

**SANTA ANA COLLEGE
OCCUPATIONAL THERAPY ASSISTANT**

STUDENT GUIDEBOOK

Spring 2015



**SANTA ANA
COLLEGE**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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I. INTRODUCTION

**ORGANIZATION CHART FOR THE OCCUPATIONAL THERAPY ASSISTANT
PROGRAM
RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Board of Trustees

Chancellor - Rancho Santiago Community College District

President - Santa Ana College / President - Santiago Canyon College

Vice President of Academic Affairs

Dean - Human Services and Technology

Program Director, Occupational Therapy

HISTORY OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM AT SANTA ANA COLLEGE

Santa Ana College (SAC) was established in 1915 and is one of the oldest community colleges in California. Its present 50-acre campus was developed in 1947 at the corner of 17th and Bristol Street, Santa Ana. It is the main campus for the Rancho Santiago Community College District (RSCCD), which was formed in 1971. A new campus was created in the city of Orange in 1985 and Santa Ana Junior College changed its name to Rancho Santiago College. The RSCCD committed itself to establishment of a second full-service college in the district effective for the 1997-98 academic year. On July 1 of 1997, the two campuses split into two separate colleges. The Orange campus was renamed Santiago Canyon College and the Santa Ana campus was renamed Santa Ana College.

The Health Science/Nursing department recognized the mission of Rancho Santiago "to respond to the educational needs of an ever-changing community and to provide programs and a comprehensive curriculum that include associate degrees, vocational degrees, and certificate programs appropriate to the needs of the community and its residents" (RSC Catalog, 1995, p.4) and conceptualized the idea of establishing an Occupational Therapy Assistant Program at the College. In July 1995, a needs assessment was conducted and found that a public OTA program was urgently needed to enable students in the Orange County area and the Rancho Santiago College District to further their education and support their career choices.

An Occupational Therapy Assistant Advisory Committee consisting of practitioners, employers, and educators was established in September 1995 to address issues of program needs, objectives, design, resources, and curriculum.

A New Program Proposal for the Occupational Therapy Assistant program was submitted to the College Chancellor's office for consideration and approval in January 1996. The department retained Linda Fazio, Ph.D. OTR, FAOTA from the University of Southern California, Department of Occupational Therapy, as a consultant for the OTA program at Santa Ana College. In May 1996, a New Program Application and Development Plan was submitted to the Accreditation Council for Occupational Therapy Education (ACOTE). A full-time program director was recruited to lead the program Fall 1996, while the California State Community Colleges Chancellor's Office approved the new program. In August 1996, the College was granted the Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, Ph. 301-652-2682., and August 1998 the initial accreditation status.

II. PHILOSOPHY AND OBJECTIVES

MISSION OF SANTA ANA COLLEGE

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community

MISSION OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The mission of the occupational therapy assistant program is:

1. To provide a strong foundation in the skills and knowledge necessary for entry-level occupational therapy assistant practice competencies;
2. To provide an opportunity to understand occupation in its' fullest definition as the way the human translates action to meaning;
3. To foster the recognition of diversity as one way this process occurs both within the student population and in potential patients/clients;
4. To provide the necessary skills, resources and the learning environments that motivate and encourage a sense of self-efficacy and responsibility for the continuance of learning throughout life;
5. To provide a nurturing and humanistic environment that demonstrates respect for the quality of the individual and provides for the development of the students' personal and academic growth; and therefore, for the patient/client for whom they will offer care.

PHILOSOPHY OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

The occupational therapy assistant program, in keeping with the philosophical principles of Rancho Santiago College District, provides the student with a rich, skill-based learning environment that recognizes the diversity each student brings to his or her education. Being consistent with the philosophy of the college district, the program also emphasizes community sensitivity and participation. The program's view of humanity encompasses the genuine respect and desire to understand and embrace all cultural diversities and individual uniqueness. Furthermore, the program is committed to nurture the giving spirit in every person and foster a sense of personal responsibility to humanity.

The program supports and encourages the intellectual and personal growth of each student while in the program and beyond to their future practice environments as certified occupational therapy assistants in an ever-changing and challenging health care arena. The program and the college acknowledge that the process of learning takes place in many forms and strive to respect and cultivate the different learning styles of students by addressing a broad base of learning approaches through traditional and emerging methodologies. The main focus of the program is preparing competent entry-level practitioners; therefore, major emphasis is on teaching students

to be proficient in the critical thinking process, which is a key to long term success in the education program and in the work force.

The program has as its philosophical base, the belief in the significance of occupation as an organizing principle in encouraging and maintaining the quality of ones' life. Further, the program respects and supports the right of all human beings challenged by emotional, physical, and cognitive diseases or injury to the fullest opportunity occupational therapy can provide to assist in their achievement of function and life enjoyment.

OCCUPATIONAL THERAPY CODE OF ETHICS

The profession is guided by a specific Code of Ethics revised and adopted by the Representative Assembly in 2010. The major principles of this code are as follows:

BENEFICENCE

Principle 1. Occupational therapy personnel shall demonstrate a concern for the well-being and safety of the recipients of their services.

NONMALEFICENCE

Principle 2. Occupational therapy personnel shall intentionally refrain from actions that cause harm.

AUTONOMY AND CONFIDENTIALITY

Principle 3. Occupational therapy personnel shall respect the right of the individual to self-determination.

SOCIAL JUSTICE

Principle 4. Occupational therapy personnel shall provide services in a fair and equitable manner.

PROCEDURAL JUSTICE

Principle 5. Occupational therapy personnel shall comply with institutional rules, local, state, federal, and international laws and AOTA documents applicable to the profession of occupational therapy.

VERACITY

Principle 6. Occupational therapy personnel shall provide comprehensive, accurate, and objective information when representing the profession.

FIDELITY

Principle 7. Occupational therapy personnel shall treat colleagues and other professionals with respect, fairness, discretion, and integrity.

(AOTA Document)

III. PROGRAM DESCRIPTIONS

Occupational Therapy Assistant

The Occupational Therapy Assistant Program provides a strong foundation in the skills and knowledge necessary for entry-level occupational therapy assistant competencies. The program is accredited by the Accreditation Council for Occupational Therapy Education, American Occupational Therapy Association, 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, Ph. 301-652-2682. Graduates of the program will be able to sit for the national certification examination administered by the National Board of Certification for Occupational Therapy (NBCOT), 12 South Summit Ave., Suite 100, Gaithersburg, MD 20877-4150, (301) 990-7979.

Occupational therapy is a discipline that focuses on function as well as quality of life. Occupational therapy assistants provide service to individuals with physical, mental or environmental disabilities, across life phases that need to remediate skills of everyday tasks of work, self-care and leisure. The major requires general education courses including: biological, social, and behavioral science, in addition to, occupational therapy courses. The program utilizes classroom instruction and fieldwork experiences to prepare the student to meet certification and employment standards.

CURRICULUM DESIGN OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM

In designing the curriculum we have been guided by the following principles:

1. Occupational therapy celebrates occupation. No task is too simplistic to be considered a significant component of occupation. Everyday tasks, habits, and routines over time, make up the occupations that give life meaning. The uniqueness of each individual within his or her culture provides the personality of these occupations.
2. Thus occupational therapy is a discipline that focuses upon the relationship between function and quality of life. Disease and pathology are viewed as disruptive to function and to life quality. The remediation provided by occupational therapy focuses on these two areas. The right to a meaningful life is central to all human beings and it is the responsibility of the occupational therapist and the occupational therapy assistant to guide this process.
3. The design for the curriculum is guided by the Mission and Philosophy of Santa Ana College and the Mission and Philosophy of the Occupational Therapy Assistant Program. In addition it represents a synthesis of the knowledge and skills needed for occupational therapy practice today, and for what it may become in the future. This knowledge/skill base is represented by the American Occupational Therapy Association Code of Ethics and numerous professional publications reflective of occupational therapy practice as it is integrated with today's changing health care environment.

There are then four themes that serve to organize the contents of the curriculum:

The prerequisites of English and the Reading placement tests are intended to establish student's level of reading and writing readiness to meet the expectations of reading and writing assignments as well as the comprehension of course lectures. The prerequisite of Human Anatomy and Physiology is basic required knowledge and understanding of human body and functions in preparation for application of Occupational Therapy theories and approaches. The prerequisite of Introduction of Psychology is a requirement preceded the enrollment of Abnormal Psychology which is a required course for the second semester. The prerequisite of Speech is to establish students' readiness for class presentations and fieldwork participation.

The first semester focuses on the fundamental information of the occupational therapy profession and familiarizes students with the needed clinical skills of activity analysis and clinical observations. The students also learn medical terminology and are introduced to clinical documentation. The students also take a human development class with a focus on occupation across lifespan as part of the required foundational information.

The second semester focuses on the Psychosocial Practices of Occupational Therapy across life span. Abnormal Psychology is required in this semester to enhance the student's understanding of psychosocial practice. Applied Kinesiology is added to this semester to ensure an understanding of movement that is needed for the Physical practices of Occupational Therapy. Finally, Human Disease and occupation is added in this semester. This class focuses on the disease process for both psychosocial and physical dysfunction and its relation to occupational function.

The third semester focuses on the Physical Practices of Occupational Therapy across life span, general practice behaviors of Occupational Therapy Practitioners, and the emerging trends of occupational therapy practices. The fourth and final semester is solely dedicated for the clinical practical experiences of Level II fieldwork and seminars that tie in prior learning to form a cohesive body of knowledge.

Level I Fieldwork

The Level I Fieldwork of the program is also designed to address gradual complexity of clinical practice skills. Level I fieldwork is a part of the laboratory classes in each of the three semesters of coursework. In the first semester Level I fieldwork requires approximately 12 hours of observation. In each of the second two semesters there are 32 hours of Level I fieldwork required.

The first semester emphasizes general observation skills of normal human subjects, common human activities, and familiar environments through the eyes of an occupational therapy practitioner to heighten students' awareness of the uniqueness of occupational therapy philosophy, theories, and skills.

The second semester requires the students to begin their application of didactic learning through observation of occupational therapy related activities and environments in the community. The fieldwork assignments and expectations serve to train students in beginning occupational therapy observation skills in recognizing disabilities, acknowledging various processes of therapeutic intervention, and sensitizing self to professional ethics. It also provides students opportunities to experience documentation and interview functions.

The third semester prepares the students more in-depth practical skills preceded Level II fieldwork study. Students are expected to critique and suggest alternatives to actual occupational therapy related practice settings, environments, and activities for a specific disabled population. Professional ethics are further emphasized through students' responses to actual and hypothetical scenarios. Students are provided opportunities to practice and critique the value of existing documentation processes in the fieldwork setting and practice objective interview techniques.

Fieldwork education is an integral part of OTA education and must be successfully completed in order to pass each lab class. Therefore, a student does not successfully pass fieldwork experience will receive an F in the lab class regardless of their overall grade in the class.

PREREQUISITES FOR ENROLLMENT IN THE O.T.A. PROGRAM

Biology 149, (4 units)	4 units
Speech Communication (101 or 101H, 102, 140, 145, or 152),	3 units
English 101, Freshman Composition	4 units
Psychology 100, Introduction to Psychology	3 units.

Total prerequisite: 14units

Completion of appropriate placement tests (required of all applicants except those that have a baccalaureate degree).

College test of English Placement (reading section only) with a minimum score of 25. Students scoring below 25 will be referred to the Student Success Center.

Santa Ana College Test in Math, Level III, showing a total score of 18 or above, or completion of Intermediate Algebra 080 or 081 with a grade of "C" or better.

SEQUENCE OF MAJOR COURSES:

Semester I

O.T.A. 100	Medical Terminology and Documentation	1 Unit
O.T.A. 101	Foundations of Occupation and Occupational Therapy	4 Units
O.T.A. 101L	Exploration of Occupation	2 Units
O.T.A. 110	Human Occupation Across Lifespan	3 Units

Semester II

O.T.A. 111	Applied Kinesiology	1 Units
O.T.A. 102	Psychosocial Function and Dysfunction	4 Units
O.T.A. 102L	Psychosocial Components of Occupation	2.5 Units
O.T.A. 115	Human Disease and Occupation	2 units
Psych 250	Abnormal Psychology	3 units

Semester III

O.T.A. 103	Physical Function and Dysfunction	4 Units
O.T.A. 1013L	Physical Components of Occupation	2.5 Units
O.T.A. 201	Contemporary Models of Occupation Therapy Practice	4 Units

Semester IV

O.T.A. 202	Level II Fieldwork	6 Units
O.T.A. 203	Level II Fieldwork	6 Units

Units required for major **Total:** **45 Units**

ADDITIONAL COURSE REQUIREMENTS FOR ASSOCIATE DEGREE IN O.T.A.:

U. S. History or Political Science (American Institutions)	3 units
Humanities	3 units
Cultural Breadth	3 units
Communication and Analytical Thinking	3 units
Satisfactory Score on Mathematics Department Proficiency Test or 3.0 units in Math 080 or higher	4 units
<u>Total general education units</u>	<u>16</u>

Units required for Associate Degree **Total: 75 Units**

LEVEL I AND LEVEL II FIELDWORK

Level I and Level II Fieldwork studies are substantial components of the Occupational Therapy Assistant Program. Students are to experience and assume professional roles and responsibilities through the Fieldwork assignments. The demonstration of clinical competency is critical to assure optimal patient care. Successful completion of the Fieldwork Level II assignments is also a requirement by the AOTA in order to be eligible for the certification examination.

Level I Fieldwork Experience is an integral part of the academic work that is designed to provide students the opportunity to obtain experience through observations and participation in a clinical setting. Students will be given specific assignments that are associated with academic course work.

Level II Fieldwork is to be completed during the last semester of the Occupational Therapy Assistant Program, following completion of all academic work. It consists of two eight-week assignments. Fieldwork sites are pre-selected by the department and have current student training contracts with the College. Students are required to complete the Level II Fieldwork within 12 months following the completion of the OTA academic preparation.

Prior to the Fieldwork Assignments, students must possess the following:

1. Current CPR card- BLS for Healthcare Providers through AHA.
2. Current personal health care insurance policy.
3. Current malpractice insurance policy.

Prior to the Level II Fieldwork Assignment the student must have completed the following:

1. Possess 1-3 listed above
2. All academic coursework (prerequisites, core classes and general education) in the OTA program with a grade of “C” or better.
3. Met with a counselor and submitted a graduation petition.
4. Completed and submitted a student profile to the academic fieldwork coordinator.
5. Completed and submitted a graduation petition.

(Detailed policies and procedures pertaining to the Academic Fieldwork Program, please refer to the Fieldwork Handbook.)

EDUCATIONAL OBJECTIVES

The overall goal of the Santa Ana Community College Program of Education for the Occupational Therapy Assistant is to provide the potential Orange County student with an affordable educational opportunity to acquire the skills and knowledge necessary for successful employment as an entry-level nationally certified Occupational Therapy Assistant (COTA).

The Occupational Therapy Assistant Program will provide the resources necessary for quality education in order to graduate students who are able to:

1. Obtain certification from the National Board of Certification in Occupational Therapy (NBCOT)
2. Demonstrate values and attitudes congruent with the profession’s standards and ethics
3. Provide occupational therapy services with appropriate supervision in collaboration with other members of the health care community
4. Employ a firm understanding of occupation as the basis for practice
5. Utilize knowledge of, and respect for diversity as a key element in meaningful occupation
6. Apply a combination of skill and knowledge to promote the acquisition of life quality for patients/clients in their care
7. Demonstrate competency in the basic and social sciences as they relate to the body of

knowledge and skills of the occupational therapy assistant

8. Promote public awareness and understanding of the unique role of occupational therapy and of the occupational therapy assistant in providing needed and meaningful health care
9. Assume responsibility for continued learning and skill development for the further enhancement of quality patient/client care

REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE PROGRAM

Students are required to follow the progress through the program as outlined in the current Santa Ana College Catalog.

To qualify to practice as a Certified Occupational Therapy Assistant (COTA), students are required to:

1. Successfully complete all academic course work as defined in the catalog under the Occupational Therapy Assistant program
2. Successfully complete a minimum 16 weeks of Level II Fieldwork
3. Pass the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT)
4. Obtain a license to practice in the state of California through the Board of Occupational Therapy (BOT)

Upon successful completion of the Occupational Therapy Assistant program academic course work and clinical fieldwork, the student is eligible to sit for the national certification examination given by National Board for Certification in Occupational Therapy. In order to be eligible to sit for the certification examination, the candidate must have graduated, completed all necessary documentation for examination, and have paid all associated fees.

If you have any questions regarding the certification examination, you may contact NBCOT at:

National Board for Certification in Occupational Therapy
12 South Summit Ave., Suite 100
Gaithersburg, Maryland 20877
(301) 990-7979
Email: info@nbcot.org

Note: When applying for the certification examination with the National Board for Certification in Occupational Therapy (NBCOT) students will be asked to answer questions related to the topic of felonies. Fingerprinting is required for application for state licensure with the Board of Occupational Therapy (BOT) and for placement in most level II fieldwork sites. For limitations based on felonies students are advised to call NBCOT and BOT anytime prior to the application process. Students who are unable to clear the fingerprinting process required for level II fieldwork will not be able to be placed

and complete the requirements for the program.

Students who have completed all requirements and have applied for taking the national certification examination are eligible to apply for a provisional license to practice through the Board of Occupational Therapy.

OPPORTUNITIES FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Various scholarships are available for Occupational Therapy students through the following organizations:

1. California Foundation for Occupational Therapy (CFOT)-
For information and application go to their web site at <http://cfot.org>
2. American Occupational Therapy Foundation (AOTF)-
For information and application, send a self-addressed, stamped envelope to AOTF, P.O. Box 31220, Bethesda, MD 20824-1220, or call (301)652-2682.

3. Information is available regarding financial assistance and scholarships on the AOTA web site at: <http://www.aota.org>

4. Santa Ana Scholarship

Criteria:

- A. Must have attended a high school within City's jurisdiction during the junior and senior years
- B. Must have and maintain a 2.0 GPA
- C. Must enroll directly to Santa Ana College
- D. Must be a full time student enrolled in 12 or more units
- E. Must be a Santa Ana resident, and maintain residency within the City while participating in the program

Benefits:

- A. Up to \$300.00 per year will be provided to offset student costs for tuition and books.
- B. Provided for up to two years of continuous enrollment at SAC.

For more information please contact the financial aid office at (714) 564-6242. Scholarship forms can be obtained from Santa Ana College Financial Aid Office

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane
Bethesda, MD 20814-3425
1-800-729-2682
Student Membership - \$75.00
Membership applications are available at aota.org

Occupational Therapy Association of California (OTAC)

P.O. Box 276567,
Sacramento, CA 95815
(916) 567-7000

Student Membership - \$50.00

Membership applications are available at the OTA office

California Board Of Occupational Therapy

2005 Evergreen St.,

Suite 2050

Sacramento, CA 95815

(916) 322-3394

fax: (916) 445-6167

email: cbot@dca.ca.gov

NATIONAL BOARD FOR CERTIFICATION IN OT (NBCOT)

12 South Summit Ave., Suite 100

Gaithersburg, MD 20877

(301) 990-7979

email: info@nbcot.org

IV. POLICIES AND PROCEDURES

PROFESSIONAL BEHAVIOR

Dress Code

As a professional program, the Occupational Therapy Assistant program requires certain standard of professional attire for students when having classes or field trips in settings away from College premises.

Clothing for Level I and Level II fieldwork is required to conform to the facility norm and policies. The student is responsible for compliance and to provide him/herself with appropriate attire. If the clinical setting does not have a specific dress code, students are expected to comply with the dress code standards set by the OTA department.

Professional attire is expected to be worn at all times during the fieldwork experience. Clothing should present a professional and appropriate appearance for the environment. Clothing and shoes should be clean, neat, and in good condition. No form fitting clothing, jeans, excessive jewelry, or clothing that may hinder movement is allowed. Tattoos must be covered by clothing.

The faculty or supervisors have the right to exclude any students from the fieldwork experiences who are not appropriately attired.

Name Tag

The design for the curriculum is guided by the Mission and Philosophy of Santa Ana College and the Mission and Philosophy of the Occupational Therapy Assistant Program. Official picture name tag is required by the program. You can obtain the name tag at the Student ID Station on the first floor of the Johnson Center. Please identify yourself as a student in the OTA program so that your student ID will be processed as an ID badge without your social security number being displayed. Bring the receipt of payment for enrollment fee to the station in order to obtain the badge free of charge. The ID badge is to be worn in a visible location (above waist level) at all times during your Level I and Level II assignments.

Attendance

Regular attendance in the classroom and clinical area is necessary for students to meet the program and course objectives. Students are required to meet all objectives in each course in order to receive a passing grade. Absences are evaluated by the current clinical or classroom instructor based on competencies, course syllabi, and college policy. Extenuating circumstances are evaluated on an individual basis. If, in the judgment of the faculty member, an absent student has demonstrated competency by meeting the course objectives, the student may continue in the class. After individual evaluation with the student, acceptable make-up activities may be identified and assigned by the instructor if deemed appropriate. If the student is unable to meet the course objectives, related to the absence, the student receives a failing grade, an incomplete to be made up at a later date, or a withdrawal from the course. An incomplete in an OTA course is not to extend more than two weeks into the next course - unless unusual circumstances exist.

Arrangements can be made in advance for fieldwork make-up for health related absences or special circumstances to be approved by the clinical supervisors and the instructors. During each of the Level II fieldwork assignments, students are allowed up to three approved absences before make-up work is required.

Ethical Behavior

Students are expected to follow the Occupational Therapy Code of Ethics as described in this handbook. In addition, the following guidelines are to be observed:

1. Reliable and responsible action in following academic and clinical department rules of conduct is expected in any relationship within the department or between departments, staff members, students and others.
2. Thoughtful and courteous behavior toward others.
3. Truth and honesty are expected in all dealings and relationships. This includes carrying out assignments, respectful usage of department or college material and facilities, and performance in assignments and examinations.
4. Plagiarism is the act of presenting the words, work, or opinions of someone else as if they were the original work of the submitter. These may be the product of another student or a professional writer or be from any source whether the author is known or unknown, i.e., encyclopedia, magazine, textbook or models used by instructors.
6. Any student who is discovered cheating on an exam or plagiarizing will receive a failing grade for that work or exam. Any student stealing tests, plagiarizing, removing material from the classrooms without authorization, examining materials on a teacher's desk without permission, or otherwise disregarding established classroom protocol will be referred to the Dean of Students. A written report will be filed with both the Human Services and Technology Division and the office of the Dean of Students.

Open communication between faculty and student is encouraged.

STUDENT GUIDELINES

Change of Address or Phone Number

Changes of address and/or phone number must be submitted immediately to the Occupational Therapy Assistant office and instructor(s). Communications are often necessary regarding course work and fieldwork assignments. This will insure that these can occur in a timely manner.

CPR Cards

All OTA students must have a copy of a current CPR card for Health Care Provider American Heart Association before being placed on Level II fieldwork assignments. CPR cards are to be renewed annually.

Grading

The Occupational Therapy Assistant Department has the following grading scale:

100 - 93%	= A
92 - 83%	= B
82 - 75%	= C
70 - 74%	= D
below 70%	= F

Course syllabi containing course requirements and academic standards are distributed the first day of each course. Students are expected to complete every assignment of the course, to submit assignments on time, and to perform other course requirements within standards of achievement established by the instructor.

Continuation in the program will be determined by the faculty in accordance with the following rules:

1. Students must maintain at least a "C" grade in all OTA courses in order to continue in the program. Students who do not earn a final grade of 75 or better in any OTA major course can repeat the course one time. The student is not able to progress to the next semester while repeating the course. **If the course is failed for a second time the student is dropped from the program. Student who fail a class at SAC are not allowed to take a course another college to meet the requirement. A student who has had two course failures, even if they are in different classes, will be dropped from the program. If a student has a failing grade when dropping a class it will be treated as a failure by the program even though it may appear as a withdrawal on the transcript. If a student drops from the program with a failing grade in more than one class, the student will be exited from the program.**
2. Students who receive a failing grade at mid-term and/or are maintaining a failing grade two weeks prior to final examination will be given a written warning notice - *Academic Failure Warning* (refer to appendix I) from the instructor. Students are required to meet with the instructor to address the academic issue and identify achievable means to resolve the problem.
3. *Academic Failure Warnings* may be issued more frequently than stated above at the discretion of the instructor to assure prompt recognition and assistance is provided to students who are experiencing difficulties in class.

4. Students who receive an overall failing grade in a course must make an appointment with the Director of the Occupational Therapy Assistant program if they wish to reenter the program in the next semester. Students will not be re-admitted if there is not space available.
5. A student may receive a final grade of "I" (incomplete) in a course when the student has attended regularly, but because of illness or unavoidable circumstances is unable to complete course work or take a final examination. An incomplete in an OTA major course may not extend more than two academic weeks into the next term.
6. A student who enters the program and withdraws any time during the first semester will be exited from the program and will need to reapply to re-enter. If a student withdraws from the program during any other semester they may re-enter the OTA program in the next semester if there are seats available. **A student who withdraws from the program a second time will not be allowed to re-enter, except as described in #7.**
7. A student may be readmitted more than once only in cases of grave extenuating circumstances, to be determined by the faculty. "Grave extenuating circumstances" include verified cases of accidents, illnesses or other circumstances beyond the control of the student.

Evaluation of students by faculty is based upon course objectives. Objectives are stated in the course syllabi. Written examinations are used primarily as objective testing methods. Computer examinations may be utilized. Other means of evaluations include but are not limited to:

1. Written assignments
2. Presentations
3. Participation in group discussions and groups process
4. Activities process

Evaluation of fieldwork experiences: (please refer to the student fieldwork handbook for details)

Faculty assesses fieldwork I performance by a variety of methods:

1. Written assignments
2. Presentations
3. Participation in group discussions
4. Anecdotal notes are utilized by the faculty as a means of documenting student behavior and are used when counseling students
5. Student performance evaluation forms are utilized by the fieldwork supervisors to evaluate student's professional behavior.

6. Level I fieldwork does not receive a separate grade, since it is are a part of a course. However, if a student fails the performance part of Level I fieldwork, the student will fail the class, regardless of the grade in other areas of the class.

Level II Fieldwork studies with specific objectives and evaluation format plays a major role in determining a student's clinical competency and eligibility for successful completion of the OTA program to be eligible for graduation and for the certification examination. Each Level II fieldwork assignment is graded as an independent course.

The instructor is solely responsible for the grades assigned in the courses. Instructors may not be directed to change a grade except in certain narrow circumstances authorized by the California Education Code, Section 76224(a). The Education Code states: "When grades are given for any course of instruction taught in a community college, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor of the course, in the absence of mistake, fraud, bad faith or incompetence shall be final". When a student believes that the District grading policies have not been followed, the student should discuss this concern with the appropriate course instructor. If the issue cannot be resolved to the student's satisfaction, he/she may appeal the assigned grade to the Division Dean. The Division Dean will determine if any error, fraud, bad faith or incompetence has occurred.

Students enrolled in the OTA Program are responsible for adhering to the policies and regulations established by the Board of Trustees (see catalog), the National Board of Certification of Occupational Therapy and the OTA Department (as described herein).

Reinstatement Appeal Process**

Within three academic days of the disqualification of a student from the program, a student may make appeal for reinstatement in writing. The appeal request for reinstatement will be reviewed by a committee of OTA faculty and administration. Appeal forms may be obtained from the OTA office. The appeal form shall be completed in full and shall include a full description of the incident necessitating permanent disqualification including times, dates, pertinent facts, as well as rationale for the remedy sought by the student.

Within five academic days after receiving the appeal form, the OTA department will schedule a meeting to review the appeal. At the meeting, the student will be provided an opportunity to speak to the committee regarding the appeal.

Within one academic working day following the committee review, the student will be given, in writing, the final decision of the committee.

The above deadlines may be waived only by written mutual agreement of both the student and the OTA administrator or designee.

If the student feels that the matter still is not satisfactorily resolved, the student may appeal through the College Complaint Procedures for Students. The student may file a written statement setting forth the nature of the complaint on the prescribed form with the Vice-President for Student Affairs no later than 10 Academic days after the nursing committee decision.

**Please note that the student may not reenter the course that is in progress.

Make-Up Exams/Late Assignments

If a student or submits an assignment late, a late penalty will be deducted from the score, as

outlined in the course syllabus. Students who miss an exam without prior approval will not be allowed to make up the exam unless it is due to an illness (physician documentation required) or a severe extenuating circumstance which will be evaluated individually by the instructor. If the missed exam has been reviewed with the class the student will take a make-up essay test. The examination will be monitored by the personnel in the Testing and Assessment Center.

Malpractice Insurance

Students are requested to obtain individual malpractice insurance upon admission to the program. In addition, malpractice insurance is carried by the college to cover students while working under the supervision of the college instructors.

Student Complaint Procedure

Students who have a complaint other than about a grade should contact the instructor involved and the program director of Occupational Therapy Assistant. If unresolved, then contact the Dean of Human Services and Technology at Santa Ana College. If further resolution is needed, the Dean of Students should be consulted.

V. ADDITIONAL INFORMATION

TRANSPORTATION

Students are responsible for their own transportation to and from the fieldwork facilities. A parking fee may be required at some of the facilities. Please park only in designated parking areas as instructed by the clinical supervisors.

STUDENT SUPPORT SERVICES

Academic Computing Center – located in A-106 – computers are available for use on college related projects

Academic Advisement – please contact Maria Rios at rios_maria@sac.edu designated counselor for the OTA program, for academic advisement related to general education and graduation requirements. For advisement related to OTA classes please make an appointment with the instructor of the class. For advisement regarding OTA program issues please make an appointment with the program director at parolise_michelle@sac.edu

Fieldwork Advisement – The academic fieldwork coordinator provides advisement related to fieldwork. Students are required to meet with her by the second semester of the program to review areas of interest. Please address questions related to fieldwork to Debbie Hyman at hyman_deborah@sac.edu

Personal Counseling – students who are experiencing problems that may be affecting their academic performance may be seen for short-term counseling. Call 714-564-6100.

Disabled Students Programs and Services (DSPS) – DSPS provides instructional support services and reasonable accommodations to students with verified disabilities. These services are designed to ensure that students have an equal opportunity to participate and succeed in college programs and activities. Students are responsible for requesting these services. For information please call 714-564-6295 or 714-564-6264. The DSPS office is located in U-103.

Health and Wellness Center – located in U-120. Currently enrolled students who have paid the health fee are eligible for services. Services are provided without charge except for lab tests and some medical procedures. Please refer to the Santa Ana College catalog for a list of services.

Learning Center – located in D-301 and D-307. Services are free to all enrolled students. Services include directed learning activities (some have been developed specifically for the OTA students, conferencing/tutoring, computer-aided instruction, and workshops in reading, writing, English for the multilingual student, modern foreign languages and communication.

GRADUATION

Commencement exercises are held once a year at the end of spring semester for those students who complete the requirements for the degree during the year, including the summer session. No separate department graduation is held.

POST GRADUATION EMPLOYMENT RECOMMENDATIONS

Request for reference should be addressed to:
Occupational Therapy Assistant Department
Santa Ana College
1530 West 17th Street
Santa Ana, CA 92706

VI. APPENDIX

SANTA ANA COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
ACADEMIC FAILURE WARNING

Name of Student: _____ Date:

Course:

This notice is to inform you that you are not receiving a “C” or better in this course at the present time.

Your present grade is:

Instructor Comments:

Remediation plan/Specific suggestions for concentration:

Student Comments:

I have read this notice and I am aware that my grade in _____
is _____ at the present time. I have received a copy of this written warning of academic
failure.

Student Signature

Date

Instructor Signature

Date

Santa Ana College
Occupational Therapy Assistant Program
Student Advisement Log

Student: _____

Date: _____

Faculty: _____

Issue:

Plan:

Date: _____

Faculty: _____

Issue:

Plan:

Date: _____

Faculty: _____

Issue:

Plan:

Date: _____

Faculty: _____

Issue:

Plan:

Date: _____

Faculty: _____

Issue:

Plan:

SANTA ANA COLLEGE
Occupational Therapy Assistant Program

I have received the Occupational Therapy Assistant Student Guidebook. I understand that IT IS MY RESPONSIBILITY to read this document and adhere to departmental procedures and college policies described in this document.

I understand that policies and procedures are subject to change.

I further recognize that it is my responsibility to contact the department if I have any questions regarding departmental procedures, such as absences, tardiness, make-up exams or progression within the program.

Print Student Name

Student Signature and Date