



OCCUPATIONAL THERAPY STUDENT HANDBOOK

DEPARTMENT of OCCUPATIONAL THERAPY

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<https://www.tnstate.edu/ot/>

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Purpose of Department of Occupational Therapy Student Handbook

The Department of Occupational Therapy Student Handbook provides new and continuing students with necessary information about the occupational therapy program at TSU. This manual is to be used in addition to the [Tennessee State University Graduate School Catalog](#).

This document does not take the place of Tennessee State University's official documents, but rather encourages individuals to review, reflect upon, and understand the position of the occupational therapy program.

TSU Student Handbook:

https://www.tnstate.edu/Campus_life/documents/StudentHandbook.pdf

Note: Sections of this Department Manual may change without advance notice. Efforts will be made to notify students and distribute changes in a prompt manner.

Excellence
is our Habit!

University Information

History of Tennessee State University

Tennessee State University is a comprehensive urban coeducational land-grant university founded in 1912 in Nashville, Tenn. The 450-acre main campus, with more than 65 buildings, is in a residential setting; the Avon Williams Campus is found downtown, near the center of the Nashville business and government district.

Please click the following links to learn more about the history of Tennessee State University:

[About TSU: An HBCU Legacy](#)

[History, Links and Fast Facts about TSU](#)

Accreditation

Tennessee State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The university's next reaffirmation year is 2030.

For more information about TSU's regional accreditation, visit

<https://www.tnstate.edu/assessment/SACSCOC.aspx>

TSU Governance

Pursuant to the Focus on College and University Success (FOCUS) Act, Tennessee State University is governed by a Board of Trustees comprised of ten (10) members, of which nine (9) are voting members. The Board of Trustees appoints one student, non-voting member. Of the voting members:

- Eight (8) members are appointed and approved by the Governor and ratified by the Tennessee General Assembly.
- One member – a faculty Trustee – is appointed by TSU's Faculty Senate.

For more information about the TSU Board of Trustees, go to www.tnstate.edu/board/

Mr. Dwayne Tucker is the current President of Tennessee State University. For more information, visit

<https://www.tnstate.edu/president/>

Vision Statement of Tennessee State University

Tennessee State University aspires to be the premier public urban, comprehensive institution achieving prominence through innovation and instruction, research, creativity, and service with the dissemination of knowledge and information.

Mission Statement of Tennessee State University

Tennessee State University, through its legacy as an HBCU and land grant institution, transforms lives, prepares a diverse population of leaders, and contributes to economic and community development by providing affordable and accessible educational programs at various degree levels promoting academic excellence through scholarly inquiry, teaching, research, lifelong learning, and public service.

Core Values of Tennessee State University



Tennessee State University maintains the following core values:

- Learning everyday
- Making excellence a habit

- Thinking beyond the obvious
- Working relentlessly
- Serving everyone, we encounter

Source: <https://www.tnstate.edu/president/mission.aspx>

Occupational Therapy Department Faculty, Staff, & Facilities

	<p>Mohammed Kanu, PhD Interim Dean, College of Health Sciences (615) 963-6934; Email: mkanu@tnstate.edu</p> <p>Education:</p> <ul style="list-style-type: none"> • PhD, Saint Louis University • MPH, Saint Louis University • MA, University of Memphis • BA.Hons, Fourah Bay College
	<p>Ms. Genna Baker Administrative Assistant IV (615)-963-5891; Email: gbaker5@tnstate.edu</p>
	<p>Lauren Beard, OTD, MOT, OTR/L Assistant Professor & Academic Fieldwork Coordinator (615) 963-5955; Email: lwilli49@tnstate.edu</p> <p>Education:</p> <ul style="list-style-type: none"> • OTD in Occupational Therapy, The University of Alabama at Birmingham • MOT in Occupational Therapy, Tennessee State University • B.S. in Dietetics, Lipscomb University
	<p>Ms. Candace Brown, M.S. Assistant Academic Fieldwork Coordinator (615) 963-5929; Email: cbrow166@tnstate.edu</p> <p>Education:</p> <ul style="list-style-type: none"> • MS in Physical Therapy, Tennessee State University • BS in Psychology/Sociology, Tennessee State University • Certificate in Higher Education Leadership, Tennessee State University



Laura Carpenter, PhD, OTR/L
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Chair/Program Director
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Education:

- PhD in Educational Psychology (Learning & Developmental Sciences Track), Indiana University
- MS in Educational Psychology (Human Development Track), Indiana University
- BS in Occupational Therapy, University of Southern Indiana
- AS in Occupational Therapy Assistant, University of Southern Indiana



David Eades, PPOTD, OTR/L
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Education:

- PPOTD in Occupational Therapy, Rocky Mountain University of Health Professions
- BS in Occupational Therapy, University of Tennessee Health Science Center
- BBA in Business Administration, Belmont University



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Education:

- OTD in Occupational Therapy, Belmont University
- BBA in Business Administration, Mississippi State University



Kimberly Walker, OTD, OTR/L

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Education:

- OTD in Occupational Therapy, Belmont University
- BS in Exercise Science, University of Tennessee Knoxville

Occupational Therapy Department Facilities

Occupational therapy classes are held in the **Health Sciences Building (HSB)** on the TSU main campus at 3500 John A. Merritt Blvd. Nashville, TN 37209.

Students must obtain campus parking passes and identification badges. ID badges are required to access campus facilities.

OT Classrooms/Labs

Room 111	HSB, first floor, classroom and physical dysfunction lab
Room 126	HSB, first floor, activities of daily living training lab
Room 112	HSB, first floor, anatomical model's lab
Room 209a	HSB, second floor, lecture classroom
Room 209b	HSB, second floor, lecture & lab classroom

Other Student Areas

Room 305	HSB, third floor, computer lab (paper is supplied for students – contact OT dept. administrative assistant for supplies.
Rooms 107, 108, 109; 202, 203, 204	HSB, floors 1-2, independent and group study rooms – can be reserved (request from OT dept. administrative assistant)

Vending machines are located on each floor by the stairwell. Student lounges and lockers are also available on floors 1-3. There is a food POD on the first floor. Note there is no refrigerator available in the lounges at this time. Microwave available in lounge on floor 2 only.

Faculty and Staff Offices: 4th floor

Room 435	Dr. David Eades, Assistant Professor
Room 436	Dr. Kimberly Walker, Assistant Professor
Room 437	Open Faculty
Suite 438	Ms. Genna Baker, Administrative Assistant IV; OT Suite
Suite 440	Dr. Laura Carpenter
Room 441	Ms. Candace Brown, Assistant Academic Fieldwork Coordinator
Room 442	Open Faculty
Room 443	Dr. Lauren Beard, Faculty, Academic Fieldwork Coordinator
Room 434	Graduate Assistant Office
Suite 432	Dean of COHS and staff

Safety and Security

The full scope of responsibilities of the TSU Police Department is described in the *Tennessee State University Police Department Campus Handbook*. The extension number for the TSU Police Department is **615-963-5171**. Students are encouraged to report any suspicious persons, potentially unsafe or hazardous conditions encountered in the building or on campus.

Students should closely guard all personal items of value. TSU and the Department of Occupational Therapy accepts no responsibility or liability for the loss or theft of personal items from the premises. Individuals are discouraged from using facilities during times when the building is sparsely occupied. Students are encouraged to study in groups.

In the event of emergencies, TSU sends mass emails to the university community. Tiger ALERTS is the official text notification system.

Evacuation Maps are located near stairwells, elevators, and throughout each floor of every building on the TSU Main Campus & Avon Williams Center.

For on-campus emergencies, including fire, dial the campus police department 615-963-5171; For off-campus emergencies dial 911 (9-911 if using campus phone)

Degree Information

History of the TSU Occupational Therapy Program

Tennessee State University's Occupational Therapy (OT) program started as a Bachelor of Science in fall 1991 and transitioned to the Master of Occupational Therapy in fall 2006. Our program has a history of graduating a diverse student population.

Occupational Therapy Program Accreditation

The OT program has maintained full accreditation since 1992 by the American Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin avenue, suite 510e Bethesda, md 20814-6116. ACOTE's telephone number, c/o AOTA, is (301) 652-aota (2682) ext. 2914, and its web address is <https://acoteonline.org/>. Accreditation ensures our program has met the standards set by ACOTE in fulfilling our mission to train competent entry-level clinicians.

Degree Overview

Students matriculating in the occupational therapy department have a major of occupational therapy (OCCT) and are pursuing the degree Master of Occupational Therapy (MOT). The MOT degree is open to students who obtain their undergraduate degree in addition to nine prerequisite courses (see Graduate catalog or OT program website) if these were not completed as part of their undergraduate degree. The MOT degree requires completion of 72 graduate credit hours including twelve (12) credit hours of Level II Fieldwork experiences. The MOT program is offered within the College of Health Sciences.

Upon completion of all requirements, graduates of the program will be eligible to sit for the national certification examination for the occupational therapist, administered by the National Board for

Certification in Occupational Therapy (NBCOT®). After successful completion of this exam, the graduate will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are based on the results of the NBCOT certification exam. **A felony conviction may affect a graduate's ability to sit for the NBCOT exam or attain state licensure.**

Transfer Credits

Consistent with the TSU Transfer Credit Policy, a maximum of twelve (12) semester credited hours or eighteen (18) quarter hours may be accepted from another occupational therapy ACOTE accredited program. However, the transfer courses must be equal in content and credit hours as well as within a similar schedule as the TSU MOT lock step program. Courses that will place the student outside the TSU MOT established schedule, if accepted, may delay the student's graduation. Students requesting transfer credits must be submitted and approved through the TSU system prior to beginning the TSU MOT program. The course credits being considered for transfer must be evaluated by the graduate program coordinator, department chair, college dean of the academic unit, and the dean of the Graduate School. Only courses in which the student earned grades of "B" or better, and which are taken within the degree program time limit, will be considered for transfer. Refer to the Graduate School website for additional information and forms.

Credit for Previous Work Experience

The TSU MOT program does not allow MOT credits for prior work experience. This also includes work experience within the profession of occupational therapy.

Level II Fieldwork Completion Timeline

Full details of clinical education (fieldwork) expectations and policies can be found in the *Department of Occupational Therapy Fieldwork Manual*. Available on the Occupational therapy department website. **Level II fieldwork experiences must be completed no later than 24 months following the completion of academic coursework to ensure graduation.**

Program Costs

In addition to tuition (current fees are posted on TSU webpage/link on OT department webpage) and personal living costs, students can expect to incur costs for the following items: Nametag, Transportation and uniform costs associated with service learning and clinical education, books and other supplemental reading and materials, lab fees, dues for membership in organizations (SOTA and AOTA are required), health insurance (policy available through the university), costs related to maintaining medical records, CPR, liability insurance, etc. Fees may be subject to change and student will be notified as soon as possible when changes occur.

Graduation and Credentialing Requirements Grading Scale

A = 92.5-100%	Excellent. Work of exceptional quality, which indicates the highest level of attainment in a course
B = 82.5-92.49%	Very Good. Work above average quality representing substantial fulfillment of the minimum essentials of a course
C = 73.5-82.49%	Average. Work of average quality representing fulfillment of the minimal requirements of a course
F = <73.5%	Work representing unacceptable performance

Retention Requirements and Criteria for Successful Completion

The TSU M.OT Program is comprised of two segments: the didactic portion and the level II fieldwork, completed in the two final semesters prior to graduation. Students must complete all Level II Fieldwork within 24 months following completion of the didactic portion of the program. Because it is a lockstep program, with each course a pre-requisite for future courses, students must maintain enrollment continuously to ensure timely progression and graduation.

Consistent with the TSU Graduate School, students must maintain a minimum average grade of B, (3.0 quality points on a 4.0 system). Any course attempts resulting in a grade of less than C may be repeated once, and the second grade will replace the first. A student may repeat a maximum of two (2) courses in each program for the purposes of improving grades. Because of the lock step nature of the program, any student who receives a grade of less than a “C” in any course will be required to retake that course the next time it is offered during the academic year. Other courses in the curriculum cannot be taken out of sequence.

Any student who does not achieve a 3.0 overall GPA for one semester will be placed on academic probation and the student is given the opportunity to raise his or her GPA to a 3.0 the following semester. If the student does not achieve the 3.0 GPA in the identified semester, he or she will be dismissed from the MOT program. Students may file an appeal for readmission, but students are allowed one appeal for readmission. The appeal needs to follow the established process noted in the Graduate Catalog. Students are responsible for communicating with the Financial Aid Department regarding any implications of being placed on academic probation.

The Clinical Practice (OCCT 5421) course, taken in the final didactic semester, is designed to promote success for a wide range of student needs. The course includes a comprehensive final exam that must be passed with a score of 75% or better to pass the course. In addition, courses earlier in the curriculum (OCCT 5251, OCCT 5561, OCCT 6561) also require successfully passing a comprehensive practical exam. These activities promote student success with both application of content knowledge as well as necessary soft skills in preparation for level II fieldwork.

Program of Study

The TSU Occupational Therapy Program is a full-time program made up of a professional curriculum consisting of 72 credit hours. Course descriptions are available at <https://www.tnstate.edu/ot/curriculum.aspx>

First Year, Fall Semester		
Course Number	Course Title	Credit Hours
OCCT 5000	Fieldwork Seminar	1
OCCT 5110	Anatomy	4
OCCT 5010	Foundations of Occupational Therapy	1
OCCT 5050	Occupational Analysis	3
OCCT 5160	Psychosocial Dysfunction	3
OCCT 5170	Psychosocial Dysfunction Applied	2
Total Credit Hours		14

First Year, Spring Semester		
Course Number	Course Title	Credit Hours
OCCT 5120	Neurobiology	3
OCCT 5180	Biomechanics	3
OCCT 5250	Pediatric Lecture	3
OCCT 5251	Pediatric Lab	2
OCCT 5254	Pediatric Practicum	1
Total Credit Hours		12

First Year, Summer Semester		
Course Number	Course Title	Credit Hours
OCCT 5760	Administration and Leadership in Occupational Therapy	3
OCCT 5900	Analysis of Research	2
OCCT 5550	Physical Dysfunction I Lecture	3
OCCT 5561	Physical Dysfunction I Lab	2
OCCT 5554	Physical Dysfunction 1 Practicum	1
Total Credit Hours		11

Second Year, Fall Semester		
Course Number	Course Title	Credit Hours
OCCT 5660	Research I	3
OCCT 6560	Physical Dysfunction II Lecture	3
OCCT 6561	Physical Dysfunction II Lab	2
OCCT 6554	Physical Dysfunction II Practicum	1
OCCT 5450	School-Based Occupational Therapy	3
Total Credit Hours		12

Second Year, Spring Semester		
Course Number	Course Title	Credit Hours
OCCT 5860	Research II	3
OCCT 5421	Clinical Practice	2
OCCT 5400	General Diagnoses Applied	3
OCCT 6810	Modalities in Occupational Therapy	3
Total Credit Hours		11

Second Year, Summer Semester		
Course Number	Course Title	Credit Hours
OCCT 6904	Internship I (First Level II Fieldwork Experience)	6

Third Year, Fall Semester		
Course Number	Course Title	Credit Hours
OCCT 6914	Internship II (Second Level II Fieldwork Experience)	6

Program's Philosophy of Learning

The occupational therapy program at TSU recognizes occupation to be an individual's goal-directed use of time, energy, interest, and attention; and assumes that occupation is best analyzed by examining the activities in which people engage. It is believed that activities are of a changing nature not only throughout the lifespan of each individual, but also through time as the needs, interests and goals of our society change and progress.

The program further recognizes that each person's ability to compensate for lost or underdeveloped abilities is unique. Health is not absolute, but depends on an individual's sociocultural group, environment, personal needs, and choices. A unique role of occupational therapy lies in its capacity to integrate biological, psychological, sociological and technological components within its view of health and to analyze the factors which influence an individual's performance of work, educational, leisure, and play activities; social participation; instrumental activities of daily living; and personal/basic activities of daily living. Student learning experiences will be structured in the curriculum with respect to three interactive processes – person, environment, occupation (PEO) and ongoing development of individuals across the lifespan.

The faculty in the Department of Occupational Therapy believes that every person has value. We emphasize the right of everyone to make choices and to determine their personal goals. We further believe that in a helping relationship, active participation from the recipient is essential. This belief in active participation applies to both clients and students. Consequently, students shall be responsible for contributing to the structure and content of their learning experiences.

The faculty is committed to helping students develop problem solving skills by supporting risk taking and encouraging interactive learning, develop an appetite for life-long learning, become grounded in occupational therapy theory, history, and philosophy upon which the profession was built, demonstrate professionalism and act in compliance with the OT values and Code of Ethics (AOTA, 2020), and provide excellent client services. This includes the use of evidence-based practice and collaborative communication with the client, to achieve the desired outcome of engagement in occupation. Students will be expected to examine their own attitudes, values, and personal characteristics as a model for assessing the needs of others.

Mission of the Occupational Therapy Department:

To fulfill the University mission of “promoting life-long learning, scholarly inquiry, and a commitment to the service of others” the mission of the Tennessee State University Occupational Therapy Graduate Program is to provide the community with competent occupation-based, client-centered practitioners in existing and emerging practice settings.

The Occupational Therapy Entry-Level Graduate Program is committed to

- Recruiting and developing the talents of diverse individuals to serve individual consumers and populations to promote, maintain, and improve their health and well-being.
- Developing professionalism, creative problem solving, and critical thinking skills for graduates to serve consumers in suburban, as well as urban, and rural underserved areas.
- Training future practitioners to conduct evidence-based practice and scholarly inquiry.

- Shaping the skills, knowledge, and attitudes that will enable occupational therapy practitioners to collaborate with other professionals in the workplace and promote the profession.
- Preparing successful leaders and change agents who will value and pursue life-long learning to advance practice, attain post-professional degrees, and conduct scholarship in the region and throughout the nation.

Student Learning Outcomes

- Graduating students will implement client-centered and occupational-based, occupational therapy evaluations in traditional practice settings under the supervision of a licensed occupational therapist.
- Students will demonstrate the ability to gather data using peer reviewed journal articles required to make informed decisions in occupational therapy practice.
- Students will develop professional skills and commit to continued professional development for use in occupational therapy practice.

MOT Program Curricular Design

The curriculum design for the MOT program is based on 5 main threads. They are foundations, self-reflection, skill competencies, clinical reasoning, and clinical practice. We believe it is paramount that students need a solid core foundation for which future courses will build upon with the ultimate goal of students being ready and competent to enter clinical practice. Clinical practice, however, includes more than just the evaluation treatment planning and therapy interventions. It also includes a solid knowledge base in the business of OT socio- culture-economic-demographics factors that may have an effect on OT practice, advocating for the profession and clients, and a willingness to assume a leadership role in the OT profession.

The curriculum is also designed to follow along with the structure of Bloom's Taxonomy. As students matriculate the program, courses are structured to facilitate movement along Bloom's continuum from knowledge to evaluation in the cognitive domain; integration and competent skill performance in the psychomotor domain; and progress to adopt professional values and attitudes in the affective domain.

Curricular Design Threads

- Foundations: Creating a solid knowledge base to build on as the students matriculate the curriculum. Courses that provide this base include Foundations in OT, Anatomy, Neuroanatomy, Biomechanics, Occupational Analysis, and Administration and Leadership
- Self-Reflection: Being able to perform self-analysis to assess one's knowledge base, skill level, professionalism and to be receptive to and adjust accordingly to constructive feedback. Courses that require this reflection include Psychosocial Lecture and Applied, Fieldwork Seminar, and Analysis of Research
- Clinical Reasoning: Being able to analyze and synthesize all appropriate information to make solid evidence-based decisions regarding client evaluations and interventions. Courses that target this ability include Psychosocial Lecture, Pediatric lecture and lab, Physical Dysfunction I & II lecture and lab, School-based OT, General Diagnosis Applied
- Skill Competencies: Acquiring the needed skill sets for successful practice as an occupational therapist. Courses that require demonstration of skills include Clinical Practice, Practicum courses

for pediatrics, Physical Dysfunction I & II, Research I & II, Modalities in OT

- Clinical Practice: Through the curricular design threads, students become prepared to pass the comprehensive final exam and ultimately the NBCOT board exam, and to perform successfully on Internships I and II.

Department Policies & Procedures

Graduate Assistantships

When approved by TSU, the program offers graduate assistantship opportunities for the spring and fall semesters of the second year of the program. Information and applications are provided in the summer semester prior to the start of the second year.

Employment and participation in TSU extracurricular activities

Students are free to engage in employment and extracurricular activities. However, students are responsible for the impact and consequences of these activities on their professional education. To this end, students are expected to attend all scheduled classes, including occasional evening sessions to accommodate adjunct faculty or guest lecturers and to participate in other departmental related activities outside of scheduled classes.

Departmental Communication To and Among Students

Students have a TSU email address that is used in conjunction with the TSU e-Learn system and university communications. Students must provide a non-TSU email address for communication needs upon graduation.

Students should report any changes in personal address and telephone number to the administrative assistant. Students are required to review and update their contact information throughout the program and for future correspondence.

Advising and Appointments with Faculty Members

Upon entering the OT Program, students will be assigned an advisor from one of the full-time faculty who is an occupational therapy practitioner. Advisee assignments will be made by the program director with consideration of faculty workloads and other assignments. Generally speaking, each cohort will be divided equally among the faculty unless other needs preclude this arrangement.

Student advising meetings will occur a minimum of one time each semester during the fall and spring semesters they are enrolled in didactic work. Ideally, these meetings will occur around the mid-point in the semester. Other meetings may be held as needed, should the student experience need or the advisor identify a need. Advisors will also be involved in any issues that arise during the students' matriculation and affect academic progress, such as issues of academic integrity, health issues, etc.

During Fall semester meetings, students will be required to complete the Evaluation of Classroom Professionalism document and bring it to the advising meeting for review with the advisor. The faculty will discuss the results, highlighting strengths and discussing solutions for any identified weaknesses. Results of this self-assessment are used for program assessment purposes and summarized anonymously by the administrative assistant. During other semesters, professionalism issues are discussed more generally during advising meetings.

Faculty post available office hours on their syllabi for times to meet with students outside of class. Appointments must be scheduled with faculty directly.

Student Grievances and Complaints

The Occupational Therapy Department is committed to maintaining a safe learning environment and to

the provision of fair treatment to all students, faculty, and staff. Should a student in the Occupational Therapy Department have a concern related to their relationship with a fellow student, or faculty or staff member, they are encouraged to address the issue directly with the relevant party. If this is not possible, or is unsuccessful, the student should discuss the situation with the Department Chair. The student should summarize their complaint using Form A found on the Academic Affairs website, https://www.tnstate.edu/academic_affairs/Information.aspx.

The Department Chair will document the situation in writing and attempt to assist the student to reach a resolution. If a resolution is not possible, then the Department Chair will complete Form C (linked above) and refer the student to meet with the Dean, per the Complaints policy linked in the TSU Student Handbook: https://www.tnstate.edu/campus_life/documents/studenthandbook.pdf.

If the student's grievance is regarding the Department Chair, the student may send a completed Form A directly to the Dean of the College of Health Sciences.

Documentation of all grievances and complaints will be stored in the student's electronic department file.

Student Withdrawals and Refunds

Students seeking to withdraw from the university must promptly file a Course Withdrawal Request Form, available at https://www.tnstate.edu/records/online_forms.aspx. Refund of payments made to the university are prorated based on the date of withdrawal; 100% refund is available only if withdrawal is made prior to the first day of classes. Refer to the Bursar's website at https://www.tnstate.edu/bursar/Dropped_Course_Fee.aspx

Student Probation, Suspension, and Dismissal

Consistent with the TSU Graduate School, students must maintain a minimum average grade of B, (3.0 quality points on a 4.0 system). Any course attempts resulting in a grade of less than C may be repeated once, and the second grade will replace the first. A student may repeat a maximum of two (2) courses in the program for the purposes of improving grades. Because of the lock step nature of the program, any student who receives a grade of less than a "C" in any course will be required to retake that course the next time it is offered during the academic year. Courses in the curriculum cannot be taken out of sequence.

Any student who does not achieve a 3.0 overall GPA for one semester will be placed on academic probation and the student is given the opportunity to raise his or her GPA to a 3.0 the following semester. The student will be required to meet with either their academic advisor or the department chair to develop a learning contract and to meet regularly throughout the semester for progress monitoring.

If the student does not achieve the 3.0 GPA upon completion of the semester on academic probation, he or she will be dismissed from the MOT program and suspended from the university. Students may file an appeal for readmission, but students are allowed one appeal for readmission. The appeal needs to follow the established process noted in the Graduate Catalog. Readmission to the university will result in automatic readmission to the OT program, and the student will resume OT coursework at the appropriate step of their program of study. Again, because of the lockstep nature of the OT Program, academic suspension will result in the student waiting a year to resume matriculation.

Students are responsible for communicating with the Financial Aid Department regarding any implications of being placed on academic probation.

Appropriate Use of Equipment and Supplies

It is the responsibility of all students, faculty, and staff to use equipment and supplies appropriately and safely. Students should not use department equipment and supplies without supervision or permission of appropriate faculty and staff. The OT Department follows health care recommendations of Centers for Disease Control and World Health Organization at https://www.who.int/csr/resources/publications/4EPR_AM2.pdf

Students are expected to adhere to the following safety precautions:

- Immediately report any injury or potential area of concern to faculty or staff. Follow universal precautions when attending to any injuries.
- Follow all safety precautions and use common sense when using any equipment that could cause harm.
- Always be aware of your immediate surroundings to reduce chance of injury
- Follow principles of universal precautions at all times
- Maintain work areas free of clutter or spills
- If the fire alarm sounds make sure you vacate the building immediately
- Go to identified safe space in the Health Sciences Building if a tornado siren sounds (suggested area includes the bathrooms on the first floor)
- Follow the stated dress code to promote safety and cleanliness
- Follow instructions from your course instructor when practicing and learning transfer techniques or learning how to use specialized equipment
- Use all equipment only for its intended purpose
- Be familiar with the appropriate operation of the device before using.
- Visually inspect the device for damage before operating any equipment.
- If equipment malfunctions during set up or operation discontinue use immediately, turn off the device, unplug the device, and mark as "Defective: Do not use," and report the problem to your instructor.

Successful Academic Progression in the Occupational Therapy Program

Unless otherwise indicated in a course syllabus, the following policies will govern student behaviors during classes in the Occupational Therapy Program.

Evaluation of Student Professionalism and Remediation

Student professionalism is evaluated regularly as described in the section under academic advising. If a professional behavior issue is identified, the student's advisor will first speak with the student to counsel the student. If the student has a recurrence of the unprofessional behavior, the OT Department faculty and Chair will discuss the issue and determine a remediation plan. Unprofessional behavior may cause a student to lose course points and/or be ineligible to participate in fieldwork experiences or progress in the program.

All students in the Graduate Occupational Therapy Program at Tennessee State University must exhibit professional behavior throughout the matriculation process of his/her educational experience. Institution Policy Statement and Code of Student Conduct are referenced in the *TSU Student Handbook*. Every

graduate occupational therapy student will be required to sign a form indicating that he/she has read, understands, and accepts the disciplinary actions articulated in the student handbook. Additionally, as a graduate student in the occupational therapy program, you are training for a profession that requires specific professional attributes and abilities. It is imperative to learn and acquire these skills throughout your academic experience and as you transition into your chosen profession. These elements include professional ethics, professional responsibility, professional competency, and professional behaviors and conduct that reflect these professional standards (Deiuliis, 2017). Students are required to abide by the AOTA *Code of Ethics* (2020) which has been adopted by the Tennessee Board of Occupational Therapy for licensure and the National Board for Certification in Occupational Therapy (NBCOT).

Professional Behaviors (conduct)

- Integrity: Acting with honesty, maintaining confidentiality, following policies and procedures of the department, valuing and caring for equipment and resources, promoting fairness and objectivity
- Respect: Honoring the rights, feelings, and opinions of others without judgment, displaying cultural sensitivity, maintaining professional boundaries with others, recognizing others' needs
- Responsibility: Arriving on time, notifying faculty if absent or late, completing assignments on time, using class and break times wisely, reviewing materials before class, recognizing own limitations, asking for help when needed
- Competence: Engaging in self-reflection, actively engaging in class discussions without being disruptive to others, demonstrating flexibility with changing conditions and assignments, performing tasks neatly and accurately, demonstrating safety awareness, engaging in critical thinking/problem solving, explaining the purpose of occupational therapy
- Maturity: Conducting self in a professional manner at all times, demonstrating humility, accepting constructive criticism without defensiveness, displaying a positive attitude, displaying appropriate manners and appearance, monitoring stress and using appropriate coping mechanisms
- Communication: Demonstrating active listening, addressing others in a professional manner, contributes to learning environment by asking relevant questions, making relevant comments, displaying positive nonverbal communication, engaging in assertive behavior, Using professional terminology, applying APA format, proofreading all work, using professional email correspondence
- Teamwork/Cooperation: Making positive contributions to team process, accepting group decisions, completing own share of the work, giving credit to those who deserve it, returning equipment and supplies in good order for others

Timeliness of Assignments

Students are required to submit papers, projects, and any other assigned materials on time, unless the faculty member has approved an extension. The faculty member has the discretion to lower grades for assignments turned in late, as detailed in the course syllabus.

Class Attendance and Absences

Students are expected to attend every class meeting. Students who miss more than 20 percent of scheduled class sessions, will have 5% of the total class grade reduced per unexcused absence beyond the 20%. Faculty are not obligated to provide make-up opportunities for any unexcused absences.

Work, medical, or other outside obligations should not be scheduled during class time and are not considered an excused absence. Excused absences may include illness, hospitalization, accidents, or other extenuating circumstances. Students are expected to notify their instructor and supply any written verifications as soon as possible.

Arriving to class late (including returning from a break late) is disruptive to peers and the instructor. Although occasional tardiness may be unavoidable, timely arrival is defined as arriving at the classroom five minutes before class starts. Students who arrive to class more than five minutes late on more than one occasion should expect the instructor to refer them to meet with the program director for development of a time management remediation plan.

Refer to the Occupational Therapy Department Fieldwork Manual for attendance and absence policy related to Level I and Level II fieldwork.

Exam Administration

During exams/quizzes, the following will be required of students:

- All backpacks and bags will be closed and stowed along the wall of the room, away from desks
- Desks will be completely empty except for laptop or iPad used to take the exam and scratch paper given by the instructor (scratch paper must be returned to the instructor after the exam)
- Cell phones and other devices must be set to “do not disturb” during the exam. If students have concerns about family members reaching them, they are advised to share the phone number for the OT Department’s Administrative Assistant, who will contact the student should an emergency arise during the exam.
- Exams/quizzes will be administered using the eLearn site, with the Respondus Lockdown Browser enabled. Students are responsible for maintaining their personal computer or iPad to access the exam/quiz with the lockdown browser.
- Students must submit their exam before leaving the room to use the restroom.
- Instructors may assign seats on day of test
- The following ARE NOT allowed during and exam/quiz:
- Students may not wear hats or hoods during exams
- Students may not wear arm jewelry (e.g., bracelets) or watches/smart watches during exams
- Students may not wear airpods or headphones of any sort during exams (earplugs are allowed if inspected by instructor/proctor prior to exam)
- Students may not drink beverages, including water, during exams.
- If materials or exams are reviewed during class or other scheduled times, students must return all examinations and materials to the instructor prior to leaving the class. Photos are not to be taken or information duplicated in any form. Keeping, duplicating, or recreating examinations constitutes academic dishonesty and will result in disciplinary action.

Dress Code and Professional Appearance

Students enrolled in the Graduate OT Program at TSU are expected to dress appropriately and professionally any time they are representing the program on and off campus, which includes in the classroom, on fieldtrips, and during fieldwork experiences. Please be advised that individual faculty members can exercise discretionary dress code restrictions for the safety and protection of students and/or clients. Students are expected to adhere to the specific dress codes of fieldwork facilities.

Examples of appropriate dress include but are not limited to:

- Clean and neat Scrubs
- Clean tennis shoes, closed toe shoes
- Slacks/pants (clean, neat jeans without holes are acceptable)
- Collared shirts, clean, pressed, solid color tee shirts/long sleeved tee shirts
- Manicured nails and hair that does not interfere with client handling

Examples of inappropriate dress and appearance include:

- Shorts that are above the knee
- Clothing that fits too tight or reveals cleavage, stomach, midriff, low back or reveals undergarments
- Clothing or accessories that depict or allude to obscenity, violence, sex, alcohol, tobacco, illegal substances, or conveys political or religious opinions or slogans
- Blue jeans with holes in them
- Sweatpants
- High heel shoes, flip flops
- Use of cologne, aftershave, or perfume that is distracting to others
- Nail length more than ¼" No artificial nails or polish that can come off during pt handling
- Jewelry or other accessories that are excessive, dangling, or distracting

Use of Technology

Laptops are expected to be used for classroom and school activities only, and for the course that the student is presently attending at that time. Any use for personal purposes may result in disciplinary actions at the discretion of the instructor.

- *Cell phones:* Phones or other electronic devices are to be turned off and out of site inside and outside of classroom where learning experiences are taking place. If you have an emergency, please notify the faculty member/instructor prior to class, and leave the classroom quietly. Texting is prohibited. Pictures of classroom materials may only be taken with approval of the instructor. Personal device use may result in disciplinary action at that discretion of the instructor.
- *Recordings:* Students must get permission from the course instructor to record classroom or outside of class experiences. When permitted to record, the recording must not be duplicated, placed on the internet, or shared with others and erased at the end of the semester.
- *Social Media:* Students are prohibited from posting about any clinical experiences. Do not ask teachers, supervisors, or other professionals to "friend" you. Always use professional etiquette.

Academic Integrity

Academic integrity includes five fundamental values: **honesty, trust, fairness, respect, and responsibility** and extends into clinical and community learning, and any interactions in the teaching-learning process (Deluliis, 2017).

Honesty begins with you and extends to your classmates, faculty, and others in the classroom and clinical environment. As knowledge is pursued, you must be honest with yourself and others. This will lead you towards learning how to accept responsibility for your own actions, even if there is a personal cost.

Trust is promoted when there is consistent honesty. When there is trust, collaboration can occur freely between students as well as between students and faculty.

Fairness is essential to the educational process and includes predictability, clear expectations and a response to dishonesty that is consistent and just. Both students and faculty expect fairness.

Respect for yourself and others in all learning environments is essential for exploring new topics, learning new skills, learning from prior experiences, and building upon prior success. To make the most of a learning environment, there must be active involvement and mutual respect between students, faculty, and others in the educational or clinical environments.

Responsibility means being committed to honesty and acting against dishonesty. This includes avoiding personal dishonesty while discouraging and preventing others from being dishonest.

AVOID these behaviors: (Misconduct includes, but is not limited to these examples.)

- Cheating on any oral, written, or practical examination or assignment. Laptop computers, cell phones, note sheets are not allowed during exams.
- Lying to fellow students, faculty, or others in learning environments (classroom and clinical environments).
- Unauthorized access or collaboration on assignments or exams.
- Stealing of any property (physical or intellectual) or destruction of property, including assessment tools.
- Fabrication, forgery, alteration of documents.
- Plagiarizing on any written assignment in the classroom or clinical environment.
- Being disrespectful to classmates, faculty, or others in the learning environments.

Plagiarism

Plagiarism is the direct use of another person's words or ideas as your own or implying that another person's words are your own (due to inadequate or inaccurate citations of references). This includes submitting another person's assignment as your own or using information received during an examination. Self-plagiarism refers to the practice of presenting one's own previously published or submitted work as though it were new (APA, 2020). In this program, the American Psychological Association (APA) format is required for all written work. Please refer to the seventh edition of the *Publication Manual of the American Psychological Association* (2020) for specifics.

Guidelines to follow include, but are not limited to:

- Use direct quotes sparingly. They should not be a major component of your work but used more to state something specific that cannot be said in a better way.
- When paraphrasing or restating information from another document, use appropriate citations for that source. Citations require appropriate references and vice versa.
- In this OT program, collaborative research will occur. To avoid questions of plagiarism within your group, it is suggested that you use caution. If you have questions about how to correctly use the APA format or to determine if the content is reference appropriately, ask your instructor. Ultimately, you are responsible for making sure your group work does not include plagiarism.

Use of Artificial Intelligence (A.I.)

The guidelines listed here are intended to hold students accountable for the hard work of learning throughout the program, and each instructor will include a policy on their expectations for what is deemed acceptable regarding the use of artificial intelligence. Artificial intelligence has the potential to support your learning and writing but should always be used ethically and with integrity. All assignments will be run through the Turn It In plagiarism checker, which also indicates if use of AI is suspected. Failure to cite the use of AI will be considered plagiarism.

What is okay

- Any use of AI must be cited as described here: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>
- Using AI as directed by your instructor for specific assignments or projects
- Using AI to brainstorm early drafts of a project, as a way to identify relevant information on a subject. *Note that you should keep a record of using the AI so that you can later cite your use.*
- Using AI to correct grammar and spelling errors.

What is not okay

- Using generative AI to write the final draft of a paper or other assignment
- Using AI for any portion of an assignment and not indicating its use appropriately (i.e., citing the use)
- Entering personally identifiable information or intellectual property owned by someone else into AI and using the output freely – you must have prior permission from the owner to enter the information into AI
- Using AI to alter style/tone of a draft written by you, e.g. “Make it more scholarly.”
- Using AI to provide an answer for an assignment. Consider this the same as if you asked a peer to tell you the answer.

Consequences for Academic Misconduct

The OT Department uses definitions provided by the TSU Student Handbook (p. 17):

Academic dishonesty may be defined as any act of dishonesty in academic work. This includes, but is not limited to, plagiarism, the changing or falsifying of any academic documents or materials, cheating and giving or receiving of unauthorized aid in tests, examinations other assigned work.

If a faculty member suspects a student has engaged in any academic misconduct, they will report the concern to the Department Chair. If the Department Chair agrees that there is reasonable concern that academic misconduct has occurred, the Department Chair will convene a gathering of the involved faculty, the student’s academic advisor, and the Department Chair. If the involved faculty is the same person as the academic advisor, then an alternate faculty member will be recruited. These three people will make up the Occupational Therapy Academic Integrity Committee (OTAIC) for the situation.

The OTAIC will review the gathered evidence and meet with the involved student(s) to understand the perspectives of the involved student(s). In light of all information and evidence, the OTAIC will decide if academic misconduct has occurred. If the decision is that academic misconduct has occurred, the committee will determine the appropriate consequences for the involved student(s). Examples of possible consequences include (not all inclusive): receiving a score of zero for the assignment; receiving a failing course grade; dismissal from the OT program. If the OTAIC determines that no academic misconduct has occurred, no further action will be taken. A description of the alleged academic

misconduct, related discussion and actions by the committee will be documented in the student's internal department file and provided to the student. If the student wishes to appeal the decision(s) of the OTAIC, they must make a written appeal to the Dean of the College of Health Sciences and include notification of the appeal to the OTAIC, as described under the section on Student Grievances in this handbook.

Student Support Services

The Occupational Therapy Department encourages students to access university services as needed to promote well-being while in the program (both during the didactic and fieldwork portions). Students are made aware of these resources during the orientation program and reminded of them as needed during 1:1 advising meetings. The Academic Fieldwork Coordinator and Assistant Academic Fieldwork Coordinator encourage students to access services as needed during the Level II Fieldwork experiences, as they are the primary faculty in regular communication with the students. Links to the university resources are also made available in the eLearn sites for the Level II Fieldwork courses to facilitate student access.

Financial Assistance

Upon acceptance into the graduate program, students may apply for available stipends or other financial aid.

Services for Students with Disabilities

Reasonable accommodations are provided for students via consultation with the Office of Disability Services (ODS). Students seeking reasonable accommodations must register with the Office of Disability Services. Services range from providing physical accommodations on campus to helping students with learning disabilities succeed in classroom activities. Students who need reasonable accommodations during the Level II Fieldwork experiences are encouraged to discuss their needs with the ODS and to pursue reasonable accommodations as needed from the Fieldwork site. The Academic Fieldwork Coordinator will support the fieldwork student in this pursuit to the degree requested by the student. For further information, contact the Office of Disability Services in Kean Hall, Suite 131 (phone: 615-963-7440).

Counseling Center

All enrolled students at TSU are eligible to receive counseling services free of charge at the University Counseling Center. A psychiatrist is also available; however, students are responsible for covering their own prescriptions. Students who do not have health insurance are encouraged to pursue alternative forms of coverage. For further information, contact the University Counseling Center (615) 963-5611. After Hours Emergency Line 24/7 (615) 338- 6341x9111.

Health Services

All new incoming students are required to show proof of immunizations. Student health services include first aid, emergencies, counseling on health problems, gynecology, and referrals. A physician who examines, administers, and prescribes treatment and medication holds clinics Monday through Friday. Student health plans are available. The Student Health Center is located at the Floyd-Payne Campus Center in Kean Hall. (615) 963-5084. Studenthealthservices@tnstate.edu

Student Organizations/Honor Societies/Leadership Opportunities

Occupational therapy students are required to become members of the national, state, and student (SOTA) associations while in the program.

- **TSU Tiger Clinic.** Student-run clinic (currently physical and occupational therapy department supported)

- **Student Occupational Therapy Association (SOTA).** All occupational therapy students are required to actively participate in SOTA which includes paying membership dues, attending meetings (only one meeting may be missed during a semester), and participating in service determined by the association.
- **Coalition of Occupational Therapy Advocates for Diversity (COTAD)** is a voluntary membership organization dedicated to increasing justice, equity, diversity and inclusion in the occupational therapy profession. <https://www.cotad.org/about>
- **Pi Theta Epsilon (PTE)** is a specialized honor society for occupational therapy students and alumni. This society recognizes and encourages superior scholarship among students enrolled in professional entry-level programs at accredited schools across the United States. <https://www.aotf.org/Pi-Theta-Epsilon>
- **American Occupational Therapy Association (AOTA)** For more information and a description for member benefits please review this organizations website <http://www.aota.org>
- **Tennessee Occupational Therapy Association (TOTA)** The state occupational therapy association provides opportunities to network with potential fieldwork educators and employers. For more information, please view this organizations webpage <http://www.tnota.org>

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Deiuliis, E.D. (2017). *Professionalism across occupational therapy practice*. SLACK.

Duke University Learning Innovation & Lifetime Education *Artificial Intelligence Policies: Guidelines and Considerations* <https://lile.duke.edu/ai-and-teaching-at-duke-2/artificial-intelligence-policies-in-syllabi-guidelines-and-considerations/> accessed May 6, 2025

Stanford Teaching Commons Creating your course policy on AI Accessed May 6, 2025
<https://teachingcommons.stanford.edu/teaching-guides/artificial-intelligence-teaching-guide/creating-your-course-policy-ai>

Tennessee Board of Occupational Therapy. (November, 2012). Rules of the Tennessee Board of Occupational Therapy. Retrieved from: <https://publications.tnsosfiles.com/rules/1150/1150-02.20121126.pdf>.

Vanderbilt University College of Arts and Science Syllabus AI Policies, accessed May 6, 2025:
<https://as.vanderbilt.edu/gci-ai/syllabus-ai-policies/>

Appendices

Required Student Forms

Forms will be reviewed and signed on orientation day and kept in student records

- Essential Functions
- Acknowledgement of drug/alcohol policy
- Consent to release information
- Acknowledgement and commitment to professional behaviors and standards from the handbook (keep full policy in professionalism section)
- Commitment to academic integrity (keep full policy in professionalism section),
Acknowledgement of FW policies and manual
- Clinical education policy
- Client confidentiality

ESSENTIAL FUNCTIONS:

The following are the essential functions for a student in the Occupational Therapy Program:

I. Communication

1. Possess sufficient expressive and receptive communication skills to be able to communicate effectively with teachers, university staff, peers, clinical instructors, and clinical staff, patients/residents/clients and their family members

II. Physical Ability

1. Possess sufficient functional mobility skills to enter the Health Science Building, access appropriate classrooms, other campus buildings and offices, bookstore, and appropriate other clinical/educational sites
2. Demonstrate proficiency in CPR
2. Safely transfer a teacher/peer/patient/resident/client from one surface to another
3. Possess sufficient strength, active range of motion, endurance, balance, and coordination to be able to complete evaluations, develop, and implement appropriate occupational therapy treatment plans

III. Cognition

1. Maintain attention for the duration of each scheduled class period, clinical experience, treatment period, and examination period
2. Possess cognitive skills at the level of analytical clinical reasoning and problem-solving skills
3. Able to respond to emergencies with appropriate actions
4. Learn and apply universal precaution techniques
5. Able to complete class assignments and examinations within given time limits

IV. Sensation

1. Tactile sensation sufficient to palpate muscle tendons, and muscle or joint excursions and to take a pulse
2. Auditory sensation sufficient to take blood pressure
3. Proprioception sensation sufficient to be able to feel and respond to patients' movements

V. Visual Acuity and Perception

1. Possess sufficient visual acuity and perceptual skills to read text books, handouts, examinations, clinical evaluation materials, computer screens, administer and score clinical evaluation instruments, medical/patient records

VI. Social/Emotional

1. Be able to appropriately manage the stresses of the program
2. Be able to work cooperatively with teachers/peers/staff/clinical instructors/clinical and site staff

VII. Environmental Factors

1. Be able to tolerate working indoors with varying temperatures

VIII. Equipment

1. Use computers and various computer accessories and adaptations
2. Use occupational therapy clinical equipment and various craft activities

I, _____, agree that I am able to implement the above-stated essential functions. If I am unable to implement any of the essential functions, I will inform the Office of

Disability Services and obtain official documentation from an official source (e.g., my physician) The Office of Disability Services will recommend reasonable accommodations in order to help me successfully complete the occupational therapy program.

Signature of Student

Date

Printed Name of Student

Acknowledgement of Drug/Alcohol Policy for Occupational Therapy

(Please read the Code of Student Conduct in the University Student Handbook)

I hereby acknowledge that I have read the Code of Student Conduct section of the [University Student Handbook](#), which includes: University’s policy governing the use and/or abuse of drugs and alcohol, disciplinary offenses and sanctions, drug screens for fieldwork experiences/internships and the TN Board of Occupational and Physical Therapy Examiners, and the implications of positive drug screen results. I understand that I am financially responsible for the cost of all drug screens.

I understand the purpose of the policy is to provide a safe working environment for persons (i.e., patients/clients, students, university and fieldwork site staff) and property. Accordingly, I understand that prior to participation in the fieldwork or internship experience(s), I may be required by the affiliate agency to undergo a drug screen of my blood and urine. I further understand that I am subject to subsequent testing based on a reasonable suspicion that I am using or under the influence of drugs or alcohol such that it impairs my ability to perform competently the tasks required of me.

I agree to be bound by this policy and understand that refusal to submit to testing or that a positive result from testing under this policy may affect my ability to participate in fieldwork/internship experiences and may result in dismissal from the program and Tennessee State University.

I authorize a physician, laboratory, hospital, or medical professional recommended by the assigned fieldwork site, the University, or the Department of Occupational Therapy to conduct a drug screen(s) and provide the results thereof to the Department of Occupational Therapy and the assigned affiliate fieldwork site from which the drug screen was requested. I hereby release Tennessee State University from any claims or liability arising from such test(s), including, but not limited to, the testing procedure(s), the analyses, the accuracy of the analyses, and/or the disclosure of the results.

I understand that I am subject to the terms of the general student Code of Conduct of Tennessee State University and to the Drug Free Schools and Communities Act adopted by the University, as well as, federal, state, and local laws regarding drugs and alcohol.

Signature of Student

Date

Printed Name of Student

Consent to Release Information

I authorize Tennessee State University Department of Occupational Therapy faculty or staff to release my likeness or voice on a video, audio, photographic, digital, electronic, or other medium for the purpose of promotional or learning efforts. I understand that all such medium shall remain the property of the University and may be used, reproduced, or distributed.

Signature of Student

Date

Printed Name of Student

Fieldwork Consent to Release Information

I authorize the Department of Occupational Therapy to release and transmit to fieldwork facilities my related personal data records (including criminal background checks, drug screen results, physical examination results, immunizations, liability, and health insurance) that are requested and necessary for fieldwork placement and/or experiences while I am in the OT program and while records are retained for up to five years. I understand that I can obtain a copy of any of these records if I desire.

Signature of Student

Date

Printed Name of Student

Acknowledgement and Commitment to the Professional Behaviors and Standards of the University and Occupational Therapy Student Handbook

I hereby acknowledge that I have received and read the Occupational Therapy Student Handbook and am expected to understand the responsibilities, expectations, privileges, and rights pertaining to student affairs as identified in the University and Departmental Student Handbooks.

I understand the academic and professional development requirements for remaining in the Occupational Therapy program.

I understand that normal progress in the occupational therapy program is based upon maintenance of a minimal average grade of "B" (3.0 quality points on a 4.0 system). Any course attempts resulting in a grade of C or less than a "C" may be repeated once, when the course is next offered and the second grade will replace the first. As stated in the Academic Standards for the Graduate School at TSU, "grades less than a "C" are counted in compiling the general average, but they may not be included in the requirements for the degree" (TSU online Graduate Catalog). All Academic Standards for the Graduate School will apply.

I understand that if I fail to register for any semester or withdraw from any occupational therapy course without prior written approval from the Department Chair, that I may be dismissed from the Occupational Therapy Program.

I understand that if I borrow any materials from the Department of Occupational Therapy or a fieldwork site where I am assigned, I will be required to return or replace any materials that are lost or damaged. Failure to replace any item(s) will result in receiving an "I" grade in the course for which I borrowed the item and may result in my inability to graduate from the Occupational Therapy program.

I understand that attendance is required for all classes, and I may be dismissed from the Occupational Therapy program for excessive unexcused absences.

Commitment to Academic Integrity

I have read, understand, and accept the expectations and disciplinary actions of the Occupational Therapy Department, as articulated in the Occupational Therapy Academic Integrity Policy.

I understand that the OT Department upholds the values of honesty, trust, fairness, respect, and responsibility.

I understand that cheating, lying, stealing, plagiarizing, being disrespectful, and being unprofessional in all learning environments will not be tolerated.

I understand that suspicion of academic misconduct will be shared with the Department Head. If the committee determines plagiarism or cheating has occurred, a score of zero will be assigned for that assignment or exam. A written warning will be provided to the student and copy will be placed in the student's file. Conviction of a second offense will result in an "F" for the class. If a third offense of plagiarism or cheating occurs, this will result in dismissal from the Occupational Therapy program.

I understand that there will be no ramifications if the alleged offense of academic integrity is erroneous. The process will be discreet and confidential.

I understand that I am able to appeal a grade for the class if I feel like I have been erroneously accused of academic misconduct.

Signature of Student

Date

Printed Name of Student

Acknowledgment of Fieldwork Policies and Fieldwork Manual

I hereby acknowledge that I have read and understand the OT Fieldwork Manual and that I agree to abide by the manual. These documents reflect the requirements and expectations for professionalism while participating in assigned fieldwork, internships, and any offsite community experiences. I understand that inappropriate or unprofessional conduct in the classroom or community may preclude me from participation.

I understand that I will be required to provide multiple documents to the Department of Occupational Therapy prior to initiating any fieldwork or service-learning experience. These include immunization records (Varicella, MMR, TB test, Tetanus, Hep B or declination form), physical examination records, CPR certification and Influenza vaccine during the months of October through March. I am required to keep these records up to date and to provide the OT program with copies. I understand that I must comply with any and all additional requirements as required by assigned facility at my own expense.

I understand that background checks and drug screens must be completed and provided to the Department of Occupational Therapy prior to any fieldwork experiences. Additional criminal background checks and/or drug screening may be required by some facilities. I understand that a criminal background check or positive drug screen may preclude my ability to participate in fieldwork, may result in the inability to successfully complete the OT program, or may preclude my ability to obtain licensure or employment. I release institution and its agents and employees from any and all liability in connection with any exclusion that results from information contained in a background check or drug screen. I understand that all fieldwork related requirements must be completed and obtained at my own expense.

I understand that I am required to purchase liability insurance through a vendor determined by the Department of Occupational Therapy while in the program. I must provide evidence of this coverage to the Department of Occupational Therapy and have it available for the designated person at the assigned fieldwork site.

I understand that during my Level II internships, the university liability insurance will expire and I will be required to purchase my own personal liability insurance that I will maintain as a professional occupational therapist. The coverage of the liability insurance must be at least \$1,000,000 per occurrence/\$3,000,000 aggregate. I must provide proof of maintaining liability coverage to the Department of Occupational Therapy and to the facility if requested.

I understand that I am responsible for all costs incurred related to health problems and that I will be required to show proof of health insurance coverage to the Department of Occupational Therapy and have this available for the designated person at the assigned fieldwork site. If I change health insurance companies, I shall notify the Department of Occupational Therapy.

In the event that I am hospitalized for any reason during my educational or fieldwork experiences in the Occupational Therapy Program, I must provide the Department of Occupational Therapy with written documentation approving the resumption of my educational or fieldwork experiences before I resume my educational or fieldwork activities.

Signature of Student

Date

Printed Name of Student

Clinical Education Policy

I understand that I may be placed at fieldwork sites outside of the Nashville area and/or Tennessee as part of either Level I or Level II fieldwork. Furthermore, I will be responsible for my travel, room, board and other expenses during my fieldwork experiences. Clinical site assignments for students are made at the discretion of the course faculty member/Academic Fieldwork Coordinator.

I understand that I must have an overall grade point average of B in order to participate in Level II internships (Fieldwork), and must successfully pass the comprehensive exam at the end of the spring semester.

I understand that I am required to complete the hours determined by the instructor for Level I Fieldwork and two 12-week Level II assignments that are approved by the Academic Fieldwork Coordinator (AFWC) and Department of Occupational Therapy. In the event that my fieldwork facility cancels a placement, I will cooperate with the AFWC until a different site is obtained. I must complete Level II fieldwork within 24 months of completing my academic coursework to be eligible to sit for the National Certification Exam.

I understand that I am expected to report to any fieldwork or community setting on time (as indicated by the setting/AFWC). I must provide appropriate notification of lateness or absence to the fieldwork educator, and/or clinical site. If a student is late, the fieldwork educator has the right to tell the student that he or she cannot participate in clinical activities for that day. Lateness will be converted to absences.

I also agree to abide by the following clinical education policies:

Removal from Clinical Activity: Any student who poses an immediate threat or danger to the patients, staff, or others at the facility, including the student him or herself, shall be dismissed from participation in the clinical experience. The Fieldwork Educator (FWE) must notify the Academic Fieldwork Coordinator (AFWC) whenever a determination is made that a student poses an immediate threat or danger to the patients, staff, or others at the clinical facility, including the student himself or herself. A student may be removed from a clinical facility, held legally liable, or be removed from the program if he/she does not follow the policies and procedures of the facility, fails to follow a FWE's instruction, causes harm or injury to a patient, fellow student, university employee or an employee or invitee of the facility, or negligently, maliciously, or deliberately harms a patient. If a claim is made against the student, the student must notify the student's malpractice insurance carrier and the AFWC in writing. Failure to notify the AFWC of a claim shall constitute grounds for dismissal from the program. Under state law, Tennessee State University cannot be held legally liable for any form of student conduct or any act or omission on the part of a student during a clinical rotation or any clinical activity.

Patient Injury and Reporting Requirements: Any student who intentionally, deliberately, or negligently causes harm to anyone associated with a clinical facility, including a patient, staff member, visitor, patient family member, may be immediately dismissed from participation in the clinical experience. In such incidences, written information will be requested from the facility to enable the Occupational Therapy academic faculty to determine whether the student should be also dismissed from the academic program. In the event of a dismissal from the program, the student will be entitled to the due process procedures applicable to dismissal from an academic program. If a student injures a patient, the student must take appropriate, reasonable, and available steps to ensure the patient's immediate safety, report the injury to the supervising clinical instructor, and insure that an incident report is filed according to the facility's policies. Thereafter, the policies of the facility applicable to patient injury will apply. If a patient injury is the result of a student mishap or error, the AFWC must be notified. The clinical site may remove the student from the clinical facility if necessary until an investigation of the matter can be completed. In such an event, the student may be allowed to complete the clinical education experience at another facility, but only after

appropriate administrative or disciplinary policies and procedures of the academic program have been followed. The facility retains complete responsibility for patient care, providing adequate supervision of students at all times. Tennessee State University shall not be responsible for personal injury or property damage or loss resulting from the conduct of any student or facility employee. No claim may be sustained or damages paid related to the conduct of a student or any other non-state-employee.

Student Injury or Accidents during Clinical Experience: Students are responsible for their own transportation to and from clinical sites. Neither facility nor TSU is responsible for student injuries while traveling to or from a site. If a student is injured during a clinical experience, he/she should report immediately to the faculty and a charge nurse on the unit. Students may be required to go to a facility’s employee health, clinic, facility, or the Emergency Department depending on the severity of the injury and the policies of the agency. Fees for these visits may not be covered by the agency and students are therefore required to maintain their own health insurance.

Standard Precautions: Students are required to implement Standard Precautions in all clinical settings where they may be exposed to blood or other body fluids. Standard Precautions should be used when in contact with human tissues, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids. Students who are exposed to body fluids while in the clinical/practicum setting should notify the preceptor, responsibly faculty, and the appropriate supervisory person in the agency. The student should follow-up with procedures available for employees of the clinical facility. This includes the right to request patient testing, individual counseling, and obtaining follow-up information for health care.

Signature of Student

Date

Printed Name of Student

Client Confidentiality Form

I hereby give my word that I will adhere to the confidentiality requirements of HIPAA regulations and the policies and procedures of each facility in which I participate in service learning or fieldwork experiences. All client records will remain confidential at all times. Furthermore, I agree to abide by the confidentiality requirements as established by the University and the assigned facility.

Signature of Student

Date

Printed Name of Student

AOTA HIPAA Guidelines for Fieldwork

Per HIPAA guidelines, students cannot report this information in fieldwork assignments such as case studies presentations:

- Name
- Location - includes anything smaller than a state, such as street address
- Dates - all, including date of birth, admission and discharge dates
- Telephone numbers
- Fax numbers
- Electronic e-mail addresses
- Social security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate and/or license numbers
- Vehicle identification numbers and license plate numbers
- Device identifiers and their serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code.

For written reports, the following information **can** be shared:

- Age (age 90 and over must be aggregated to prevent the identification of older individuals)
- Race
- Ethnicity
- Marital Status
- Codes (a random code may be used to link cases, as long as the code does not contain, or be a derivative of, the person's social security number, date of birth, phone/fax numbers, etc.)

Students, as well as therapists, often keep "working files" in their desk. This is still allowed under HIPAA

guidelines; however, this information must be locked in a file cabinet when not in use and must be shredded when no longer needed. See more at <https://www.aota.org/education-careers/fieldwork/supervisor/hipaa.aspx>