

CASPER COLLEGE COURSE SYLLABUS
Fieldwork Integration 1
COTA 2300-N1

Semester/Year: Fall 2015

Lecture Hours: 0

Lab Hours: 2

Credit Hours: 2

Class Time: Online

Days: Online

Room: Internet

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- 2:50, Friday 10:00- 11:50 (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.

Statement of Prerequisites: None

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, 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 will need to be re-done to satisfactory, but the original grade will be retained.

Weekly Medical Terminology Tests	20 points weekly (total 240 points)
Weekly Medical Terminology Worksheets	5 points weekly x 12 (total 60 points)
Midterm Test	50 points
Final Medical Terminology Test	50 points
Final Lecture Test	50 points
Completion of CE hours/ CE Evaluation Form/Time Sheet of 2 Community Experience Fieldworks	50 points each site x 2 (total 100 points)
Supervisor Communication Form	2 per site at 3 hours and 7 hours (total of 4 at 20 points)
Patient Tracking Sheet	5 points per site (total 20 points)
CE Preparation Worksheet	5 points per site (total 20 points)
Reflective Journal	16 points per site (total 32 points)
Papers #1, #2, and #3	20 points (3x total 60)
Final Paper #4	25 points

Fieldwork Manual Worksheet	10 points
Learning the Jargon Worksheet	10 points
Professional Terminology Worksheet	10 points
Professional Public Speaking Presentation	40 points
Blood Borne Pathogen booklet	10 points
Safety Precautions and Blood Borne Pathogen Quiz	20 points
Professional Behavior Checklist	10 points
Weekly Discussions	5 points each x 12 (total 60 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

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* 3rd Edition.

Class Policies:

Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 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.

Fieldwork Completion Policy: One of the two community experience completions is required one week prior to midterm and the second community experience by the 2nd to last week of the semester. All community experience rotation must be completed prior to finals. If you have not completed these by the expected dates you will have a deduction in your grade.

Medical Terminology- You will have weekly medical terminology tests as well as a final exam and one lecture test. You will need to take these tests at a facility that does testing, i.e. a college campus or testing center. You will need to provide me with the facilities contact information and I will then need to send them the codes which will allow you to take the tests. **This needs to be established the first week of class.**

Class Participation: Participation is expected. Students with less than 90% participation in course work will be expected to meet with program faculty to address the problem. A student may be terminated from the program. If the student continues in the program, a plan will be developed to assist the student with attendance. Failure of the student to follow these policies for attendance will result in program probation and/or termination from the program.

Class Assignments/Tests/Quiz: Tests 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.

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. Contact your instructor to find out information to obtain clothing. This will be discussed in the orientation meeting. You may start your community experience rotation by wearing dress pants, a polo or dress shirt that covers your body appropriately.

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

Fieldwork Completion Policy: One of the two community experience completions is required one week prior to midterm and the second community experience by the 2nd 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.

Inclemently 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 inclemental 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. 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 2014**

DATE	TOPIC	ASSIGNMENT
Week of 8/24		<u>DUE THIS WEEK</u> 1) Contact instructor via Moodle4Me to obtain information about yourself to determine community site placement. 2) Secure a location to take Moodle tests and contact instructor with information. 3) Fieldwork Manual Worksheet
	<ul style="list-style-type: none"> • Introduction to fieldwork class, • Lecture- definition of community fieldwork experience • Fieldwork Manual-Student expectations • Set up community experience sites- contact Instructor via Moodle4Me 	Fieldwork Manual Worksheet Sladyk Ch. 1, 2, 3 Read <i>all</i> Fieldwork Manual
Week of 8/31	Read over Syllabus for COTA 2300 N1 Look over medical terminology structure and assignment and test dates. Start Session #1 of Medical Terminology	<u>DUE THIS WEEK</u> 1) Worksheet #1 due 2) Professional Behavior Checklist
	<ul style="list-style-type: none"> • Lecture- Confidentiality • Lecture- Professional presentation/behaviors, • Professional Behavior Checklist • Lecture/ Fieldwork Manual- Explanation of community experience • Start working on Paper #1 (professionalism within the Occupational Therapy and Work Environment) 	Sladyk Ch. 3
Week of 9/7	TEST-Session #1 Start session #2	<u>DUE THIS WEEK</u> 1) Worksheet #2 due 2) Professional Terminology Worksheet
	<ul style="list-style-type: none"> • Blood Borne Pathogens 	

	<ul style="list-style-type: none"> • Safety Precautions • Lecture- Judging books by their cover • Integration 	
Week of 9/14	TEST- Session #2 Session #3-Additional word parts	<u>DUE THIS WEEK</u> 1) <i>Paper #1 Due</i> 2) Worksheet #3
	<ul style="list-style-type: none"> • Dependability • Learning Styles 	Sladyk- Chapter 4
Week of 9/21	TEST- Session #3 Session #4- Combining Forms	<u>DUE THIS WEEK</u> 1)Worksheet #4
	<ul style="list-style-type: none"> • Lecture -Verbal Communication • Public Speaking • Integration • Start Paper #2 Importance of communication both verbal and nonverbal 	
Week of 9/28	TEST- Session #4 Session #5- Prefixes	<u>DUE THIS WEEK</u> 1) Worksheet #5 2) Learning the Jargon
	<ul style="list-style-type: none"> • Lecture-Written communication • Learning the Jargon • Professional Terminology Worksheet • Integration 	
Week of 10/5	TEST- Session #5 Session #6- Directional terms	<u>DUE THIS WEEK- First Community Experience site needs to be completed</u> 1) Evaluations signed by supervisor 2) Time Sheet 3) Practice Area Worksheet 4) Supervisor Communication Worksheet 5) Patient Tracking Sheet

		6) Reflective journal of community experience 7) Worksheet #6
	<ul style="list-style-type: none"> • Lecture -Cooperation • Integration 	
Week of 10/12	TEST- Session #6 Session #7- Major bones of the body	<u>DUE THIS WEEK</u> 1) Paper #2 2) Worksheet #7
	Midterm Lecture Test (this test is open early please refer to quiz date)	
Week of 10/19	TEST- Session #7 Session #8- Circulatory System	<u>DUE THIS WEEK</u> 1) Worksheet #8
	<ul style="list-style-type: none"> • Integration • Start Paper #3 (analyzing yourself regarding initiation and self- motivation and the importance of cooperation and organization) 	
Week of 10/26	TEST- Session #8 Session #9- Respiratory System	<u>DUE THIS WEEK</u> 1) Worksheet #9
	<ul style="list-style-type: none"> • Lecture -Organization • Integration 	
Week of 11/2	TEST- Session #9 Session #10- Digestive System	<u>DUE THIS WEEK</u> 1) Paper #3 Due 2) Worksheet #10
	<ul style="list-style-type: none"> • Lecture- Initiative • Lecture -Knowing Yourself • Integration 	Sladyk Ch. 5
Week of 11/9	TEST- Session #10 Session #11- Urinary System	<u>DUE THIS WEEK</u> 1) Worksheet #11
	<ul style="list-style-type: none"> • Lecture -Ethics and empathy • Clinical Reasoning and Observation • Integration 	
Week of 11/16	TEST- Session #11 Session #12- Neurology and Endocrinology	<u>DUE THIS WEEK</u> 1)Worksheet #12 2) Public Speech due

	Professional Public Speaking Presentation	
Week of 11/23	Week of Thanksgiving	
Week of 11/30	Test- Session #12	<u>DUE THIS WEEK- Second Community Experience site needs to be completed</u> <ol style="list-style-type: none"> 1) Evaluations signed by supervisor 2) Time Sheet 3) Practice Area Worksheet 4) Supervisor Communication Worksheet (3 and 7 Hour) 5) Patient Tracking Sheet 6) Reflective journal of community experience site 7) Paper #4 Final
Week of 12/7	Review for Medical Terminology Test	<u>DUE THIS WEEK</u> <ol style="list-style-type: none"> 1) Final for medical terminology
	FINAL FOR MEDICAL TERMINOLOGY	
Week of 12/14-17	FINAL FOR LECTURE	<u>DUE THIS WEEK</u> <ol style="list-style-type: none"> 1) Final for Lecture