

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT HANDBOOK

CODE OF CONDUCT, INCLUDING ACADEMIC DISHONESTY

The OTA program adheres to the WITC Student Code of Conduct

<http://www.witc.edu/publications/handbook.htm>

OTA Student Code of Conduct

WITC Occupational Therapy Assistant student is also held to the standards of conduct described in the WITC Student Handbook. OTA students are expected to abide by acceptable professional behavior, as defined by, but not limited to, the core ability assessment and fieldwork performance evaluation.

In addition, Occupational Therapy Assistant students are preparing for a profession that has standards of conduct for its members. AOTA's Code of Ethics identifies desirable conduct for therapy practitioners. <http://www.aota.org/Practitioners/Ethics/Docs/Standards/38527.aspx> OTA students are expected to conduct themselves in a manner consistent with these standards.

Unacceptable conduct of the OTA student includes, but is not limited to, the following examples:

1. Violation of HIPAA regulations
2. Failure to implement Standard Precautions
3. Abusing a client physically or mentally by conduct such as striking a client, improperly confining a client, swearing, or cursing a client
4. Falsifying client records or documentation
5. Failure to safeguard the client from incompetent or unethical health care provided by another person. Such incidents are to be reported to the appropriate instructor/supervisor
6. Refusing to provide care to a client because of that client's race, color, sex, religion, age, beliefs, or disabling condition
7. Practicing beyond the scope of the student's education, training, or experience
8. Consuming alcohol and/or other drugs prior to or during courses, fieldwork or WITC sponsored activities
9. Failure to report one's own errors in the fieldwork setting
10. Destroying or stealing property belonging to the client, clinical agency, instructor, school, or another student
12. Demonstrating behavior that is unprofessional and would be considered unacceptable in any professional setting and reflects poorly on the WITC OTA program
13. Failure to follow OTA policies outlined in syllabi and student handbooks
14. Disrespecting instructors and peers, through verbal and nonverbal means of communication
14. Sending angry (nonprofessional) emails to faculty, staff, students, or fieldwork contacts
15. Academic dishonesty (see below)

Academic Dishonesty

Examples of academic dishonesty include, but are not limited to:

1. copying any portion of another student's work
2. accessing information that is not allowed during a written or practical examination
3. modifying, without instructor approval, an examination or written assignment
4. giving unauthorized assistance to other students
5. plagiarism
6. not citing sources of quotations and information
7. knowingly withholding information that should be known to the instructor

If a student engages in academic dishonesty the following penalties will occur:

- First violation
 - A score of "zero" will be given to the assignment or exam on which the student was completing, which may result in failure of the course if the assignment is so weighted
 - Documentation of the act of academic dishonesty will be completed within an Improvement Plan. The Improvement Plan will include a plan to ensure that the consequences of any further academic dishonesty are understood
 - Depending on the nature of the violation, step one may be waived and step two initiated
- Second violation
 - A grade of "F" will be assigned to the course
 - Dismissal from the OTA program with no option for reentry

Addressing the Code of Conduct Violation

It is the responsibility of the instructor who identifies the unacceptable conduct to approach the student and discuss the situation concerning the conduct. The Instructor will notify the OTA Program Director. The OTA Program Director, OTA instructor and student will then create an Improvement Plan to address the issue. A copy of the Improvement Plan will be given to the student and the OTA Program Director and the original document will be kept in the student's file. The student may request further discussion or appeal the decision of the instructor by following the grievance procedure as described in the WITC Student Handbook.

Possible Dismissal from the OTA Program

Code of Conduct violations may result in dismissal from the program. If a student is dismissed from the program due to Code of Conduct violations, that dismissal is final with no option for reentry to the OTA program.