

SANTA ANA COLLEGE OCCUPATIONAL STUDIES

STUDENT GUIDEBOOK

Fall 2017



**SANTA ANA
COLLEGE**

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

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

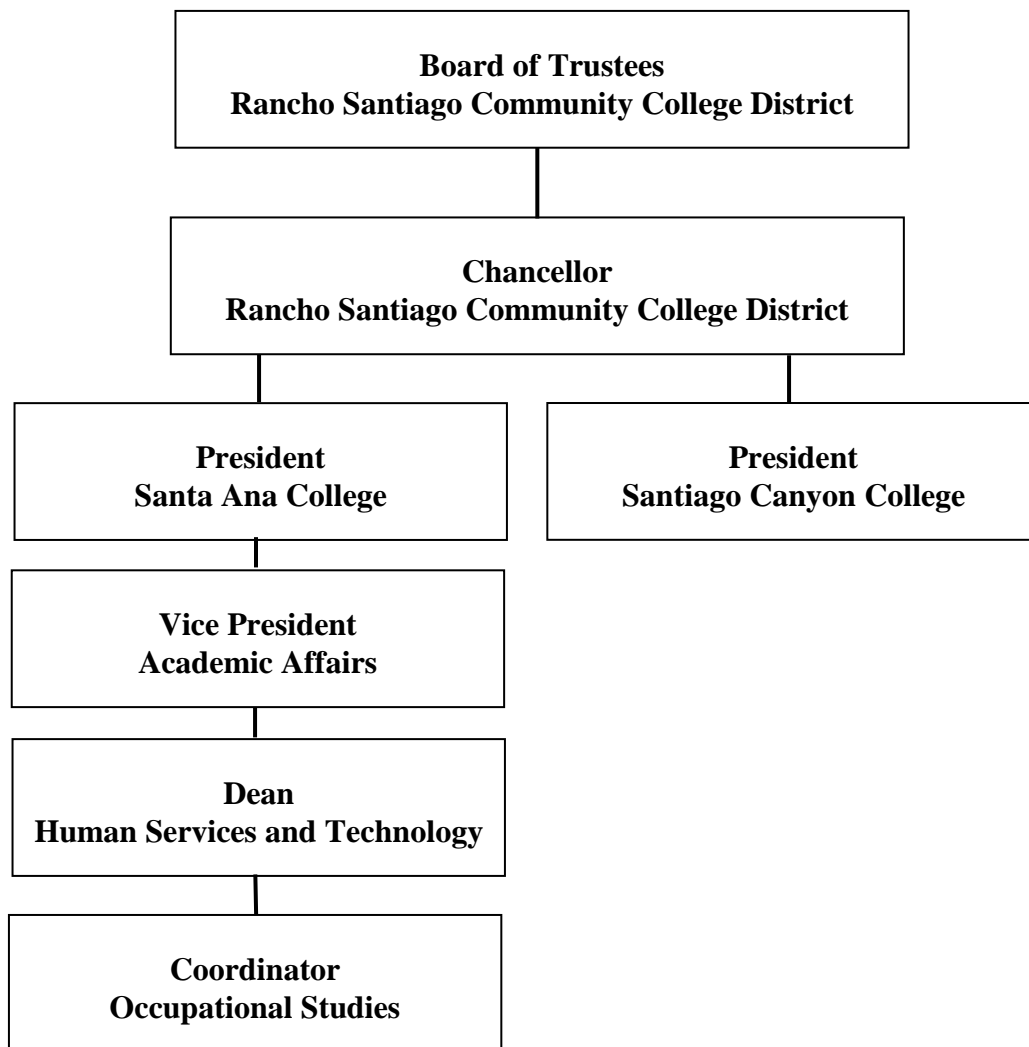


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I. HISTORY OF THE OCCUPATIONAL THERAPY ASSISTANT PROGRAM AT SANTA ANA COLLEGE

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.

In September 2014, Governor Jerry Brown signed Senate Bill 850 to establish a statewide baccalaureate pilot program at no more than fifteen California community colleges, and applications to develop one of these programs were sent out in November 2014. One of the criteria for these programs was that the college had to offer a Career Technical Education (CTE) degree that was not offered at any public university the state. Several states have been offering baccalaureate degrees at community colleges with success. One of the benefits of these programs is that they enable students the chance to earn a bachelor's degree at an affordable rate and to earn a livable wage.

RSCCD made the decision to submit an application to expand the current Occupational Therapy Assistant (OTA) program at Santa Ana College (SAC). The OTA program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), and there had been significant discussion to move accredited OTA education from the associate's level to the bachelor's level. ACOTE was not ready to make the move to a bachelor's degree for the OTA program at the time of our application, and the decision was made to offer a bachelor's degree in Occupational Studies (OS). This program will focus on preparing COTAs to be advanced practitioners, take on leadership positions, teach in OTA programs, and be prepared to apply to master's level Occupational Therapy programs. In 2016 ACOTE did make the decision to accredit entry level OTA education at the bachelor's level, and the expected date for programs to begin offering these degrees is 2019-2020. At that time SAC may transition the OS program to a bachelor's OTA program.

While ACOTE accreditation is for entry-level programs only, the Occupational Studies (OS) program at SAC is designed to be a post-professional program for COTAs. Students will enter the program as fifth semester juniors with their OTA education counting as their freshman and sophomore years. The students entering the OS program will be working adults, and it is expected that most, if not all, of the students will be working while in the OS program.

II. MISSION AND PHILOSOPHY

MISSION OF SANTA ANA COLLEGE

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

PHILOSOPHY OF THE OCCUPATIONAL STUDIES PROGRAM

The philosophy of the Occupational Studies program is consistent with the mission of Santa Ana College and with the philosophy of the Occupational Therapy Assistant program. This program provides the student with a rich, skill-based learning environment that recognizes the diversity each student brings to his or her education. The program supports and encourages the intellectual and personal growth of each student. 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. The baccalaureate degree will be awarded to students who have demonstrated critical thinking skills, creative capabilities, effective communication skills, and positive social attitudes. In addition to these accomplishments, students graduating with a baccalaureate degree shall possess sufficient depth in the major in preparation for career positions and advanced levels of study.

III. PROGRAM DESCRIPTION AND DESIGN

DESCRIPTION

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. Occupational therapy assistants work to remediate skills of everyday tasks of work, self-care, and leisure.

The Bachelor of Science degree in Occupational Studies will provide in-depth instruction in the principles of practice used by the OTA that are designed to build on the foundational education provided at the Associate's level of education. The instruction will enable the students to broaden their current practice in specialty areas of practice and with a variety of populations. It will also prepare students to understand and utilize research-based evidence in patient treatment. Further, it will prepare the OTA for leadership positions.

CURRICULUM DESIGN OF THE OCCUPATIONAL STUDIES PROGRAM

ACCJC has several requirements for the community college baccalaureate degree programs:

- Lower division general education must meet either CSU breadth or IGETC requirements
- Programs must have forty units of upper division courses, with nine of these units being in general education
- Upper division courses must clearly demonstrate the appropriate level of depth and rigor to meet standards for being upper division

GENERAL EDUCATION

General education at Santa Ana College introduces the content and methodology of knowledge to include a broad spectrum of classes. The lower-division general education for the baccalaureate degree meets the regulations for IGETC or CSU Breadth, as described in the college catalog. The baccalaureate degree will consist of ten (10) units of upper-division general education courses. These upper-division courses will enhance the foundational knowledge gained by students in lower-division general education classes and will further develop communication, leadership, and computational skills that will supplement the major specific skill set used in occupational therapy settings.

MAJOR SPECIFIC UPPER-DIVISION COURSEWORK

Upper-division courses encompass research elements, workforce application, and a capstone project. Students completing these courses will be able to do the following:

- Develop therapeutic treatment plans based on a thorough understanding of available evidence.
- Define roles and working with disciplines outside of healthcare.
Analyze professional journal articles including statistical analysis.
- Understand healthcare systems and how regulations affect the practice of occupational therapy.
- Analyze the unique value of occupational therapy with various populations and in different settings.

IV. CURRICULUM SEQUENCE

Students will move through the OS program as a cohort. The curriculum moves in a progressive manner to ensure that students have the prerequisite knowledge before taking more advanced coursework. The program culminates in a capstone project that will require students to complete a project utilizing the skills that they have learned throughout the program.

PREREQUISITES FOR ENROLLMENT IN THE OCCUPATIONAL STUDIES PROGRAM

Students entering the OS program must have graduated from an OTA program that has regional accreditation as well as accreditation from the Accreditation Council for Occupational Therapy Education (ACOTE). Students who have graduated from an OTA program that has national accreditation will be required to complete additional coursework and will need to have an articulation plan developed with the OS counselor.

Students who have graduated from an OTA program may not have all of the general education courses required to meet IGETC or CSU Breadth requirements. These additional requirements are not a prerequisite but students need to meet with the OS counselor to determine any additional classes that will be required for graduation.

Equivalent lower division general education classes may be taken at any regionally accredited college.

SEQUENCE OF OCCUPATIONAL STUDIES COURSES:

The program is designed to be completed in four semesters with two summer sessions. Courses listed in bold below are upper division courses that must be completed in the program. Non-bolded courses are lower division and can be completed prior to starting the program.

Summer

- Psych 210 - Statistics for Behavioral Science 4 units

Semester 1

- **OS 301 Therapeutic Approaches to the Older Adult** 3 units
- Physics 109 – Survey of General Physics 4 units
- **OS 304 Movement Theory & Analysis** 3 units

Semester 2

- **Math 319 Quantitative Research Methods for Healthcare Professionals** 4 units
- Sociology 100 - Introduction to Sociology 3 units
- **CMST 307 Health Communication** 3 units
- **OS 312 Advanced Practice Areas in OT** 3 units

Summer

- **OS 403 Leadership Skills for the OTA** 2 units

Semester 3

- Philosophy 108 – Ethics 3 units
- **OS 305 Advanced Pediatric Practice for the OTA** 3 units
- **OS 325 Applying Research to Occupational Therapy Intervention** 3 units
- **OS 310 Community-based OT** 3 units

Semester 4

- **OS 412 Capstone Seminar** 3 units
- **OS 410 Healthcare Systems** 3 units
- **OS 402 Neuro Principles in Human Performance** 4 units
- **SOC 401 Sociology of Health, Illness, and Healing** 3 units

STUDENT LEARNING OUTCOMES:

1. Demonstrate advanced mastery of OTA clinical skills, including clinical reasoning, that follow the guidelines established in the Frameworks for Occupational Therapy Practice.
2. Relate theory and research to clinical practice areas.
3. Provide OTA services that meet the community needs of diverse populations demonstrating sensitivity and empathy.
4. Prepare for participation in advocacy for clients in clinical and community settings.

COURSE FORMATS AND SCHEDULING

Courses in the OS program will be offered on-campus, online, and in a hybrid format (partially online and partially on campus). Courses will be scheduled on Wednesday evenings and Saturdays. In the second semester, there will be one Friday evening course. This schedule was designed to meet the needs of working students.

PROGRAM COMPLETION/GRADUATION

Students will have their transcripts evaluated at the onset of the program, and an education plan will be completed. Requirements for graduation are completion of the following:

1. General education that meets the IGETC or CSU breadth pattern.
2. All OS required courses as listed above, which include 10 semester units of upper division coursework and 30 semester units of upper division coursework specific to the major.
3. A minimum of 120 semester units of coursework.
4. Submission of a graduation petition during the fourth semester of the program.

V. STUDENT SUPPORT SERVICES

Academic Computing Center – located in A-106. Computers are available for use on college related projects. For more information, you can visit the computing center or call (714) 564-6731.

Academic Advisement – located in L-222. Please contact Marcella Hernandez at hernandez_marcella@sac.edu or Daniel Peraza at peraza_danny@sac.edu, designated counselors for the OS program for academic advisement related to general education and graduation requirements. Appointments can be made by calling (714) 564-6254 or in person. For advisement related to OS classes please make an appointment with the instructor of the class. For advisement regarding OS program issues please make an appointment with the program director at parolise_michelle@sac.edu.

Disabled Student Programs and Services (DSPS) – located in VL-204. 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. The DSPS office has designated (name) to work with the OS students. (Name) can be contacted at

Health and Wellness Center/Psychological Services – located in VL-211. Currently enrolled students are eligible for services. While students can be seen by a doctor or nurse at no cost, most services are provided for a nominal fee for matters such as laboratory tests, blood work, prescriptive medications, and some minor medical procedures. Two counselors, (Name & Name) have been assigned to assist students who are experiencing anxiety, depression, stress or any psychological situations that may be affecting their academic performance. In addition to providing individual counseling sessions, these counselors will be providing outreach and workshops for the OS students. They can be reached at:

Financial Aid Programs – located in VL-105. Financial aid is available to help students who might not otherwise be able to attend school. Although the primary responsibility for meeting college costs rests with the student and his or her family, it is recognized that many families have limited resources and are unable to meet the cost of a college education. Therefore, federal and state financial aid programs have been established to provide assistance for students with documented financial need. The financial aid office has worked closely with the State Chancellor’s Office and other community college pilot baccalaureate programs to ensure that all possible assistance is available to the OS students. All students are strongly encouraged to meet with a financial aid counselor. For more information, please call (714) 564-6242.

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 OS students), conferencing/tutoring, computer-aided instruction, and workshops in reading, writing, English for the multilingual student, modern foreign languages, and communication. For more information, please call (714) 564-6569.

Library Services – located in L-101. The Nealley Library supplies the resources, services, and facilities that support learning and the mission of the College. The Library’s collection is composed of books, periodical subscriptions, close-captioned videos and DVDs, CDs, microforms and a variety of periodical databases providing students and staff with 24/7 remote access to over 18,000 full-text periodicals and 11,000 e-books. Yolanda Garcia is the librarian designated to assist OS students. She can be reached by email at: garcia_yolanda@sac.edu or by phone at: (714) 564-6700.

VI. POLICIES AND PROCEDURES

PROFESSIONAL BEHAVIOR

Attendance

Regular attendance in the classroom and in online classes 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. Per the Santa Ana College catalog a student may be dropped from a course due to poor attendance as follows:

“A student may be dropped for non-participation if he/she has missed in excess of 10% of the total course activities including but not limited to class attendance, discussions, assessments, etc.”

Extenuating circumstances causing excessive absences are evaluated on an individual basis. The instructor will evaluate the situation with the student and may assign acceptable make-up activities as 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 OS course must be completed within six months.

ETHICAL BEHAVIOR

Students are expected to follow these guidelines:

1. Reliable and responsible action are 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.
5. 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.
6. Open communication between faculty and students is encouraged.

Student Guidelines

Change of Address or Phone Number

Changes of address, phone number, and email must be submitted immediately to the Occupational Studies office and instructor(s). This will ensure timely communications between the program and the student.

CPR Cards

All OS students must have a copy of a current CPR card: Basic Life Support for Health Care Provider from the American Heart Association.

Grading

The Occupational Therapy Assistant Department has the following grading scale:

100 - 90%	A
89 - 80%	B
79 - 70%	C
69 - 60%	D
below 60%	F

1. Course syllabi containing course requirements and academic standards are distributed on 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.
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 plan - *Academic Action Plan* (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 Action Plans* may be issued more frequently than stated above at the discretion of the instructor to assure prompt recognition of problems and to provide assistance to students who are experiencing difficulties in class.
4. A student may receive a final grade of "I" (incomplete) in a course that 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 OS course must be completed within six months.

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 the following:

1. Written assignments
2. Presentations
3. Participation in class, group discussions, and group process
4. Assigned activities

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.

Make-Up Exams/Late Assignments

If a student 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.

Student Complaint Procedure

Students who have a complaint other than about a grade should contact the instructor involved and the OS program coordinator. 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.

APPENDIX

SANTA ANA COLLEGE
OCCUPATIONAL STUDIES PROGRAM
ACADEMIC ACTION PLAN

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:

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 Academic Action Plan.

Student Signature _____ Date _____

Instructor Signature _____ Date _____

SANTA ANA COLLEGE
OCCUPATIONAL STUDIES PROGRAM
STUDENT ACKNOWLEDGEMENT FORM

I have received the Occupational Studies 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