

NORTHWOOD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT POLICIES

Welcome to the Occupational Therapy Assistant program at Northwood Tech! You are about to enter a challenging and exciting career in health care. The Occupational Therapy Assistant 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. AOTA's phone number is 301-652-2682. www.acoteonline.org Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

All OTA students must complete Level II Fieldwork within 18 months following completion of academic preparation.

There will be some major adjustments to your life as you enter a program like the OTA program. You must plan at least 3 hours of study outside of class for every hour in class. For example, if you have 15 hours of class, you should plan to spend 45 hours of study outside of class. You will be facing some long class and study hours as well as many due dates. Often, the only people who really understand how tough it is are your classmates. You may need to spend some "up front" time telling your friends and family about your schedule and demands. Families need to learn to help with household chores that you may have usually done. Outings with friends may need to be carefully and sparingly scheduled for a while. You may need to cut back at work; you might consider not working at all.

Lecture, discussion, small group work, audiovisual media, iPads, labs, fieldwork experiences and more are teaching methods used throughout the curriculum. The faculty has worked steadily to define their expectations for you. Each course syllabus describes all course requirements and grading procedures in detail. Most assignments have rubrics for you to follow.

Evaluation is based on course objectives and the process is listed in each course syllabus. Designated written exams, assigned and written papers, presentations and fieldwork performance may determine the course grade. Students are responsible for all prior learning that should have occurred in concurrent or previous required OTA, general education, and supportive courses based on identified course competencies. The fieldwork educator (FWE) in your assigned fieldwork placements completes your fieldwork evaluation. Actual fieldwork performance and required assignments are used to determine fieldwork competency. Fieldwork hours that are missed for any reason must be made up via additional fieldwork. The ability to make up hours is at the discretion of the fieldwork location. **Safe fieldwork practice and the demonstration of personal and professional behavior are mandatory for progression in the program.**

Missed exams must be taken as soon as possible. It is the student's responsibility to make arrangements with the lecture instructor for completion of the exam. An alternate exam or an essay format may be given.

Assignments submitted late are subject to the OTA late assignment policy. Assignments that are illegible or contain poor grammar or spelling may be returned to the student. The student is expected to correct the problem and submit the assignment within 24 hours.

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You are allowed to practice as students in various fieldwork agencies, including hospitals, service organizations and long-term care. Whether in fieldwork or the classroom, we expect you to conduct yourself in accordance with the professional Code of Ethics and the Standards of Practice found at the web page, www.aota.org. You are also responsible for reading and abiding by information found in the Northwood Tech Student Handbook.

Students are encouraged to discuss their learning concerns with faculty as they arise. Often Academic Support staff is consulted to promote more successful learning and retention of the content. If you know or suspect that you have a learning disability, it is your responsibility to identify this at the start of the semester to your instructor and to seek out accommodations from the Accommodations Specialist as appropriate. Course standards are maintained for all individuals. Assistance is available to you through the Academic Support instructors on campus. The OTA and Academic Support instructors will work together to help you realize your highest potential. If you feel you may need an accommodation or special services for this program, please see the Northwood Tech counselor or go to the Student Services office.

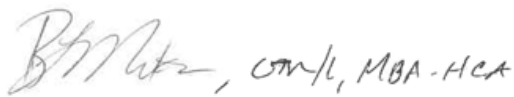
Program conflicts, academic problems that have not been resolved through discussions with the instructor, or clarification of policies and procedures can be addressed by talking with your Instructor, then the OTA Program Director. **After a discussion with the Program Director**, the next resolution person at your campus is the Dean of Health Sciences. Contact her for an appointment to discuss your concern. She will also share your concerns with program faculty. When you have an issue to discuss, try to prepare yourself with the following information:

- *Nature of problem
- *Events leading up to problem
- *Possible solutions to problem

Counseling related to resolving personal conflicts, managing time and stress is available through the Student Services office at each campus.

Again, welcome to the program and **GOOD LUCK** in your endeavors.

Sincerely



Becky Mika, OTR/L, MBA-HCA
OTA Program Director/Instructor

The policies and procedures in the handbook are updated each academic year.