

# ***Doctor of Occupational Therapy***

## **Student Manual**

***Class of 2025***

***Class of 2026***

***Class of 2027***

***Class of 2028***

**Department of Occupational Therapy  
University of Florida**

**Revised 1/2025**

**Doctor of Occupational Therapy Student Manual**  
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## INTRODUCTION

Welcome to the Doctor of Occupational Therapy (OTD) Program in the College of Public Health and Health Professions. Many of the policies and procedures you need to know are included in this manual; others are included in the *UF Catalog* and *Student Guide*. Regardless of whether policies and procedures are listed here, you are responsible for your education and conduct, which includes understanding all University and College policies and procedures that affect your academic progress and use of University and College resources.

If you ever have questions regarding the OTD program or any other aspect of university life, please do not hesitate to contact an occupational therapy faculty member, the College Dean's Office or the appropriate university office. We are glad you have selected the Department of Occupational Therapy and College of Public Health and Health Professions to complete your graduate education, and we will assist you in whatever way we can to help you be successful. We hope that you find your college experience enriching, both personally and academically.

### **THE HEALTH SCIENCE CENTER**

The University Health Science Center (**HSC**) at the University of Florida is composed of six colleges and the UF Health hospitals and Clinics. Affiliated UF Health facilities in Gainesville include: UF Health Hospitals; UF Health Shands Children's Hospital; UF Veterinary Medical Teaching Hospital; UF Health Shands Rehabilitation Hospital; Shands at Magnolia Parke; UF Health Movement Disorders Clinic; UF Health Orthopedic and Sports Medicine Clinic. Also included are UF Health Center and Shands Hospitals in Jacksonville, and affiliate outpatient clinics and hospitals in Orlando, Jacksonville and Pensacola. Also affiliated with UF is the Veterans Administration Medical Center (VAMC).

#### **Colleges**

The J. Hillis Miller Health Science Center is named after a former president of the university who served from 1947 through 1953. There are six colleges are included in the Health Science Center.

The College of Medicine offers a curriculum leading to the professional degree of Doctor of Medicine and also provides a graduate degree for Physicians Assistants and curricula leading to Ph.D. degrees in basic medical sciences. The College of Nursing offers baccalaureate, master and doctoral level programs in nursing. The College of Veterinary Medicine offers a Doctor of Veterinary Medicine (D.V.M.) degree. The College of Pharmacy offers curricula at both the undergraduate and graduate level in that specialty. The College of Dentistry offers a curriculum leading to the Doctor of Dental Medicine (D.M.D.) degree. The College of Public Health and Health Professions is described in more detail below.

#### **University, College and Health Center Administration**

Ben Sasse, Ph.D., UF President  
 Joseph Glover, Ph.D., Senior Vice-President and UF Provost  
 David Nelson, M.D., Senior Vice President for Health Affairs and President UF Health  
 Beth A. Virnig, Ph.D., M.P.H., Dean, College of Public Health and Health Professions  
 Sherrilene Classen PhD, MPH, OTR/L, FAOTA, FGSA, Chair, Department of Occupational Therapy

The University of Florida assumes primary responsibility for: appointment of faculty, admission of students, and curriculum planning, including course content, satisfactory completion of the educational program, granting of the doctor of occupational therapy degree, coordination of classroom teaching and supervised fieldwork practice, and for providing assurance that the practice activities assigned to students in a fieldwork setting are appropriate to the Doctor of Occupational Therapy program.

## **COLLEGE OF PUBLIC HEALTH AND HEALTH PROFESSIONS**

The Doctor of Occupational Therapy (OTD) program is part of the Department of Occupational Therapy in the College of Public Health and Health Professions (PHHP) at the University of Florida Health Science Center. We are one of the largest and most diversified health education colleges in the nation. Established in 1958, the College of Health Professions was the first college in the United States dedicated to educating students of many different health professions. In 2004, when public health programs were added, the name of the college was changed to the College of Public Health and Health Professions (PHHP). The college received full accreditation from the Council of Education in Public Health in 2009, and re-accreditation in 2014. The college offers specializations in all five core areas of public health and has become the home college for all UF public health academic programs. The programs housed in our college are: Clinical and Health Psychology; Epidemiology; Biostatistics; Health Science; Health Services Research, Research, Management and Policy; Occupational Therapy; Physical Therapy; Public Health; Rehabilitation Science; and, Speech, Language and Hearing Sciences.

With over 2100 students and 143 faculty, the College of Public Health and Health Professions is a national leader in the education of health professionals. We emphasize the development of intellectual resources and skills that can help our graduates prosper in today's complex health delivery systems. In addition, the College is committed to the development of cutting edge science in areas such as health and behavior, the health of communities and populations, rehabilitation, and health systems functioning. The College of Public Health and Health Professions is housed in a building complex that also contains the colleges of Nursing and Pharmacy. This complex is called the Public Health and Health Professions, Nursing and Pharmacy Building (HPNP),

For more information about the College and its programs see the college website at: [www.phhp.ufl.edu](http://www.phhp.ufl.edu)

### **College of Public Health and Health Professions Mission Statement**

#### **Mission**

The mission of the College of Public Health and Health Professions is to preserve, promote, and improve the health and well-being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service.

#### **Goals**

Consistent with its mission, the College has three primary goals:

- Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individuals,
- Address priority health needs by conducting quality research and disseminating the findings.
- Lead and actively participate in serving our university, our professions, and individuals and communities.

#### **Vision**

The College will lead in the development and application of innovative models of education, research, and service that promote collaboration between public health and health professions.

#### **Values**

The College embraces the following values and strives to impart them to our students:

- Commitment to excellence
- Diversity
- Integrity
- Respect for human dignity
- Social responsibility
- Teamwork

### **PHHP Inclusive Learning Environment Statement**

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: [www.multicultural.ufl.edu](http://www.multicultural.ufl.edu)

## **DEPARTMENT OF OCCUPATIONAL THERAPY**

### **Department Offices**

Are located on the 2<sup>nd</sup> Floor of the Public Health and Health Professions wing of the HPNP building. The main office is located in Suite 2101.

Office hours: 8:00 am to 5:00 pm, Monday-Friday.

Telephone number: (352) 273-6817

Fax number: (352) 273-6042.

Web address: <http://www.ot.phhp.ufl.edu>

### **Department of Occupational Therapy Vision**

By 2025, the UF OT Department will be a vibrant preeminent research and educational entity in the USA.

### **Department of Occupational Therapy Mission Statement**

We will lead research innovations, present thriving and varied educational programs, embrace a clinician–scientist model, be fiscally healthy, and serve the occupational needs of people, organizations and populations.

### **Entry-Level Doctor of Occupational Therapy Degree Program (OTD)**

The entry-level Doctor of Occupational Therapy Degree Program (OTD) is designed for students who do not have a professional level OT degree. The program provides students with a holistic perspective, including an understanding of the philosophical and theoretical basis for practice in the current health care environment. Applicants must meet GPA and pre-requisite requirements for graduate study. The OTD is a full-time professional program accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association. It includes off-campus practice and internships as assigned by the Department at clinical sites in Florida and other states (see Appendix C and D for OTD Program Course Sequences). Upon graduating from the program students receive a Doctor of Occupational Therapy degree.

**Accreditation:** The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org). 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 individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Each person who passes the NBCOT Certification Exam becomes eligible for licensure in any US jurisdiction upon 1) submitting an application for licensure to the Board of Practice in that jurisdiction and 2) completing the laws and regulations examination for that jurisdiction. More information regarding individual states' law and regulation examinations is accessed through the American Occupational Therapy Association's website: [www.aota.org](http://www.aota.org).

### **Doctor of Occupational Therapy Program Mission**

The mission of the Doctor of Occupational Therapy (OTD) program is to develop clinician-scholars who translate evidence to inform occupational therapy practice, affect health care systems, and meet the occupational needs of people, organizations and populations consistent to emerging 21<sup>st</sup> century demands.

## Doctor of Occupational Therapy Curricula Framework

### Program Philosophy

Occupational therapy is “the therapeutic use of everyday life activities (occupations) with individuals or groups for the purpose of enhancing or enabling participation in roles, habits, and routines in home, school, workplace, community and other settings” (AOTA, 2014). Occupational therapists focus on improving performance in all areas of occupation to facilitate health and promote growth, change, and/or adaptation to achieve health, well-being, and participation in life through engagement in occupation (AOTA, 2014).

### A View of Humanity

The University at Florida’s OTD program is based on the philosophical belief that people have a need and right to participate in occupations that they choose, need, or desire. Occupations are activities that have meaning and value for the daily lives of individuals, families, groups, communities and populations. Participation in meaningful occupations is viewed as a determinant of health and wellbeing (AOTA, 2017a; AOTA, 2014).

Occupational performance evolves in response to the interaction of the clients (e.g. individuals, communities, and populations), occupation and context or environment (Christiansen, Baum & Bass, 2015). Occupations vary according to life roles, which have a developmental perspective, and may change over the course of a lifetime. Each role has its associated developmentally appropriate and role-appropriate tasks that influence the nature of one’s occupations. Human learning occurs via the dynamic interaction between a person and a task in the context of the relevant environment. Occupational therapists strive to facilitate this process through active collaboration between the client and the therapist.

Occupation is used to prevent or mediate the effects of disability and to facilitate independence and maximum adaptation (AOTA, 2017a). When individuals feel threatened by stress, deprivation, disease, illness or injury, occupational therapy interventions address (1) the individual’s physical, psychological, and social capacities to achieve occupational competence, (2) the skills and habits of effective role performance and (3) environmental modification to support participation.

### Educational Philosophy

The professional program fosters culturally sensitive and evidence-based clinical competence through the learner’s active engagement in a collaborative process between student, client and educator, that builds on prior knowledge and experience. Learners integrate academic knowledge, active learning, clinical reasoning, and self-reflection through experiences in and beyond the classroom (AOTA, 2018; Schaber, 2014). Engagement in advanced practice opportunities in health systems and communities supports professional development, opportunities for leadership and advocacy for clients and the profession. The promotion of lifelong learning, collaboration and professional judgment reinforces continual contributions to critical inquiry in evidence-based practice. Completion of a culminating capstone project and an in-depth doctoral capstone experience integrates learner understanding of advanced theory with practice and scholarship. The program facilitates understanding of the connections between philosophical, theoretical and practical knowledge, values, beliefs, ethics, and technical skills for broad application toward engagement in occupation to improve health, participation and quality of life.

### The Clinician-Scholar

The professional doctoral program in Occupational Therapy provides professional training as a discipline within the College to optimize occupational performance of individuals, communities and populations within dynamic contexts and specific environments. The program builds upon a background in the liberal arts and sciences to foster culturally sensitive, reflective, evidence-based and clinically competent scholarly practitioners, who we refer to as *clinician-scholars*.

**Definition of the clinician-scholar.** The clinician-scholar graduate of the University of Florida’s OTD program has developed entry-level practice and scholarly skills, integrated to support clinical decision-making for optimal client outcomes. The clinician-scholar critically, systematically, and reflectively



appraises, applies, and implements best practices and best evidence within the client's context and culture. The clinician-scholar articulates the core occupational therapy values, as related to advocacy, education, policy, leadership, or service provision meeting the occupational needs of individuals, organizations, and populations.

**Overarching curricular goal of the OTD program.** *The program is guided by an overarching curricular goal:* Graduates of the OTD program will be uniquely prepared, by their experiences as part of a large academic health science center and a college of public health and health professions, to practice as clinician-scholars who will meet the complex demands of current and emerging occupational therapy practice settings, advocate for the profession and populations, communities and individuals served, and provide leadership for the implementation of evidence-based occupational therapy.

### Curriculum Framework

The curriculum, framework of the OTD program is embedded in a broader institutional and societal context and perspective. Our curriculum framework and educational perspective embraces principles of occupational therapy, public health, health science and rehabilitation science. The curriculum is aligned within the Vision 2025 of the American Occupational Therapy Association (AOTA, 2013) and the models of health, disability and rehabilitation of the World Health Organization (World Health Organization, 2013) and National Institutes of Health. Within this professional perspective lie the activities of our Department as they relate to the university's tripartite mission of teaching, research, and service.

### Program Outcomes and Themes

Each program outcome links to a curricular theme and supports the overarching curricular goal.

Upon completion of the program, graduates of the University of Florida OTD program will:

- 1) develop and implement theoretically-sound, evidence-based occupational therapy programs and practices that incorporate an ecological perspective of human health (*Theme: Human Occupation and Health*)
- 2) integrate rigorous critical thinking and sound clinical reasoning when implementing best practices for optimal outcomes for individuals, communities, and populations. (*Theme: Critical Thinking for Practice and Scholarship*)
- 3) commit to ethical reasoning that intrinsically represents the highest ethical standards, values, and attitudes of the profession (*Theme: Professionalism*)
- 4) champion the occupational performance of individuals, communities, and populations to support health and well-being within culturally diverse contexts (*Theme: Valuing of Diversity*)
- 5) practice with an interprofessional and collaborative perspective of client care (*Theme: Collaborative Practice*)
- 6) conduct occupation-based assessments and implement occupation-based interventions to increase participation across contexts for individuals, communities, and populations (*Theme: Psychomotor Skills*)

## References

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## **Ph.D. in Rehabilitation Science**

The Ph.D. in Rehabilitation Science program prepares rehabilitation scholars in Occupational Therapy and Physical Therapy. Students develop skills in teaching, research, and service leadership and specialize in movement dysfunction, occupational health or social and behavioral integration. Upon successful completion of the program, students are awarded the Doctor of Philosophy (PhD.) in Rehabilitation Science. For more information on this program, contact the program or visit the college web page. The web address is:

[www.phhp.ufl.edu/rehabsci/](http://www.phhp.ufl.edu/rehabsci/)

### **Research Programs**

Faculty is productive in scholarly work that includes activities such as conducting research projects, securing grant funding, writing for publication and making presentations at professional meetings. The individual faculty member's interests and expertise determine areas of research. On-going research programs are a major part of the Department of Occupational Therapy. Faculty design, fund and administer their research, which is available for involvement of students at all levels. Research teams disseminate the results of research and other scholarly activities through publications and conference presentations. Students may contact faculty if they are interested in participating on research teams. If a faculty member has an opening, the student may participate as long as it does not interfere with their academic performance in the OTD Program (See listing of faculty for research and interest areas).

### **Service Programs**

#### **Academic and Professional**

Occupational therapy faculty members are active contributors to Departmental, College and University committees and other functions. In addition, the OT faculty also serves on task forces, committees and boards of local, state, regional, and national professional organizations. The faculty offer continuing education to help meet the educational needs of occupational therapists and other practitioners.

### **Faculty Roles**

The faculty at the University of Florida are expected to be productive in three areas: teaching, research and service. Teaching includes classroom instruction, curricula development, student advisement and provision of continuing education. Research responsibilities include scholarly work such as conducting research projects, securing grant funding and writing for publication. Service includes contributions to Departmental, College and University committees and participation in activities of professional organizations. Each faculty member in the Department of Occupational Therapy is productive in these three academic roles. As employees in the Health Center, the OT faculty is employed on yearly 12-month appointments.

### **Clinical Fieldwork Education Facilities**

The Department has affiliation agreements with over 400 facilities nationally that provide clinical training for occupational therapy students. Students should be prepared to complete at least one clinical fieldwork out of the state of Florida. We offer many Level 1 and 2 Fieldwork experiences in Gainesville and the surrounding area. Clinical sites in the Gainesville area include: UF Health hospitals and their affiliated clinics, the Veterans Administration Medical Center (VAMC), North Florida Regional Medical Center, and various pediatric and hand therapy clinics. Many other clinical sites are available throughout Florida and nationally. These sites and others are used for Level 1 and Level 2 Fieldwork and capstone placements for the OTD Program. (See Appendix B: Clinical Education).

## DEPARTMENT OF OCCUPATIONAL THERAPY FACULTY and STAFF

### Faculty:

**Stefanie C. Bodison, OTD, OTR/L**

Assistant Professor

Email: [stefaniebodison@phhp.ufl.edu](mailto:stefaniebodison@phhp.ufl.edu)

**Sherrilene Classen PhD, MPH, OTR/L, FAOTA, FGSA**

Professor and Chair

Email: [sclassen@phhp.ufl.edu](mailto:sclassen@phhp.ufl.edu)

**Michael Cricchio, MBA, OTR/L**

Adjunct Lecturer

Email: [criccm@shands.ufl.edu](mailto:criccm@shands.ufl.edu)

**Sanaz “Sunny” Darcy, OTD, OTR/L**

Clinical Assistant Professor

Email: [sdarcy@phhp.ufl.edu](mailto:sdarcy@phhp.ufl.edu)

**Anna B. Galloway, OTD, OTR/L, MT-BC, MT-NICU**

Clinical Assistant Professor

Email: [annagalloway@phhp.ufl.edu](mailto:annagalloway@phhp.ufl.edu)

**Beth Gibson, OTR/L, CDRS**

Instructional Assistant Professor & Manager, SmartDriver

Email: [beth.gibson@phhp.ufl.edu](mailto:beth.gibson@phhp.ufl.edu)

**Pam Hess, OTD, OTR/L**

Clinical Assistant Professor

Email: available 7/24

**Carolyn Hanson, PhD, OTR/L**

Clinical Assistant Professor

Email: [carolynhanson@phhp.ufl.edu](mailto:carolynhanson@phhp.ufl.edu)

**Heidi Horwitz, OTD, OTR/L**

Academic Fieldwork Coordinator & Clinical Assistant Professor

Email: [horwitz@phhp.ufl.edu](mailto:horwitz@phhp.ufl.edu)

**Jessica Kramer, PhD, OTR/L**

Associate Professor

Email: [jessica.kramer@phhp.ufl.edu](mailto:jessica.kramer@phhp.ufl.edu)

**John Kramer, PhD**

Clinical Assistant Professor

Email: [john.kramer@phhp.ufl.edu](mailto:john.kramer@phhp.ufl.edu)

**Consuelo Kreider, PhD, OTR/L**

Clinical Associate Professor

Email: [ckreider@phhp.ufl.edu](mailto:ckreider@phhp.ufl.edu)

**Chiung-Ju Liu, PhD, OTR/L**

Associate Professor

Email: [c.liu1@phhp.ufl.edu](mailto:c.liu1@phhp.ufl.edu)

**Christine T. Myers, PhD, OTR/L, FAOTA, FNAP**

Clinical Professor & Program Director

Email: [ctmyers@phhp.ufl.edu](mailto:ctmyers@phhp.ufl.edu)

**Becky Piazza, OTD, MS, OTR/L, BCPR**

Clinical Assistant Professor

Email: [bsumm@phhp.ufl.edu](mailto:bsumm@phhp.ufl.edu)

### Special Interests:

Sensory Integration  
Multimodal Neuroimaging

Driving Rehabilitation  
Fitness-to-Drive Assessment  
Person-Vehicle-Driver Interactions

Orthopedic Rehabilitation  
Upper Extremity  
Clinic Management & Supervision

Chronic Disease Self-Management  
Occupational Therapy and Diabetes Care

Chronic Disease Self-Management  
Psychosocial Occupational Therapy  
Creative Arts in Occupational Therapy

Driver Rehabilitation

Women's Health  
Surgical Ergonomics

Physical Dysfunction  
Sport and Disability

Clinical Reasoning  
Fieldwork Education  
Adult and Pediatric Rehabilitation

Children and Youth  
Assessment  
Developmental and Intellectual Disabilities

Aging Families with Disability  
Intellectual Disabilities

Pediatrics  
Adult Developmental Disability  
Social Networks in Youth and Young Adults

Productive Aging  
Intervention Research  
Promoting Health Literacy

Continuing Competence  
Pediatrics/Early Childhood  
Evidence-based Practice

Adult Rehabilitation  
Leadership and Management

**Sergio Romero, PhD**

Research Assistant Professor  
 Email: [srg007@phhp.ufl.edu](mailto:srg007@phhp.ufl.edu)

Rehabilitation Science  
 Clinical/Research Outcomes  
 Rural Health

**Marcia Schneider, PhD, OTR/L**

Adjunct Clinical Assistant Professor  
 Email: [mkschnei@phhp.ufl.edu](mailto:mkschnei@phhp.ufl.edu)

Grip Strength  
 Handwriting  
 School-based Practice

**Linda Struckmeyer, PhD, OTR/L**

Clinical Associate Professor  
 E-mail: [lstruckmeyer@phhp.ufl.edu](mailto:lstruckmeyer@phhp.ufl.edu)

Home Health  
 Assistive Technology  
 Pediatrics

**Lindsey Telg, MOT, OTR/L**

Instructional Assistant Professor  
 Email: [ltelg@phhp.ufl.edu](mailto:ltelg@phhp.ufl.edu)

Adult Rehabilitation  
 Movement Disorders  
 Family-centered Pediatric Practice

**Hongwu Wang, PhD**

Assistant Professor  
 E-mail: [hongwu.wang@phhp.ufl.edu](mailto:hongwu.wang@phhp.ufl.edu)

Wearable Technology  
 Rehabilitation Robotics  
 Assistive Technology

**Sandra Winter, PhD., OTR/L**

Adjunct Research Assistant Scientist  
 E-mail: [swinter@phhp.ufl.edu](mailto:swinter@phhp.ufl.edu)

Driving and Community Mobility  
 Qualitative Research  
 Community-based Occupational Therapy

**Professor Emeriti:****Joanne J. Foss, PhD, OTR/L, FAOTA**

Clinical Associate Professor

**Kay F. Walker, PhD, OTR, FAOTA**

Professor

**William (Bill) Mann, PhD, OTR**

Distinguished Professor

**Mary Ellen Young, PhD**

Clinical Professor

**Julia Van Deusen, PhD, OTR, FAOTA**

Professor

**Department Support Staff:**

**Taylor Atkins**, Clinical Education Assistant

**Melissa Causey Harris**, Administrative Support Assistant

**Daniel Lee**, Department Administrator

**Alix Melamed**, Assistant to the Chair

**Jason Rogers**, IT and Computer Support

**Margaret Odom**, Program Assistant for OTD

## OTD STUDENT INFORMATION

### POLICIES AND PROCEDURES

#### **Attendance and Punctuality**

This is a professional program. To adhere to the profession's ethical principles and the accreditation standards guiding occupational therapy education, students must attend class. Students are expected to be punctual. Attendance and participation in all class activities and exams is mandatory. Attendance for online courses requires a camera turned on throughout the duration of the class in combination with consistent, non-distracted engagement in the online class.

All students will be held responsible for all material presented and discussed in class activities regardless of attendance. When possible, a student who must be late or absent to a class activity should notify the instructor prior to the scheduled time to schedule makeup activities.

Special events such as family reunions, vacations, weddings, and work-related events are considered unexcused absences. Repeated unexcused absences will impact individual course grades and standing in the program. Students with repeated unexcused absences or persistently late class arrivals will be referred to the Progression and Review Committee.

Per the University of Florida absence policy, "Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first class meeting. In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved." Missed classes due to DRC-approved disability-related accommodations are considered excused absences. <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext>

**IMPORTANT:** All students must meet the technical standards of the OTD program (see Appendix E) or have accommodations approved by the Disability Resource Center (DRC) that address the technical standards. All students must demonstrate that they are meeting ACOTE standards and OTD program instructional outcomes. Faculty are unable to assess whether students are meeting the course's core technical standards, ACOTE® standards, and OTD program instructional outcomes if they do not attend class regularly. At a minimum, students must attend **no less than 80% of classes per course** regardless of excused or unexcused absence status. DRC accommodations related to missed classes are excused absences. Faculty may require students to attend a higher percentage of classes in an individual course (see course syllabi for details). If a student misses more than 20% of classes in one semester for a course (or more than the percentage required in the course syllabus), they will fail that course or will need to pursue a petition for a medical withdrawal as applicable.

Absences from Fieldwork or Capstone: When a student will be absent from Level 1 fieldwork, Level 2 fieldwork, or Capstone, they must contact the Fieldwork Educator or Capstone Site Mentor and the OTD program's Academic Fieldwork Coordinator or Doctoral Capstone Coordinator in advance of the absence. Students are responsible for meeting with the Fieldwork Educator or Capstone Site Mentor to make up activities missed and inform the Academic Fieldwork Coordinator or Doctoral Capstone Coordinator of the plan to make-up missed experiences. Students must abide by fieldwork and capstone policies for missed time on fieldwork or capstone.

Tardiness is unprofessional and disruptive. Students are expected to be punctual to class, tests, meetings and all assigned clinical observations, practicum experiences and internship. Any assignment that is not completed on time may be subject to a reduction in grade. The exact amount of this grade reduction is at the discretion of the course instructor and will depend on established class policies described in course syllabus. This policy will not apply in case of previously arranged excused absences or unanticipated absences (refer to Attendance policy above) unless the student fails to satisfy the requirements established by his/her instructor.

Professional Meetings and University Activities Attendance: Attending professional meetings (conferences, seminars, workshops) allows students to begin initiating their own professional development and become

enculturated into their new role as an occupational therapist. *All students are encouraged to attend at least one state or national, professional conference prior to graduation* (e.g. American Occupational Therapy Association Annual Conference, Florida Occupational Therapy Association Annual Conference). Faculty will provide information regarding professional conference options. Additionally, seminars and workshops that are relevant to occupational therapy are held frequently in the Health Science Center. Students may be required to attend these activities (e.g. Sandra Edwards Colloquium) or may be encouraged to attend. Faculty will provide advance notice of relevant activities so that students may schedule accordingly.


Missing Work due to Excused Absences: For students with an *excused absence who will miss a learning activity or assignment*, an alternative activity will be provided. Students with an excused absence are expected to contact instructors regarding missed coursework and/or an alternative activity prior to returning to class. If a student does not contact the instructor regarding missed coursework and/or the development of an alternative activity prior to the missed class or within 3 business days of returning to class, the instructor is not obligated to provide an alternative activity and the student may receive a grade of zero for the missed activity.

Missing Work due to Unexcused Absences: For missed classes due to unexcused absences, the student is responsible for learning the missed content. The student cannot submit assignments related to the missed class and will receive a grade of zero for the missed assignment unless the instructor has a different policy for their specific course. (i.e., some of the fieldwork and doctoral mentorship courses.)

For courses where assignment completion is an integral part of demonstrating students' ability to meet OT-related professional standards, students must complete assignments or a make-up assignment to complete the course. Students will receive a grade of zero for incomplete assignments or assignments that were missed with unexcused absence; however, students must still satisfactorily complete the assignment (or make-up assignment) for course completion. Students will also receive a zero for assignments completed but turned in after the maximum number of days allowed for late assignments.

Students should keep in mind that most courses require all assignments to be completed in order to pass the course. Students with repeated delayed assignment submissions will be referred to the Progression and Review Committee.

Exams: *Exams will not be given early.* Students missing an exam due to an unexcused absence must petition the Progression and Review Committee for approval to take the exam and to determine the date of the exam. A 5% automatic deduction in points will be given to students with an unexcused absence taking a late exam. Students missing an exam due to an excused absence should coordinate with their instructor regarding the date of the exam and will not receive an automatic point deduction. Students are required to take all exams. Some courses require that all exams must be passed in order to pass the class. Students should check the course syllabus for information about exam requirements.

Late Assignments for Students with DRC Accommodations: For students who receive DRC accommodations for late assignment submission, the student must schedule a meeting with the course instructor prior to the accommodation being implemented. During this meeting, the instructor and student will determine the parameters of each assignment's submission extension. For example, if the determined parameter is a maximum submission extension of 5 days, then the instructor will penalize submissions later than the agreed upon 5 days in a manner that is consistent with the course's policy for late assignment submissions. Following the meeting, the student will complete the DRC form:  [Out-of-Class-Time-Extension-Guideline.pdf](#) and submit to the instructor for signature.

## **Advising**

Advising: Upon entering the program, all students are assigned a faculty advisor who will meet with the student each semester to review program progress and work through professional and personal growth issues. You are encouraged to take advantage of this time to discuss course material and class performance. The Program Director and the Academic Fieldwork Coordinator are available for advisement and discussion of any aspect of the program or concerns about fieldwork, and may be contacted at any time through email and telephone.

**Self-advisement:** Students are responsible for monitoring their university records (ONE.UF). This includes checking the number of credits completed/needed for the Occupational Therapy degree, financial aid requirements and other university requirements such as vaccinations and health insurance. Students are also responsible for the timeliness and accuracy of all university, department forms and required documentation for fieldwork. Students should refer to the OT department, Graduate School and the University websites.

**Office Hours:** All course instructors have office hours. Students are encouraged to schedule appointments to meet with faculty during their office hours, although they may drop-in. Faculty contact information published in the course syllabus. Students may schedule appointments to meet with faculty at other times as well.

**Mentoring:** In the fall of Year 3, students will identify a mentor. The mentor will be the student's instructor for OTH 6911 Capstone Project (2 cr.). In addition to facilitating student development and implementation of the capstone project, the faculty mentor is also responsible for mentoring around professional development, career planning, and personal growth. Mentors meet with students on a regular basis throughout the spring of Year 3, summer of Year 3, and Fall of Year 4.

### **Cell Phone Use**

While it is understood that cell phones are important to students they are extremely disruptive in the classroom. Therefore, students must: not answer phones, text or e-mail during class or lab times, unless it is an emergency, and switch phones to silent mode when entering the HPNP building.

**Remember at all times your phone conversations can be overheard by others in the building and can be disruptive to the learning of others.**

### **Classrooms**

Faculty/staff office space, and research and clinical areas of the department surround the classrooms. Be courteous of the noise level when between classes. Students who are disruptive will be asked to leave the building. Classrooms in the Health Professions, Nursing and Pharmacy (HPNP) building may be used by students for professional and education purposes only. Permission to reserve space for education related purposes in the building must be requested by students through the Student Activities department located on the ground floor. To reserve OT department labs or conference rooms see the staff in the main OT Office.

Food is not to be consumed in the classrooms, except for approved lab activities. Beverages in containers with lids may be used in the classrooms.

### **Conduct**

#### Professional Behavior Policy

Students are expected to conduct themselves in a manner appropriate to a professional person, and to abide by the Code of Ethics set forth by the American OT Association. A copy of the *AOTA Code of Ethics* can be found at: <http://www.aota.org/Practice/Ethics.aspx>.

Professional conduct includes behaving with courtesy and respect towards classmates, clients (during fieldwork, capstone, Equal Access Clinic), staff, classroom and department visitors and faculty. Personnel in the Department are here to help the student develop professional attitudes, and knowledge and skills in occupational therapy. This process is best fostered in a climate of mutual respect and high expectations. In the classroom, students are expected to behave respectfully to each other, faculty, and guests at all times. In the community (e.g., observations, fieldwork), students are expected to behave respectfully to each other, faculty, and community members. Refer to the Department of Occupational Therapy website for a list of expected professional behaviors. Student professional behaviors are monitored throughout the entire program and are reviewed by faculty at least once a semester. All faculty review student professional behaviors as a group at least once per academic year.

**Professional behaviors:** The faculty take professional behaviors seriously. When a student demonstrates inappropriate professional behaviors, the following procedure will be followed:

1) The student will be notified by the faculty and asked for an explanation of the behavior.



2) If the behavior continues, the faculty will meet with the student to discuss the behavior and expectations for improvement. A follow-up email will be sent to the student with a re-cap of the discussion. The student's advisor or faculty mentor, and the program director, will be copied. At this point, the faculty may refer the student to the Learning Support Specialist (LSS). The program director will follow up the LSS to make sure the student has attended a meeting with the LSS.

3) If the behavior(s) continue, the faculty will contact the Progression and Review Committee. The committee will meet with the student's advisor and develop a written notice, which will be sent to the student.

4) The student will then meet with their advisor and another faculty member or the Program Director to discuss the issue and develop a written action plan with specific goals for improved behaviors identified.

5) If the student does not meet the goals delineated in the action plan, they can be dismissed from the program or withheld from moving forward to their next fieldwork or capstone placement.

Ethics and social media: Ethical issues on social media are of increasing concern. Inappropriate sharing of information relating to course material (assignments and exams), classroom guests (patients and professionals), and gossip, bullying and damaging discussions of peers, faculty and staff is unethical. Facebook, Tiktok, twitter, blogs, YouTube, Flickr, text messages, and other social media/messaging sites are not private and once on the internet remain permanently accessible despite all efforts to remove them. Discussing or showing pictures of classroom guests (lecturers or simulated patients) is a HIPPA and confidentiality violation. Students are strongly advised to monitor privacy settings, and limit access to personal social media to close friends and family.

Ethical breaches on social media are dealt with as severely as any other unethical or conduct problem. See Appendix I for the official UF Health Science Center Social Media policies.

### **Copy Machines**

The Departmental copy machine is not available for student use except for official SOTA business and then only upon obtaining permission from the SOTA faculty advisor. Students are to use copy machines in the Health Center Library and elsewhere for personal copies of notes, reprints, etc. Students are responsible for making copies of any handouts that are posted on the class website as preparation for a class or presentation.

### **Copyright**

In accordance with the University of Florida's Acceptable Use Policy (<https://it.ufl.edu/policies/acceptable-use/acceptable-use-policy/>) and the AOTA Code of Ethics (<https://www.aota.org/Practice/Ethics/code-of-ethics.aspx>), students in the Doctor of Occupational Therapy program may not illegally share copyrighted material. Please be sure that you have rights for any material you are making available or sharing on the University network. Likewise, it is not acceptable to download free digital copies of copyrighted textbooks or assessments that are not open source. Copyrighted materials may be downloaded for educational use only if meeting the requirements outlined here: <https://guides.uflib.ufl.edu/copyright/fairuse>. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject you to disciplinary action as well as civil and criminal liabilities.

### **Computer/Software Requirements and Online Learning Information**

According to the University's [Student Computing Requirements](#) policy, all UF students must have access to a computer that allows them to complete all coursework and general curriculum requirements. Students are responsible for knowing how to operate the computer systems and the software packages required, including the Canvas online course management system (UF e-Learning).

If you are not knowledgeable in the use of the Internet, e-mail, word processing software, or Canvas, on-campus and community education and/or self-study programs should be used and completed before beginning the program. The University has several supports in place to assist students who need this type of training: <https://training.it.ufl.edu/training/>

The [UF Computing Help Desk](#) is available 24 hours a day, 7 days a week at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu). Find links to the Help Desk, UF IT, and additional training options at <http://elearning.ufl.edu>.

Students may acquire access through the most appropriate option to match their individual circumstances. These include, but are not limited to, computer purchase, lease, or loan.

The OTD program follows the College of Public Health and Health Professions' [Computer Requirements](#) policy, which states that all students must have access to a computer with the following capabilities:

- Computer accessibility to the World Wide Web
- Current/Supported Operating system (Windows or Mac)
- Minimum system resources to run all required applications
- An Office Suite (e.g. MS Office or Open Office) MS Office can be downloaded through UF: <http://www.it.ufl.edu/gatorcloud/free-office-365-downloads/>

Students are responsible for any repair necessary to their computers and are expected to complete assignments in a timely manner regardless of the state of repair of their individual computer system. It is likely that over the course of a student's program, computer upgrades will be necessary. Students are responsible for upgrades required for curriculum completion. Individual coursework may require additional specialized software not already delineated. In this case, the faculty members will delineate those requirements in the class syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.

For more specific information see the University and College of Public Health and Health Professions Computer Requirements and Use policy sections of the *University of Florida Catalog*.

**OTD Program Policy on Laptops:** Course instructors reserve the right to prohibit laptop use privileges during class times. Students shall lose laptop privileges if content becomes disruptive to classmates or if it is used for activities unrelated to course objectives. The definition of "use unrelated to course objectives" includes, but is not limited to use of personal e-mail, instant messaging, chat rooms, games, and browsing the internet. Acceptable uses include taking notes, accessing course-related documents (on or offline), following along with PowerPoint documents or class demonstrations, course-related internet searches, and performing class projects.

### Department Computers

The OT Department supplies, computers, and other computer technology equipment, are for students working for the department as Teaching, Graduate or Research Assistants only. Equipment located in the Graduate Office is to be used by graduate students in order to prepare work assigned by faculty or for job related assignments only.

### Dress Policy

The University of Florida Occupational Therapy Department has strict professional dress code guidelines for all students in clinical settings (this includes fieldwork, site visits, and field trips).

**Appearance:** Students are expected to be well-groomed and to portray the appearance of a responsible health professional while in attendance of all classes and activities.

**For Classes in the Health Science Center:** Class activities that require students to abide by the code below are most often designated in the class schedule; however, students are responsible for dressing appropriately. *You will be asked to return home to change if your dress is unprofessional for the Health Science Center environment.* General guidelines are as follows:

- Hats/headwear: No hats or head covering of any kind, except for religious, cultural, medical or ethnic observations.
- Pants: 1) No excessively tattered or worn pants and no clothing with holes; 2) Dress shorts are allowed but regular shorts are not; 3) Pants should not be cut too low or worn in a manner that causes the skin or underwear to be exposed; 4) Denim jeans are allowed.
- Dresses/Skirts: Should be not shorter than one palm length above the knee when standing.
- Shirts: 1) No revealing clothing including low cut blouses or shirts/pants that allow the abdomen to be exposed; 2) No strapless shirts, shirts with thin/spaghetti straps, halter tops, or athletic shirts (e.g. basketball shirts or sleeveless shirts) *except for classes requiring visualization of body parts (e.g. OT Clinical Skills 1)*; 3) UF OT or SOTA t-shirts are allowed.
- Clean, professional footwear with a low or moderate heel. Dress sandals and clean sneakers are appropriate for class. No flip-flops or well-worn athletic shoes.

- Clothing that is not permitted includes: sweatpants or legging/jeggings. *Scrubs (tops or pants) may be worn for laboratories or classes that require movement of body parts.*

**For Labs and Other Classes that Require Body Movements (e.g. OT Clinical Skills 1):** Athletic attire is appropriate.

**For Site Visits & Field Trips:** Students will wear khaki, black or blue solid color slacks that are belted at or above the waist line with department polo shirts tucked in securely and closed-toed shoes. Shirts should be fitting as to allow ease in movement without exposing any inappropriate skin areas. A picture ID must be worn at all times. Excessive cologne or fragrances are not acceptable. Jewelry should be kept to a minimum. Facial jewelry and hats are not acceptable. Long hair should be pulled back so that it does not hang down when bending forward. Exceptions to the above will only be made for cultural or religious reasons.

**For Guest Lecturers, Guest Patients, or Presentations to the Class or Community:** Casual slacks and collared shirts, fitting as not to expose inappropriate skin areas. As noted above, dress could be followed as per Site Visit protocol. No jeans, shorts, T-shirts, sandals, hats, sunglasses or facial jewelry. Consult instructor for specific situations.

**For Practicum:** The facility or Clinical Educator may determine what is preferred dress, otherwise, khaki pants with department polo shirts is appropriate. *Refer to Site Visits and Field Trips* paragraph.

**For Internship:** Dress will be determined by each facility and Clinical Educator.

**Exceptions to the Dress Code:**

- Study sessions
- Outerwear (i.e. jackets and sweatshirts) in class, given the temperature in some classrooms.

### Equipment/Specimens

Students are expected to observe procedures and precautions for proper use and care of laboratory equipment and specimens. Items are to be correctly stored and returned to their proper places. Students will receive an orientation and more instructions specific to the class activity. The student is expected to attend to this instruction and follow proper safety precautions. If the student is unsure about safe use or handling of any items, it is the student's responsibility to seek clarification from the instructor or Fieldwork educator. Equipment or specimens that are damaged or in need of repair should be reported immediately to the course instructor. See Appendix I for Safety Procedures.

### Emergencies

On the wall next to the main entrance to the OT labs and classrooms, you will find emergency information, including: emergency contacts, how to find the emergency exit in case of an evacuation, and a guide to helping students in distress. In case of an emergency, call 911 immediately. Provide the location, HPNP Building, and room number.

### Evaluations

Course and Program: Student evaluations of courses and faculty performance provide essential information to identify success as well as areas for improvement. Courses and curricula are evaluated in several ways:

- 1). Required University Course and Instructor Evaluations (<https://gatorevals.aa.ufl.edu/>): Students' ratings and written comments on *Course and Instructor Evaluations* give feedback to individual faculty about the courses they teach each semester. These ratings also become a part of the faculty member's employee file and are used by administrators to evaluate faculty for promotion, tenure, etc. Students are advised to use their ratings and comments to give constructive feedback to faculty while considering the long-range impact of these ratings and comments. Students may also be asked to assist the course instructor in evaluating teaching assistants.
- 2) Program Evaluations: Students will evaluate the OT program shortly after graduation. Student feedback on these evaluations provides valuable information from the student's perspective.
- 3) Informal feedback: Students give faculty informal information as they interact with faculty in and out of class, and through their performance on tests and other assignments.

## Expenses

**Tuition, Fees and Financial Aid:** Tuition and fees are set yearly by the Florida State Board of Governors. Therefore, tuition and fees are subject to change yearly. You will be notified through Gator webmail by the University Bursar's Office and the PHHP College Financial Aid Officer in early summer concerning any changes in tuition and fee amounts for the coming academic year. The calculator in your ONE.UF account will be adjusted for the new tuition and fees, or you can see them by looking at the Graduate Course fees at <http://www.fa.ufl.edu/bursar/current-tuition-and-fees/>.

In addition to the usual tuition, books and supplies, OT students should anticipate the expenses listed below (See also sections on Clinical Education and on specific items listed below):

- Photo identification badges
- Laboratory fees
- Vaccinations & yearly TB Titer
- Health insurance
- Malpractice insurance
- Handouts for classes and/or presentations
- Materials for some laboratory classes
- Travel and housing during fieldwork in Florida and other states
- Physical health examination
- Drug screening
- Fingerprinting
- Criminal background check(s)
- CPR certification
- Licensure fees (after graduation)
- Certification examination fees (after graduation)
- Medical Records course (after graduation)

## Examinations

**In-Course:** OTD students can expect to be evaluated using multiple formats in all courses in the program. Evaluation procedures will be detailed before the start of the class in the syllabus and on course website (Canvas). Example of methods of evaluating student performance can include assignments, quizzes, objective and case based tests, competency exams and portfolios. Fieldwork performance will be evaluated using the AOTA Evaluation of Fieldwork Form (Level II) and Level I Fieldwork: Evaluation of Student Performance. Capstone performance will be evaluated using a capstone evaluation form and capstone project rubric. Exams will typically be scheduled outside of class times in order to assist with accommodating students with disabilities. Faculty will include all exam times in the syllabus on the first day of class.

Class examinations are conducted in accordance with the honor system explained in the [University Catalog](#). Any individual changes in the examination schedule will only be made in accordance with University policy. As previously discussed (under *Attendance and Punctuality*) students are expected to attend all schedule exams, tests and lab practical exams. Absence or late arrival to any examination activities, at a minimum, can result in 0 points or the exam on the assignment. Each instructor will publish policies in the course syllabus. This policy will not apply in case of excused absences unless the student fails to satisfy the requirement established by his/her instructor as documented on the Absence Petition form.

## Faculty Titles

Faculty will be addressed by their title (Ms., Mr., Dr., etc.) and last name. The climate in the department is informal and student oriented. Faculty members are very approachable and have the common goal of excellent education for each student. However, addressing faculty by their title and last name conveys appropriate respect for an academic appointment and is a way to recognize the scholarly achievements of occupational therapists in an academic setting. Fieldwork Educators and classroom guests should be also be addressed by their title (Ms., Mr., Dr., etc.) and last name.

## Health Insurance

The University of Florida has a mandatory health insurance requirement for all newly admitted students. Students are required to show proof of adequate health insurance as a condition of enrollment. It is important that you check ONE.UF to review your mandatory health insurance requirement hold on your academic record and read and agree to the policy. You must agree to either submit your health insurance information and that it meets the adequate coverage requirements (waiver) OR that you will be auto-enrolled in the school sponsored health insurance plan and billed for it. This hold will prevent you from registering for classes. More information including insurance coverage guidelines, frequently asked questions, how to submit one's insurance information and more, can be found at <http://studentinsurance.shcc.ufl.edu>. You also must have proof of Health Insurance for all fieldwork.

### **HIPAA Compliance (Health Insurance Portability and Accountability Act)**

All students and employees of the UF, Health Science Center are required to complete an annual Confidentiality Statement and HIPAA on-line training program. This policy complies with federal guidelines for the protection of patient rights and records confidentiality. Please complete the on-line Confidentiality Statement and HIPAA program, and upload an up-to-date copy of the *Confidentiality Statement* and *HIPAA Certificate of Completion* to Exxat/Prism. **Your certificate must be dated for the year in which the training was completed.** For questions contact the UFSHSC Privacy office at <http://privacy.ufl.edu/>

Students in noncompliance will be unable to attend classes and have their records flagged rendering them unable register for classes. **Please note:** Even if you have completed HIPAA at another institution including the UF Health hospitals, you must repeat the Health Science Center online training and confidentiality agreement.

### **Institutional Review Board (IRB)**

University regulations require that all research projects involving human or animal subjects be reviewed even if the research does not involve experimentation, if it is purely observational, or if it appears totally harmless. In addition, projects must be reviewed whether or not they are funded. Graduate research that will involve collecting data using human or animal subjects must be approved before the project begins by one of three boards outside of the department.

The *Institutional Review Board (IRB)* reviews all research involving humans. There are three IRB offices. IRB-01 is responsible for reviewing research conducted at the Health Science Center, Shands HealthCare, Inc., and the VA Hospital and conducted by faculty or staff working at any of those facilities—the telephone number is 846-1494. IRB-02 is responsible for all other nonmedical research involving human subjects—the telephone number is 392-0433. IRB-03 is responsible for the University Medical Center in Jacksonville. The telephone number is (904) 244-5310. For further information on these offices see [www.irb.ufl.edu](http://www.irb.ufl.edu) . The site also contains all necessary forms.

### **Identification Badges**

Students must purchase a GatorOne photo identification badge. The department will arrange for students to obtain their initial badge. Replacement badges can be obtained through Gator 1 Central, 352-392-8343, view the website for location and hours: <http://www.bsd.ufl.edu/g1c/idcard/distance.asp>. GatorOne Cards must have a “Health Science Center Student” designation. Photo ID badges are to be worn at all times in the Health Center/Shands hospital complex, and for observations and fieldwork.

### **Immunization Requirements**

Given our proximity to UF Health Shands Hospitals and the high probability of coming into contact with patients who have compromised immune systems, and given the fact that you will be working with clients with compromised immune systems, all students are required to meet the immunization policies of the university, the UF HSC, the college and fieldwork sites.

All Health information such as immunization must be documented through the UF Student Health Services (SHS). Copies of these records will not be maintained by the OT Department. It is the student’s responsibility to provide the documentation to the SHS and to keep original documents in a safe place in order to provide as required by fieldwork sites. We will be checking SHS records periodically as required by the university and fieldwork sites. If the following vaccinations are not documented you will be withdrawn from classes according to HSC policy, and cannot not be placed on fieldwork. The following vaccinations are required:

#### Required on Admission:

Measles/Mumps/Rubella;

Hepatitis B Series

Chicken Pox Immunity by varicella vaccination or a positive varicella antibody titer.

Negative Tuberculosis Test

#### Required Annually:

Tuberculosis test (PPD)

Influenza (flu) vaccination (every October)

### Reference Requests

Faculty is under no obligation to provide references for students. Students are responsible for asking for a professional reference beforehand, and completing a *Recommendation Release Form*. References will be provided under university policies, and cannot be given before receiving the form. For an explanation of the policy see the Office of the Registrar website. For access to the form see the OT Department website under Current Students or <http://www.registrar.ufl.edu/pdf/ferparelease.pdf> .

### Smoking

Smoking is not permitted. All university buildings and grounds (including the greater UF campus, OT department, the HPNP complex and the Health Science Center) have been designated “smoke-less” as of July 1, 2010.

### Site Visits and Shadowing

The OTD Program does not support current students participating in site visits or shadowing of occupational therapists outside of the opportunities planned by OTD Program faculty and the academic fieldwork coordinator. Current OTD students who schedule their own site visits and shadowing take opportunities away from prospective OT students who need shadowing hours to apply for OT programs. Site visits and shadowing outside of the OTD Program may also overtax fieldwork educators, resulting in fieldwork and capstone sites refusing to take UF OTD students. *Students should not contact sites for out-of-program site visits or shadowing without first receiving approval from the fieldwork office. Doctoral Mentorship/Capstone students wishing to do a site visit for their needs assessment at clinical sites need approval from the Doctoral Capstone Coordinator.* If a student is found to have made arrangements for out-of-program site visits or shadowing without approval, they will be referred to the Progression and Review Committee.

### Social Media and Confidentiality

Social networks provide fun and exciting ways to connect with others who share common interests. These guidelines are meant to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. These guidelines also provide suggestions for situations involving social media that could be damaging to either participants or the university.

The University of Florida *Social Media Use Guidelines* apply to all employees and students of the university. The guidelines also apply to other people (such as volunteers and appointees) who use university computing resources. The guidelines apply to all forms of social media, such as Facebook, TikTok, Twitter, blogs, YouTube, Flickr, text messages, and other, less-popular platforms, as well as those not in existence at the time of the adoption of these guidelines. For specific guidelines see Appendix H, with specific attention to the Professional Guidelines on page 39.

## Student Performance

### Introduction to Public Health Course

All graduate and professional students in the College of Public Health and Health Professions are required take the free graduate level online, self-paced *PHC 6600 Introduction to Public Health* course. This is a requirement from the Council of Education in Public Health of Education in Public Health (CEPH) for accreditation as a college of public health.

During the spring of Year 1, OTD students will complete the course as a free, non-credit requirement of their academic program. The course must be completed by the end of the summer semester in Year 1. The course is asynchronous and online. It includes several modules with online discussions and quizzes. Students must achieve a 70% or higher to pass the course. You cannot be certified to graduate from this college without successful completion of this course.

### Transfer of Credit

Students wishing to transfer credit in order to meet the requirements in the OTD program must submit a syllabus for the course taken previously. The course is reviewed by the Admission Committee, Program Director and the instructor of the UF course. The course is evaluated with the following standards:

1. the course must have been taken at a regionally accredited college or university.
2. the student must have earned a B or better grade in the class.
2. course material must overlap sufficiently (90%).
3. the student may not be placed at a future disadvantage for the remaining course material.

### **Advanced Placement**

The Doctor of Occupational Therapy program will accept the following prerequisite courses taken through Advanced Placement or credit by examination, if the courses were given credit by a community college, state college, or four-year university AND that credit is documented on the applicant's/student's transcript: General Biology, General Biology lab, and Introduction to Statistics. No other advance placement courses will be accepted as prerequisites or as substitutes for doctor of occupational therapy program courses.

### **Academic Integrity**

At the University of Florida (UF), academic integrity is considered a core responsibility of all faculty, staff, and students. The standards of academic conduct are defined by the Student Honor Code and require students to approach their learning in an academically honest manner (<https://php-academic-integrity.sites.medinfo.ufl.edu/students/understanding-academic-integrity/>). All students are subject to the guidelines and the student conduct code printed in the University Catalog. The Honor Code states: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." For more information on violations, student rights, process, sanctions, and appeals, see the Student Honor Code and Student Conduct Code at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

Occupational therapy students are also bound by the American Occupational Therapy Association (AOTA) Code of Ethics. As a program that prepares and trains health professionals this college and program takes student, faculty and staff honesty and ethics very seriously. Students will review these guidelines during their first semester in the program, and shall abide by this code as a matter of practice from that time on. Please refer to the following website for the AOTA Code of Ethics: <http://www.aota.org/Practice/Ethics.aspx>. Breaches of ethics and honesty can result in dismissal from the OT program.

The following statement applies to all exams, course assignments and work submitted for grade/credit: *"On my honor, I have neither given nor received unauthorized aid on this assignment. Violations include the taking of information, tendering of information, plagiarism, conspiracy, misrepresentation and bribery."* Ignorance of these guidelines is not defense for violators. All students sign a form indicating that they have read the student manual before they begin the program. This form is collected at orientation. Signing the form indicates that students affirm this statement and the UF Academic Integrity guidelines.

Because of the amount of writing expected of students it is imperative that the concepts of proper referencing are clear. All work cited from other sources (journals, books, lectures, videotapes etc.) must be referenced. Direct quotations must include the page number. Permission from the publisher must be obtained when direct quotations exceeding a few paragraphs are used. If you have any questions about these guidelines please ask the faculty or Program Director for assistance before submission. Remember this policy applies to Facebook, Twitter, blogs, YouTube, Flickr, text messages, TikTok, ChatGPT, and all other media platforms or artificial intelligence (AI) platforms.

**Use of AI-created assignments or responses is cheating and a violation of academic integrity.**

***What happens if a faculty member accuses a student of academic misconduct?***

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

***What are the possible consequences if a student is found responsible for violating the student honor code?***

<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

Please refer to the following website for the PPHP Academic Integrity Overview: <https://php-academic-integrity.sites.medinfo.ufl.edu/students/>

### Accommodations for Students with Disabilities

Students requesting classroom or academic accommodations must first register with the Disabilities Resource Center (DRC). The DRC will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. We encourage all students with a disability to obtain reasonable accommodations. The faculty are used to providing accommodations to students. For information about the policies and procedures for accommodations see: <https://disability.ufl.edu/>. Contact the DRC at 352-392-8565, by e-mail at [accessuf@dso.ufl.edu](mailto:accessuf@dso.ufl.edu) or the DRC office at 0001 Building 0020 (Reid Hall).

### Technical Standards (see Appendix F)

The Technical Standards are a list of competencies needed to successfully carry out tasks performed by an occupational therapist. These competencies are distributed to incoming occupational therapy students. The department uses these Technical Standards as a counseling tool to support your success as an occupational therapy student and as an occupational therapist. Students are responsible for reviewing this list to determine their ability to perform these tasks. If a student discovers that an accommodation to meet these standards is needed, it is their responsibility to contact the Department of Occupational Therapy and the Disability Resource Center (see section above).

### Writing Style

Research papers for the Department of Occupational Therapy are to be written according to the American Psychological Association (APA) Style. Students are responsible for obtaining access to the information in the Publication Manual of the American Psychological Association (latest edition). The University Reading and Writing Center, located within the Teaching Center in SW Broward Hall, offers free services to staff and students. The center's office is open 8:00 a.m. - 5:00 p.m., Monday through Friday (392-2010).

## Policy for Progression in the OTD Program

### Requirements for Graduation

Students must have 107 graduate credits from the Doctor of Occupational Therapy (OTD) degree program. University degree certification for graduation from the OTD program, requires that all students have successfully earned at a minimum, C or S in all courses and an overall GPA of 3.0, completed all required courses, have no incomplete (I) courses, have successfully completed three Level 1 fieldwork placements, two Level 2 fieldwork placements, a competency exam, and one capstone. Level 2 placements, the capstone, and the capstone project must be successfully completed within 18 months of completing didactic campus-based coursework. All students must complete the college required *PHC 6600 Introduction to Public Health* course.

### Grading Scale

All students in the Department of Occupational Therapy are expected pass all courses with a minimum grade of a C (2.00) and maintain a B (3.0) average or better. The grading scale used by the Occupational Therapy Department is as follows:

93 – 100 = A (4.0)	70 – 76 = C (2.00)
90 – 92 = A- (3.67)	67 – 69 = D+ (1.33)
87 - 89 = B+ (3.33)	63 – 66 = D (1.00)
83 – 86 = B (3.00)	60 – 62 = D- (0.67)
80 – 82 = B- (2.67)	Below 60 = E (0.00)
77 – 79 = C+ (2.33)	

### GPA Requirements (Minimal GPA in the Program)

Student performance is reviewed each semester by the Progression and Review Committee. It is expected that students will maintain a 3.0 GPA for each semester enrolled in the occupational therapy program. A minimum of a C (2.00) or a passing (Satisfactory) grade is required to pass a class in the OTD Program. The Progression and Review Committee will place students who do not have a semester GPA of 3.0 or a cumulative GPA of 3.0 on department academic probation. Students earning a GPA of 2.67 or lower in one semester and any



subsequent semester will be required to withdraw from the program. Students earning a GPA lower than 3.0 must increase their cumulative GPA to 3.0 or higher by the end of the semester preceding the level 2 fieldwork and the capstone experience in order to continue in the program. Students who do not have a cumulative GPA of 3.0 or higher by the end of the semester preceding level 2 fieldwork or the capstone experience will be required to withdraw from the program.

### **Academic Probation**

Students in Occupational Therapy who earn a D+, D or D- in a required didactic course in the program will be placed on academic probation and are required to repeat the course the next time it is offered. A student who earns a failing grade (E or F) or not passing (unsatisfactory) grade in a required course will be required to withdraw from the program.

Students placed on departmental academic probation will be required to meet with the Program Director and their faculty mentor in order to mutually design a plan that spells out the actions the student will take to remediate current performance and return to "good standing" in the department. The Progression and Review Committee must approve the student's final action plan. Successful completion of course work and the requirements of the plan will result in removal of probation status by the committee. Students who do not meet the requirements of their remediation plan will be required to withdraw from the program.

Occupational Therapy students, who do not receive a satisfactory performance evaluation in a Level 1 or Level 2 fieldwork experience, must meet with the Progression and Review Committee to determine their eligibility to remain in the program. At a minimum, students will be placed on departmental academic probation will be required to meet with the Academic Fieldwork Coordinator to design a plan that spells out the actions the student will take to remediate current performance. The plan must be approved by the Progression and Review Committee. Students on a remedial performance plan must enroll in 3 credits of OTH 6933 during the remedial period. Students who do not meet the requirements of their remediation plan will be required to withdraw from the program. Students who are dismissed from a clinical site due to ethical or conduct issues will be dismissed from the program.

### **Dismissal from the Program**

A student who earns an unsatisfactory, D+, D, or D- in a second required course, fieldwork placement, capstone (doctoral experiential residency) or is dismissed from a clinical placement due to ethical or conduct issues will be dismissed from the program. A student who receives a failing grade (E or F) in a required course will be required to withdraw from the program and the University of Florida. Information about withdrawal from the University can be found here: <https://registrar.ufl.edu/services/withdrawal>.

### **Appeals/Grievance Process**

Students who have concerns about some aspect of their OT education or who wish to dispute a grade on a test or assignment will first appeal to the faculty member involved. If the matter is not resolved with the faculty member, the student may submit an appeal to the Progression and Review Committee. A meeting then will be held with the committee, faculty member and student. If the matter is not resolved, the student may submit an appeal to the Chair. If the matter is not resolved at the department level, the student may submit an appeal to the Dean of the College of Public Health and Health Professions who will resolve the issue or refer the student to the appropriate university unit. If the issue cannot be resolved at the college level, the student may request an appointment with the University ombudsman per the University of Florida graduate school guidelines.

In the case of dismissal from the OTD Program, the student may petition, in writing, to the Progression and Review Committee to re-enter the program. If the committee upholds the student's dismissal the student would follow the appeal procedures described above by submitting an initial written appeal to the department Chairperson.

For further explanation of the College of Public Health and Health Professions and the University of Florida appeals process see the *University of Florida Catalog*.

### **Extended Program**

A student who has health problems or other serious situations or conditions that prohibit progression through the program in the expected time frame may petition, in writing, to the Progression and Review Committee to

request an extended program of study. If approved, the Progression and Review Committee and individual student using the following guidelines will design a program.

1. In advance of first semester of extended program, the Program Director, Department Chairperson and Progression and Review Committee must approve enrollment in an extended program of study.
2. In advance of first extended semester, the Program Director and Progression and Review Committee of must approve written course sequence and extended program timeline.
3. Students must complete all didactic courses in Year 2 Fall before they can complete Adults Level 1 Fieldwork, and complete all didactic courses in Year 2 Spring before they can complete Pediatric Level 1 Fieldwork.
4. Students must complete Level 2 fieldwork courses within one year of completing the didactic, on-campus portion of the program.
5. Students on an extended program must maintain a 3.0 GPA.
6. Students on an extended program who earn a D+, D, D-, or an E in one course will be required to withdraw from the program.

### **Withdrawal from the Program**

To withdraw from the program **and** prior to actually leaving the program, a student must notify, in writing, the Department of Occupational Therapy **and** must receive a written or direct telephone response from the Department. The Program Director or Chairperson will respond to the student in writing or directly by telephone providing any necessary directions, requirements for further action or options available to the student. Information about withdrawal from the University can be found here: <https://registrar.ufl.edu/services/withdrawal>. If a student leaves without notifying the Department **or** before the Department responds to the student's withdrawal notification, the student will be considered to have failed the course(s) in which she/he was enrolled and will not have the option to petition to re-enter the program.

Leaving a fieldwork site without prior notification **and** a receipt of written or direct telephone response from the Fieldwork Educator and the Program Director is viewed as a serious infraction of professional ethics and is considered abandonment of one's professional responsibilities to the patients and the facility. The student will receive a failing grade in the internship and will not have the option to petition to re-enter the program.

### **Failure to Enter Program or Early Withdrawal**

This policy pertains to a student who is accepted to the OTD program and who is in good academic standing, but, because of health, personal, or other reasons does not actually begin the program or enters the program and finds that they must withdraw from the program during the first semester of the program. Information about withdrawal from the University can be found here: <https://registrar.ufl.edu/services/withdrawal>. If the student wishes to be re-admitted to the program in the future, the student must submit an application and be considered in the pool of applicants for that year. The student may request to use any part of the prior application that is still pertinent to the current application. The student will not be given preferential consideration. Students who do not attend the program for 2 sequential semesters (not including summers) also must be re-admitted to the university.

### **Leave of Absence**

This policy applies to students who have completed at least one semester of work in the OTD program and is in good academic standing. In rare situations such as serious health or other problems, a student may petition for and be granted a leave of absence for up to 2 semesters. Such a leave must be requested in writing and be approved by the Progression and Review Committee.

### **Legal and Conduct Issues**

Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure. For more information contact the National Board for Certification in Occupational Therapy at <http://www.nbcot.org>, and the state licensure board in the state you wish to practice. For other conduct or legal issues see the discussion of background screenings below. Legal and conduct issues during the program will be dealt with under university policies.

## FIELDWORK DOCUMENTATION AND RECORDS

It is the student's responsibility to insure that the appropriate and up to date health information is completed. **Students are responsible for keeping copies of the documentation discussed below and supply it to their fieldwork sites as required. Immunization and CPR Certification copies will not be maintained in the student's OT department file.** OT Students are responsible for verifying submission of all the health science center requirements and fieldwork records documentation using the OT Department *Immunization Checklist/Requirement Form*.

### Health Requirements

As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of **immunity to measles**. All students, regardless of age, shall present documented proof of immunization against rubella. Proof of immunity should be presented according to the standards students received from the Registrar's Office. All students are required to verify immunization against diphtheria, rubella (German measles) and tetanus to the university Student Health Services.

Students in the Health Science Center colleges (including, Occupational Therapy students) are required to be immunized against the **Hepatitis B** Virus, and also provide proof of **immunity to the chicken pox virus**. Please keep in mind that Hepatitis B vaccinations take approximately six months to complete. It is the policy of the Health Science Center that Hepatitis B vaccinations and chicken pox titer tests are paid for by the student.

Students in the Health Science Center colleges (including, Occupational Therapy students) are required to be tested annually for **Tuberculosis** (or present documentation from physician that this test is contraindicated). All HSC students (including, Occupational Therapy students) are required to have a yearly flu shot.

Most fieldwork placements require a current TB test and flu shot. Therefore, you will need to comply yearly before the beginning of any clinical experience.

Proof of current immunizations and TB Titers will be requested by fieldwork facilities.

All health information and immunization forms should be sent to university Student Health Services. For information about the Student Health Care Center see <http://www.shcc.ufl.edu/>. Information about the immunization requirements at UF can be found at <https://healthcompliance.shcc.ufl.edu/immunization-requirement/>. The immunization form is available at <https://healthcompliance.shcc.ufl.edu/immunization-requirement/immunizations/>. The center is located at 1 Fletcher Drive, and phone number is: (352) 392-1161. For more information, see the PHHP Student Immunization Requirements Policy at <https://hsrmp.php.ufl.edu/files/2014/08/2014-ImmunizationsRqmts.pdf>.

### CPR

Prior to beginning any type of fieldwork, site visits, capstone experiences or Equal Access Clinic visits, students are required to provide proof of current CPR certification. To meet the requirements you will need the BLS course for Health Care Providers (**Certification for Adult, Child, and Infant**). The American Heart Association course with an **in-person component is required**. In Gainesville, you can contact Gator CPR at <https://www.gatorcpr.com/bls-for-healthcare> or the UF CPR and Safety Training Center at <https://ufhealth.org/cpr-training-center-uf-health-shands-hospital> at (352) 265-0111 ext. 4-7551 to schedule. Upload a copy of your certification to Exxat/Prism.

### Insurance

All UF students are required to have health and hospitalization insurance. The insurance must be applicable while out of the Gainesville area on fieldwork. All full-time students are eligible for the health insurance plans sponsored by the University. Students also must obtain a blanket liability insurance policy available at a nominal fee through the Department. Proof of both types of insurance may be requested by fieldwork sites.

### **Certifications and Mandatory Workshops**

All students must be able to provide documentation to all fieldwork sites showing completion of 4 mandatory training workshops: OSHA/Infection control and HIV/Blood Borne Pathogens courses, HIPPA and a personal safety workshop. These workshops will be offered by the OT department and scheduled during the summer, fall, and spring semesters.

### **Background Checks, Fingerprinting and Drug Screening**

Fieldwork facilities often require a variety of different types of background checks. A student who is aware of a legal or conduct issue that may present a problem for fieldwork placement should contact the Program Director upon entering the program or as soon as possible for a confidential discussion of the implications. All students are expected to inquire of both Level 1 and Level 2 site placements concerning the specific background information required. The student is responsible to comply with the request in a timely manner and furnish the required documentation to the site. Some fieldwork sites also require a screening test for drug use. Students are advised that any evidence of use of illegal drugs will jeopardize their ability in the future to obtain state license to practice occupational therapy.

## **STUDENT INFORMATION**

### **Bulletin Boards – Electronic and Stationary**

Official stationary wall department bulletin boards are located in the hallways near the OT lab classrooms on the first floor of the HPNP building. Announcements and other information of interest to students may be posted on the department website ([www.ot.phhp.ufl.edu](http://www.ot.phhp.ufl.edu)). Correspondence is posted for your information relative to departmental and professional business (classes information; departmental, SOTA, and/or local forum and national OT news, etc.) only. Students are responsible for checking electronic and wall bulletin boards frequently for general and special notes.

Electronic boards are located throughout the HPNP Building. Student organizations may submit information to be on the scroll for the e-boards. Bulletin boards labeled as Public Notices or those located in “common areas” of the HPNP building may be used for public information or general items of interest.

### **Contact Information**

Students are responsible for informing the OT office and the Registrar’s Office about, name changes, address, e-mail, phone number and emergency contact information changes. Forms for this purpose can be obtained in the OT Department Office.

### **College Council**

OT students are eligible to elect representatives for the Public Health and Health Professions College Council. Meetings are held once a month. See the college website for more information concerning the college council and other student clubs and organizations: [www.phhp.ufl.edu](http://www.phhp.ufl.edu).

### **First Aid Kit**

Students or faculty can request band aids, gauze, antibiotic ointment, athletic tape or ace wraps at the main office for any minor cuts or injuries that occur in the HPNP Building. Any serious injuries should be dealt with by the student’s health care provider. First aid kits are available in the ADL Lab (2102), 1103, and 1107.

### **Food in the Building**

Food and beverage consumption is allowable only in the Student Study Areas of the HPNP building.

### **Professional Student Lounge**

Students are encouraged to use the Health Science Center’s Professional Student Lounge during breaks. The lounge is located in the Communicore Building, CG-14, and has microwaves and other amenities. It is open 24 hours.

### **Library**

The small departmental library was founded and is maintained through a bequest in memory of Ann Sirmyer Ballard, who was a student in this curriculum at the time of her death. This is a reference library and students

are **not** authorized to remove materials from it. Use of the library is a privilege during the times when classes are not in session the room.

### **National Board for Certification in Occupational Therapy Examination**

Students who complete all academic and fieldwork program requirements are eligible to graduate from the University of Florida with a Doctor of Occupational Therapy. Graduates of this 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, most states require licensure to practice. A passing score on this exam is required by most states for professional licensure. For more information see Appendix E. Application materials can be obtained from the:

National Board for Certification in Occupational Therapy, Inc.  
One Bank Street  
Suite 300  
Gaithersburg, MD 20878  
(302) 990-7979 or [www.nbcot.org](http://www.nbcot.org)

*Students should be aware that a felony conviction might affect their ability to sit for the certification exam or attain state licensure.* For more information contact the National Board for Certification in Occupational Therapy at the address above, and the state licensure board in the state you wish to practice.

### **Student Photographs**

Each member of the entering classes will be asked to pose for photographs, usually during New Student Orientation. These pictures are used to make a composite picture of the entire class. The pictures are also used for our records. Students will be informed where and when the photographs will be taken.

## **CAMPUS and HEALTH SCIENCE CENTER SERVICES/FACILITIES**

### **Bookstore**

The bookstore/convenience store for the Health Science Center is located in the Medical Science Building on the ground floor. This bookstore carries texts for OTH and HSC courses. Students are responsible for purchasing all required texts. **NOTE:** buy your texts prior to the beginning of the semester as the bookstore returns unpurchased texts to the publishers early in the semester.

Some textbooks are also available at the University of Florida Bookstore and Welcome Center, and in many private bookstores in the community. The website for the university bookstores is: [www.ufl.bkstr.com](http://www.ufl.bkstr.com)

### **Career Connections Center**

The Career Connections Center provides career planning and employment assistance to all students and alumni. The Center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the Center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The Career Connections Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or check the web site at <https://career.ufl.edu/>.

### **Counseling and Mental Health Services**

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the University of Florida Counseling and Wellness Center, 352-392-1575, or Student Mental Health Services, 352-392-1171. Visit their web sites for more information: <https://counseling.ufl.edu/> or visit <http://umatter.ufl.edu> for links to these services and other resources. *Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance. Crisis intervention is always available 24/7 from the Alachua County Crisis Center: (352) 264-6789.*

### **Food Services**

Food service facilities are located on the first floor of UF Health Shands Hospital (located across the courtyard from the HPNP Building), and the 3<sup>rd</sup> floor of the UF Health Cancer Hospital (located on the other side of Archer Road from Shands Hospital). Both are open to staff, student, patients, and visitors. The Sun Terrace is located near the entrance to the Health Center Library and offers several fast food options. The Reitz Union, located on Museum Road also offers a variety of fast food and the Arredondo Room restaurant.

### **Gift Store**

The Shands Auxiliary gift store called the **Gift Stop** is located on the main floor (**first floor**) of UF Health adjacent to the Food Court. A US Post office (8:00AM to 3:00PM) is located in the Medical Science Building next to the HSC Bookstore). A branch of the Campus Credit Union and an ATM machine is also located in that vicinity. There are also ATM machines, food service, gifts and sundries, and a general campus bookstore located at the Reitz Union.

### **Student Health Center and Satellite Clinic at UF Health**

The main Student Health Care Center is located on campus at the Infirmary Building, 280 Fletcher Drive, 392-1161. The Student Health Care Center Satellite Clinic at UF Health Shands Hospital is the closest clinic to the HPNP Building. It offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located in the Dental Towers, 2nd Floor, Room D2-49 in the Health Science Center. For more information, contact the clinic at 294-5700 or check out the web site at: <http://shcc.ufl.edu>.

### **University Libraries**

The Health Center Library is now the twelfth largest medical library in the United States. It is located on the 1st, 2nd and 3rd floors of the Communicore Building. When using the library you must have your Gator One Card available since the library is limited to use by Health Center personnel and students. Books on reserve for the various Occupational Therapy courses are in this library. There are computer labs and individual and group study rooms available for all Health Science students.

Holiday schedules are posted on the door of the library and published in the student paper. Duplicating machines are located on the 2nd and 3rd floors of the library. For information concerning helpful courses available to students and other HSC personnel check the brochures available at the library. Several other libraries are located around campus including the education library in Norman Hall.

### **University Newspaper**

Newspapers are available in the HSC and UF Health buildings. *The Independent Alligator*, the "unofficial student newspaper", is distributed throughout the campus and can also be found at distribution points around the Gainesville community. It is published daily during spring and fall semesters, and twice a week during the summer semesters.

### **Academic Technology Computer Labs**

Academic Technology (AT) computer labs are open campus wide to all UF students for course work and personal use. All computer lab users must show a Gator One UF-ID card. AT computer labs are staffed with student lab operators who manage lab activity, and provide limited software and hardware assistance. They do not teach classes or help students with their homework. For more information: <https://labs.at.ufl.edu/computer-labs/>.

### **Parking and Local Transportation**

Parking facilities surrounding the HPNP Building Complex are extremely limited. Students are encouraged to use the public transit system. Students may ride any Regional Transit System bus for free with a valid Gator One Card. For RTS Information and schedules see: [www.go-rt.com](http://www.go-rt.com).

Students wishing to drive on campus will be required to park in the area assigned to them at the time the vehicle is registered. Parking decals are available through UF's Traffic and Parking Division located in the parking garage on the corner of Gale Lemerand Drive and Mowry Road. Their website is: [www.parking.ufl.edu](http://www.parking.ufl.edu).

**Post Office**

A Post Office is located on the ground floor of the Medical Sciences Building, near the bookstore. Please be aware the hours are limited (Monday – Friday 8:00AM - 3:00PM).

**SAFETY POLICIES AND PROCEDURES**

For a full description of university safety policies see the following website. This site also provides helpful personal safety information and detailed instructions if you should witness a crime or become a victim of a crime. [www.police.ufl.edu](http://www.police.ufl.edu)

The UF Police Department is an integral part of UF's dedication to maintaining a safe and secure campus. The department provides law enforcement, crime prevention, victim advocacy and game day security, while Environmental Health and Safety handles inquiries related to biological safety, the UF Disaster Preparation Plan and the handling of suspicious mail. For further information see [www.ufl.edu/notices/safety.html](http://www.ufl.edu/notices/safety.html)

**To Contact the University Police Dial: 392-1111**

Give the operator the following information:

1. Type of emergency
2. Address of facility
3. Location of emergency
4. Phone number you are calling from
5. Be prepared to answer any other questions from the operator.

**Student Nighttime Auxiliary Patrol (SNAP)**

SNAP provides nightly escorts anywhere on campus to persons on request. The service is staffed by students equipped and supervised by the university police department. Escorts are routed on foot and driven trips. A person requesting an escort may contact SNAP via telephone at 392-SNAP (92-7627).

**Campus Emergency and Natural Disaster Notification Policies**

UF Emergency Alert Contact System is a fast and effective way to communicate emergency information to a large number of people at virtually the same time. Students will be required to update their emergency contact information every 3 months. All students must participate. The university will contact students in the event of an emergency via: text message, telephone voice message (cell and land line) and/or e-mail.

Emergency information about hurricane preparation, toxic spills, injuries, suspicious packages, fires, etc. are addressed on this site, and includes telephone numbers for applicable response teams. See the following for emergency management information <http://emergency.ufl.edu/>.

**Mandatory Safety Workshop**

All OTD students will complete a mandatory Personal Safety course given by trained UF police representatives during their first year in the program. This course addresses safety in the community, on campus and in health care centers.

**Notification of Exposure Policy**

- Purpose: To inform the student of their responsibility regarding exposure to infectious agents during practicum and internships.
- Policy: Students are informed of current OSHA and CDC exposure policies and practices during classroom training. Following an exposure to an infectious agent during practicum or internship, students are to follow the official exposure policy of the practicum/internship site. If the student disagrees with the site exposure policy, the student is responsible for seeking additional medical intervention.
- Procedure:
  1. Students are informed of the need for exposure policy use and practices at orientation and during a scheduled infectious disease/AIDS in-service.
  2. Attendance is mandatory for infectious disease/AIDS in-service.

3. Students are informed of personal responsibility to seek additional medical care following an exposure if the student feels the exposure procedure was not adequate.
4. For **ALL Human Blood or Body Fluid exposures** in the Gainesville area call **1 866 477-6824** 24 hours a day, 7 days a week



**APPENDIX A****Awards and Financial Aid**

The Occupational Therapy faculty using standardized criteria makes nominations for the following scholarships and awards. Awards are decided by a designated faculty committee. Please make sure a current resume is maintained in your student file in the OT Office. We use this information for award nominations and for completing references.

**Student Awards**

These first-year scholarships are awarded by faculty committee:

Alice Jantzen Memorial Fellowship  
Margaret Clare Shoemyen Graduate Fund

**Student Scholarships**

Students will be notified by the Program Director when these awards become available. A department application will be provided to all OTD students.

Jan Z. Olsen Scholarship Fund  
Judie Pink-Goldin Memorial Fund  
Kay Walker Award  
Florida Elks Scholarship  
Trish Buescher-Nelson Scholarship  
The Class of 2021 Scholarship

**Awards for Graduating Students**

The Occupational Therapy faculty using standardized criteria makes nominations of graduating students for the following awards. A faculty committee decides the award recipients:

Ann Sirmyer Ballard Memorial Award  
Alice Jantzen Awards for Academic Excellence  
Jane Slaymaker Memorial Award

**Resources for Scholarships and Loans**

The Program Director forwards scholarship information to students that is sent out by external organizations. For scholarship and loan information, see the following websites:

College of Public Health and Health Professions: <http://phhp.ufl.edu/academics/resources/financial-aid/>

University Student Financial Services: [www.sfa.ufl.edu](http://www.sfa.ufl.edu)

American Occupational Therapy Association: [www.aota.org/Students/Aid.aspx](http://www.aota.org/Students/Aid.aspx)

American Occupational Therapy Foundation: [www.aotf.org](http://www.aotf.org)

Florida Occupational Therapy Association: [www.flota.org](http://www.flota.org)

## Clinical Education

### Fieldwork and Capstone

Consistent with ACOTE accreditation standards, UF requires both Level I and Level II fieldwork experiences. The goal of Level I fieldwork is to introduce students to the fieldwork experience, to apply knowledge to practice, and to develop a basic comfort level and understanding of the needs of clients. Experiences are designed to enrich didactic coursework through directed observation and supervised participation in the occupational therapy process. One week assignments (40 hours) provide students with exposure to pediatric and adult populations. Weekly site visits provide students with exposure to a 12-week psychosocial Level I fieldwork experience (approximately 36 hours).

The goal of Level II fieldwork is to develop competent, entry-level generalist occupational therapists. This involves an in-depth experience in occupational therapy service delivery to clients over a 24-week time period (12 weeks, full-time, for each experience) in physical rehabilitative, pediatric or psychosocial settings. Most Level II students are supervised by one full-time professional level OT, but occasionally students experience a group model where one supervisor (an experienced registered therapist) is responsible for two students, or two therapists work together in providing a full-time 12-week experience for one student.

For more information about fieldwork, see the OTD Fieldwork Manual.

The doctoral experiential component is completed during the last semester of the program. It is a 14-week experience in an area of emphasis such as practice, education, and research.

For more information about the doctoral experiential component, see the OTD Capstone Manual (coming soon).

## APPENDIX C

**Program Curriculum (Class of 2021-Class of 2025)  
Entry-Level Doctor of Occupational Therapy Program (107 credits)**

**Year 1****Fall**

OTH 6008 Neuroscience of Human Occupation	5
OTH 6722 Professional Development in Occupational Therapy	1
OTH 6419 Pathophysiological Conditions in OT Practice	3
OTH 6002 Foundations of Occupational Therapy	3
	<b>12</b>

**Spring**

OTH 6423 Clinical Musculoskeletal Anatomy	5
OTH 6242 Clinical and Functional Kinesiology	3
OTH 6209 Applied Lifespan Human Development	3
OTH 6539 Occupational Therapy Theory	3
	<b>14</b>

**Summer**

OTH 6435 OT Clinical Skills I	2
OTH 6324 Psychosocial OT Evaluation and Intervention	3
OTH 6850 Psychosocial Level 1 Fieldwork	2
OTH 6763 Research 1: Evidence Based Practice	3
PHC 6600 Introduction to Public Health	0
	<b>10</b>

**Year 2****Fall**

OTH 6437 Occupation-based Practice and Rehabilitation: Physical Domain	2
OTH 6437L Occupation-based Practice and Rehabilitation: Physical Domain Lab	2
OTH 6620C Occupation-based Practice and Rehabilitation: Cognitive, Social, Perceptual Domains	3
OTH 6622C Occupation-based Practice, Participation, and Health	3
OTH 6115 OT Clinical Skills 2	3
OTH 6816 Adult Level 1 Fieldwork	2
	<b>15</b>

**Spring**

OTH 6527C Occupation-based Practice and Rehabilitation for Children and Youth	3
OTH 6525C Occupation-based Practice, Participation, and Health for Children and Youth	3
OTH 6526C OT Clinical Skills 3	
OTH 6812 Pediatric Level 1 Fieldwork	2
OTH 6726 OT Service Delivery and Organization	2
OTH 6906 Doctoral Mentorship 1	1
	<b>13</b>

**Summer**

OTH 6848 Level 2 Fieldwork I	6
OTH 6904 Doctoral Mentorship 2	1
	<b>7</b>

**Year 3****Fall**

OTH 6849 Level 2 Fieldwork II	6
OTH 6818 Clinical Competence Seminar	2
OTH 6819 Competency	1
	<b>9</b>

**Spring**

OTH 6700 Advocacy and Interprofessional Skills	2
OTH 6016 Advanced Occupational Therapy Theory	3
OTH 6765 Research: Methods and Design	3
OTH 6908 Doctoral Mentorship 3	2
	<b>10</b>

**Summer**

OTH 6705 Leadership and Professional Development	3
OTH 6724 Program Evaluation and Development	3
OTH 6909 Doctoral Mentorship 4	2
	<b>8</b>

**Year 4****Fall**

OTH 6985 Capstone	7
OTH 6911 Capstone Project	2
	<b>9</b>

**TOTAL CREDIT HOURS****107**

**Program Curriculum (beginning with Class of 2026)  
Entry-Level Doctor of Occupational Therapy Program (107 credits)**

**Year 1****Fall**

OTH 6722 Professional Development in Occupational Therapy	1
OTH 6008 Neuroscience of Human Occupation	5
OTH 6419 Pathophysiological Conditions in OT Practice	3
OTH 6002 Foundations of Occupational Therapy	3
	<b>12</b>

**Spring**

OTH 6209 Applied Lifespan Human Development	3
OTH 6423 Clinical Musculoskeletal Anatomy	5
OTH 6242 Clinical and Functional Kinesiology	3
OTH 6539 Occupational Therapy Theory	3
PHC 6600 Introduction to Public Health	0
	<b>14</b>

**Summer**

OTH 6435 OT Clinical Skills I	2
OTH 6324 Psychosocial OT Evaluation and Intervention	3
OTH 6850 Psychosocial Level 1 Fieldwork	2
OTH 6622C: Occupation-based Practice, Participation, and Health	3
OTH 6765 Research: Methods and Design	3
	<b>13</b>

**Year 2****Fall**

OTH 6115 OT Clinical Skills 2	3
OTH 6437: Occupation-based Practice and Rehabilitation: Physical Domain	2
OTH 6437L: Occupation-based Practice and Rehabilitation Lab: Physical Domain	2
OTH 6620C: Occupation-based Practice and Rehabilitation: Cognitive, Perceptual, Social Domains	3
OTH 6763 Research 1: Evidence Based Practice	3
OTH 6816 Adult Level 1 Fieldwork	2
	<b>15</b>

**Spring**

OTH 6526C OT Clinical Skills 3	2
OTH 6527C Occupation-based Practice and Rehabilitation: Children & Youth	3
OTH 6525C Occupation-based Practice, Participation, and Health	3
OTH 6812 Pediatric Level 1 Fieldwork	2
OTH 6726 OT Service Delivery and Organization	2
OTH 6906 Doctoral Mentorship 1	1
OTH 6818 Clinical Competence Seminar	2
OTH 6819 Competency	1
	<b>16</b>

**Summer**

OTH 6848 Level 2 Fieldwork I	6
OTH 6904 Doctoral Mentorship 2	1
	<b>7</b>

**Year 3****Fall**

OTH 6849 Level 2 Fieldwork II	6
	<b>6</b>

**Spring (14 weeks- online- no Spring Break)**

OTH 6700 Advocacy and Interprofessional Skills	2
OTH 6016 Advanced Occupational Therapy Theory	3
OTH 6724 Program Evaluation and Development	3
OTH 6705 Leadership and Professional Development	3
OTH 6908 Doctoral Mentorship 3	2
OTH 6909 Doctoral Mentorship 4	2
	<b>15</b>

**Summer (16 weeks- no Summer Break)**

OTH 6985 Doctoral Capstone Experience	7
OTH 6911 Capstone	2
	<b>9</b>

<b>TOTAL CREDIT HOURS</b>	<b>107</b>
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**APPENDIX D****Accreditation, Licensure and Certification****Program Accreditation - Accreditation Council for Occupational Therapy Education**

The entry-level occupational therapy doctoral degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is [www.acoteonline.org](http://www.acoteonline.org).

**Florida Licensure - Florida Department of Health**

The State of Florida prohibits practicing occupational therapy without a license. Students may obtain a temporary license for 6 months after graduation. It is advised that this process be initiated during the last fieldwork rotation. A felony conviction may affect a graduate's ability to attain state licensure. For more information contact: [www.doh.state.fl.us](http://www.doh.state.fl.us)

Florida Department of Health  
Board of OT Practice  
4042 Bald Cypress Way  
BIN #C05  
Tallahassee, FL 32399-3255  
(805) 488-0595

**National Certification - National Board for Certification in Occupational Therapy**

The National Board for Certification in Occupational Therapy (NBCOT) administers the examination for Occupational Therapist, Registered (OTR). The Board is independent from the American Occupational Therapy Association and membership in AOTA is not required for certification. To sit for the exam, the candidate must have completed all academic and fieldwork requirements as verified by receipt by the NBCOT of an official transcript completed by the UF Registrar and have paid the registration fee.

Students may sit for the NBCOT examination after graduation. Typically, students complete their capstone in the fall semester and graduate in December.

Students should be aware that a **felony conviction** might affect their ability to sit for the certification exam. For more information contact the National Board for Certification in Occupational Therapy. When you apply to write the certification examination with the National Board for Certification in Occupational Therapy (NBCOT), you will be asked to answer questions related to the topic of felonies.

For further information contact NBCOT at: [www.nbcot.org](http://www.nbcot.org)

National Board for Certification in Occupational Therapy, Inc.  
One Bank Street  
Suite 300  
Gaithersburg, MD 20878  
(301) 990-7979

## Essentials and Critical Demands Technical Standards for OTD Students

### Academic Preparation

Following completion of the academic and clinical fieldwork experience the student will perform at the competency of an entry-level occupational therapist.

Attends class approximately 35+ hours per week which includes the following:

- Lecture
- Laboratory
- Task group meetings
- Integrated clinical experience
- Reading, studying and absorbing classroom materials

Meets class standards for course completion

Participates in classroom discussions

Performs\* or instructs\*\* others in a timely manner in the following:

- Transfers - performs or instructs
- Activities of daily living (dependent through independent status) - performs and instructs
- Splinting - performs
- Therapeutic activities/procedures - performs
- Task and verbal group activities - performs
- Assessment procedures - performs

Uses sound judgment and safety precautions

Applies critical thinking process to requirements of the academic learning experience:

- Lecture
- Laboratory
- Integrated clinical experience

Addresses problems or questions to the appropriate person at the appropriate time

Maintains personal appearance and hygiene conducive to professional student setting

Travels or re-locates to various locations required for internships and practicums

Maintains work area, equipment and supplies in a manner conducive to efficiency and safety

Models socially appropriate behaviors

Manages time effectively

Communicates with peers, faculty and staff effectively and professionally

Treats peers, faculty, staff, patient/clients with respect

Conducts himself/herself in an honest manner in dealing with faculty, staff, and peers

Assumes responsibility for professional conduct and growth

Is responsible for abiding by the rules and regulations of the department, facility and profession

### **In an average academic day a student must:**

- Sit                                    2-6 hours
- Walk/travel                        2 hours

The following requirements are included in classroom activities:

- 50 pounds is the heaviest weight lifted while sitting or standing in one place.
- 25 pounds is the heaviest weight carried while moving/traveling up to 50 feet.
- 25 pounds is the heaviest force exerted to push/pull objects up to 50 feet.

\* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

\*\*Student instructs someone other than patient/client (caregiver or another team member)

**The student is required throughout the academic program to:**

Lift less than 10 pounds	F
Lift 10-25 pounds	O
Lift 25-50 pounds	R
Lift over 50 pounds	R
Rotate & Twist	F
Bend/Stoop	O
Squat	O
Balance	C
Reach above shoulder level	O
Kneel	R
Push/Pull	O
Use hand repetitively	C
Use simple grasping	C
Use firm grasp	O
Use manual dexterity	F
Use finger dexterity	F
Coordinate verbal/manual instruction	C
Use auditory/tactile/visual	C
Senses to evaluate status of an individual	C
Transition from different Heights (chair - floor - plinth)	F

Rarely	=	1 - 10%
Occasionally	=	11 - 33%
Frequently	=	34 - 66%
Continuously	=	67 - 100%

**The student is required throughout the Clinical Fieldwork Experience to:**

Physical activity is center dependent (refer to each center's fieldwork data file)  
 Travels to clinical fieldwork site  
 Manages time effectively  
 Moves within clinic/community setting  
 Complies with deadlines  
 Follows appropriate chain of command  
 Follows all policies and procedures required by setting  
 Completes all assignments  
 Maintains patient/client confidentiality  
 Complies with dress code  
 Meets attendance requirements  
 Demonstrates professional standards of practice and adheres to AOTA code of ethics  
 Maintains work area, equipment and supplies in a manner conducive to efficiency and safety  
 Models socially appropriate behaviors  
 Creates an environment which maximizes patient's/client's responses  
 Documents all required information  
 Effectively adjusts communication for intended audience  
 Demonstrates problem solving skills in patient care  
 Gathers information needed prior to assessment  
 Selects relevant areas to assess  
 Selects the correct methods for assessment  
 Administers assessment procedures accurately  
 Adapts assessment method as needed  
 Interprets assessment data accurately  
 Interprets assessment/reassessment results accurately and completely  
 Establishes relevant goals/outcomes and treatment plan with patient/client  
 Carries out treatment plan as appropriate  
 Engages appropriately in a supervisory process  
 Uses sound judgment in maintaining professionalism when communicating with peers and patients  
 Respects diversity and the values of others

\* Direct performance of activity/procedure by student or student teaching patient/client how to perform activity/procedure

\*\*Student instructs someone other than patient/client (caregiver or another team member)



## Occupational Therapy Organizations

### Student Occupational Therapy Association (SOTA)

The purpose of SOTA is to stimulate interest in occupational therapy among potential and present students in the field and to develop professional growth. It also seeks to promote knowledge of occupational therapy among other professional groups, to serve the community, and to promote the objectives of the American Occupational Therapy Association (AOTA). SOTA is open to potential occupational therapy students, and undergraduate, graduate, and professional students. Check the SOTA Facebook page or student bulletin board for information about SOTA and meeting notices.

### Coalition of Occupational Therapy Advocates for Diversity (COTAD)

The mission of COTAD is to increase diversity of the occupational therapy profession and improve cultural competence of those associated with OT. The organization holds educational events and service activities related to diversity and occupation. COTAD is open to all students.

### Florida Occupational Therapy Association (FOTA)

This association is the state professional organization. Its membership is open to certified/registered and licensed occupational therapists (OTRs), certified and licensed occupational therapy assistants (COTAs) and all students officially enrolled in an accredited curriculum. Student membership is \$20.00 per year and includes a monthly newsletter. FOTA meetings are held four times a year at various locations throughout the state. A student representative of each school may sit on the Executive Board.

FLOTA  
335 Beard Street  
Tallahassee, FL 32303  
(904) 222-6000

### American Occupational Therapy Association (AOTA)

The AOTA is the national professional organization. Its membership is limited to certified/registered occupational therapists (OTRs), to certified and licensed occupational therapy assistants (OTAs) and to students officially enrolled in accredited occupational therapy curricula. Student membership includes access to members-only documents utilized in the OTD program, a membership to Assembly of Student Delegates (ASD), subscription to the professional journal, the professional news magazine and other general literature. The student member may also serve on committees.

AOTA		
4720 Montgomery Lane	P.O. Box 31220	301-652-2682
Bethesda, MD 20814-3425	Bethesda, MD 20824-1220	301-652-7711 (FAX)
		1-800-377-8555 (TDD)

### World Federation of Occupational Therapy (WFOT)

The WFOT was founded in 1952 and is the official international organization for the promotion of occupational therapy. Since its inception the Federation has done much to develop minimum education standards and clinical practice throughout the world. Each official OT association of a country is eligible to become a member, as can individual certified therapists. The Federation holds a general conference once every four years. Delegates and individual members from 57 countries throughout the world convene to exchange ideas and information. For more information see: [www.wfot.org](http://www.wfot.org).

## Appendix G

### University Social Media Use, Guidelines, and Policy Implications

Social networks provide fun and exciting ways to connect with others who share common interests. These guidelines are meant to permit appropriate use of social media, while prohibiting conduct through social media that is illegal or against University of Florida policy or professional standards. These guidelines also provide suggestions for situations involving social media that could be damaging to either participants or the university.

The University of Florida Social Media Use Guidelines apply to all employees and students of the university. The guidelines also apply to other people (such as volunteers and appointees) who use university computing resources. The guidelines apply to all forms of social media, such as Facebook, Twitter, blogs, YouTube, Flickr, text messages, and other, less-popular platforms, as well as those not in existence at the time of the adoption of these guidelines.

The guidelines apply to students and employees outside of work hours, and while using personal accounts when use of social media affects an individual's responsibility as a member of the university community as further explained in the last section of these guidelines.

This document provides several policies and regulations that may apply to the use of social media. Violations of these policies may result in criminal or civil penalties, and/or consequences affecting an individual's employment or student status, including but not limited to disciplinary action, and may result in personal liability.

Users of university computing resources should be aware that such use is not private and may be monitored in accordance with the University Of Florida Acceptable Use Of Computing Resources Policy referenced below.

#### **Activities Violating the Law**

Use of social media in ways that violate the law, including but not limited to federal, state, local and, when applicable, foreign laws, regulations, rules, policies, and University of Florida or Florida Board of Governors regulations and policies, may result in criminal or civil penalties as well as disciplinary actions. Students must also abide by the Student Code of Conduct. Please refer to:

<http://www.dso.ufl.edu/studentguide/studentconductcode.php>. These guidelines highlight certain aspects of these laws, regulations, and policies, but are not intended to and do not represent a comprehensive review of them. In addition, what is posted on a social networking site may be used as evidence of activity that violates the law (as described above).

#### **Acceptable Use**

Social media users must abide by the University's Acceptable Use of Computing Resources Policy <http://www.it.ufl.edu/policies/aupolicy.html>.

#### **Confidentiality of Student and Applicant Records**

Federal laws (including the Family Educational Rights and Privacy Act, or "FERPA"), Florida law, and University of Florida regulations governing the confidentiality of student and applicant records (and information from such records) apply to social media use. Information from student, alumni, or applicant records (including but not limited to academic records, disciplinary records, correspondence through e-mail or other means, or (with limited exceptions) any other records individually identifying students at the university or applicants to the university) should never be released via social media without approval of the Chief Privacy Officer. Before approved, written consent of all students and applicants involved approving disclosure to the broad public using social media for a particular purpose must be signed and dated. For more information about the privacy of student and applicant information, please view the following resources:

University of Florida Privacy Office website, <http://privacy.ufl.edu/studentfaculty.html>. Florida Statute 1006.52 and U.S.C. 1232g and 34 C.F.R. Part 99.

#### **Patient Privacy**

Use of social media, even in a personal capacity, must comply with state and federal law concerning patient information including but not limited to the Health Insurance Portability and Accountability Act (HIPAA). For a general overview of HIPAA, please visit: <http://privacy.health.ufl.edu/about/overview.shtml>.

A patient's privacy may not be violated by releasing his or her protected health information unless that patient (or patient's parent/guardian) has signed an approved University of Florida Health Science Center (HSC) form authorizing the release of such information. The form must specify the individual or entity authorized to release the information. University of Florida personnel may not reveal patients' health information on personal social media sites unless the patient or patient's parent/guardian has signed an approved UF Health Science Center form specifically authorizing the individual to release the information broadly. Forms can be found on the University of Florida Privacy Office's web site: <http://privacy.health.ufl.edu/policies/hipaamanual/forms.shtml>.

Protected health information includes photographs and videos of the patient, even if the patient asked for the photo/video to be made or consented to it being made. It is best to return such photos to the patient, as long as no other patients are in the photos.

Patient information may not be posted, even if it has been "de-identified." Please keep in mind the following:

It often is possible to identify patients even if their names or other obvious identifying information are not included. Details, such as names, places of work/study, and the date/time stamp can make it easy to identify patients described, particularly to the patients themselves and their families and friends. If patients contact those affiliated with UF via social media, simply responding to a patient, with no medical advice, is acceptable. Providing medical advice or information through social media is not permitted, even if the patient requests it. Patients treated outside the U.S.--for example, as part of a medical, research, or other international humanitarian mission--also have a right to privacy. In addition to U.S. and Florida requirements, foreign jurisdictions often have their own privacy laws that apply. Patients' identities and medical information, as well as photos, videos, and audio recordings featuring them, should be treated with the same respect shown to those of a patient receiving care in the United States. Be sure to identify and comply with U.S., Florida, and applicable foreign jurisdiction privacy laws, keeping in mind the following:

Disclosing information about a patient treated in another country could be a violation of that country's privacy laws, as well as U.S. and Florida laws and UF and Shands policies. Before information, pictures/videos, or recordings featuring patients from outside the U.S. is created, posted, or transmitted, the University's Chief Privacy Officer should be contacted for approval at [privacy@ufl.edu](mailto:privacy@ufl.edu). Collecting certain data on individuals may also be subject to U.S., University of Florida, and foreign requirements on human subjects research. Please see the "Recommended Sanctions" links on UF's Health Information Privacy page <http://privacy.health.ufl.edu/policies/hipaamanual/operational.shtml> for possible penalties for violating patient privacy.

### **Research and Intellectual Property**

Releasing unpublished research data or unprotected intellectual property may impair its protection. In keeping with the University's Intellectual Property Policy [www.research.ufl.edu/otl/pdf/ipp.pdf](http://www.research.ufl.edu/otl/pdf/ipp.pdf) unpublished research data or unprotected intellectual property may not be released through social media in a manner that impairs patent protection, violates any condition of an applicable research contract or grant, or violates any applicable law.

### **Other Forms of Restricted Data**

Revealing other forms of legally restricted records, data, or information via social media is strictly prohibited. Records protected include but are not limited to: Social Security numbers, financial information, employee or student medical information, limited access employee records pursuant to Section 1012.61, Florida Statutes, trade secrets, copyrighted materials, materials covered by export control laws and regulations, and other materials the university is required to maintain as confidential or has agreed to do so.

While those affiliated with UF may disclose information about themselves, they should exercise caution in doing so for their own protection. Once disclosed through social media, the information may be accessed indefinitely and in many contexts (e.g., actual and potential employers, professional licensure authorities, elections, current and future family members) that may not have been contemplated at the time.

### **Misrepresentation**

Those affiliated with UF may not portray themselves as acting on behalf of the university or any part of the university, such as the Health Science Center, IFAS, a college, department, or any other unit, or present a social media account as an official university account unless authorized to do so by the vice president with jurisdiction over the applicable unit. Even when acting in one's university capacity, UF faculty, staff, students, volunteers,

etc. may not represent their own positions and opinions as those of the university. When using social media in a personal capacity, reasonable precautions must be taken to indicate that the activity is being conducted as a private person and not as an employee, agent, or spokesperson of the university.

### **Authorization**

Authorization to present a social media account as an official university activity must come from the vice president with jurisdiction over one's unit as well as the vice president for University Relations or his/her designee. Permission to use any University of Florida service marks, trademarks, or logos must be obtained from and may be requested of University Relations by calling (352) 846-3903.

### **General**

Employees may not spend more than minimal work time on personal activities, including the use of social media. However, a vice president or his/her designee may authorize use of personal social media sites and accounts that further university interests.

Social media communications that a reasonable person in the position of the target of the communications would consider to be a true threat of violence against the target, or that a reasonable person knows or reasonably should know would cause (and that do cause) severe emotional distress, likely violates the law and would violate university regulations. Social media communications that contain false statements that could harm a person's reputation are likely defamatory and may result in civil liability. Social media communications that are obscene or that represent child pornography violate criminal laws and would violate university regulations.

### **Professional Standards**

Those employed or in a course of study in a field that is subject to professional or ethical standards must comply with those standards in their university capacity. Such standards also apply to one's personal capacity if the standards generally apply at all times or if one's personal conduct would affect or reflect on his or her university role.

Text, photos, videos, and other material posted on social media pages, including personal ones, should be in keeping with generally accepted professional and/or ethical standards for one's field(s) of work and/or study.

Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations or if relevant to a University of Florida role, by the university. Please review the regulations published by the university, found online at: <http://regulations.ufl.edu/>

Rev 8.8.16

## Safety Procedures

All students and faculty shall follow safety procedures to ensure a safe working and learning environment.

All students should sign up for the UF Alert Emergency Notification System:

<https://police.ufl.edu/clery/emergency-notification-system/>

The non-emergency contact for the UF Police is 392-1111. In the event of an emergency, dial 911.

### Procedures:

#### General:

- Evacuation procedures are documented and posted throughout the Health Science Center, including dedicated occupational therapy lab rooms. Please refer to these procedures in case of fire or other events leading to evacuation.
- All accidents will be reported immediately to the Program Director and/or a faculty member. This includes water spillage and broken equipment. Broken equipment will be isolated until it is repaired.
- Students will be instructed in and will practice proper transferring/lifting techniques in OTH 6115 OT Clinical Skills 2.
- Please refer to the MSDS sheet for specific concerns regarding chemicals maintained in the OT Department: <https://chemicalsafety.com/sds-search/>

#### During Clinical Experiences:

- Hand washing- Hands must be washed or sanitized before and after patient contact and after touching contaminated items. Hand washing is the single most important means of preventing the spread of infection. Hand washing procedures must last at least 20 seconds. Scrub hands using friction and clean under nails. Rinse hands, held in downward position, under running water. The principle of good hand washing technique is primarily that of mechanical removal of dirt and micro-organisms by sudsing, using friction, and rinsing under running water. Dry hands thoroughly with paper towels. When hand operated faucets are used, use same towel to turn faucet off. All faucets are considered contaminated.
- Hand lotion may be used to prevent skin irritation and breakdown. Do not use hand lotion before giving direct patient care. Hand lotions may harbor pathogens that would be harmful to the patient.
- Hand sanitizer- If hands are not visibly soiled, use an alcohol based waterless antiseptic agent for routinely decontaminating hands is acceptable practice.
- The following procedures (Universal Precautions) should be followed when handling body substances.
  - All students and staff should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure with blood or other body fluids when anticipated.
  - Gloves should be worn:
    - When touching blood and body fluids, mucous membranes, or non-intact skin of ALL patients.
    - When handling items or surfaces soiled with blood or body fluids.
    - Gloves will be changed after contact with each patient.
    - Masks and protective eyewear should be worn during procedures that are likely to generate splashes of blood or other body fluids.
      - Contact lenses DO NOT provide protection.
    - Gowns or aprons should not be worn during procedures that are likely to generate splashes of blood or other body fluids.
  - Hands and other skin surfaces:
    - Should be washed immediately and thoroughly when contaminated with blood or other body fluids.
    - Should be washed immediately after gloves are removed.
    - Students and faculty who have exudative lesions or weeping dermatitis should wear gloves and cover skin (ie- long sleeves) during patient care until the condition resolves.

- Personal Protection Equipment: Gowns, masks, and gloves (for situations requiring the necessity for these barriers):
  - Gowns must be used only once and discarded immediately after use in proper receptacle. To put on gown:
    - Remove sweaters, rings, and watches when indicated.
    - Wash hands before beginning procedures.
    - Put on gown overlapping well in the back to cover. Secure neck and waistband.
  - To put on a mask:
    - Apply mask over mouth and nose with clean hands. Never touch mask after it is applied.
    - Secure mask to fit face.
    - Mask should cover the entire mouth and nose to prevent the escape of air around sides.
    - Masks are to be worn ONLY ONCE and for short periods of time.
    - Masks are not to be worn around the neck.
  - Body Fluid Spill Cleanup Procedure is set to provide a safe cleanup procedure for body fluids to prevent the opportunities for the transmission of Hepatitis B, HIV/AIDS, and other blood/body fluid-borne diseases. Follow the instructions provided by your fieldwork educator for safe cleanup of body fluids.

**Be safe; assume all body fluids are contaminated.**

- Universal Precautions (Linens, treatment tables)
  - Linen
    - Linen is washed and restocked by the OT faculty and staff. Clean linens are stored in the cabinets in room 1107.
    - Soiled linen is placed in dirty linens bin in 1107 by faculty and students.
    - All linen is washed following patient and student use
  - Plinth and Mats: The plinth table and mats should be wiped with disinfectant spray before and after student use.

The Department of Occupational Therapy does not handle hazardous waste.