

CASPER COLLEGE COURSE SYLLABUS  
**Fieldwork Integration 1**  
**COTA 2300-H1**

**Semester/Year:** Fall 2015

**Lecture Hours:** 0

**Lab Hours:** 2

**Credit Hours:** 2

**Class Time:** 10:00- 11:50

**Days:** Monday

**Room:** LH 110

**Instructor's Name:** Missy Neff, MSOT, OTR/L, OTA Academic Fieldwork Coordinator/Instructor

**Instructor's Contact  
Information:** LH 113A

**Office Phone:** 268-2054

**Email:**  
mneff@caspercollege.edu

**Office Hours:** Tuesday 10:00- 11:50, Thursday 1:00- 3:00, Friday 10:00- 12:00 (by appointment)

**Course Description:** An introduction to the role of working with special needs population in the community. The role and professional expectations of Occupational Therapy Assistants are introduced. This course provides fieldwork preparation integrated with classroom discussion. Students will complete 20 hours of clinical experience. Beginning knowledge of medical terminology is studied and is completed online in Moodle.

**Statement of Prerequisites:** Occupational Therapy Assistant degree seeking student

**Goal:** The student will demonstrate professional behaviors of an occupational therapy assistant student and will have an exposure to a variety of diagnoses and interventions.

**Outcomes:** Upon successful completion of this course the student will be able to:

1. Develop a basic working knowledge of medical terminology
2. Verbalize an understanding of difference between Community, Level I and Level II fieldwork experiences.
3. Effectively interact through oral, and nonverbal communication with the client, colleagues, other health providers and the public in a professionally acceptable manner.
4. Demonstrate knowledge of expected professional behaviors
5. Identify personal and professional abilities as they relate to job responsibilities.
6. **B.2.8.** Use sound judgment in regard to safety of self and others, and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice.

7. **B.5.17** Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers and the public in a professional acceptable manner.
8. **B.9.1** Students will demonstrate knowledge and understanding of the American Occupational Therapy Association Occupational Therapy Code of Ethics, Core Values, and Attitudes of Occupational Therapy Practice.
9. **B.9.6** Identify personal and professional abilities and competencies as they relate to job responsibilities.

**Methodology:** Students will complete a combination of lectures, laboratory experiences, discussion, examinations, written assignments, fieldwork experiences, online Moodle medical terminology, in combination with specific coursework.

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Evaluation Criteria:** Passing will consist of demonstrating a positive and learning attitude, professional behaviors, and passing community experiences and assignments. Documentation of hours completed will be monitored weekly and will be reflected in the grade.

93% -100%= A


84%- 92% = B

75%- 83% = C

Anything below a 75% is considered not passing

Students must have at least a 75% in each of the above areas to pass the course. Students will not pass the course until **all** assignments are turned in. Assignments are due by class time. If they are not turned in there is a 10% drop in grade. If a grade of less than 75% is received, the assignment or test will need to be retaken to a satisfactory grade, but the original grade will be retained.

Weekly Medical Terminology Tests (taken in the Testing Center BU 123)	20 points weekly x 12 (total 240 points)
Weekly Medical Terminology Worksheets	5 points weekly x 12 (total 60 points)
Midterm Lecture Test	50 points
Final Medical Terminology Test	50 points
Final Lecture Test	50 points
Completion of hours/CE Evaluation Form/Time Sheet of 2 Community Experience Fieldworks	30 points x 2 (total 60 points)
Supervisor Communication Form (turned in after 3 hours and 7 hours each site)	5 points per hour (total 10 points per site) x 2 sites (total 20 points)
Patient Tracking Sheet	5 points per site (total 10 points)
CE Preparation Worksheet	5 points per site (total 10 points)
Reflective Journals	16 points per site (total 32 points)

Final Paper	25 points
Fieldwork Manual Worksheet	10 points
Professional Terminology Worksheet	20 points
Learning the Jargon Worksheet	10 points
Professional Public Speaking Presentation	40 points
Professional Behavior Checklist	10 points
Safety Precautions and Blood Borne Pathogens quiz	10 points
American Occupational Therapy Association Occupational Therapy Code of Ethics, Core Values, and Attitudes of Occupational Therapy Practice, and AOTA Standards of Practice Worksheet	15 points
<b>Professionalism</b>  Integration during class	100 points = total  5 points per integration (during class)

### **Required Text, Readings, and Materials:**

Sladyk, K. (2002). *The successful occupational therapy fieldwork student*. Thorofare, NJ: SLACK Incorporated. ISBN# 1-55642-562-7.

Jacobs, K. (2009). *Quick reference dictionary for occupational therapy*, 6th, Edition.

### **Optional Text, Reading, Materials:**

Leonard, Peggy C., Quick and Easy Medical Terminology 3<sup>rd</sup> Edition.

### **Class Policies:**

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** November 12<sup>th</sup>, 2015

**OTA Program Orientation Meeting:** It is required by ALL students that are enrolled in the COTA 2300 class to attend the orientation meeting. This meeting covers all important program material required for continuing in the OTA program. **The meeting is TBA.** If you are unable to attend this meeting please contact the instructor.

**Medical Terminology-** This section of the hybrid class is to be completed during the week of the scheduled class as per your syllabus states including submitting your weekly medical terminology worksheets. You are required to take you weekly medical terminology test in the testing center located in BU 123. You will need to call to sign up for your test **24 hours in advance**. No exceptions! The phone number is 268-3850. Also refer to their policy manual located on their webpage for testing procedures.

**Class Assignments/Tests/Quizzes:** Test are to be taken at time indicated by syllabus. Failure to not complete a test by the given date will end up in a grade of 75%, and the student is still required to take and pass the test. If an assignment is late, students will receive a C, 75% for that assignment upon re-

do as long as the assignment demonstrates 75% competency of the total allowed points. All exams also must be passed with a minimum of 75% of the total grade. A student will not pass the course until all assignments are turned in/passed and all exams passed. The final grade will be a total of all requirements. If a student requires more than one re-take of an exam or re-do of an assignment their grade will be recorded as a 0. Students must still complete the assignment/exam at a least of 75% to prove competency and pass the course. If a student does not achieve the above outlined expectations, they will be required to meet with faculty and a plan will be developed, which may include termination from the program.

**Class Attendance:** Attendance is expected. Students with less than 90% attendance in course work will be expected to meet with program faculty to address the problem.

**Professional Appearance:** In all off campus activities, students will be expected to wear Occupational Therapy Assistant Program logo polo shirts and khaki/dress pants or skirts, and name tag. Please refer to the Fieldwork Manual for further requirements of professionalism dress.

**Professionalism:** Students are expected to develop professional behaviors throughout the program. Each class includes points for professionalism. This includes coming to class, prepared for discussion and interaction. Involvement in class activities, turning assignments in on time and conducting themselves with professional behaviors.

**Cell Phone Policy:** It is the policy of the OTA Program that all students are required to adjust their cell phones to "silent" mode prior to entering classroom. If your cell phone does not have this feature you are required to turn your cell phone off while class is in session. Under no circumstances may you answer a cell phone while class is in session. Under no circumstances should you be text messaging or using your cell phone for some form of entertainment while class is in session. Violations of the cell phone policy will result in loss of professionalism points. If the policy is not followed after the first incident student will have loss of access to phone and double point deduction.

**Fieldwork Completion Policy:** One of the two community experience completions is required one week prior to midterm and the second community experience by the 2<sup>nd</sup> to last week of the semester. If you have not completed these by the expected dates you will have a deduction in your grade. You will however need to complete and successfully pass the fieldwork experience in order to pass the class.

**Inclement weather and traveling to clinical sites:** All students traveling to clinical sites outside of the city of Casper are encouraged to monitor traveling conditions via the national weather service and WYDOT roads and travel. It is advised that the student take a proactive approach when traveling. This may require you to leave earlier or stay longer at clinical sites to avoid traveling in inclement weather. If you decide it is unsafe to travel, the clinical hours will be made up or re-assigned. Please do not risk your safety in order to travel to clinical site in inclement weather. To cancel a clinical shift

because of travel issues, call the clinical site as well as notifying the Academic Fieldwork Coordinator at Casper College as early as possible.

**Writing Policy:** All assignments must be checked for grammar, punctuation, typographical errors and spelling. Students who have more than an acceptable number of errors for an assigned paper will have it returned to them. They must then correct all errors and resubmit the paper within one week for a reduction of a grade by one full letter grade. Faculty may stop reading the paper when the identified numbers of errors are reached. The maximum allowable errors for papers:

**Level I: 9 errors**

**Level II: 7 errors**

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty - Cheating & Plagiarism:** Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, [bheuer@caspercollege.edu](mailto:bheuer@caspercollege.edu). The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar or schedule indicating course content:  
Fall 2015**

DATE	TOPIC	ASSIGNMENT
Week of 8/24		<b>Fieldwork Manual Worksheet Due</b>
	Introduction to fieldwork class, definition of community fieldwork experience, student expectations, meaning of professionalism Set up community experience sites	Sladyk Chp 1, 2, 3 BRING PINK BOOK
Week of 8/31	Introduction to Medical Terminology Class section Session 1- suffixes pertaining to surgical procedures	<b>WKST #1 Due Professional Behavior Checklist Due Safety/ Blood Borne Pathogens Quiz</b>
	Confidentiality, Professional presentation/behaviors, explanation of community experience Blood Borne Pathogens Safety Precautions	Sladyk Chp 3 BRING PINK BOOK
Week of 9/7	<b>TEST- Session #1</b> Start session #2	<b>WKST #2 Due Professional Terminology Worksheet Due</b>
	Judging books by their cover Dependability Learning Styles	Sladyk Chp 4- BRING PINK BOOK
Week of 9/14	<b>TEST- Session #2</b> Session #3-Additional word parts	<b>WKST #3 Due</b>
	Verbal Communication Public Speaking Integration	
Week of 9/21	<b>TEST- Session #3</b> Session #4- Combining Forms	<b>WKST #4 Due</b>
	Written communication Integration	
Week of 9/28	<b>TEST- Session #4</b> Session #5- Prefixes	<b>WKST #5 Due</b>
	Cooperation Integration	
Week of 10/5	<b>TEST- Session #5</b> Session #6- Directional terms	<b>WKST #6 Due</b>
	Building a Better Mousetrap Integration	<b><i>Community Experience Site #1 needs to be completed with all paperwork and evaluations turned in.</i></b> 1) CE Evaluations signed by supervisor 2) Time Sheet

		3) CE Preparation Worksheet 4) Supervisor Communication Form (3 & 7 Hours) 5) Patient Tracking Sheet 6) Reflective journal
Week of 10/12	<b>TEST- Session #6</b> Session #7- Major bones of the body	<b>WKST #7 Due</b>
	<b>Midterm Lecture Test</b> Integration	
Week of 10/19	<b>TEST- Session #7</b> Session #8- Circulatory System	<b>WKST #8 Due</b>
	Organization Integration	Sladyk Chp 5 BRING PINK BOOK
Week of 10/26	<b>TEST- Session #8</b> Session #9- Respiratory System	<b>WKST #9 Due</b>
	Initiative Knowing Yourself Integration	
Week of 11/2	<b>TEST- Session # 9</b> Session #10- Digestive System	<b>WKST #10 Due</b> <b>AOTA Ethics/Values/Standards Worksheet Due</b>
	Ethics and Empathy Clinical Reasoning	
Week of 11/9	<b>TEST- Session #10</b> Session #11- Urinary System	<b>WKST #11 Due</b>
	Work on Public speaking assignment	
Week of 11/16	<b>TEST- Session #11</b> Session #12- Neurology and Endocrinology	<b>WKST #12 Due</b>
	<i>Professional Public Speaking Presentations</i>	
Week of 11/23		
	<i>Professional Public Speaking Presentations</i>	<b><i>Community Experience 2nd Site needs to be completed with all papers and evaluations turned in Preparation for next semester.</i></b> 1) CE Evaluations signed by supervisor 2) Time Sheet 3) CE Preparation Worksheet 4) Supervisor Communication Form (3 & 7 Hours) 5) Patient Tracking Sheet 6) Reflective journal
Week of	<b>Test- Session #12</b>	<b>Final Paper Due</b>

11/30		
	Integration	
Week of 12/7	Final Medical Terminology Test	
	Review for Final Lecture Test	
12/14- 12/17	Final Lecture Test	