

WISCONSIN INDIANHEAD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT HANDBOOK

OTA STUDENT RULES AND REGULATIONS

The following guidelines are intended to serve as supplementary material to the student rules and regulations in the WITC Student Handbook. The OTA faculty has developed the information contained herein. It is designed to inform OTA students of the behavior expected of them while they are enrolled in the Occupational Therapy Assistant program.

ACADEMIC MATTERS

A. **Student Responsibilities:**

The student will:

1. Participate in the evaluations of the courses and instructors (including fieldwork facilities). This may be outside of scheduled class hours. Students will be given information by the Program Director related to outside of scheduled class hours.
2. Participate in Core Ability Assessments. One time per semester, you will meet with the Program Director and OTA faculty to discuss your individual Core Abilities. This may be outside of scheduled class hours.
3. Demonstrate initiative and self-direction.
4. Be active in the process of self- reflection.
5. Identify your academic problems to the instructor and/or Academic Support staff and/or the Fieldwork Educator.
6. Make consistent contributions to the quality of group discussion.
7. Attend all lecture, lab, and fieldwork sessions on time and prepared to learn.
8. Complete all written (fieldwork and theory) assignments on time.
9. Practice within the ethical/legal framework of AOTA which governs the actions of Occupational Therapy Assistant students, in accord with the AOTA Code of Ethics and within existing legal parameters.
10. Bring any grievance to the ***immediate instructor*** and if the problem cannot be resolved at that level it will be brought to the ***OTA Program Director, Becky Mika***, and then to the Dean of Allied Health & Nursing.
11. Abide by all college rules and policies as outlined in the WITC Student Handbook.

B. **Student Code of Conduct:**

WITC Occupational Therapy Assistant students are 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, this handbook and the WITC Student Handbook.

In addition, Occupational Therapy Assistant students are preparing for an occupation and profession that has standards of conduct for its members. OTA students are expected to conduct themselves in a manner consistent with these standards. Please see OTA Policy D11, Code of Conduct, including Academic Dishonesty.

C. **Written Assignments:**

All assignment requirements and due dates will be reviewed by the instructor. Students are expected to clarify questions or concerns with the appropriate instructor.

Students are expected to use appropriate literary style for written reports and papers. Students are encouraged to use a consistent style of writing. Manuals may be helpful to students as guidelines for appropriate writing style. Papers are expected to be Word-processed documents unless otherwise specified. Not all papers are to be in essay form. OTA assignments usually provide directions for the format of particular papers. Adhering to such directions fosters logical progression of ideas and also makes it easier for faculty to determine your understanding of content. Legibility is essential on specified handwritten assignments and must be completed in ink. OTA faculty will not accept ragged edges on papers torn from notebooks or assignments not stapled or paper clipped. When in doubt about the instructor's expectation in regard to an assignment, ask.

All pages must have at least a 1" margin on all four sides of the page. Number all pages consecutively, beginning with the title page. Place the page numbers in the upper right-hand corner using Arabic numbers (1, 2, 3 ...). The title page includes the title of the paper, author's name, course name, instructor's name, and date.

You are expected to proofread your paper to be sure that spelling, grammar, punctuation, and sentence structure is correct. Keep the use of abbreviations to a minimum; only use approved health care abbreviations. ***The Instructor may return a paper for resubmission due to poor spelling, grammar, punctuation, or sentence structure.*** If the paper is returned to the student for resubmission, the late assignment policy will be enforced.

Quotations from another author's work should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) in the text and enclose it with double quotation marks. Provide the author, year, and specific page citation in the text following the quotation. Put the source information in parentheses following the quote. Include the complete reference in the reference list at the end of the paper.

If a quotation is more than 40 words, it is displayed in a block without quotation marks. Start the block quotation on a new line that is indented five spaces from the left margin. The quotation is double-spaced. Citation of the source is the same as that of quotation less than 40 words.

Students must follow APA format. Students are required to provide a reference sheet for papers and assignments. If information is not properly cited, the instructor will follow the academic honesty policy related to plagiarism.

D. **Submitting Assignments:**

All assignments must be submitted to faculty on the date and time designated. Most assignments will be submitted using Blackboard. See Late Assignment Policy (D5) for assignments submitted late. Quizzes will not be able to be made up. Missed quizzes in Blackboard or in class will result in zero points. Assignments completed during lecture will not be able to be made up and will result in zero points. The instructor may give in class assignments at any time. These assignments are based upon each individual cohort of student's understanding of the content, and thus cannot be placed on a course schedule. It is at the discretion of the instructor when in class assignments are given.

E. **Absences:**

1. Students are expected to attend **ALL** assigned classes/labs/fieldwork experiences.
2. Students who are unable to attend classes/labs/fieldwork must call or email the specified instructor(s) to notify of impending absence prior to absence or within 24 hours of absence.

3. When absences are anticipated, make-up work should be done or at least planned in advance.
4. Students will assume responsibility for arranging make-up work, obtaining handouts, notes, assignments, etc. when absent.
5. Tardiness will not be tolerated and may be treated as an absence.
6. Excessive absences may result in student's inability to achieve course competencies.
7. Lab absences in any program core course may result in course failure. Students may be required to sign a written warning and growth contract.

F. Suggestions for Study:

1. Set realistic goals and priorities for coursework.
2. Keep only one calendar with relevant dates, assignments, and appointments.
3. Preview new material before the next lecture so that you can anticipate the direction of the lecture.
4. Note taking/taping suggestions:
 - a. Jot down key phrases during lectures so that you can still listen carefully to the speaker without struggling to write down every word.
 - b. Contact a Student Success Center Instructor for various note-taking formats.
 - c. Make notes of any questions you might have so that they can be answered before the next exam.
 - d. Tape recording may be beneficial, either the entire lecture or selectively taping key points using the pause switch. (Permission for tape recording is required.)
5. Estimate how long a given class assignment will take; generally plan on three hours outside of class for every one hour in class. Build in study breaks, as fatigue is a big time waster (e.g., take a few minutes break for every 30 minutes of concentrated study - actually get up and walk around).
6. A small student study group (3-5 persons) may be helpful for those students who study best that way.
7. If you are having academic trouble, seek campus support help in the semester by contacting the OTA instructor. Student Services can also provide helpful academic and counseling services.
8. See studying hints in the Student Handbook B3.

G. Failing Grades:

Any of the following may result in a failing grade in an OTA course.

1. Failure to attain at least a grade of "C" in the course.
2. Failure to attain a grade of "satisfactory" in a fieldwork course.
3. Failure to complete all course requirements.
4. Academic dishonesty.
5. Failure to meet all safety precautions.
6. Lab absences.
7. Not meeting criteria for evaluation (goals) in a Growth Contract.

FIELDWORK EXPERIENCES

A. Health:

Students are expected to promote and maintain their own optimal level of health. A student's ill health is detrimental to patients and residents. A student may not participate in fieldwork practice or off campus course activities if he/she has a communicable disease or if there is likelihood of transmission (such as fever, open lesions or weeping dermatitis, skin infection, eye infection, or acute respiratory infection).

Any missed off campus course activity must be made up by the student. This is arranged with the lab instructor of the course.

Extended fieldwork absences may result in course failure. Students are expected to assume responsibility for protecting themselves and others from hazards such as infection and radiation.

If a student is absent for two consecutive fieldwork days due to illness, the student must give the WITC Fieldwork Coordinator and Fieldwork Educator a physician's written statement that the student's health is acceptable to return to fieldwork, before being allowed to continue fieldwork.

B. Reporting Illness and Absence:

If scheduled for fieldwork, you must notify the setting of your absence 60 minutes before the start of fieldwork. Ask that the message be given to your fieldwork educator. Call or email your WITC Fieldwork Coordinator at this same time. ***All fieldwork absences must be made up. Missing fieldwork may result in failure. The fieldwork location may determine the consequence of missing fieldwork.***

C. Witnessing Legal Documents:

Students are not permitted to sign as witnesses for such legal documents as surgery permits, wills, or other similar legal documents.

D. Fieldwork Uniform/Equipment Requirements:

1. Equipment: Name badge

The student must be well groomed, be neat in appearance and wear clean clothing to all fieldwork experiences. The instructor/fieldwork educator reserves the right to send a student home for inappropriate preparation or fieldwork behavior/appearance with the assumption that the fieldwork time will be made up. See OTA Dress Code D5.

E. Background Check:

See OTA code OTA-37 and OTA-38.