



**West Virginia University**

**Division**

**of**

**Occupational Therapy**

**Student Handbook**

“...we must place our focus on helping those with chronic health conditions live their lives with a quality of life that enables health and engagement.”

- Mary Reilly

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# **WVU OT Program Mission Statement**

The Division of Occupational Therapy is founded upon the missions of West Virginia University and the Robert C. Byrd Health Sciences Center. The Division of Occupational Therapy exists to educate future and current practitioners and to promote occupational participation, health, wellness, and the profession of Occupational Therapy in West Virginia and beyond through engagement in scholarly activity, research, and service to the community.

## **WVU OT Program Philosophy**

The philosophy of the West Virginia University Division of Occupational Therapy integrates the core values and mission of West Virginia University with basic tenets of occupational therapy education and practice. West Virginia University's health sciences mission emphasizes improving the health of West Virginians through the education of health professionals. In support of that mission, the occupational therapy program strives to develop experts in the use of occupation as a therapeutic method, who understand the complexity of human performance throughout the lifespan, and who appreciate the impact of societal participation on health, well-being, and quality of life. Occupation is the central component of occupational therapy, defined as:

... everything people do to occupy themselves, including looking after themselves  
...enjoying life ...and contributing to the social and economic fabric of their  
communities....

(Law, Polatajko, Baptiste, & Townsend, 1997, p. 32)

The everyday activities that make up one's "occupations" are ascribed value and meaning by each individual culture. By engaging individuals in meaningful occupations in a variety of contexts (cultural, physical, social, personal, temporal, spiritual, and virtual) occupational therapy practitioners affect human performance and the effects of disease and disability (AOTA, 2002; AOTA, 2008).

Meaningful engagement in occupation represents both the means and an end to the occupational therapy process and hence is central to the educational philosophy of West Virginia University's occupational therapy program. The curriculum, teaching / learning process, learning environment, and student outcomes are organized around the concept of human occupation. The ability to use occupation as "therapy," as performed by the occupational therapist, requires extensive educational preparation that includes the development of new knowledge, evidence based clinical reasoning, professional skills and behaviors, and an appreciation for necessity of lifelong learning.

Within its mission, West Virginia University identifies a special responsibility to seek out, challenge, educate, and create opportunities for students. The demanding nature of occupational therapy education and tremendous opportunities for graduates support this

educational mission. To help students maximize their academic potential and achieve their personal career goals, the WVU OT program strives to provide a success-oriented learning environment based upon basic beliefs about human beings and how human beings learn.

Humans beings are complex, open systems who continuously evolve, adapt, and change through interactions with the human and non-human environment over the life course. Additionally, humans are unique in regards to values, goals, desires, and culture with the right to freely make personal choices. One's unique personality characteristics influence, and are influenced by, occupational performance, life choices, and quality of life. The meaning of occupations and activities ultimately resides within the individual as the determination of what is important and what influences life satisfaction.

In establishing an educational environment consistent with the mission of West Virginia University, educational standards within the profession of occupational therapy, and beliefs about human beings and human learning, the WVU occupational therapy program embraces the belief that optimal learning occurs:

- a. In stages where information is understood, then practiced in different situations, then generalized and discriminated;
- b. In an environment that allows repetition of that which is to be learned;
- c. Along a continuum progressing from simple to more complex tasks;
- d. When the learner understands the purpose and goal of the learning;
- e. In an environment that encourages active engagement by the learner with regular reinforcement and feedback; and
- f. In ecologically relevant contexts (Mosey, 1981).

Additionally, it is important that collaboration between teacher and learner allow students to be active participants in their educational experience and to feel empowered to explore areas of personal interest.

The West Virginia University occupational therapy program curriculum is organized consistent with established cognitive, affective, and psychomotor taxonomies of learning. The course sequence facilitates ongoing professional growth by allowing the learner to continually build upon prior knowledge. The competent occupational therapy graduate is one who has learned to apply, analyze, synthesize, and reflect during the clinical reasoning process. Guided by an appreciation of ethical standards, the power of occupation in health and wellness, and evidence based decision making, graduates are well equipped to provide the high quality direct and supportive health care throughout the region emphasized within the University's health sciences mission.

#### References

American Occupational Therapy Association (2003). Philosophy of Professional Education. *American Journal of Occupational Therapy*, 57(6), 640.

American Occupational Therapy Association [AOTA] (2008). Occupational Therapy Practice Framework: Domain and Process. *American Journal of Occupational Therapy*, 62(6), 625-683.

Law, M., Polatajko, H., Baptiste, W., & Townsend, E. (1997). Core concepts in occupational therapy. In: E. Townsend (Ed.), *Enabling Occupation: An Occupational Therapy Perspective* (pp. 25-59). Ottawa, On: Canadian Association of Occupational Therapists.

Mosey, A. (1981). *Occupational Therapy: Configuration of a Profession*. New York, NY: Raven Press.

## **WVU Student Diversity, Equity, & Inclusion**

### **Inclusion Statement**

West Virginia University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veterans status, religion, sexual orientation, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

### **Request for Accommodations**

The Occupational Therapy program is committed to the West Virginia University policy to not discriminate against qualified persons with disabilities in its admission policies or procedures or its educational programs, services, and activities. Any request for classroom accommodations must be done through the

Office of Disability Services: <http://disabilityservices.wvu.edu/> and comply with their policies and procedures on notifying faculty.

### **Statement of Tolerance**

The Occupational Therapy program acknowledges and recognizes that there are many beliefs and practices within the practice of OT. Within classroom and fieldwork instruction, the student will be introduced to many alternative or diverse practices and beliefs that may differ from the student's personally held beliefs. This information is being presented for professional learning purposes and to encourage tolerance of multiple cultural systems. Tolerance is a basic tenant of the profession of occupational therapy and this educational program.

## **Student Rights and Responsibilities**

This document link states policies, rules, and regulations regarding student rights, responsibilities and conduct at West Virginia University: <http://bog.wvu.edu/r/download/4214> .

## **WVU OT Student Outcome Expectations**

1. Students will successfully complete the coursework and fieldwork components of the WVU OT entry-level master's program; completing the Program with a grade point average of 3.0 or higher and a passing grade on all Fieldworks.
2. Students will graduate within a time frame of three years following acceptance to the program; completing all academic work, clinical fieldwork, and community service within that time frame.
3. Students will demonstrate professional behaviors, attitudes, and values that are in agreement with and as outlined in the West Virginia Student Occupational Therapy Program Handbook and the AOTA Occupational Therapy Code of Ethics and Ethics Standards (2010).
4. Students will demonstrate an appreciation for the attitudes, values, and behaviors of peoples of various cultures and backgrounds.
5. Students will utilize an occupation and evidence-based approach as components of occupational therapy practice.
6. Students will successfully complete all elements of a master degree level research project including an oral presentation.
7. Students will demonstrate the ability to adapt to appropriate, varying, and novel situations and circumstances within their educational and clinical environments.
8. Students will demonstrate the ability to frame issues and problems of human occupation that are consistent with and reflective of current frames of reference and theoretical models and approaches within the profession of Occupational Therapy.
9. Students will demonstrate an appreciation for and understanding of the value of professional advocacy and promotion of the profession of Occupational Therapy.
10. Students will demonstrate entry-level competence in areas of evaluation, treatment, communication, critical reasoning, and leadership upon graduation.
11. Students will develop the skills necessary, as well as an appreciation, for becoming a life-long learner.

12. Upon graduation from the Program, students will successfully pass the NBCOT examination on their first take.

## **General Information**

### **Use of Division/Department Telephones**

Students are not to make personal calls from department phones. Permission may be requested from individual faculty to use his/her phone for urgent calls. **DO NOT** request to use phones in the central secretarial core area.

### **Bulletin Boards**

Information pertinent to students is announced on e-mail and/or Internet bulletin boards. Students should check these areas daily for new information.

Messages posted on traditional bulletin boards must be related to academic and/or administrative issues. Messages of a personal nature are prohibited. Please do not use the classroom whiteboards for messages.

### **Access to Classroom and Laboratories**

Students may make arrangements with faculty members for access to classrooms, labs, and lab materials after hours. Students will be required to seek prior approval from the appropriate professor, and will also be required to check out any equipment used for practice through the WVU Division of OT Administrative Assistant or individual instructor.

Small group meeting rooms may also be reserved in the Health Sciences Library.

Students must keep the classrooms and labs clean and orderly, and be sure they are **locked** when leaving. Do not prop open the door if no one is in the room. Failure to comply with lab cleanliness and locking the door(s) may be reported to your faculty advisor as demonstrating a lack of professional responsibility and may also result in loss of access to the lab in the future.

### **Lockers and Mailboxes**

Each student will be assigned a locker on the 8th floor for storing personal belongings. The student will be responsible for purchasing a lock. Some students may have to share lockers. Each student will have a mailbox in the 8th floor hallway near the locker rooms.



## **Student Employment**

Work commitments are not considered acceptable reasons for missing academic requirements, even those scheduled outside of regular class time.

## **The Learning Center**

<http://www.hsc.wvu.edu/its/LC/>

Health Science students may use the computers and software in the Learning Center during regular library hours. This center offers open-enrollment software workshops and a wide variety of specialized workshops to help you gain computer skills. These workshops are free and open to students.

## **ISO Customer Service Center/ Help Desk**

<http://www.hsc.wvu.edu/its/HelpDesk/>

The Help Desk provides resources for common hardware and software problems, staff that can respond to particular questions, downloadable files for the HSC user, and student internet connection options. *Any difficulties with the Laptops issued via the School of Medicine mandatory laptop lease program should be taken to the computer help desk.*

## **HSC Library**

<http://www.libraries.wvu.edu/libraries/healthsciences/>

The Health Sciences Library has a wide range of services to support the education process. Library hours, services, collections, and on-line literature searches can all be accessed through the library web site.

## **Well WVU- Carruth Center for Counseling and Psychological Services**

<http://well.wvu.edu/ccpps>

This center provides professional counselors for students overwhelmed by demands and expectations. They offer one-on-one, group, relationship, or family counseling. Other services include disability testing and services, and career counseling and testing. They can be reached by telephone 304-293-4431 or by e-mail.

## **WVU Student Health Services**

<http://well.wvu.edu/medical>

Student Health Services is located on the ground floor of the Health Sciences Center. A fee (*Health Sciences fee*) for the use of this service is paid at the beginning of each semester, but the fee may not cover all expenses. Appointments may be made by calling 293-2311.

## **Faculty Mailboxes**

Faculty mailboxes are located in the copy room of the Faculty Office wing on the 8th floor. Students may place notes and assignments in these mailboxes.

## **Parking**

Students are required to purchase a parking permit to park their cars in the vicinity of the Health Sciences Center. Student Parking is in the Lower paved lot (*The Pit*) below the PRT station. Students who require special parking accommodations can arrange this with the University Parking Office. (304-293-5502)

## **Photocopies**

Students have two sites available within the Health Sciences Center to make photocopies. A copy center is located on the ground floor, across from the bookstore. Mountaineer/ Mountie Bounty Card-operated photocopy machines are available at the Health Sciences Library. Students are not allowed to use faculty copy machines for personal or class-related copying.

## **Bookstore**

<http://wvu-hsc.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=15071&langId=-1>

Required textbooks will be available for purchase in the Health Sciences Bookstore. Do not postpone purchasing textbooks as the bookstore returns un-purchased texts within 3 to 4 weeks.

## **Financial Aid**

<http://www.hsc.wvu.edu/fin>

A Financial Aid Office is located in room G111 (north ground floor) of the Health Sciences Center (304-293-3706). Students interested in work-study positions at either the Health Sciences Center or Ruby Memorial Hospital will need to qualify through the Financial Aid Office.

## **Professional Behaviors**

On and off-campus behavior can affect professional and academic standing in the OT Program and profession. Students are required to obtain at least x1 background check while enrolled in the OT program. Additional/ more recent checks may be requested by a fieldwork site. The procedure for Background Checks can be found on SOLE, WVU OT Program Student Handbook Course Content- Policy Folder. Students who have a felony conviction and certain misdemeanors while in the OT Program will be subject to a review before the Division of OT Student Affairs Committee to determine continued enrollment status. Please note: students with a felony conviction may not be eligible to sit for the registration exam given by NBCOT or obtain state licensure.

This professional education program is committed to preparing individuals to work effectively as occupational therapists and as a part of an interdisciplinary team. In addition to acquiring skills and competence as an occupational therapist, a large part of becoming a successful professional is learning what is considered acceptable professional behavior. To assure that the student demonstrates appropriate professional behaviors prior to clinical placement; students will perform a self-assessment and meet with their advisor to discuss any additional feedback from the faculty. The assessment will be based upon the student's behavior in all aspects of the professional program. Low professional behavior scores may result in a referral to the Division of OT Student Affairs Committee for review.

Assessed professional behaviors include: responsibility, attendance, teamwork, emotional maturity, clinical reasoning, communication, and assertiveness. The Professional Behavior Assessment can be found on SOLE in Course Content of the Student Handbook. Please note that these behaviors apply to both clinic and academic situations. Each course instructor may include these generic abilities into the grading formula for coursework. Instructors may also inform students and their advisor in writing of exceptional (both positive and negative) classroom and clinic behaviors. Faculty advisors will work with students to develop plans for development and improvement of professional behaviors.

## **Professional Appearance**

As a student in a program for health professionals, cleanliness and good grooming will be expected at all times. Out of respect to clients in the Health Sciences Center, students are expected to maintain a professional appearance and to wear nametags at all times. Any faculty member or fieldwork educator can identify inappropriate appearance to a student. Repeated violations of the dress code may result in disciplinary action.

### **Name Tag**

The nametag provided to each student upon entering the program must be worn in all clinical and classroom settings. If the nametag is lost, the student is responsible for replacement and all associated costs. Contact the OT Administrative Assistant to secure a replacement nametag.

### **Dress Code**

Students are expected to abide by the following dress code during classes and official OT functions unless otherwise indicated by OT faculty. Violations with dress code compliance may result in verbal/ written warnings, loss of points in a course, being sent home to change from class or fieldwork, and/ or referral to the WVU OT Student Affairs Committee.

#### **Classroom**

Students are expected to practice good hygiene and wear loose-fitted clothing that meets the dress code. Long pants, skirt, dress, shirt or blouse, polo shirts and/or sweaters may be worn. Any clothing that exposes student's shoulders, midriff, chest, or thighs, (more

than 2” above the knee) will be considered unacceptable. Clothes should cover all of these areas (including undergarments) when the students are involved in any activities in the classroom/ fieldwork- ***regardless of body position or task***. No denim clothing, track/ sweat/ athletic attire, hooded sweatshirts, leggings, or shorts are allowed. Shoes should be clean and in good condition. *No printed T-shirts (even WVU)*. For student presentations or other special occasions: students should dress professionally, including ties, and pressed pants for men and dresses, skirts, or dress pants for women. Determination of what is appropriate (per the dress code) is at the discretion of the faculty.

## **Lab**

Student lab attire must be worn as requested by the faculty.

Lab attire ***may*** consist of:

Men: T-Shirt, stretchable shorts, and sweat pants.

Women: T-Shirt, stretchable shorts, sweat pants, halter top (exercise bra or swimsuit top).

## **Fieldwork**

For fieldwork rotations or any scheduled educational experience in a clinical setting, students are required to conform to the dress codes of the setting. If no dress code is presented the attire is:

Lab coat over blouse or sweater (in medical settings)

Dress slacks (no jeans)

Clean closed toe and closed heel shoes

In general, clothes worn in clinical settings should be conservative, not exposing shoulders, thighs, chest, or midriff. Keep in mind, fashion trends may not be appropriate clinical wear.

Watches are to be worn for time management. The use of cell phones for checking time is not acceptable in clinical settings.

## **Tattoos and Piercing**

Either clothing or a derma-blend product should cover excessive, revealing, or provocative tattoos. Multiple visible piercings and tongue piercings are prohibited in this professional program, consistent with clinical practice expectations. Only ear piercings (maximum x2 per ear) are allowed. Approval of additional or other facial piercings for religious or cultural reasons needs to be sought from the Chair of the OT program.

## **Dress Down Days**

Students may propose occasional “dress down” days during which blue jeans (no sweats, spandex, or leggings) may be worn. These days must be planned in advance and

approved by the faculty. Although there is flexibility of the dress code on these days, students are still expected to present themselves in a manner that positively represents the WVU OT program. It is expected that students will still attend to their overall appearance and hygiene. Jeans should be clean and without holes. T-shirts with printing are allowed with appropriate text. Any student with a presentation or with scheduled clinical time must dress as described for those experiences and is NOT to “dress down” with the rest of the class.

## **Death in the Family/ Sick Leave**

The general policy for excused days off for a death in the family is the following:

- a. Immediate Family (parents, siblings, grandparents)= 3 days
- b. Extended Family (aunts, uncles, cousins, friends, significant other’s family members)= 1 day

The student must contact their advisor or all instructors prior to taking time off and make up any necessary coursework.

Students needing extended time off for illness (more than two days of a class/ or one week) will need to contact their advisor. Each case will be dealt with individually, but may result in extra make-up work. Excessive time-off from the OT program in a semester will be referred to the Student Affairs Committee for recommendations, but may necessitate the student repeating the semester to ensure understanding of content.

## **Mandatory Computer Lease Program**

Students in the Occupational Therapy professional education program participate in a mandatory computer lease program through the School of Medicine. The policies and procedures of this program are outlined in the material provided to the students by Information Systems Operations, who administers the School of Medicine Mandatory Notebook Computer Lease Program.

## **Electronic Device Use in Class**

It is expected that all electronic devices will be used appropriately and respectfully in the classroom. Laptops used for note taking is appropriate; checking e-mail, instant-messaging, and doing coursework for another class during class time are examples of inappropriate use. Texting in class is not appropriate. Answering of cell phone calls will not be tolerated, except in unique circumstances with prior approval of the instructor before class begins. Cell phones should be placed in the silent mode before class begins. Failure to use electronic devices appropriately in the classroom may result in a verbal/ written warning, confiscation of the device, a unique sanction imposed by the instructor, ejection from class, and/ or referral to the Division of OT Student Affairs Committee for unprofessional behavior.

## Appropriate Use of Information Systems

Students are expected to use professional judgment in their use of e-mail and other computer resources. The WVU OT program has a social media/ networking policy that can be found on SOLE under Course Content of the Student Handbook. Failure to abide by this social media policy (*at all times while enrolled in the OT program*) will result in referral to the Division of OT Student Affairs Committee for disciplinary action ranging from probation to dismissal from the OT program.

Faculty members should not be included on student mailing lists without the faculty member's consent. Students are expected to use appropriate virus protection software to reduce chances of contracting/ spreading a computer virus. Additionally, students are expected to read and abide by the University's Information Technology Services policies and procedures: <http://www.hsc.wvu.edu/its/Administration/PoliciesProcedures/Default.aspx> .

It is expected that when students must purchase computer software for coursework, each student will purchase his/ her own copy. This is in compliance with copyright laws.

## Research Requirements

All students in the Division of Occupational Therapy are required to successfully complete a research project(s) prior to completion of the program. In all instances, research must be guided by the ethical principles as described by the American Occupational Therapy Association (2010) <http://www.aota.org/Practitioners/Official/Ethics/40611.aspx?FT=.pdf> and the WVU Office of Research Integrity and Compliance [http://oric.research.wvu.edu/human\\_subjects\\_research\\_and\\_the\\_irb/irb\\_policies](http://oric.research.wvu.edu/human_subjects_research_and_the_irb/irb_policies) .

All student researchers must follow the guidelines established by the Research Committee and their faculty research chair. Expectations are outlined in the course syllabi for OTH 497 and OTH 697.

The American Occupational Therapy Foundation (AOTF): <http://www.aotf.org/> is committed to supporting research in the field of occupational therapy. The web site contains resources and current information about research funding priorities. Students are encouraged to review this website and develop research projects consistent with the current research funding priorities.

## Exams

Final examinations will be scheduled during Finals Week at the end of each semester. During "dead week" (the last week of the semester) the only testing permitted by WVU is finals for evening classes, practical laboratory tests, make-up examinations, and regularly scheduled short quizzes.

## Grading

The grading system for the Division of Occupational Therapy is consistent with that of the University system. *Establishment of grading scales for individual courses is at the discretion of each instructor.* Each grading scale is included in the course syllabus. WVU's assigns the following descriptions to grades:

Grade	Description	Numeric Value
A	excellent (given only to students of superior ability and attainment)	4
B	good (given only to students who are well above average, but not in the highest group)	3
C	fair (average for undergraduate students)	2
D	poor but passing (cannot be counted for graduate credit)	1
F	Failure	0
P	Pass	No grade value
I	Incomplete	0
S	Satisfactory	No grade value
U	Unsatisfactory (equivalent to F)	0
UF	Unforgivable F, not eligible for D/F repeat	0
Grade	Description	Numeric Value
W	Withdrawal from a course before the date specified in the University Calendar	No grade value
X	Auditor, no grade, no credit	No grade value

## Written Work

All written assignments should be completed using a word processing system, with spelling and grammar checks. Instructors may refuse to accept inappropriately prepared assignments. Unless otherwise indicated, all assignments should be typed and referenced appropriately in APA style.

## Class Attendance

Absence from classes and/or consistent tardiness does not correspond to professional behavior. Students are expected to be in class and on time. Instructors may report a student who is regularly late or absent to his/her advisor. Students are required to notify the main office by phone (304-293-8828)/ e-mail or the instructor when they are absent, prior to the start of class. Notification of missing class via another classmate is not acceptable. Only students with excused absences may receive special assistance from the instructor with missed class work. Individual instructors may maintain individual attendance policies in their classes. In these instances, the attendance policy will be explained in the course syllabus.

## **Controlled Substances**

The use of illegal drugs and/or alcohol while engaged in educational activities is strictly forbidden. This rule applies equally to all fieldwork sites the student attends while enrolled in the OT program. Be aware that a fieldwork site may require a drug screen prior to starting fieldwork. As each fieldwork site sets their own policies on this matter, the student will be notified prior to starting a fieldwork rotation whether a drug screen is necessary. Refer to SOLE, Course Content for the Drug Screen policy and procedure. Be aware that use of illegal drugs and/ or alcohol may result in immediate dismissal from the OT Program. Faculty reserve the right to require sobriety and/ or a drug test for any suspected use of a mind-altering substance. Refer to the WVU School of Medicine Policy on Academic and Professional Standards (Course Content: Quick Reference folder) for consequences of substance abuse.

## **Academic Progression and Graduation**

At all times in the professional program, the Division of OT policies will be guided by West Virginia University's policy statements on student academic rights and responsibilities: <http://bog.wvu.edu/r/download/4214> and the WVU Student Code of Conduct: [http://studentlife.wvu.edu/office\\_of\\_student\\_conduct/student\\_conduct\\_code](http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code).

## **Division of Occupational Therapy Graduation Requirements**

To qualify for graduation students must complete the following requirements:

- 1) Satisfactory completion of all required courses as defined in the Student Promotion, Probation, Suspension and Dismissal Guidelines (see below for details).
- 2) Satisfactory completion of the research requirement as defined in the Research Requirements section of the OT Student Handbook
- 3) Satisfactory completion of all fieldwork education requirements as outlined in the Fieldwork section of the OT Student Handbook.
- 4) Completion, documentation, and approval of at least 50 hours of community service. Appropriate community service activities and documentation requirements are reviewed in the Community Service section of the OT Student Handbook.
- 5) Completion of all paperwork required by WVU for graduation, as well as payment of all fines and fees.



## **Division of Occupational Therapy Student Promotion, Probation, Suspension, and Dismissal Guidelines**

At all times in the professional program, the Division of OT policies will be guided by West Virginia University's policy statements on student rights and responsibilities (WVU Board of Governors Policy 10): <http://bog.wvu.edu/r/download/4214>, Student Academic Rights (WVU Board of Governors Policy 15): <http://bog.wvu.edu/r/download/4219> and the WVU Student Code of Conduct: [http://studentlife.wvu.edu/office\\_of\\_student\\_conduct/student\\_conduct\\_code](http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code).

All requirements and penalties outlined in this policy refer to the student's status within the OT educational program.

### **Progression in the Occupational Therapy Program**

Students admitted to the WVU Occupational Therapy program must individually register for all prescribed courses for each term. In order to progress in the professional sequence, a course grade of at least P (pass), S (satisfactory), or a C must be earned in all required courses.

An instructor may require a student to pass each unit of a course in order to pass the course. If this is so stated in the course syllabus, a student may fail a course despite an overall passing average. Obtaining x1 C in a semester will trigger a review by the Student Affairs Committee to ensure GPA has not dropped below the required level.

When courses are sequential, such as Level I Fieldwork and Level II Fieldwork, failure in the first course will require remediation prior to progressing to the next course in the sequence-regardless of the student's overall GPA.

Students can withdraw from a required course, without penalty, only at the recommendation of the Division of Occupational Therapy Chairperson. Withdrawals initiated by the student, without Divisional approval, may result in the student being dismissed from the program.

### **Behavior Standards**

Progression in the program also requires acceptable professional behaviors in all clinical and academic environments. Students who fail to maintain the professional behavior standards will be referred to the Student Affairs Committee which may result in probation, remediation, or dismissal from the program.

Students are expected to meet each semester with their faculty advisor to review the professional behavior feedback/ professional behavior assessment (See SOLE, Course Content-Quick Reference folder). Failure to meet with the faculty advisor and failure to demonstrate improvement in identified areas of concern will result in referral to the Student Affairs Committee.

## **Grade Point Average Standards**

- All students must maintain an overall GPA of at least 3.0 in Occupational Therapy curriculum required courses.
- Graduate students must attain a grade point average of at least 3.0 each semester.
- The Division of Occupational Therapy Academic Advisor will review the transcripts of each student enrolled in the Occupational Therapy educational program to ensure maintenance of GPA standards.
- Any semester GPA falling below 3.0 will lead to an academic review by the Student Affairs Committee and may result in recommendations for probation, remediation, or dismissal from the program.
- Any semester GPA below 2.75 in the undergraduate program will automatically place a student on academic probation and, if persists, may result in dismissal from the program.
- In the instance of a GPA of 2.5 or lower for two consecutive semesters, dismissal from the program is eminent.

## **The Student Affairs Committee**

The Division of Occupational Therapy Student Affairs Committee has been established for the purpose of evaluation and retention of occupational therapy students who fail to meet performance standards in any of the following areas: academics, academic integrity, fieldwork education, or professional behavior.

The Student Affairs Committee is comprised of three to four Occupational Therapy faculty members appointed by the Division Chairperson. The committee serves in an advisory capacity to the Chair. A quorum of three is needed to make a recommendation. The Chair will review the recommendations of the Committee and make a final decision.

The Student Affairs Committee shall meet as needed to review the records of any student who fails to satisfy academic and/or professional standards. This includes grades (e.g. failure to maintain a 3.0 GPA or a grade of D or F or U in a fieldwork education course), academic dishonesty\* or inappropriate professional behavior. The Committee makes recommendations regarding which students shall be permitted to progress in a special or independent curriculum with identified remedial work, and which students shall be suspended or dismissed from further enrollment. Committee recommendations for probation, suspension, or dismissal from the Division of Occupational Therapy are based on a comprehensive review of a student's academic performance and professional behavior.

## **\*Academic Dishonesty**

Cases of academic dishonesty will first follow the University policies found at [http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Integrity and Dishonesty](http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Integrity_and_Dishonesty) . After conclusion of the academic dishonesty process at the University level the student may face further sanctions within the Occupational Therapy program including probation, suspension, or dismissal.

## **Academic Failure and Remediation**

The Division of Occupational Therapy reserves the right to place on probation, suspend, or dismiss any student who does not perform at a satisfactory level in academic, clinical, or professional behavior standards.

The Student Affairs Committee will review any student who earns a grade of C, D, F, or U or whose GPA falls below the OT Divisional standard. The transcripts of students who receive a grade of C will be reviewed by the Student Affairs Committee to ensure that their GPA remains above 3.00. A student who does not attain a C or above in a course will be placed on academic probation within the OT program and required to either repeat or remediate the course with an additional independent study course emphasizing the content that the student failed to master.

Remediation and satisfactory completion of the unit(s) required by the instructor must be accomplished before the beginning of the following term, or the student will not be allowed to progress in the program. Failure to acceptably remediate course materials as assigned by the instructor will result in suspension or dismissal from the occupational therapy program.

## **Incomplete Coursework**

An Incomplete (I) grade must be changed to a passing grade by the beginning of the next term of enrollment for the student to progress in the program. Incompletes are only used in specific circumstances and require a detailed documented plan to complete the necessary work.

## **Probation**

Academic probation within the OT program may be recommended by the Student Affairs Committee in any case of (1) an Unsatisfactory (U) or Incomplete (I) grade; (2) semester grade point average of less than 3.0; (3) unsatisfactory or marginally satisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum; (4) failure to assume appropriate professional responsibility; (5) failure to meet

professional standards including those of demeanor and conduct; and (6) an infraction of the Student Code of Professional and Academic Integrity.

The imposition of probationary status is accompanied by remedial actions and performance requirements specified by the Division Chairperson based on recommendations of the Student Affairs Committee. This action is intended to remedy the academic or professional deficiencies that resulted in the probation. Successful conclusion of the remedial work is considered a pre-requisite to terminate the probationary status.

Probationary status will be considered if the student's GPA is less than 3.0 and assigned automatically if below 2.75. Failure to achieve a GPA of 3.0 or to meet any terms of the probationary status by the semester following the probation for a GPA below 3.0 will result in suspension or dismissal from the program.

Remedial interventions in a student's curriculum by the Committee are designed to fit particular deficiencies and may, among others, take one or more of these forms: a specific study or reading program, additional practice in a set of clinical skills, assignment to clinical rotations, and repetition of all or part of the program. If the student fails the remediation assignment, either suspension or dismissal will be imposed.

When a student is placed on academic or professional behavior probation in the OT program, any remediation must be completed within the timeline indicated by the OT Program Chair. The first time a student is placed on academic or professional behavior probation they will remain on probation for one calendar year. During that year of probation any further academic or professional behavior issues referred to the Student Affairs Committee could result in recommended dismissal from the OT program. If during that year of probation the student remains free of academic or professional behavior issues they may petition the Chair of the Division of OT to be taken off probation at the end of the year. If a student's probation is rescinded by the Chair and during the program they commit another infraction in academic or professional behavior standards they will be placed on probation for the remainder of their time in the OT program and any further academic or professional behavior issues referred to the Student Affairs Committee will result in recommended dismissal by the Student Affairs Committee from the OT program.

If deemed necessary, the student may also be recommended for probation at the University level. In that case, the student will also be given contact information for the University registrar and the student's contact information will also be provided to the University registrar.

## **Academic Suspension**

No credit will be given for a course in which a student receives a D or an F. Should a student receive a D or an F, the penalty of suspension may be granted with the possibility of reinstatement only upon meeting the terms of the suspension.

Suspension for up to one year may be recommended by the Student Affairs Committee for any case of (1) a grade of “D”, “F” or “U”; (2) a GPA of 2.75 or less after the first 2 semesters of study; (3) two consecutive semesters of GPA less than 3.0 (4) more than one semester of overall GPA less than 3.0; (5) unsatisfactory evaluations which indicate gaps in knowledge and skills and/or inadequate integration of the content of the curriculum; (6) repeated failure to assume appropriate professional responsibility; (7) repeated failure to meet professional standards including those of demeanor and conduct; (8) excessive unexcused absenteeism (greater than 7 consecutive school days); and (9) repeated or multiple infractions of professional behavior.

Should the Student Affairs Committee conclude that temporary, personal problems are the reason for deficiencies and/or violations, the Committee may recommend to the Chairperson of Occupational Therapy that the student be suspended from the Division of Occupational Therapy for not more than one year.

During a period of suspension, the student may not enroll in any occupational therapy courses. The student may have stipulations imposed (such as taking another course not in the professional sequence) that must be successfully completed during the suspension period.

Upon expiration of the period of suspension, the student must petition the Chairperson of Occupational Therapy for reinstatement. The student will be reinstated to the Occupational Therapy program contingent upon successful petition demonstrating that the problems which produced the suspension have been resolved and any terms or conditions imposed at the time of the suspension have been met. The student may be required to repeat all or portions of the curriculum following reinstatement.

If a student is suspended for a second time while enrolled in the occupational therapy degree program, automatic dismissal will result.

If deemed necessary, the student may also be recommended for suspension at the University level. In that case the student will also be given contact information for the University registrar and the student’s contact information will also be provided to the University registrar.

## **Academic Dismissal**

Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit, recognition, or certification. This penalty is imposed by the Chair of Occupational Therapy after receipt of academic deficiencies or violations of professional behavior which are serious enough to merit dismissal.

After dismissal, readmission in the Occupational Therapy degree program must be sought through the standard admissions process.

The Student Affairs Committee may recommend to the OT Program Chair that a student be dismissed in the following cases: (1) a grade of “D”, “F” or “U”; (2) a GPA of 2.5 or less after the first 2 semesters of study; (3) two consecutive semesters of GPA less than 3.0 or cumulative GPA less than 2.75; (4) more than one semester of GPA less than 3.0 or cumulative GPA less than 2.50 (5) unsatisfactory evaluations that indicate serious gaps in knowledge and skills and/or inadequate integration of the content of the curriculum; (6) repeated failure to assume appropriate professional responsibility; (7) repeated failure to meet professional standards, including those of demeanor and conduct; (8) repeated or multiple infractions of professional behavior; and (9) performance not consistent with good client care or the public interest.

The Division expects every student to meet the requirements and standards stated in the OT Student Handbook. Therefore, even without an unsatisfactory grade, a student who does not meet all requirements and standards may incur a recommendation for dismissal. In order to graduate, a student must achieve a cumulative 3.0 GPA. Suspension or dismissal is probable if the student's performance fails to improve in spite of remedial opportunities arranged by course instructors or recommended by the Student Affairs Committee.

After academic dismissal, a student may apply for readmission to the Division of Occupational Therapy through the standard admissions process.

If deemed necessary the student may also be recommended for dismissal at the University level.

## **Student Affairs Procedures**

The following procedures must be followed for the formal process of review of student status by the Student Affairs Committee:

- The faculty responsible for the course in which the student is not adhering to academic and professional standards must submit in writing to the Student Affairs Committee Chairperson a description of a) the problem, b) course of action already taken, and c) recommendations.

- In cases of failure, to meet semester or program GPA requirements, the Division of Occupational Therapy Academic Advisor will notify the Student Affairs Committee of poor student performance.
- In matters of academic dishonesty or professional misconduct, any party can initiate a concern in writing to the Student Affairs Committee, though matters of academic dishonesty will first be addressed by the University academic dishonesty process.
- The student may also submit in writing his or her arguments to the Student Affairs Committee Chairperson.
- The Student Affairs Committee Chairperson will then call a meeting of the Committee. If the student issue involves one of the Committee members such as the case of a student cheating in a course in which a Committee member is also the instructor, then that Committee member will not participate in the recommendations made. The vacancy may be filled by another faculty member appointed by the Division Chair. The student and their academic advisor will also attend the meeting.
- For its review, the Student Affairs Committee will have access to the following: (1) letter grades (A, B, C, D, F, S, U, and I); (2) numerical or percentage grades on written, oral, and/or practical examinations; (3) written narrative evaluations submitted by the faculty which include performance descriptions; (4) oral and written reports about academic and professional performance; (5) oral and written reports about alleged violations of the Student Code of Academic and Professional Integrity; (6) any written information provided by the student regarding his or her performance; and (7) any testimony or other information which is considered necessary to complete the review.
- All deliberations of the Student Affairs Committee will be closed and confidential.
- One Committee member or Division staff member will be assigned to keep written notes of the minutes of the Committee meetings.
- The recommendations of the committee will be submitted to the Division Chairperson who may accept, modify, or reject the recommendations. The Division Chairperson will then inform the student of the decision and imposition of any penalties. Decisions regarding dismissal of the student will be reviewed and conveyed to the student by the Associate Dean or Dean's designee.

## Student Rights

If any academic penalties are imposed because of failure to meet academic or professional behavior requirements the student has a right to:

- **Written notice about failure to meet academic or professional behavior standards and potential penalties**

The student shall be informed in writing by the Chairperson of the Division of Occupational Therapy of (1) the student's failure to meet academic or professional standards and requirements

or an alleged violation of standards, (2) the methods, if any, by which the student may correct the deficiencies, and (3) the penalty, if any, to be imposed.

- **Discussion of the matter with those involved**

The student may meet with those who have determined that the student failed to meet academic or professional behavior standards and requirements.

- **Appeal**

The student may appeal any academic penalty. Due process requirements, appeal procedures and time lines to be followed are specified in general by Board of Governors Policy No. 15 and outlined in the West Virginia Student Catalog:

[http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Final\\_Grade\\_Appeal](http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Final_Grade_Appeal) or in specific cases of academic dishonesty:

[http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Appeal\\_Charge](http://catalog.wvu.edu/undergraduate/coursecredittermsclassification/#Appeal_Charge) . The Associate Dean, Dean and/or Vice President of Health Sciences may hear the appeal directly or act upon the recommendation of an appeals committee or hearing officer appointed by the Vice President.

If the student appeals a suspension or dismissal which he or she believes reflects capricious, arbitrary, or prejudiced academic evaluation, the appeal must first be submitted to the Associate Dean. If the matter is not resolved satisfactorily within 15 calendar days of the Associate Dean's receipt of the appeal, the student must forward a copy of the appeal to the University Committee on Student Rights and Responsibilities.

## **Complaints and Grievances**

### **Harassment and Discrimination**

Students in the Occupational Therapy Program who feel that they are the subject of harassment or discrimination should follow the WVU procedures outlined through the WVU Division of Diversity, Equity, and Inclusion which can be found at:

[http://diversity.wvu.edu/how\\_do\\_i/file\\_complaint](http://diversity.wvu.edu/how_do_i/file_complaint) .

### **Complaints and Grievances**

Students in the WVU Occupational Therapy program always retain their right to deal with any complaints or grievances through the University system. However, the WVU Occupational Therapy program does have its own policies and systems in place to deal with student complaints or grievances. We encourage students to follow the program process before filing a complaint at the University level. The Occupational Therapy program procedures are outlined below.



## **Issues with Instructors**

If a student has a complaint with an instructor, the student is expected to follow this sequence to present the concern:

1. Discuss the problem with the instructor or instructors involved.
2. If the result of #1 seems unsatisfactory to the student, the student should then inform the instructor that they are not satisfied and allow for additional dialog.
3. After all of the previous avenues have been exhausted, the instructor in question should be told that the student continues to be dissatisfied and plans to take the complaint to a higher administrative level.
4. The unresolved complaint can then be taken to the person that is directly superior to the instructor, usually the Chair of the Division of OT.
5. If the result of #5 also seems unsatisfactory to the student, the student should then inform the Chair that they are not satisfied and allow for additional dialog.
6. The unresolved complaint can then be filed with the Division of Occupational Therapy Grievance/Complaint Committee
7. If the student remains unsatisfied with the resolution reached by the committee the student then may seek the intervention of the Associate Dean for the Department of Human Performance and Applied Exercise Science or may follow the general University complaint process which can be found at [http://diversity.wvu.edu/how\\_do\\_i/file\\_complaint](http://diversity.wvu.edu/how_do_i/file_complaint) .

Students who do not follow the prescribed sequence may expect to have their grievance dismissed or to be sent back to the appropriate complaint level. Persistent failure to follow the outlined chain of command may result in a referral to the Student Affairs Committee.

## **Complaints or Grievances Regarding the OT Program**

Students who have complaints or grievances about the WVU OT program are encouraged to follow the procedure below before pursuing the complaint at the University level.

- 1) Students with a complaint or grievance regarding the OT program can submit a written statement of their complaint or grievance to the Chair of the Division of Occupational Therapy. If the student does not feel comfortable submitting to the Chair, or if the Chair is included in the grievance/complaint, the student may submit his/her complaint to their faculty advisor.
- 2) All grievances or complaints that include the Chair of the Division of Occupational Therapy will automatically be referred to the Student Grievance/Complaint committee bypassing step 3.
- 3) The Chair, at his/her discretion can choose to address the student's complaint or refer the complaint to the Student Grievance/Complaint Committee.
- 4) The Student Grievance/Complaint Committee is an adhoc committee that is formed when necessary by the assigned faculty chair of the committee.
- 5) The committee will consist of three faculty within the Department of Human Performance and Applied Exercise Science who are not named in the grievance or complaint.

- 6) If the student filing the complaint so chooses the Committee will also contain one student member.
- 7) A student member will only be included on the Committee once the student filing the complaint is made aware of the FERPA issues and specifically signs a release to allow the student committee member to hear what may be federally protected information.
- 8) The student member will be chosen by the faculty chair and will not be from the cohort of the student filing the complaint.
- 9) The Committee will meet to complete all necessary fact-finding.
- 10) The Committee will then issue a recommended resolution to the student filed complaint or grievance. This recommendation will be issued to the Program Chair.
- 11) If the student is not satisfied with the resolution decided upon by the Chair of the Division of OT the student can then pursue the University complaint/grievance process.
- 12) The Student Grievance/Complaint Committee will make the material from their fact finding available to the University process if requested.
- 13) The final result of a grievance or complaint will be documented and housed in the student's file until graduation.
- 14) The Division of Occupational Therapy will also maintain a record of all complaints and grievances and the resolution of such items.

## **Student Appeal Process**

A student has the right to appeal a decision. For specific avenues of academic appeal, see the "Appeals" section of the Student Code of Conduct:

[http://studentlife.wvu.edu/office\\_of\\_student\\_conduct/student\\_conduct\\_code](http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code)

## **Faculty Advisors**

Each student is assigned an occupational therapy faculty member as an advisor. The faculty advisor is to serve as an advocate and information source for the students. The faculty advisor will be responsible for reviewing and maintaining communication on each student's professional behavioral abilities. Students are expected to meet with his/ her advisor at least once a semester. Failure to schedule a meeting at the advisor's request is considered unprofessional and referral to the Student Affairs Committee for follow-up may occur.

The advisor may also serve the following roles:

1. Source for references
2. Advocate to faculty or faculty committees
3. Community service monitor
4. Professional behavior monitor
5. Advisor for academic problems
6. Address student concerns: If a student has personal, academic, or clinical problems, the student should discuss them with their advisor. The advisor will try to identify possible

sources of assistance and make sure the student understands the implications of their actions.

\*\*\* In addition to the assigned faculty advisor, the student is free to consult any other faculty member should she/he prefer to do so. Student concerns may also be expressed through the class president or other class officers.

## **Class Officer Information**

### President:

Will serve as the spokesperson for the class to the faculty or other classes. The president will be invited to meet with the Chair of the program, the Dean, and the Associate Dean at various official meetings. He or she may also call and run class meetings and is responsible for making a Buddy list for the incoming juniors. The president needs to be someone who will speak up if the need arises and is willing to devote time to organizing, planning, and attending various functions.

### Vice President:

Will assist the president whenever necessary and take over for the president if he/she is unable to fulfill the office's duties.

### Secretary:

Will take notes at class meetings. He or she will need to put together a phone/address/email list and distribute to the class and to the OT Program Administrative Assistant. The secretary needs to be someone who is well organized.

### Treasurer:

Will oversee all class funds and financial records in conjunction with SOTA. He or she is also responsible for collecting class funds. The treasurer needs to be someone who is financially-minded and comfortable dealing with money.

### ASCOTA Rep:

This representative is elected during a Student Occupational Therapy Association (SOTA) meeting. He or she will serve as the voice of the students from the WVU SOTA Organization. The representative will attend the OT National Conference. The representative will then present a summary of the conference at a subsequent SOTA meeting.

\*\*\* A class officer will be required to abdicate his or her position should he or she be placed on probationary status.

## **Counseling**

Students with personal, academic, or clinical problems are encouraged to discuss them with the faculty. The faculty wants every student to successfully complete the Occupational

Therapy program and is willing to provide advice and reasonable assistance in response to a student request. Other counseling mechanisms available to students are:

Well WVU Student Health: 304-293-2311 <http://well.wvu.edu/>

Carruth Counseling Center (downtown): 304-293-4431 <http://well.wvu.edu/ccpps>

## Occupational Therapy Student Awards

In the graduate year, the faculty and classmates will nominate students for awards. These awards will be based upon the cumulative performance and/ or behavior of the individual while in the occupational therapy program.

### 1. Research

a. **Excellence in Research:** Qualifications for this award include: competence in study design, data collection and organization, results write-up and interpretation, and overall project management. The student must also maintain good communication and time management while producing an academically rigorous research project. Awarded to the student judged by the faculty as best conducting comprehensive and ethical research of exceptional quality that contributes to the profession of occupational therapy.

b. **Innovation in Research:** Awarded to the student judged by the faculty as best conducting research that either enhances the understanding of emerging areas of occupational therapy practice or that contributes novel ideas or information to the profession of occupational therapy.

2. **Liz Devereaux Leadership Award:** student that best demonstrates a pattern of advocacy for the profession of occupational therapy.

3. **Mary Hager Award:** student that best demonstrates occupational therapy leadership to the state and on a national level as well.

4. **OT Mountaineer Award:** student that best demonstrates a history of being a team player, constancy of effort, positive influence, and WVU school spirit while enrolled in the OT program.

5. **Academic Achievement:** student that has achieved and maintained the highest GPA while enrolled in the OT program.

6. **Community Outreach-** student that consistently demonstrates a commitment to local communities as noted through volunteering and service to others.

## Students' Choice Award: awarded by the Graduating Class

A student (or students) in the graduating class may be recognized for meeting a high level of standards, as deemed by their peers. Complete criteria for the award will be determined by each graduating class. This is an optional award.

## Community Service

The School of Medicine requires all students to complete **50 hours** of community service during the time enrolled in the Division of Occupational Therapy in order to graduate. Students are required to document these hours on SOLE in the Community Service section. In some classes, class work in assigned community and rural settings can count towards your required community service hours. In this case the instructor will inform you of this possibility. The following guidelines apply to community service:

1. Organizational-based community services are preferred, other types may require pre-approval by your advisor.
2. Class assignments may not be included in community service UNLESS specifically designated by the instructor.
3. No more than twenty-five (25) community service hours may be earned through class assignments during the three-year program.
4. Monetary donating to charity organizations will not earn equivalent community service hours.

Year in OT Program	Number of Community Services hours by end of Spring semester
Junior	20
Senior	40
Graduate	50

To record your community service hours toward this requirement, open SOLE. Click on the Community Service tab at the bottom of your course listings, then click on "add event". Your faculty advisor will review and approve these events at least once a semester. Community service that has not been entered in SOLE, and that has not been approved by your faculty advisor will not be considered as part of your required 50 hours.

Progress on earning community service hours should be a discussion included in your professional behavior review each semester with your faculty advisor.

## Immunization & Health Requirements

\*\*\* Detailed information, forms, and policies are located on SOLE within the Health and Immunization Packet folder.

## 1. Health Insurance

Health insurance is ***required*** of all students in the OT program.

Students must provide proof of health insurance (copy of insurance card) and periodically throughout the professional program whenever changes occur.

If you do not have health insurance through your parents, spouse, or a personal policy, you may purchase health insurance through the University Health Service (UHS):

<http://well.wvu.edu/medical/insurance> . This insurance is in addition to the services provides by the UHS, and covers 100% of billable services provided at WVU Hospitals (Ruby Memorial) with School of Medicine physicians in attendance. Health services provided away from Morgantown are covered at 80% of billable charges.

## 2. Physical Examination

All students must complete and submit the following forms:

- a. Personal Immunization History
- b. Student Health Evaluation Form
  - Page 1 (Medical History)
  - Page 2 (Physical Examination by Licensed Health Care Provider)

The student should take these three forms, along with a printout of our immunization/titer requirements (below) and these instructions, to his/her health care provider.

### 3. Immunizations and Titer Requirements

All students must have the following immunizations and titers prior to starting the professional program. The School of Medicine follows CDC guidelines for health care providers

(<http://www.immunize.org/catg.d/p2017.pdf>)

- a. Hepatitis B: Shots= 3 dose series IM (0, 1 and 6 months)  
Titer= IgG anti-HBs 1-2 months after dose #3

(If the Hepatitis series is not complete before matriculation, the student must have at least the first shot. The entire series and titer must be completed within the first professional year.)

b. Measles, Mumps, Rubella (MMR): Shots= 2 doses, 4 weeks apart (if born later than 1957) Titer= IgG titer 1-2 months after last shot

c. Varicella: Shots= 2 doses, 28 days or more apart (if non-immune titer or no prior infection) Titer= IgG titer 1-2 months after last shot

d. Tetanus booster: within the past 10 years

e. PPD: The Two-Step Mantoux tuberculin skin test (TST) is required within 6 months of starting the program. Thereafter, the student **must** have a one-step test done annually. *If more than x1 year lapses between the two-step or a one-step PPD, the two-step will need to be repeated.*

f. Poliomyelitis: All students must complete the primary series and booster (age 4-6) for polio.

g. Meningococcus: WVU requires all students to have this vaccination

**For non-immune titers:**

Hepatitis- restart the series, and secure written documentation if continued non-immunity

MMR- give a third MMR shot, no repeat titer required

Varicella- administer two vaccines and repeat titer

Any student who declines immunizations for religious or other reasons must be made aware of potential personal dangers and will be required to sign a waiver. Please forward this completed waiver form to the Office of Student Services/Professional Programs. A fieldwork site has the right to refuse access to a student that has waived immunizations.

#### **4. CPR (Cardiopulmonary Resuscitation) Training**

Each student must be certified in adult, child and infant CPR, and choking. This training must occur *no later than August 31* of the first year and be maintained throughout the remainder of the professional curriculum. The student is responsible for keeping his/her training certification up to date. Only certifications through the American Red Cross or American Heart Association are acceptable. Training courses must include a skills check-off; online- only training courses will not be accepted.

#### **5. Background Check**

A student must complete an initial background check as part of their health and immunization records. This must be completed during the first summer of classes. A majority of clinical sites now require students to complete a criminal background check prior to participating in fieldwork

education placements. The need for an updated background check is determined by individual fieldwork sites and their policies on how recent the background check must be. State laws may restrict or prohibit those with criminal backgrounds from obtaining a professional license to practice following graduation. For example: WV law can deny licensure, place on probation, limit the practice of, suspend or revoke the license of any person that has demonstrated unprofessional conduct. Examples of unprofessional conduct include being convicted of a felony or crime involving moral turpitude that relates to his or her ability to practice occupational therapy (WVBOT 13-2-4). The impact of a felony or misdemeanor can vary from state to state, thus students are encouraged to consult legal counsel for advice. Therefore, students with criminal backgrounds may not be able to meet the academic standards of the OT program, nor the criteria for professional licensure. For more information on how to get a background check, please consult the OT Student Handbook site, under Site Content- Policies folder. Then choose the Background Check and Drug Screen folder.

If a student incurs a misdemeanor or felony within the OT program, it is required that the student will initiate securing an updated background check. This is in line with being a member of a healthcare profession that emphasizes ethical standards.

## 6. Drug Screen

Drug screens are performed on an as-needed basis based on fieldwork site request prior to a student starting a rotation. For more information on how to get a drug screen, please consult the OT Student Handbook site, under Site Content- Policies folder. Then choose the Background Check and Drug Screen folder.

## Documentation and Communication of Health Information

At the beginning of the OT professional program, the student must submit a completed Student Health Evaluation Form and Personal Immunization History Form. The student must secure copies of titer results and documentation of any additional immunizations not listed on the Immunization History form. It is the student's responsibility to provide updated information on immunizations, health insurance coverage, PPD results, and CPR certification. Students whose files are incomplete will not be allowed to participate in fieldwork education rotations. In addition, registration for other courses may be restricted, or course grades may be affected for students whose files are incomplete. Failure to comply with deadlines for documentation will result in referral to the WVU OT Student Affairs Committee.

All health record information will be entered by the student on the Criminal Background Check website: <https://www.certifiedbackground.com/> . Instructions on how to start this process are located in the Course Content section of the OT Student Handbook SOLE website, Health and Immunization Packet folder. **All Health Record information must be entered into the Certified Background Check website by August 31<sup>st</sup> (the first series of the HepB vaccination must have been administered).**



Before a student begins a fieldwork rotation, the academic program must verify to the clinical site that the student has complied with the health requirements. Some sites may request additional documentation, such as copies of immunization cards, lab reports, etc. In this case, the student will be notified and will be required to furnish the site with the appropriate records; this can be done through the Certified Background Check website.

Questions concerning these health issues can be sent to:

Kristen Mullins (Administrative Associate)  
Clinical and Fieldwork Education  
WVU School of Medicine  
Department of Human Performance  
PO Box 9225  
Room 8701-D Health Sciences South  
Morgantown WV 26506-9225  
Phone: (304) 293-8897 Fax: (304) 293-8384

## **Fieldwork Education**

### **Fieldwork Requirements**

The American Occupational Therapy Association requires a minimum of the equivalent of 24 weeks full-time Level II fieldwork (divided into x2, 12 full-time weeks). Level II fieldwork can take place in a variety of traditional settings and emerging areas of practice. The WVU OT program requires that one of the Level II fieldwork experience be considered general (acute care, general outpatient, skilled nursing facility, or rehab center), the other fieldwork may focus on a specialty area (pediatrics, hands, mental health, etc). You may, of course, do three internships and the faculty strongly urges you to do so if at all possible. You may do an optional third internship in a specialty area of practice not identified above; e.g., hand rehab, geriatrics, pediatrics, or administration, etc. Supervision during a Level II fieldwork must be provided in accordance with the program and state credentialing requirements. Further information regarding fieldwork can be found in the OT Student Fieldwork Manual. You will start the planning process for all your fieldwork experiences in the Fall of your Junior year.

### **Fieldwork Education**

Fieldwork education is a crucial part of professional preparation and is integrated throughout the student's professional education. The fieldwork experiences provide the student with the opportunity to carry out professional responsibilities under supervision and to begin maturation in the student's professional development.

### Successful Completion of the Fieldwork Education Requirement:

- 1) Students must complete all Level I Fieldwork experiences with a passing grade prior to being allowed to begin Level II Fieldwork.
- 2) Students must complete all Level II Fieldwork experiences with a satisfactory grade in order to be allowed to graduate.
- 3) All Level II Fieldwork experiences must be completed within 18 months of completion of didactic coursework.

Specific criteria required for successful completion of Level I and II Fieldwork experiences can be found in the WVU Division of Occupational Therapy Fieldwork Manual.

## **Level I Fieldwork**

The goal of Level I Fieldwork is to introduce the student to the fieldwork experience and develop a basic clinical awareness and comfort. The student will begin understanding the role of occupation with clients and community.

Level I placements will occur prior to the initial Level II fieldwork requirement. Placements will occur at a variety of settings to include pediatric, mental health, nontraditional, and physical disability settings. The presence of an Occupational Therapist is neither required, nor necessary for Level I supervision. Supervision may be provided by any “qualified personnel”, such as a teacher, social worker, nurse, physician’s assistant, COTA (certified occupational therapy assistant, etc.

The Level I Fieldwork Coordinator designs various assignments for the Level I fieldwork placements. The focus of these experiences is not intended for independent performance, but to enrich the student’s coursework and provide observation and participation in selected aspects of the occupational therapy process and occupational practice arenas.

## **Level II Fieldwork**

Level II fieldwork is fulltime work as an entry-level occupational therapy student at facilities where occupational therapists are employed. In the state of West Virginia, students must be in a site that has a full time registered, experienced, occupational therapist available for on-site supervision. All states have different licensure laws, which govern their student supervision and experiences. Details will be discussed during fieldwork lectures.

Just like a medical internship or student teaching, Level II fieldwork provides an opportunity for students to practice what they have learned in school and provide an arena for further learning. The student should be at an entry-level practice status upon completion of his/her Level II fieldwork. Only when all academic work and required fieldwork are successfully completed can students take the national certification examination, offered via computer multiple times throughout the year.

## **Professional Organizations**

*\*\*\* Student membership in SOTA, WVOTA, and AOTA is required while enrolled in the WVU OT Program.*

### **Student Occupational Therapy Association (SOTA)**

The purpose of this organization is to organize student events, educational activities, and community service projects supporting the occupational therapy program at WVU. Students should be active members in good standing throughout their enrollment in the OT program.

### **American Occupational Therapy Association**

The American Occupational Therapy Association is a voluntary membership organization that represents occupational therapy with Congress, third party payers and in other key healthcare situations. Many of the resources AOTA offers to student members are very helpful in assisting in completing assignments throughout the program. The AOTA web page can be found at <http://www.aota.org>.

### **West Virginia Occupational Therapy Association**

WVOTA is a voluntary membership organization that represents occupational therapists at the state level. The WVOTA web page can be found at [www.wvota.org](http://www.wvota.org).

### **West Virginia Board of Occupational Therapy**

The West Virginia Board of Occupational Therapy is the organization that handles state licensure for occupational therapy in the state of West Virginia. The WVBOT web page can be found at <http://www.wvbot.org>.

### **National Certification Board of Occupational Therapy**

The National Board for Certification in Occupational Therapy, Inc. (NBCOT) is a not-for-profit credentialing agency that provides certification for the occupational therapy profession. NBCOT serves the public interest by developing, administering, and continually reviewing a certification process that reflects current standards of competent practice in occupational therapy. The NBCOT web page can be found at <http://www.nbcot.org>.