faculty, staff, patient/clients with respect

Conducts himself/herself in an honest manner in dealing with faculty, staff, and peers

Assumes responsibility for professional conduct and growth

Is responsible for abiding by the rules and regulations of the department, faculty and profession

#### **In an average academic day a student must:**

- Sit                                    2-6 hours
- Walk/travel                        2 hours

The following requirements are included in classroom activities:

- 50 pounds is the heaviest weight lifted while sitting or standing in one place.
- 25 pounds is the heaviest weight carried while moving/traveling up to 50 feet.
- 25 pounds is the heaviest force exerted to push/pull objects up to 50 feet.

\* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

\*\*Student instructs someone other than patient/client (caregiver or another team member)

**The student is required throughout the academic program to:**

Lift less than 10 pounds	F
Lift 10-25 pounds	O
Lift 25-50 pounds	R
Lift over 50 pounds	R
Rotate & Twist	F
Bend/Stoop	O
Squat	O
Balance	C
Reach above shoulder level	O
Kneel	R
Push/Pull	O
Use hand repetitively	C
Use simple grasping	C
Use firm grasp	O
Use manual dexterity	F
Use finger dexterity	F
Coordinate verbal/manual Instruction	C
Use auditory/tactile/visual Senses to evaluate	C
Status of an individual	
Transition from different Heights (chair - floor - plinth)	O

<b>Rarely</b>	=	1 - 10%
<b>Occasionally</b>	=	11 - 33%
<b>Frequently</b>	=	34 - 66%
<b>Continuously</b>	=	67 - 100%

**The student is required throughout the Clinical Fieldwork Experience to:**

- Physical activity is center dependent (refer to each center's fieldwork data file)
- Travels to clinical fieldwork site
- Manages time effectively
- Moves within clinic/community setting
- Complies with deadlines
- Follows appropriate chain of command
- Follows all policies and procedures required by setting
- Completes all assignments
- Maintains patient/client confidentiality
- Complies with dress code
- Meets attendance requirements
- Demonstrates professional standards of practice and adheres to AOTA code of ethics
- Maintains work area, equipment and supplies in a manner conducive to efficiency and safety
- Models socially appropriate behaviors
- Creates an environment which maximizes patient's/client's responses
- Documents all required information
- Effectively adjusts communication for intended audience
- Demonstrates problem solving skills in patient care
- Gathers information needed prior to assessment
- Selects relevant areas to assess
- Selects the correct methods for assessment
- Administers assessment procedures accurately
- Adapts assessment method as needed
- Interprets assessment data accurately
- Interprets assessment/reassessment results accurately and completely
- Establishes relevant goals/outcomes and treatment plan with patient/client
- Carries out treatment plan as appropriate
- Engages appropriately in a supervisory process
- Uses sound judgment in maintaining professionalism when communicating with peers and patients
- Respects diversity and the values of others

\* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

\*\*Student instructs someone other than patient/client (caregiver or another team member)

## **OCCUPATIONAL THERAPY ORGANIZATIONS**

### Student Occupational Therapy Association (SOTA)

The purpose of SOTA is to stimulate interest in occupational therapy among potential and present students in the field and to develop professional growth. It also seeks to promote knowledge of occupational therapy among other professional groups, to serve the community, and to promote the objectives of the American Occupational Therapy Association (AOTA). SOTA is open to potential occupational therapy students (freshman and sophomores) and present occupational therapy majors, both undergraduates and graduate students.

Dues for active membership are \$1.00 each semester. Check the student's bulletin board for information about SOTA and meeting notices.

### Florida Occupational Therapy Association (FOTA)

This association is the state professional organization. Its membership is open to certified/registered and licensed occupational therapists (OTRs), certified and licensed occupational therapy assistants (COTAs) and all students officially enrolled in an accredited curriculum. Student membership is \$20.00 per year and includes a monthly newsletter. FOTA meetings are held four times a year at various locations throughout the state. A student representative of each school may sit on the Executive Board.

FOTA  
335 Beard Street  
Tallahassee, FL 32303  
(904) 222-6000

### American Occupational Therapy Association (AOTA)

The AOTA is the national professional organization. Its membership is limited to certified/registered occupational therapists (OTRs), to certified and licensed occupational therapy assistants (COTAs) and to students officially enrolled in accredited occupational therapy curricula. Student membership includes a membership to American Student Committee of AOTA (ASOTA) and subscription to the professional journal, the professional news magazine and other general literature. The student member may also serve on committees.

4720 Montgomery Lane  
Bethesda, MD 20814-3425

P.O. Box 31220  
Bethesda, MD 20824-1220

301-652-2682  
301-652-7711 (FAX)  
1-800-377-8555 (TDD)

### World Federation of Occupational Therapy (WFOT)

The WFOT was founded in 1952 and is the official international organization for the promotion of occupational therapy. Since its inception the Federation has done much to develop minimum education standards and clinical practice throughout the world. Each official OT association of a country is eligible to become a member, as can individual certified therapists. The Federation holds a general conference once every four years. Delegates and individual members from 57 countries throughout the world convene to exchange ideas and information. For more information see: [www.wfot.org](http://www.wfot.org).