



MISSOURI STATE UNIVERSITY

STUDENT HANDBOOK Occupational Therapy Program

Springfield, Missouri

The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is 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.

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WELCOME TO THE MISSOURI STATE UNIVERSITY MASTER OF OCCUPATIONAL THERAPY PROGRAM!

This handbook was developed to assist occupational therapy students (OTS) officially admitted to the Occupational Therapy (OT) Program at Missouri State University (MSU) by centralizing information and resources. This handbook along with the Fieldwork Manual, Graduate College policies, and Graduate Catalog is readily available at the University's website, <http://www.missouristate.edu/>. Please reference these resources for answers prior to contacting your advisor.

Students are required to read and become familiar with the contents of this handbook. It contains program policies and other important information such as the program's philosophy of occupational therapy education, curriculum design and sequence. Please keep the handbook accessible and the websites bookmarked on your computer as useful resources of information that you will need throughout your academic experience.

Original 8/10/15; Revised 8/18/2022

MASTER OF OCCUPATIONAL THERAPY PROGRAM

Program Description

The MOT Program is a two year, (7 semesters) full-time program. Cohorts of students are admitted each fall semester.

Accreditation

The Professional Entry-Level Master of Occupational Therapy program at Missouri State University has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Once accreditation of the program has been obtained, graduates 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 the exam, the individual will be an Occupational Therapist Registered (OTR). In addition, most states require licensure 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 or attain state licensure".

MISSOURI STATE UNIVERSITY MISSION

Mission

Missouri State University is a comprehensive institution offering undergraduate and graduate programs, including the professional doctorate. The university educates students to be global citizen scholars committed to public affairs.

Vision

Missouri State University will be the university of choice to develop successful students who excel academically and in ethical leadership, cultural competence, and community engagement.

Values

We value:

- A **student-centered learning environment** and **excellent teaching** that promote and support academic success and personal development.
- The generation, discovery, dissemination, and preservation of **knowledge** developed through **research** and **creative activity**.
- Personal and academic **integrity** in all our endeavors.

- **Inclusiveness**, fairness, equity, and social justice; the recognition that each person possesses not just one, but multiple identities; and the celebration of the similarities, as well as the differences, of our diverse campus.
- **Our people** and their ability to foster an **environment of respect** for all individuals within a climate of civility, trust, and collaboration.
- **Continuous improvement** in our programs, policies, and procedures.
- **Innovation** and promotion of the **entrepreneurial spirit** in all aspects of university life.
- **Collaboration**, both internally and externally, to promote meaningful **partnerships** that further the university's goals.
- **Pride in**, and **celebration of**, the achievements of the university and campus community, past and present.
- **Responsible and transparent stewardship** of the university's and community's resources for a sustainable future.

MCQUEARY COLLEGE OF HEALTH AND HUMAN SERVICES

MISSION AND VISION

Mission: The McQueary College of Health and Human Services (MCHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. MCHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

Vision: To promote and enhance lifelong learning, health, and well-being.

Values: Honesty, Integrity, Respect, Compassion, Excellence, Cultural Sensitivity, Responsibility

MSU OT DEPARTMENT MISSION AND VISION

Mission: The mission of the Occupational Therapy Department at Missouri State University is to educate holistic, reflective occupational therapy practitioners who understand the complexity of occupation and value its role in the promotion of health and wellness. Didactic and experiential learning promotes **occupation-based practice, community engagement, cultural humility, scientific inquiry, ethical leadership, and life-long learning** to develop generalist practitioners who are prepared to meet the needs of persons, groups, and populations across a variety of settings, including those in rural and underserved communities.

Vision: The Occupational Therapy Programs at Missouri State University will be nationally recognized as dynamic programs grounded in the core values of occupational therapy. Graduates will function as change agents and partner with a diverse society to facilitate quality care through evidence-based practice, interprofessional collaboration, scholarship, and a commitment to lifelong learning.

Statement of Philosophy: The Occupational Therapy (OT) Department at Missouri State University embraces the Philosophical Base of Occupational Therapy (American Occupational Therapy Association [AOTA], 2017) and the Philosophy of Occupational Therapy Education (AOTA, 2018). In concordance with this philosophy, we assert that:

Humans are complex beings with an innate need and inalienable right to engage in purposeful activity, who learn through participation in meaningful occupation and are intrinsically and extrinsically motivated, creative, and inquisitive. The OT Department integrates these concepts to foster academic achievement and self-reflection in students as they prepare to serve individuals, groups, communities, and populations (AOTA, 2018).

In alignment with Adult Learning and Engagement Theories, knowledge and skill acquisition are accomplished through an on-going process of self-determination, direct participation, intrinsic motivation, authentic focus, and collaborative problem solving (Kearsley & Schneiderman, 1998; Knowles, 2012). Individuals bring with them life experience and prior knowledge that will shape the learning of both teacher and student.

In-person and virtual classrooms, labs, community experiences, and clinical seminars are structured to facilitate learner reflection and enhance human problem-solving skills (AOTA, 2018; Schön, 1983). These attributes are considered central to lifelong learning, cultural humility, and ethical, evidence-based practice. Small group work encourages collaboration and consensus among members of the learning community and facilitates dynamic understanding, diversity exploration, and enhancement of leadership, advocacy, and communication skills. Authentic focus emphasizes real-world learning to promote transfer of didactic knowledge to current and emerging practice settings.

In concordance with the American Occupational Therapy Association (AOTA, 2007), we believe that best practice in occupational therapy education “emphasizes continuing critical inquiry in order that occupational therapists (are) prepared to function and thrive in the dynamic environments of a diverse and multicultural society, using the power of occupation as the primary method of evaluation, intervention, and health promotion” (p. 678).

Curricular Threads: The curriculum is organized around six major curricular threads. The curricular threads are woven through the fabric of each OT Program and represent the key integrated learning elements emphasized throughout the courses. Curricular threads influence course content, preparing students for self-directed occupational therapy practice. They include:

1. **Occupation-Based Practice:** Using meaningful occupation as both a therapeutic means and an end; maximizing health status and well-being through provision of opportunities for occupational engagement; embracing a strengths-based perspective to facilitate occupational performance.
2. **Ethical Leadership:** Understanding the ethical dimensions of leadership and transferring didactic and experiential learning to individual practice areas and communities in order to create positive change.
3. **Community Engagement:** Developing collaborative relationships with persons, groups, and populations in the local, national, and global community to promote cultural sensitivity and reflective occupational therapy practice that addresses the diverse needs and interests.
4. **Cultural humility:** Developing self-awareness of personal and cultural biases as well as awareness and sensitivity to significant cultural issues of others through reflection, lifelong inquiry, and recognition of power differentials. Core to the process of cultural humility is the practitioner's deliberate reflection of their values and biases (Yeager & Bauer-Wu, 2013).
5. **Scientific Inquiry:** Building on foundational sciences and theory to foster holism and create curiosity, scholarly investigation, and rigorous examination of evidence used to guide professional practice.
6. **Lifelong Learning:** Undertaking learning activity throughout life, with the aim of improving knowledge, skills, and competence to remain current in occupation-based and client-centered practice; intentionally bettering oneself for the betterment of others.

Curricular Goals: In support of the OT Program and University mission, graduates will:

1. Demonstrate **competence** as generalists in current and emerging practice areas.
2. Provide **occupation-based practice** interventions that promote independence, participation, health, and wellness among diverse persons, groups, and populations within rural and underserved communities.
3. Utilize interprofessional knowledge and skills embodying the University's Public Affairs Mission in **community engagement**.
4. Demonstrate **cultural humility** and sensitivity to social, geographic, economic, gender, racial, and ethnic diversity during personal interactions and in professional practice.
5. Implement the holistic occupational therapy process demonstrating use of theory, **scientific-inquiry**, clinical reasoning, client-centered and individualized intervention, and effective oral and written communication skills.

6. Demonstrate **leadership behaviors** consistent with the legal and ethical standards, values, vision, and attitudes of the occupational therapy profession.
7. Engage in **life-long learning** through ongoing self-assessment and mindful reflection, continuing education, and scholarship.

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- Kearsley, G., & Shneiderman, B. (1998). Engagement theory: A framework for technology-based teaching and learning. *Educational Technology*, 38(5), 20-23.
- Knowles, M., Holton, E., & Swanson, R. (2012). *The adult learner: The definitive classic in adult education and human resource development*. Elsevier.
- Schön, D. (1983). *The reflective practitioner: How professionals think in action*. Basic Books, Inc.

MOT CURRICULUM

Access full course descriptions at <http://www.missouristate.edu/ot/Courses.htm>

Fall I - Semester 1 (15 credits)

OTE 610 Foundations and Theory in Occupational Therapy (4)
OTE 612 Occupational Development through the Lifespan (3)
OTE 645 Clinical Gross Anatomy (5)
OTE 732 Applied Research Methods in Health Care (3)

Spring I - Semester 2 (14 credits)

OTE 620 Psychosocial Perspectives in Occupational Therapy Practice (3)
OTE 640 Evidence Based Practice (2)
OTE 646 Neuroscience (4)
OTE 650 Clinical Biomechanics in Human Performance (3)
OTE 761 Level I Fieldwork Seminar (2)

Summer I - Semester 3 (8 credits)

OTE 615 Professional Communication and Documentation (2)
OTE 720 Conditions I: Cognitive Dysfunction (3)
OTE 765 Community and Health Practice in Occupational Therapy (3)

Fall II - Semester 4 (14 credits)

OTE 725 Environmental Adaptations and Assistive Technology (2)
OTE 730 Enablers and Barriers: Adult Occupations (4)
OTE 745 Therapeutic Skills I: Adult Practice (4)
OTE 760 Specialty Topics (Splinting & PAMS) (2)
OTE 761 Level I Fieldwork Seminar (2)

Spring II - Semester 5 (15 credits)

OTE 746 Management and Policy in Occupational Therapy Practice (3)
OTE 749 Enablers and Barriers: Pediatric Occupations (4)
OTE 750 Therapeutic Skills II: Pediatric Practice (4)
OTE 760 Specialty Topics (Wheelchair & Professional Transition) (2)
OTE 761 Level I Fieldwork Seminar (2)

Summer II - Semester 6 (6 credits)

OTE 780 Fieldwork Level II, part 1 (6)

Fall III - Semester 7 (6 credits)

OTE 790 Fieldwork Level II, part 2 (6)

Total Program Credits: 78

Admissions/Annual Enrollment

Once accepted into the OT Program, ALL students must provide the following to the OT Program via the E*Value Document Management System (Appendix IV) before classes begin.

	Completed/Initialed	Requirement
Every Fall Semester		Submit proof of current CPR and AED certification
		TB skin test or Chest X ray
		Submit proof of health insurance
		Submit health form with physician signature of evidence of good physical health and the capacity for performance of the technical functions and tasks required of an occupational therapist
		Submit a signed copy of the OT Program Technical Standards Agreement (Appendix II)
		Submit documentation of up-to-date immunizations as outlined in E*Value (Appendix IV)
		Complete drug testing and ensure program was notified of results*
		Complete background checks noted below and ensure program was notified of results*
		Submit documentation of completed on-line series of HIPAA & OSHA training modules – all tests must be completed
		Submit documentation of purchase of professional liability insurance
		Submit signed confidentiality and code of ethics agreement (Appendix I)
		Submit signature page indicating you have read the entirety of the OT student handbook and fieldwork manual (Appendix V)
		Submit signed NBCOT Character Review Questionnaire (Appendix III)
		Submit proof of MOTA membership
		Submit proof of AOTA membership
		Enroll in all designated coursework
		Submit all the documents listed in the E*Value (Appendix IV)

* Students must complete drug screening test and background check as instructed by the OT Program and the program must receive response that the student has not been convicted of any crime pursuant to Section 660.317 RSMO or other disqualifications that would prohibit licensure as an Occupational Therapist. Students who fail these checks or procedures will be

subject to further review by the OT Program Selection Committee. This may result in dismissal from the OT Program.

OT PROGRAM POLICIES

Academic Integrity

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the university community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The following policies and procedures specifically address student academic integrity but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

You are responsible for knowing and following the university's student honor code, *Student Academic Integrity Policies and Procedures*, available at http://graduate.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf and available at the Reserve Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

Advisors

Each student is assigned an advisor, who is a member of the occupational therapy faculty. Students should initially meet with their advisor no later than the first full month of semesters 1-5 and at the conclusion of semester 5 before leaving for level II fieldwork experiences. A midterm consultation with the student is conducted by the advisor as needed at midterm.

Advisors should also be contacted at the first sign of difficulty. Addressing problem areas early allows for time to review progress, perceptions, and performance, etc. Each faculty member has office hours for course consultation or advisement. It is best to make an appointment by e-mail, telephone, or immediately following class. Reassignment of an advisor may occur at any time by submitting a written request to the Department Head.

Attendance

The OT Program abides by the following MSU attendance policy -

"Because class attendance and course grade are demonstrably and positively related, the University expects students to attend *all* class sessions of courses in which they are enrolled. Each instructor has the *responsibility* to determine specific attendance policies for each course taught, including the role that attendance plays in calculation of final grades and the extent to which work missed due to non-attendance can be made up. On the *first day of class*, each instructor will make available to each student a written statement of the specific attendance policy for that class. The

University encourages instructors not to make attendance a disproportionately weighted component of the final grade. The University expects instructors to be reasonable in accommodating students whose absence from class resulted from: (1) participation in University-sanctioned activities and programs; (2) personal illness; (3) temporary military orders or Veterans Administration medical appointments; or (4) family and/or other compelling circumstances. Instructors have the right to request documentation verifying the basis of any absences resulting from the above factors. Any student who believes that his or her final grade for a course has been reduced unfairly because of attendance factors has the right to appeal that grade under the process outlined below.” Found at -

<http://www.missouristate.edu/registrar/catalog/attendan.html>

The OT Program follows the University calendar for vacations and holidays. Fieldwork experiences in the OT Program are a required component. Students are expected to demonstrate timely attendance to all class, lab, and fieldwork sessions. Missed fieldwork hours cannot be made up during scheduled class or lab periods. ***The responsibility for obtaining and reviewing information missed in either lecture or lab work is entirely that of the student.***

Background Checks

A felony conviction may affect a graduate’s ability to participate in required fieldwork experiences, sit for the NBCOT certification, or attain state licensure. Students must complete the following prior to formal admission into the OT Program and annually thereafter. The program also retains the right to request a background check of a student at any time.

1) Registration with the Family Care Safety Registry (FCSR):

FCSR includes a record check of the Missouri State Highway Patrol criminal background, Sex Offender Registry, child abuse/neglect, and the Employment Disqualification List/Registry for Senior Services and Mental Health. Also included are childcare, residential living, and nursing home facility licensing records and foster parent licensing records

<http://www.dhss.mo.gov/FCSR/>

2) Office of Inspector General’s List of Excluded Individuals

Visit <http://exclusions.oig.hhs.gov/>; enter name and print off search result.

3) A **nationwide criminal background** check is required and completed through Validity Screening Solutions. Instructions sent to students by the program on admission.

If any changes occur in a student’s background status or the student is in progress for a criminal charge after the initial background check, the program requires that the student inform the Program Director immediately. Any student found to have committed a felony during the OT Program will be required to complete the NBCOT Character Review and Early Determination Review at the student’s expense. The results of the Character and Early

Determination Review must be submitted to the Program Director. A student's ability to continue in the program is determined by the judgment of the Program Director and majority of the OT faculty.

Code of Ethics

The current version of the AOTA Code of Ethics can be found at <https://ajot.aota.org/article.aspx?articleid=2767077> The confidentiality and code of ethics agreement found in Appendix I of this handbook must be signed prior to the first day of coursework. Students are expected to follow these standards during all didactic and fieldwork experiences.

Comprehensive Exam

The Occupational Therapy Comprehensive is administered as part of OTE 770 Capstone Course and follows guidelines outlined by the Graduate school under Op3.19-6. The graduate school's policy may be found at this link: [Op3.19-6 Comprehensive Examination](#). Comprehensive Examination Application/Result forms are available at <http://graduate.missouristate.edu/currentstudents/> (under Forms) and should be returned to the student's department upon completion of student information in the top section. The department will forward the results of the comprehensive examination to the Graduate College. These results will be entered into the University system (Banner) and will be reflected in the student's degree audit.

The OTE 770 Capstone course comprehensive exam will be administered annually in the spring of semester 5 of the curriculum. Students will be given 2 hours and 30 minutes to complete the exam. The exam will consist of 100 to 125 multiple-choice questions and will be a computer-based examination. Each OT student must obtain a passing score of 73%. If a student fails to score 73%, their score will be compared to see if it falls between 1.5 standard deviations (SD) of the mean of all the students taking the comprehensive exam. If the student's score falls within 1.5 SD of the cohort mean they will be granted a passing score on the exam.

If the student's score falls below 73% and 1.5 SD below the mean of the class cohort's score, the student will be required to complete remedial instruction/testing with one or more faculty member(s) and be re-tested within three weeks after the initial comprehensive exam date. The remedial examination will be both multiple-choice and narrative format. Students will be required to earn a passing grade of 73% on the remedial exam to progress in the program. Students are allowed only one opportunity to pass the remedial examination. For grade purposes, all students that achieve a passing score on the remedial comprehensive examination will be awarded the minimal passing score for the cohort, i.e., the grade of 73% or 1.5 SD below the cohort average for the initial comprehensive examination, whichever grade is lowest.

The following MSU Graduate College policy applies to all students that do not pass the comprehensive exam on the second attempt. This policy is found at this link:

http://www.missouristate.edu/policy/Op3_19_6_ComprehensiveExam.htm and states the following:

If a student does not pass the program's comprehensive examination after all re-attempts have been exhausted:

1. The student will be notified in writing if being dismissed from the program at the end of the current semester due to a failure to pass the comprehensive examination. Notification of dismissal should occur as soon as possible. Either the faculty or the student may request a meeting to discuss the dismissal decision and notification.
2. The student may appeal dismissal to the Dean of the College within five (5) business days of receiving notification of such dismissal.
3. The student may appeal a decision to uphold the dismissal by the Dean of the College to the Dean of the Graduate College and the Office of the Provost within five (5) business days of receiving notification of the Dean of the College's decision.
4. A decision to uphold the dismissal by the Dean of the Graduate College and the Office of the Provost may be appealed to the President of the University within five (5) business days of receiving notification of the Dean of the Graduate College/Office of the Provost's decision. The decision of the President is final.

Copyright Infringement

Missouri State University prohibits the unauthorized distribution of copyrighted materials, including the use of peer-to-peer (P2P) networks. (See <http://www.missouristate.edu/provost/copyrightpolicy.htm>). Members of the University community who use these networks to share copyrighted media files are subject to appropriate disciplinary action or sanction ranging from loss of access to the relevant University services or property (including computing privileges) to dismissal or removal from the University as determined by applicable employment or student disciplinary policies. In addition, unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student or employee to serious civil and criminal liabilities (e.g., 17 U.S.C. 504, et seq.).

Applicable policies and more information may be obtained from the University's Information Security Officer, 163 Cheek Hall, Missouri State University, (417) 836-5226 or on the web at http://www.missouristate.edu/policy/Op12_07_Information_Security.htm. The University Intellectual Property Policies can be found at http://www.missouristate.edu/policy/G3_04_Intellectual_Property.htm.

Discrimination, Harassment and Retaliation

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity,

gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, TitleIX@MissouriState.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, Equity@MissouriState.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Dress Code

Attire and hygiene should reflect your intent to be perceived as a professional and in accordance with the setting and activity in which the student is involved. Students are required to purchase and wear the designated OT Program polo and business-casual black pants during fieldwork and community experiences unless otherwise instructed. The following provides general guidelines for meeting professional dress and appearance standards.

A. In the classroom, you may **not** wear/display.

1. Clothing that reveals undergarments, cleavage, or midriff and gluteal areas, including when you are reaching above the head or bending over. Thin straps such as 'spaghetti-straps' or tank tops must be covered with a sweater or jacket.
2. Pajama style or sweatpants
3. Slippers/house shoes
4. Jewelry that can injure a client/yourself or that interferes with activity demands, i.e., jewelry should not limit participation in lab activities, be difficult to clean, or have any sharp edges that could injure another during transfers or other activities. Many clinical sites may have further rules about limiting jewelry.
5. Tattoos may be requested to be covered during OT Program associated activities just as they are at many clinical sites.

- B. Certain scheduled guest lectures, assignments, or class outings may require a more specific dress code and/or professional attire. Students will be notified in advance of these events.
- C. A t-shirt/tank top and shorts/exercise attire may be appropriate for specific **lab** activities. Your choice of clothing should NOT restrict your movement, ability to participate (lay on the floor, etc.) or be revealing.
- D. Please see the fieldwork section C regarding further fieldwork dress codes.

Drug and Alcohol

Missouri State University's Alcohol and Drug policy is annually distributed **to every employee and student at Missouri State University out of concern for their welfare and in compliance with the Drug Free Schools and Communities Act**. Missouri State University is committed to providing a healthy, safe, and learning environment for its students, faculty, staff, and guests. Abuse of alcohol and other drugs disrupts this environment and interferes with the academic and personal development of the student, and personal and professional development of university employees. This policy can be found at http://www.missouristate.edu/policy/Op11_01_UniversityAlcoholPolicy.htm; a printed copy can be obtained at the Office of the Dean of Students, 405 Plaster Student Union, Missouri State University, (417) 836-5527.

Use, possession, or distribution of narcotic, alcohol, or other controlled substances, or drug paraphernalia except as expressly permitted by law will result in disciplinary action as outlined by the MSU drug and alcohol policy found in the policy library at http://www.missouristate.edu/policy/op5_06_drugandalcohol.htm for the first violation. Students will be dismissed from the OT Program for a second violation.

Drug Testing

All students in the program will need to have a drug test completed prior to formal admission into the OT Program. While this is an annual requirement, some fieldwork sites might require a current drug test before allowing a student to start a fieldwork experience. The program retains the right to request a current drug test at any point during a student's progression through the program.

E-mail Accounts

The University provides e-mail access and computer availability for all students. E-mail will be used for announcements and general communication through all courses. Therefore, students are expected to check their MSU e-mail account at least daily Monday – Friday and encouraged to do so over the weekend in order to provide a timely response and to be current on program and course activities.

Emergency and Safety Information

MSU's Safety and Transportation website is found at <http://www.missouristate.edu/safetran/>.

Clery Act

Missouri State University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property that is within the campus, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as those concerning alcohol and other drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Office of the Dean of Students, Plaster Student Union 405, 417-836-5527; Human Resources, Carrington Hall 118, 417-836-6616; or Safety and Transportation, 636 E. Elm, 417-836-8870 or by accessing the following web site:

<http://www.missouristate.edu/safetran/SafetyFolder/safety/annual-security.html>.

Violence Against Women Act - Frequently Asked Questions

A handout regarding questions about domestic violence, dating violence, sexual assault, and stalking can be found at

<http://www.missouristate.edu/assets/human/VAWAFAQsNewHireOrientationMar72014.pdf>. Th

is document also provides contact information for university offices, resources, and agencies available to employees for assistance regarding these topics.

Missouri State Alert

Missouri State Alert is the University's mass notification system, which uses a variety of methods to contact students, faculty and staff in the event of an emergency or school closing. Please visit

<http://www.missouristate.edu/safetran/missouristatealert.htm> to subscribe.

Equal Opportunity

Missouri State University is an equal opportunity/affirmative action institution and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, PCOB Suite 111, (417) 836-4252. This office website may be accessed at <http://www.missouristate.edu/equity/>. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor's Department Head.

Equipment

All OT Program equipment and supplies must be used only for their intended purpose. Students are to contact the faculty prior to the use of any equipment or supplies if there is any uncertainty of its proper use. Designated OT Program equipment may be checked out with OT faculty or staff approval via a logbook kept in the OT office suite. Students are expected to return the equipment in the same condition in which it was checked out and within the time designated by the instructor associated with the course content. Any intentional misuse, destruction, or loss of equipment or supplies may result in disciplinary action by the instructor or program director.

Fieldwork Education

Students are responsible for the policies and procedures described in the Occupational Therapy Student Fieldwork Manual. Some facilities may have additional requirements for students affiliating with them. Fieldwork sites will inform students of their specific policies, procedures, and responsibilities at the beginning of the fieldwork experience. Information regarding specific requirements of the fieldwork site will also be kept on file by the Academic Fieldwork Coordinator (AFWC). Students will complete assignments given to them by the fieldwork educator, as well as those given by the OT faculty. The student fieldwork manual contains the essential information students need to know about fieldwork and their responsibilities during fieldwork experiences.

Grading Scale

The OT Program utilizes the following grading scale in all courses with an OT faculty as the lead instructor. A=93-100%; B = 83-92%; C = 73-82%; D=63-72%; F = 0-62%. Students should refer to the specific course syllabus for grading scales of instructors that are not OT faculty.

Graduation Requirements

The deadline for the Application for Graduation is the first week of the semester in which the student plans to graduate. A student is advised, however, to apply in advance of the semester that they intend to graduate. In order to graduate from the OT Program students must:

1. Complete all coursework with a minimum GPA of 3.00, with no more than 9 semester hours of graduate work below a grade of "B", and no hours of graduate work below a "C". All coursework including a student's research project must be complete prior to beginning Level II fieldwork assignments.
2. Pass a comprehensive examination.
3. Provide evidence of current liability insurance.
4. Provide evidence of current CPR and AED certification.
5. Pass all Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program.
6. Complete all requirements within an eight-year period (exclusive of time spent in the U.S. Armed Forces).

Students should work closely with their advisor to ensure that all degree requirements are met. Applications for graduation are available online at <http://graduate.missouristate.edu/currentstudents/Forms.htm> or in the Graduate College office. This form must be submitted to the Graduate College during the first week of the semester in which the student plans to graduate.

Should the rare situation occur in which a student is not enrolled in classes during the semester they plan to graduate, per MSU policy the student will be automatically enrolled in GEN 600. Students do not receive any course credit for GEN 600 and no enrollment fee is charged.

Grievances/Complaints and Grade Appeals

MSU seeks to provide quality programs and services for the benefit of the public while ensuring compliance with all applicable laws and consistent application of all institutional policies as found in the Policy Library.

Consistent with these objectives, the University also provides avenues for individuals who wish to file an appeal or complaint. The OT Program follows the procedures for student complaints outlined by both MSU and ACOTE. MSU resources and policies for student complaint procedures can be found here - <https://www.missouristate.edu/studentgrievance/> and https://www.missouristate.edu/policy/Op5_11_2_StudentComplaintProcedures.htm.

Complaints against the Master of Occupational Therapy Program at Missouri State University may be submitted directly to the Accreditation Council for Occupational Therapy Education (ACOTE). To receive formal consideration, all complaints must be submitted in writing to the ACOTE Chairperson:

American Occupational Therapy Association, Inc. (AOTA) 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929; Phone: 301-652-6611 x2914; TDD: 1-800-377-8555; Fax: 301-652-7711 <https://acoteonline.org/accreditation-explained/policies/>

Letters of complaint against educational programs to ACOTE must: a.) describe the nature of the complaint and the related accreditation Standards or accreditation policies or procedures that the complainant believes are not being met by the program; b.) document that the complainant has made reasonable efforts to resolve the complaint, or alternatively that such efforts would be unavailing; and c.) be signed by the complainant.

NOTE: The confidentiality of the complaining party is protected by AOTA Accreditation staff, unless release of identity has been authorized, or disclosure is required by legal action.

Student grievance resources related to specific graduate degree policies can be accessed easily at <http://www.missouristate.edu/registrar/academicappeal.htm#graduateappeals> . The Policy Library found at <http://www.missouristate.edu/policy/> also provides links to a number of specific policies that provide students and others with opportunities to appeal decisions of the institution and/or file complaints.

Academic grievances should be made based on the published grade appeals and academic grievances policy found here - <http://graduate.missouristate.edu/catalog/Appeals-and-Grievances.htm>

The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty.

Academic Integrity Policies and Grievances not covered under the above policies and procedures or in the *“The Code of Student Rights and Responsibilities”* viewed at <http://www.missouristate.edu/judicial/12331.htm> should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: OT Program Director; Department Head (or direct supervisor); Academic Integrity Council (AIC); Office of the Provost. https://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf

Hazardous Materials

Any chemical that could be a physical, health, or environmental hazard is considered a hazardous chemical. It is the policy of MSU to operate in full compliance with all federal and state statutes and ensure the health and safety of its students, employees, and the environment. Material Safety Data Sheets for any hazardous chemical are available within the department and can be accessed via www.mystericycle.com. The Environmental Health and Safety Office also maintains a copy of each MSDS on campus and manages proper disposal. Details can be found at <http://www.missouristate.edu/environmental/>.

Hazardous Waste and Materials and Infection Control Policy

All students will receive bloodborne pathogen and infection control training prior to the first fieldwork assignment. Training is completed via an online learning module and quiz provided via the Program’s eValue Data Management System. Students complete these modules and quiz on an annual basis and submit their results to the Program via eValue. This content is also reviewed by OT faculty during the Program’s annual student orientation and re-orientation.

Reporting an incident

In the event of an exposure to blood or other potentially infectious materials, OT students are required to report such an incidence to their fieldwork educator and the OT Program Director. Necessary actions will be taken to ensure the safety and well-being of the student.

Universal Body Substance Isolation Policy and Procedure

The MSU OT Program believes OTS, and staff/faculty deserve to be protected from all foreseeable hazards in the clinical setting. To decrease the likelihood of transmission of those infections and to minimize student and faculty contact with blood and bodily fluids, the following policy is in effect.

Since medical history and examination cannot reliably identify all patients infected with HIV, Hepatitis B, or other blood borne pathogens, blood and bodily fluid, precautions will be consistently used for all patients. This approach recommended by Center for Disease Control (CDC) and referred to as “universal blood and body fluid precautions” will be used in the care of all patients, especially those in emergency care settings in which the risk of blood exposure is increased and the infection of the patient is usually unknown. All patients’ blood, body

fluids, tissues or infected materials will be considered potentially infectious and universal precautions will be used on all patients. Students may access <https://www.cdc.gov/niosh/topics/bbp/universal.html> for further information.

- Medical gloves must be worn for touching blood and body fluids, mucus membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids.
- Gloves will be changed after contact with each patient.
- Masks and goggles or face shields should be worn during procedures that are likely to generate droplets of blood/body fluids to prevent exposure of mucus membranes to mouth, nose, and eyes.
- Gowns or protective aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an anti-microbial soap if contaminated with blood or other body fluids.
- Hands will be washed immediately after gloves are removed.
- All OT students will take precautions to prevent injuries caused by needles, scalpels and other sharp instruments or devices during procedures.
- To prevent needle-stick injuries, needles will not be recapped, purposely bent, or broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
- Used disposable syringes and needles, scalpel blades and sharp items will be placed in puncture resistant containers which should be located as close to the patient care area as possible.
- Although saliva has not been implicated in HIV transmission, disposable mouthpieces, resuscitation bags and other ventilation devices will be used if the need for resuscitation arises.
- Students who have lesions and/or weeping dermatitis will report this to appropriate faculty/staff and/or fieldwork educator and may be required to refrain from all direct patient care until the condition resolves.
- All patients' blood or bodily fluids, or tissue specimen spills will be cleaned up promptly with a bleach solution diluted 1:10.
- Any needle stick, blood/body fluid exposure to a student will be reported promptly to the supervisor. In the event an investigation is required, follow-up care may be instituted.

HIPAA

The OT Program adheres to all Health Portability and Accountability Act (HIPAA) regulations. Students are required to complete an annual HIPAA education module prior to beginning their fieldwork experiences. The online module can be found at <http://www.missouristate.edu/human/training/104351.htm>.

Students are required to follow relevant state and federal laws and policies related to privileged and protected health information including HIPAA. Students are required to sign a confidentiality statement (Appendix I) in which they agree to safeguard information learned about clients, other students, and staff, including the fieldwork site educator. Students must check with the fieldwork site educator regarding the site's policies on confidentiality. Any attempt/request to remove confidential client information from the OT Program Clinic, fieldwork site or posting of client/site

information on a social networking site will result in disciplinary action up to and including program dismissal. The confidentiality agreement must be signed by the student and submitted to the OT Program prior to any fieldwork placement.

Immunizations

Prior to being accepted into the OT Program and every fall semester, students must show proof of having all immunizations up to date. This includes the required documents for TB, Measles, Mumps, Rubella, Varicella, Hepatitis B, Tdap Tetanus-Diphtheria, Polio series, and Influenza as described in the Validity Document Management System. Students should also refer to the fieldwork manual for additional immunization requirements for fieldwork placement.

A current Tuberculosis Skin Test is also required prior to admission. Positive skin tests require a separate physician statement documenting absence of active/infectious tuberculosis.

Leave of Absence and Readmission

Students may be granted a leave of absence in cases of illness or other extenuating circumstances. Students may apply for a leave of absence only after they have been successfully engaged in coursework in the OT Program. Students are required to submit to the Program Director a letter detailing the length of leave requested, the reason for the request, as well as documentation from the student's supervising physician as indicated by the situation. The letter will be reviewed by the Program Director and faculty. The student will be informed of the status of their request within 15 business days. If a leave of absence is granted, faculty will work with the student to determine any remedial work and/or adjustment to the student's progression through the program that must be completed prior to the student being allowed to re-start in the OT Program.

Liability Insurance

All students formally admitted into the OT Program are required to hold current liability insurance. This is an **annual requirement** that is accomplished through a group policy that covers all students and is less expensive than individual policies. Each student will pay a small fee to help cover the cost of this insurance policy.

Pet Policy

While the program fully supports and recognizes the benefits of personal pets, all students must abide by the MSU Pet Policy which permits pets on MSU property but restricts pets from entering MSU buildings unless the animal meets the exception policy as defined within the MSU Pet Policy (link below). Pets that do not meet these exceptions may be impounded. Students are expected to review and follow the MSU Pet Policy -

https://www.missouristate.edu/Policy/Chapter11/Op11_13_PetPolicy.htm.

Probation and Remediation Plan

Probation is a period of close observation of the student regarding areas of concern and includes the development of a remediation plan as described below. Students are placed on academic or professional probation for failing to meet the academic and/or professional expectations (see “Progression, Academic & Professional” below) to progress through the program.

Academic Probation and Remediation Plan:

Students will be placed on academic probation if they earn a total of 7-9 credit hours of a grade of "C" in any OTE courses or fail a pass/fail course. Note that students with greater than 9 credit hours of "C" will be dismissed from the program.

Students placed on academic probation will develop a remediation plan in conjunction with the student’s advisor, OT faculty, and Program Director prior to the beginning of the next semester. As a part of the remediation plan a “learning contract” (Appendix VI) with specific objectives to help student’s learning is established by the student and the student advisor. The plan is then shared with OT faculty for approval within 10 business days of receiving the letter of probation.

Removal from probation occurs when a semester is completed in which the student receives no grades below a “B” in OTE courses, earns a “Pass” in all Pass/Fail courses, achieves a cumulative GPA of 3.00 at the end of the semester, and meets all professional standards of the program. Failure to remove the probationary status within two semesters will result in program dismissal.

Students may be given a one-time only option during their matriculation in the program of repeating one course if they also meet all other program requirements for progression and join the next cohort. This will be a part of their remediation plan developed in conjunction with the student’s advisor, OT faculty, and Program Director.

**** Note:** Students receiving a grade of “D” or “F”, greater than 9 semester hours of “C”, or whose cumulative GPA falls below a 3.00 when assessed at the end of each semester do not have an option for remediation and will be dismissed from the program.

Professionalism Probation and Remediation Plan

Students may be placed on Professionalism Probation based on the following (list is not all-inclusive):

- Actions indicating inadequate levels of maturity, integrity, and professionalism.
- Behaviors and attitudes contrary to those expected of healthcare professionals, as put forth by the American Occupational Therapy Association’s [Occupational Therapy Code of Ethics and Standards of Conduct](#) document.
- Violations of departmental policies (including Technical Standards), or any regulation, policy, and/or code of conduct that interferes with the educational

process or jeopardizes the welfare of a client, classmate, faculty, or staff member at the University or fieldwork site.

Students who have been placed on Professionalism Probation will be required to meet the conditions of a remediation plan. Students have one subsequent semester to adequately meet the requirements of the remediation plan.

If it is deemed by most of the OT faculty that the student has not met the requirements of the remediation plan the student will be dismissed from the program.

Students violating any of the herein described ethical or professional standards may also be dismissed from the program with no option for probation as determined by a majority vote of the OT full-time faculty.

Professional Behaviors Evaluation

Within the first month of each didactic semester and at the conclusion of the fifth semester, students will meet with their assigned faculty advisor to review professional behavior development and develop appropriate goals based.

Prior to each advisory meeting, the student is required to (1) complete a strengths-based evaluation (e.g., *CliftonStrengths34*), and (2) log in to eValue and complete a self-rating professionalism tool called the Professional Identity Evaluation (PIE).

During each meeting, the advisor and student discuss the student's professional development, allowing the advisor to provide mentorship and guidance. Foundational and emerging professional behaviors are reviewed and monitored by the student in collaboration with faculty members. The student and advisor review the PIE tool together, discussing both strengths and areas for improvement as identified by the student and the faculty.

The student's progress is reviewed each semester with the faculty advisor, building upon established baseline reflection and feedback from previous semesters, as well as feedback from the student's Level I fieldwork educators as appropriate. If necessary, a student may be placed on Professionalism Probation (See "Probation and Remediation Plan").

Progression and Retention, Academic & Professional

The MOT Program is a seven-semester progressive curriculum. The curriculum has been specifically designed for the early introduction of scientific, historic, and theoretical foundations of occupational therapy. The curriculum progresses to support the continual maturation of the learner while addressing the educational standards of the Accreditation Council for Occupational Therapy Education (2011, ACOTE).

Therefore, each OT student must follow the “OTE” curricula sequence (pg. 7). OT students must maintain a cumulative university grade point average (GPA) of 3.00 or higher (on a 4.00 scale) as measured at the conclusion of each semester. OT students may have no more than 9 semester hours of graduate work below a grade of “B” and no hours of graduate work below a “C” at the close of any semester. Students who receive a “D” or “F” in an OTE course, greater than 9 semester hours of “C”, or drop below a cumulative 3.00 GPA at the conclusion of each semester will be dismissed from the OT Program.

Students must pass all fieldwork courses in order to progress to the next semester in the Program. If a student receives a failing grade in a fieldwork course, the student is given the one-time option of repeating the fieldwork course. Should the student fail upon the second attempt of the fieldwork experience the student will be dismissed from the program.

Please see the above “Grievances and Grade Appeals” section for the grade appeal process. Appeals of any nature should first be addressed to the instructor and every attempt made to resolve the issue at that level. Should that not be successful, the student should submit a written appeal in this order: OT Program Director; Department Head; Dean of the College of Health and Human Services; Dean of the Graduate College; Office of the Provost.

In addition to meeting academic standards, students must demonstrate acceptable levels of maturity, integrity, and professionalism, as well as behaviors and attitudes normally expected of healthcare professionals (as outlined in the Occupational Therapy Code of Ethics and Ethics Standards, Appendix I) and acceptable professional progression in application of skills and knowledge to continue to progress through the OT Program.

Students are expected to abide by all federal, state, and local laws. Violations of any laws or ethical standards may limit the student from attending fieldwork or sitting for the NBCOT exam and may affect licensure in some states. If a student is arrested, charged with a misdemeanor or felony, or convicted of a crime, the student must notify the Program Director immediately to schedule a meeting to discuss the possible repercussions of the violation.

A student whose continuation in the program would be detrimental to the health and safety of others will also be dismissed. Unsafe Occupational Therapy Practice includes, but is not limited to:

- Participation in an activity that is identified as an occupational therapy procedure, but for which the student is not academically prepared or authorized to perform.
- Activities that are unsafe and harmful to the physical, emotional, or mental state of a peer, faculty, staff, other health care provider, patient – or his or her family.
- Activity that violates the Missouri Practice Act or the practice act of the state in which the student is completing fieldwork.
- Activities that misuse peer, faculty, staff, patient, or other health care provider’s personal information or violate HIPAA regulations.
- Activity that violates the *Occupational Therapy Practice Framework: Domain and Process*.

Students are also required to maintain current liability insurance, CPR and AED certification, and medical insurance during their enrollment. Additionally, students must complete Level II fieldwork and experiential requirements within 24 months following completion of the didactic portion of the program. Failure to meet or maintain these requirements may result in a delay or elimination of the student's participation in fieldwork.

Violations of the OT Code of Ethics and Ethics Standards, departmental or University guidelines, and professional and safety standards as described herein and/or the normally expected behavior of a healthcare professional will result in disciplinary actions up to and including probation and dismissal.

Students who are placed on academic and/or professional probation for the reasons outlined herein must meet the requirements to be removed from probation as outlined in the "Probation and Remediation Plan" section above to continue to progress through the program. A student who does not meet these requirements will be dismissed from the OT Program.

University disciplinary and termination procedures are found in the *"The Code of Student Rights and Responsibilities"* which may be viewed at <http://www.missouristate.edu/judicial/12331.htm>. Students have the right to follow the University's appeal process (http://www.missouristate.edu/policy/op3_04_28_gradeappealandacademicgrievances.htm) regarding any disciplinary sanction received. Students who fail to meet the remediation plan criteria or are dismissed from the Program are not eligible for readmission into the OT Program.

Protection of Privacy/Information

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C. 1232g. Eligible students have four primary rights under FERPA including the right to:

1. inspect their education records.
2. consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent.
3. seek correction of their records, to prevent inaccurate or misleading information, and
4. file a complaint with the U.S. Department of Education if they feel their rights are being violated. The entirety of the policy can be found at http://www.missouristate.edu/policy/Op5_11_1_StudentRights.htm

Research

When students, staff, and/or faculty conduct research at Missouri State University that involves human participants, an application to the Institutional Review Board (IRB) is required by university policy. The University IRB information can be found at <http://ora.missouristate.edu/irb.htm>.

Rights and Responsibilities of Students

All Missouri State University students possess certain rights and privileges together with corresponding duties and responsibilities. To review the Code of Students Rights and Responsibilities, and for information pertinent to all MSU students, go to the Dean of Students Office website at <http://www.missouristate.edu/dos/> or contact the Office of the Dean of Students, 405 Plaster Student Union, Missouri State University, (417) 836-5527.

Social Media

Students shall not electronically post or distribute personal health information or anything, including photos, that may reveal a patient's/client's identity or personal or therapeutic relationship, thus violating the state and/or Health Insurance Portability and Accountability Act (HIPAA)). Students may also not post course or faculty content without written permission from the instructor.

Solicitation

All salespersons or agents for any product or proposition or cause whatsoever are prohibited from soliciting members of the faculty, staff, or the student body in any building or on any part of the campus of MSU, or by any electronic means unless otherwise noted in the MSU policy - <https://www.missouristate.edu/StudentConduct/23800.htm#Solicitationolicitation>. Door-to-door solicitation in university residence halls, academic, or administrative buildings is strictly prohibited. Students are responsible to read and abide by the MSU policy for advertisement and solicitation.

Technical Standards

The landmark Americans with Disabilities Act of 1990, P.L. 101-336 ("ADA or "the Act"), enacted on July 26, 1990, provides comprehensive civil rights protections to qualified individuals with disabilities. The ADA was modeled after Section 504 of the Rehabilitation Act of 1973, which marked the beginning of equal opportunity for persons with disabilities. As amended, Section 504 "prohibits all programs or activities receiving federal financial assistance from discrimination against individuals with disabilities who are 'otherwise qualified' to participate in those programs." With respect to post-secondary educational services, an "otherwise qualified" individual is a person with a disability "who meets the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

Given the intent of Section 504 and the ADA, the development of standards of practice for a profession, and the establishment of essential requirements to the student's program of study, or directly related to licensing requirements, is allowable under these laws. In Section 504 regulations, which require individuals to meet the "academic and technical standards for admission," the Supreme Court has stated that physical qualification could lawfully be considered "technical standard(s) for admission."

Institutions may not, however, exclude an "otherwise qualified" applicant or student merely because of a disability if the institution can reasonably modify its program or facilities to

accommodate the applicant or student with a disability. However, an institution need not provide accommodations or modify its program of study or facilities such that (a) would “fundamentally alter” and/or (b) place an “undue burden on” the educational program or academic requirements and technical standards which are essential to the program of study.

The OT Program technical standards include, but are not limited to the following:

Behavioral and Social

- Organize and manage time to complete educational and clinical responsibilities.
- Demonstrate sufficient emotional health to be able to fully use their intellectual abilities and exercise appropriate judgment in a variety of settings with teachers, fellow students, clients, families, and colleagues.
- Able to adapt physical presentation and interaction style, to be appropriate in a variety of educational and clinical settings.
- Ability to adapt to changing environments.
- Display flexibility in different clinical situations and learn to function in the presence of uncertainties inherent in the clinical problems of clients.
- Demonstrate the ability to use professional touch in interactions with students, faculty, and clients of both genders, in both coursework and fieldwork environments.
- Wear specified clothing and/or manually interact with fellow students and teachers of both genders when participating in practical learning experiences.
- Able to honestly answer questions on applications for certification and licensure about any previous history of conviction or crime.

Communication

- Ability to communicate effectively and sensitively with clients, including speech, reading, and writing.
- Ability to communicate effectively and efficiently in oral and written form with all members of the health care team to convey information for safe and effective care.
- Ability to acquire information developed through classroom instruction, clinical experiences, independent learning, and consultation.
- Ability to complete written assignments, maintain written records, and search and evaluate literature.
- Ability to use therapeutic communication, such as attending, clarifying, coaching, facilitating, and touching within clinical, didactic and laboratory environments.

Intellectual (including conceptual, integrative, and quantitative abilities)

- Demonstrate intellectual abilities for attention, comprehension, measurement, calculation, memorization, integration, analysis, and synthesis of conceptual and clinical information.
- Demonstrate critical skills of problem solving, including obtaining, interpreting, and documenting data.

- Ability to display spatial reasoning by comprehending three-dimensional relationships and understanding the spatial relationships of anatomical structures.
- Assess the physical environment to determine appropriate therapeutic strategies for occupational therapy clients.
- Ability to use keyboards and accessories and computers for searching, recording, storing, and retrieving information.
- Demonstrate clinical reasoning, a core skill for occupational therapists, which requires critical thinking, problem solving, judgment, and planning.
- Ability to identify and interpret emotional affect, nonverbal cues, and response to intervention by individual and groups of clients.

Motor Coordination and Strength

- Demonstrate sufficient mobility to provide assessments and interventions related to balance, posture, movement, endurance, sensory processing, and performance of daily activities.
- Demonstrate sufficient fine motor coordination and motor planning skills to design and fabricate orthotics, positioning devices, and adaptive equipment that facilitates performance of daily activities.
- Demonstrate ability to engage in procedures involving grasping, manipulating, pushing, pulling, holding, extending, and rotation.
- Demonstrate ability to lift and transfer patients and be able to stand/sit for long periods of time.
- Demonstrate sufficient motor abilities to provide emergency treatment, such as cardiopulmonary resuscitation.

Observation

- Ability to observe demonstrations, experiments, and laboratory exercises.
- Ability to observe clients accurately at close range and at a distance, obtain an appropriate medical, social, and activity history from the client, guardian, or caregiver, and observe digital readings and other graphic images to determine a client's condition.
- Be able to plan and modify treatment in response to subtle observations of movement skills and clients' cognitive and emotional responses to therapeutic interventions.
- Demonstrate adequate visual perception, which includes depth and acuity.
- Possess functional tactile and proprioceptive skills and abilities necessary to perceive and synthesize inputs during client interaction, evaluation, and treatment.

Students who are unable to meet these technical standards will not be able to complete the program. Students shall notify the program in a timely manner of any change in their ability to meet technical standards. Student with disabilities who experience or anticipate barriers to their participation are encouraged to request accommodations as set forth in the "Disability Accommodations" within this Handbook.

Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised fieldwork assignments, field trips, and travel to professional meetings. It is recommended that students have reliable transportation of their own. The University's group travel policy is stated on the University website at

http://www.missouristate.edu/policy/op5_12_5_travel.htm.

Tuition and Fees

<i>Estimated Fees for completion of <u>7 semesters</u> of MOT Program</i>	Cost
Course Fee (OTE 645 - Anatomy)	\$ 288.00
Estimated Cost of Books (5 semesters)	\$ 2,500.00
MSU Student Services Fee	\$ 2,709.00
Subtotal:	\$ 5,497.00
Tuition: \$319 per credit hr. (Missouri resident) x 76 hrs.	\$ 24,244.00
Program Fee \$1400 per semester	\$ 9,800.00
Total for Missouri Resident	\$ 39,541.00
Tuition: \$612 per credit hr. (Non-Missouri resident) x 76 hrs. - see residency requirements here - http://www.missouristate.edu/admissions/applyforresidency.htm	\$ 46,512.00
Total for Non-Missouri Resident	\$ 61,809.00

****All students submit a non-refundable confirmation fee of \$500 to the Occupational Therapy Program, to reserve a seat in the incoming class prior to their first fall semester. Upon matriculation into the OT Program, this fee will be applied to the Fall session tuition.**

Tuition and fees are subject to change annually. The above table is only an estimate. Students should obtain updated tuition and fee information prior to enrolling in courses. A summary of tuition and fees can be found at <http://www.missouristate.edu/registrar/costs.htm>. Students are encouraged to meet with a staff member from the Office of Student Financial Aid to plan for expenses - <http://www.missouristate.edu/FinancialAid/contact.aspx>.

Annual personal expenses for travel to school, housing, food, supplies, and other items will vary greatly from individual to individual. Travel plus room and board expenses for fieldwork placements will also vary by individual.

All OT students are required to provide proof of health insurance coverage for the duration of the program. Information regarding health insurance offered to students through MSU can be found here - <https://missouristate.myahpcare.com/>

Tuition Refund/Withdrawal

Per University policy, students who drop one or all classes (withdrawal) may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop process by the established deadlines appropriate to the length or delivery method of the class and the published academic calendar. For more information, visit the [Change of Schedule \(Add/Drop\) policy](#).

Students who are enrolled in the My Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment. Please note that dropping all classes is considered a “withdrawal from the University.” Students are strongly encouraged to meet with their assigned advisor or the OT Program Director prior to dropping/withdrawing from any course. “OTE” courses are offered only one time each year, therefore dropping a course will cause a student to be unable to progress with the cohort and may cause a student to be dismissed from the OT Program. Please refer to the Progression section above for procedures in this situation.

Video Recording

All video or audio recordings of community volunteers/clients that participate in program activities must be only recorded and stored on secure program devices and/or servers. Students are prohibited from copying, downloading, or distributing this type of recording to any non-approved program device unless written consent is documented by both the volunteer/client and the OT Program Director.

STUDENT SERVICES & RESOURCES

Accommodation

Student with disabilities who experience or anticipate barriers to their participation are encouraged to request accommodations via the process outlined in the MSU disability accommodation policy: <http://www.missouristate.edu/disability/accommodation.htm>. The MSU Disability Resource Center (DRC), Learning Diagnostic Clinic (LDC), and the Access Technology Center are on campus resources for students with disabilities. The DRC provides resources and collaborates with students who have health related, sensory, or physical disabilities. The LDC provides resources, testing, and collaborates with students who have learning, cognitive, and psychological disabilities. The Access Technology Center provides training and assessment of individual needs, conversion of textbooks and academic materials into accessible formats, and provides specialized equipment and software; ATC is able to contribute to the mission of universal design.

Disability Resource Center (DRC)

Location: Carrington Hall 302
Phone: 417-836-4192.
TTY: 417-836-6792
E-mail: DRC@MissouriState.edu
Fax: 417-836-8399
Website: <http://www.missouristate.edu/disability/>

Access Technology Center: Location: Meyer Library 201B-201G Phone: 417-836-4275 TTY: 417-836-6792; Fax: 417-836-3158; Website: <http://www.missouristate.edu/atc/>

Learning Diagnostic Clinic (LDC)
Location: Meyer Alumni Center
Phone : 417-836-4787
E-mail : LearningDiagnosticClinic@missouristate.edu
Fax: 417-836-5475; Website: <http://psychology.missouristate.edu/ldc/>

Adult Student Services - <http://adultstudents.missouristate.edu/>

The office of Adult Student Services assists nontraditional students who often have to balance family, work, and school responsibilities. Support services include advisement, placement testing, registration, scholarship, and financial aid opportunities.

Bear Pass Card - <http://www.missouristate.edu/bearpasscard/>

The Bear Pass Card serves as a student's MSU identification card. The Bear Pass Card office is located on the bottom floor of Plaster Student Union. The Bear Pass card allows students to charge expenses or purchases to student accounts, deposit money on-line, gain free or reduced cost access to athletic events, and gain after-hours access to buildings that utilize a card reader. The first card is issued to students free of charge, replacement cards are \$25. OT students must obtain their Bear Pass Card prior to the first day of coursework in the program.

Campus Contacts

The following university officials may be contacted to assist enrolled or prospective students with the following:

Financial Assistance Information: Director, Office of Student Financial Aid, 101 Carrington Hall, Missouri State University,
(417) 836-5262.

Institutional Information: Office of the Provost, 209 Carrington Hall, Missouri State University,
(417) 836-4589.

Completion or graduation rates: Office of the Provost, 209 Carrington Hall, Missouri State University,
(417) 836-4589.

Security policies and crime statistics: Director, Safety and Transportation, 636 East Elm, Missouri State University,

(417) 836-5509.

Informal complaints and academic concerns: Student Ombudsman, 215 Sicheluff Hall, Missouri State University, (417) 836-5107.

Career Center - <https://careercenter.missouristate.edu/>

The mission of the Career Center is to prepare students to make responsible career decisions. The Career Center can help you gain self-understanding and explore occupational options. You can take self-assessments, such as the Myers-Briggs, the Self-Directed Search, or Focus 2. Career development also includes preparing for the world of work. This includes learning how to write résumés and letters, how to conduct an effective and efficient job search, how to create a portfolio, how to research employers, and how to interview successfully.

For further information about the services offered at this center, contact the Career Center at 309 Carrington Hall, call 417-836-5636, or email careercenter@missouristate.edu.

Computer Labs - <http://helpdesk.missouristate.edu/open-access-computer-labs.htm>

Computer labs for student use are available in the Professional Building, Cheek Hall, Glass Hall, and Meyer Library. These computer labs are open to the MSU community and staffed by full-time staff and student lab assistants.

The computer labs offer a wide variety of software to meet the computing needs of students, faculty, and staff. A full list of available software can be viewed at <http://helpdesk.missouristate.edu/lab-software.htm>.

Counseling and Testing Center - <http://counselingandtesting.missouristate.edu/>

The primary goal of the Counseling and Testing Center is to promote students' development and psychological well-being. Services are provided for individuals with personal-social concerns and life-planning issues. Experienced professional counselors, psychologists, social workers, and graduate students assist clients in resolving conflicts which may interfere with their progress at the University. The center offers individual and group counseling, consultation, referrals, educational programs, and emergency/crisis services.

The Counseling and Testing Center also offers a wide range of tests to students. National standardized tests for college admission, proficiency certification and aptitude tests are supervised by the staff. Examples are: ACSM, ACT, CBASE, CLEP, GED, GRE, LSAT, MAT, PRAXIS and SAT. For specific information about testing contact the Counseling and Testing Center or visit the above web site.

The Counseling and Testing Center can be contacted at 417-836-5116 and is in Room 311 of Carrington Hall.

Dean of Students Office - <http://www.missouristate.edu/dos/>

The primary role of the Dean of Students Office is to assist students in accomplishing personal and educational goals. This includes helping remove barriers that might make those goals more difficult to reach. Featured services from this office include free legal advice, notary services, a behavioral intervention team, and food assistance.

Emergency Response and Evacuation Procedures

The Emergency Response and Evacuation Plan establishes policies and procedures that will be employed when there exists the potential for an emergency condition, such as severe weather; an emergency has or is occurring; or in any situation where it is necessary and beneficial for the operations of MSU to be conducted out of a single location. To ensure the various plans at MSU will work in an emergency situation, MSU participates in drills and exercises that include campus personnel as well as local, county, and state public safety agencies.

The University has several procedures in place to communicate with faculty, staff, students, and media regarding any emergency on campus and has established an emergency mass notification system, known as “Missouri State Alert”, on the Springfield and West Plains campuses. Complete details about the Emergency Response Plan and the Missouri State Alert System are available from the Director, Safety and Transportation, 636 East Elm, Missouri State University, (417) 836-5509 or can be found at the following web address:

<http://www.missouristate.edu/safetran/erp.htm>.

Students are encouraged to subscribe to Missouri State Alert at

<http://www.missouristate.edu/safetran/missouristatealert.htm>

Faculty

OT faculty offices are located on the second floor of the O'Reilly Clinical Health Science Center in suite 203. Please consult the program administrative assistant, individual faculty, and/or course syllabi for posted office hours and locations.

Graduate College - <http://graduate.missouristate.edu/>.

The Graduate College office provides information on registration, policies, commencement, assistantships, funding and rewards, research and other resources relative to MSU graduate students.

Healthcare for students - https://myhealth.missouristate.edu/login_dualauthentication.aspx

Magers Health and Wellness Center is conveniently located on the Missouri State University campus next to the University bookstore. Magers provides medical services to all members of the University community, ages 6 years and older. Patients are seen in the Magers Health and Wellness Center by appointment. A limited number of openings are available for sudden illness or injury. Students need a BearPass Card for an appointment. Students will check-in at the appointment desk and check-out with the business office cashier window. To schedule an appointment, call 417-836-4000.

International Services - <http://international.missouristate.edu/services/>

The Office of International Services welcomes students, faculty, and staff from all over the world and assists with admission, academics, and adapting to life in Springfield.

Libraries - <http://library.missouristate.edu/meyer/index.htm>

Duane G. Meyer Library is located at 850 S. John Q. Hammons Pkwy on the MSU campus. Meyer Library has a 124-seat auditorium that is used for scheduled classes, student, and university activities. There are also two classrooms and a seminar room used for library- and related instruction.

In addition to books, journals, databases and other research materials, the MSU Libraries have group study rooms, a variety of tables and carrels for group activity and individual study, computers for research and writing, media viewing and listening stations, photocopiers and copying services, as well as building-wide wireless network access.

Meyer Library also offers free interlibrary loan services. This service makes it possible for MSU faculty, staff and students to obtain materials not available from MSU, MOBIUS Consortium (MOBIUS catalog) or Colorado Alliance (Prospector catalog) by borrowing them from other institutions. Conditions governing the borrowing and lending of materials from one library to another are set by the National Interlibrary Loan Code of the American Library Association and by specific regulations of the participating lending libraries.

A current Occupational Therapy Subject Guide can be accessed through the Meyer Library at <http://guides.library.missouristate.edu/cat.php?cid=73716>

Multicultural Programs - <http://www.missouristate.edu/MulticulturalPrograms/>

The Office of Multicultural Programs, a unit within the Division for Diversity and Inclusion, helps multicultural students acclimate to the University and the Springfield community by providing resources for educational and occupational partnerships.

The Office of Multicultural Programs is comprised of the following components: recruitment resources and initiatives, retention programs and services, heritage education and showcases, and community outreach and relations.

This office coordinates several student programs established to promote the development of educated persons by enhancing their academic performance, ethical leadership, community engagement, cultural competence and social awareness. This office is instrumental in achieving the University's goal of creating a more diverse campus.

Professional Organizations

American Occupational Therapy Association (AOTA) - <http://www.aota.org/>

The American Occupational Therapy Association (AOTA) is the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students of occupational therapy and to improve the quality of occupational therapy services.

AOTA's major programs and activities are directed toward assuring the quality of occupational therapy services, improving consumer access to health care services and promoting the professional development of members.

AOTA educates the public and advances the profession by providing resources, setting standards, and serving as an advocate to improve health care. AOTA is based in Bethesda, MD.

Missouri Occupational Therapy Association (MOTA) - <http://www.motamo.net/>

MOTA represents the needs of OT practitioners and students in the state of Missouri. MOTA is also an Affiliate Member of the AOTA.

The mission of MOTA is to act as a professional advocate by fostering leadership in the OT profession, supporting professional standards, and meeting the needs of MOTA members through education and opportunities for networking with others. MOTA acts as a consumer advocate by promoting access to OT services and representing the OT profession to the public. The association strives to preserve the foundation of OT and build towards its future growth and development.

National Board of Certification in Occupational Therapy (NBCOT) - <http://www.nbcot.org/>.

NBCOT serves the public interest by advancing client care and professional practice through evidence-based certification standards and the validation of knowledge essential for effective practice in occupational therapy. NBCOT provides certification for the OT profession including the development and administration of the national certification exam. The NBCOT website provides information about preparing for and scheduling the exam.

Student Occupational Therapy Association (SOTA)

The MSU SOTA is open to all occupational therapy students. SOTA holds regular meetings and activities on campus and in the community throughout the school year. Students are expected to participate in educational, advocacy, and social activities promoting occupational therapy.

Recreation

Arts -

Juanita K. Hammons Hall for the Performing Arts -

<http://www.hammonshall.com/About.htm>.

Hammons Hall presents a full season which includes touring Broadway musical productions, single performances covering the gamut of entertainment from classical music to jazz to dance to theatre, children's shows, and an emerging concert artists' recital series. In keeping with Hammons Hall's mission to serve the student population, Missouri State University concerts, recitals and lectures are also a part of the season's schedule.

Athletics -

Game times and ticket information for all MSU athletic events can be found at

<http://www.missouristatebears.com/>.

Information for other local sporting activities can be found at

<http://www.springfieldmosports.org/teams>

Bill R. Foster and Family Recreation Center - <http://www.missouristate.edu/reccenter/>

The recreation center offers a place for the entire campus community to work out, play, and learn about healthy living. Visit the above website for membership, service, and operation time information. Current students who pay full student services fees each semester will automatically be members of the center at no additional cost.

Springfield Area Information

Visit <https://www.springfieldmo.org/> for additional events and activities in the Springfield metropolitan area.

Scholarships

There are numerous opportunities for students to obtain scholarships and other monies to assist with educational costs.

- The American Occupational Therapy Foundation (AOTF) offers 50 scholarships annually, see <http://www.aotf.org/Default.aspx?tabid=95>.
- AOTA also provides a list of scholarships at <http://www.aota.org/Education-Careers/Find-School/Aid/Scholarships.aspx>.

- Information on potential scholarships for graduate students at MSU may be found at <http://www.missouristate.edu/FinancialAid/scholarships/Graduate.htm> and <http://graduate.missouristate.edu/currentstudents/176112.htm>

Student Services –

<http://www.missouristate.edu/campuservices/studentssupport.htm>

Missouri State University provides a wide range of resources aimed at facilitating, supporting, and stimulating the intellectual, social, cultural, recreational, and spiritual growth and development of the student. Please see the above website for details and resource contact information.

<http://www.missouristate.edu/studentconduct/>

The Office of Student Conduct exists to serve the students of the MSU community. The office is responsible for the implementation of the Code of Student Rights and Responsibilities (see <http://www.missouristate.edu/studentconduct/12331.htm#Article1>), adjudicating alleged violations of the Code, safeguarding student rights, and dealing with emergency situations which involve students.

<https://search.missouristate.edu/people/rdarabi>

The student Ombudsman serves as a neutral party who provides assistance to MSU students. The Ombudsman provides information, receives informal academic complaints, facilitates communication, and aids in resolving academic concerns.

<http://www.missouristate.edu/sdpa/>

Student Development and Public Affairs is responsible for assisting the campus in achieving the goals of the Public Affairs Mission. We do so through provide grant opportunities for Public Affairs projects on campus, providing speakers for the Public Affairs Convocation series and Public Affairs Conference, and by spotlighting campus community members who live Public Affairs through their daily activities.

<http://www.missouristate.edu/registrar/>- <http://www.missouristate.edu/registrar/>

The mission of the Office of the Registrar is to provide quality support services to students, faculty, staff, alumni, parents and other constituents of the University. As part of this mission, our primary goal is to ensure the accuracy, integrity, and security of academic records. The Office of the Registrar supports the University's mission to develop educated individuals by interpreting, communicating, and enforcing academic policies and procedures for the benefit of the entire University community.

Tutoring

BEAR CLAW – Center for Learning and Writing: This interactive space in Meyer Library unites the resources and expertise of the faculty, library personnel, computer and information technology, the Writing Center, subject-area tutoring, and PASS (Peer Assisted Study Sessions) in an environment that fosters informal, collaborative work and social interaction. Bear CLAW tutoring services vary by subject. The Bear CLAW space is open during regular library hours. Please visit the Bear Claw website at <http://bearclaw.missouristate.edu/> for information on making an appointment.

Writing Center – The Writing Center is a free academic support service providing members of the education community a place to share work in progress with knowledgeable, attentive readers. The staff of trained tutors, all active writers, strive to empower individual writing through personalized tutoring for any project. Undergraduate and graduate students, staff, and faculty use the service for papers for their academic courses, master's thesis, creative writing, speeches, presentations, course syllabi, and articles intended for publication. Students are permitted only one appointment daily. All appointments must be made at least 24 hours in advance. Walk-ins are permitted; however, there is no guarantee they will be seen. Appointments can be made the same way subject area appointments are made. An appointment lasts up to 45 minutes.

Peer tutoring groups within the OT program may also be available. Please speak to the faculty member associated with the course in which you wish to be tutored.

Veteran Resources - <http://www.missouristate.edu/veterans/>.

Missouri State is home to one of the largest number of veterans and dependents on a college campus in Missouri. MSU also has about 150 veterans serving in faculty and staff positions throughout the University.

Visitor's Guide - <http://www.missouristate.edu/visitors/>

Utilize the above link for a visitor's guide to the MSU campus and community.

Voter Registration - <http://www.sos.mo.gov/elections/goVoteMissouri/register>

As a Templeton Foundation Public Affairs Institution, Missouri State University strongly encourages students to vote. If you wish to have a Greene County voter registration form mailed to you, you may call 417-836-5527. You may also register at the Dean of Students Office, Plaster Student Union 405 and the Meyer Library, Reference and Government Information Desk

If you would like to register in another county or state, please contact the county courthouse in that county. They can provide information on registration procedures. You may also contact the Elections Office for the State of Missouri:

(573) 751-2301 (Voice)

(800) NOW-VOTE (669-8683)

(573) 526-3242 (Fax)
elections@sos.mo.gov

If you are registered in another county and wish to vote by absentee ballot, be sure to request a ballot from the county clerk in your county in advance of the deadline. A number of notary publics are available on campus (<http://www.missouristate.edu/dos/notaries.htm>) to notarize your ballot.

APPENDICES

Appendix I: MSU OT Program - Confidentiality and Code of Ethics Agreement

The Missouri State University Occupational Therapy Program is committed to preserving and protecting the confidentiality of all persons and their associated written information.

I, _____, shall respect and maintain the confidentiality of all discussions, documentation, patient care records, and any other confidential information generated in connection with individual patient care and/or peer review activities in the following manner:

I will treat any clinical or personal information learned by me as privileged information which is subject to all state and federal laws which protect the rights of clients/patients.

I will discuss confidential information only with authorized personnel in the workplace and only for job related purposes.

I will not discuss confidential information within hearing of others who do not have a need to know the information.

I will not include personal identifying information in written educational assignments or on social networking sites.

I understand that all confidential information and related documents are the property of the facility providing such information and that only the person designated by the facility may disclose copies of written information.

I will not attempt/request to remove, copy, or photograph medical records or other confidential documentation.

I shall only access or distribute patient care information in the performance of my assigned duties and where required by or permitted by law.

I understand that my obligation to safeguard patient confidentiality continues after the completion of my degree at MSU.

I hereby acknowledge that I have read and understand the above information and that my signature below signifies my agreement to adhere to all state and federal laws and policies related to privileged and protected information, including the Code of Ethics of the American Occupational Therapy Association, the Practice Act Rules & Statutes of each state in which I practice, and the HIPAA Privacy Regulations. In the event of a breach or threatened breach of this agreement, I acknowledge that MSU may, as applicable and as it deems appropriate, pursue disciplinary action up to and including my dismissal from the MSU OT Program.

Student Signature

Date

Print Name

Appendix II: OT Program Technical Standards Agreement

I certify that I have read and understand the technical standards for selection into the OT Program. I understand that if I am unable to meet these requirements, with or without reasonable accommodations, I must notify the program director immediately and will not be admitted or retained in the OT program.

Student Signature

Date

Print Name

Appendix III: NBCOT Character Review Questionnaire

Student Name: _____

NBCOT Character Review Questionnaire

To ensure that occupational therapy practitioners meet standards of professional conduct prior to entering the profession, all applicants for certification are required to provide information and documentation related to affirmative responses to character questions on the examination application.

The character review consists of eight key questions:

- 1a.** Have you ever been convicted of a felony? (NOTE: Applicants must answer affirmatively even if convictions have been pardoned, expunged, released, or sealed.)

- b.** Do you currently have a felony charge or charges against you?

- 2a.** Have you ever had any professional license, registration, or certification denied, revoked, suspended, or subject to probationary conditions by a regulatory authority or certification board, including NBCOT®?

- b.** Do you currently have a professional license, registration, or certification under review for possible disciplinary action?

- 3a.** Have you ever been found by any court, administrative, or disciplinary proceeding to have committed negligence, malpractice, recklessness, or willful or intentional misconduct which resulted in harm to another?

- b.** Do you currently have a charge(s) of negligence, malpractice, recklessness, or willful or intentional misconduct that resulted in harm to another against you?

4a. Have you ever been suspended and/or expelled from a college or university?

b. Are you currently under active investigation that could lead to being suspended and/or expelled from a college or university?

- See more at: <https://www.nbcot.org/en/Students/Services>

I _____ attest that I have truthfully answered all of the above statements and accurately reflected my conduct. I understand that any falsification, omission, or concealment of information may result in dismissal from the MSU OT Program and/or an inability to sit for the NBCOT exam.

Student Signature

Date

APPENDIX IV: Signature Page

I, _____, have carefully and completely read, and understand the MSU OT Program Handbook, Fieldwork Manual, and Clinic Manual, and have had all my questions satisfactorily answered. I understand that by my signature, I agree to abide by all terms, policies, and procedures contained therein.

Student Signature

Date

Print Name

Appendix V: MSU OT Program – HIPAA, FERPA, and Mandated Reporter Training

I certify that I have read and completed all required HIPAA, FERPA and Mandated Reporter Training via links provided by the University website for HIPPA compliance regulations and E*value OT Program requirements list.

Student Signature

Date

Print Name

Appendix VI: Tuition and Fees

Estimated Fees for completion of 7 semesters of MOT Program	Cost
Course Fee (OTE 645 - Anatomy)	\$ 288.00
Estimated Cost of Books (5 semesters)	\$ 2,500.00
MSU Student Services Fee	\$ 2,709.00
Subtotal:	\$ 5,497.00
Tuition: \$319 per credit hr. (Missouri resident) x 76 hrs.	\$ 24,244.00
Program Fee \$1400 per semester	\$ 9,800.00
Total for Missouri Resident	\$ 39,541.00
Tuition: \$612 per credit hr. (Non-Missouri resident) x 76 hrs. - see residency requirements here - http://www.missouristate.edu/admissions/applyforresidency.htm	\$ 46,512.00
Total for Non-Missouri Resident	\$ 61,809.00

**All students submit a non-refundable confirmation fee of \$500 to the Occupational Therapy Program, to reserve a seat in the incoming class prior to their first fall semester. Upon matriculation into the MOT Program, this fee will be applied to the Fall session tuition.

Tuition and fees are subject to change annually. The above table is only an estimate. Students should obtain updated tuition and fee information prior to enrolling in courses. A summary of tuition and fees can be found at <http://www.missouristate.edu/registrar/costs.htm>. Students are encouraged to meet with a staff member from the Office of Student Financial Aid to plan for expenses - <http://www.missouristate.edu/FinancialAid/contact.aspx>.

 Student Signature

 Date

 Print Name

Appendix VII



OFFICE OF PHOTOGRAPHIC SERVICES

Likeness Release Form

The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned's image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display or otherwise use or reuse the undersigned's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature _____
I understand by entering my name on the signature line that it represents an electronic signature, which is legally binding.

Print Name _____

Address, Telephone _____

Date _____

If you are under seventeen (17) years of age, your parent or guardian must sign below:

I represent that I am a parent/guardian of the minor who has signed the above release and that in that capacity University has my consent and authorization to use the name, voice and/or likeness as described above.

Parent/Guardian:

Signature _____
I understand by entering my name on the signature line that it represents an electronic signature, which is legally binding.

Print Name _____

Date _____

Appendix VIII

McQueary College of Health and Human Services

Telehealth Remote Provider Agreement

To practice social distancing during the ongoing COVID-19 pandemic, or as a client's choice of model of delivery, telehealth may be provided remotely by providers at their homes. Before providing telemedicine remotely, providers must agree to the following to ensure a safe and professional experience for both patient and provider.

1. I will maintain a private environment during treatment to maintain patient confidentiality and ensure that treatment interactions are not overheard.
2. I agree to only using devices for telemedicine that are running up-to-date, regularly patched operating systems.
3. I agree to use anti-virus software and keep it up to date with the most recent virus definitions.

Health Provider/
Student Signature

Date

Print Name

Appendix IX: Student Emergency Contact Form

Student Name

Student Email

Address (Street Address, City, State, ZIP Code).

Phone Number

In the event of an emergency, please list the name and telephone number of the individual you would like us to contact. It is also YOUR responsibility to update if there are changes

Contact Name

Contact Email

Address (Street Address, City, State, ZIP code)

Work Phone Number

Cell Phone Number

*Appendix X: New Student E*Value Login & Document Upload Instructions*

You will receive an email from e-value@e-value.net

Please be sure to check your junk/spam email

- This email will include a link to the E*Value website login in page.

- It will also include your log in information and password.

- The email will look something like this but with your individualized log in and password:

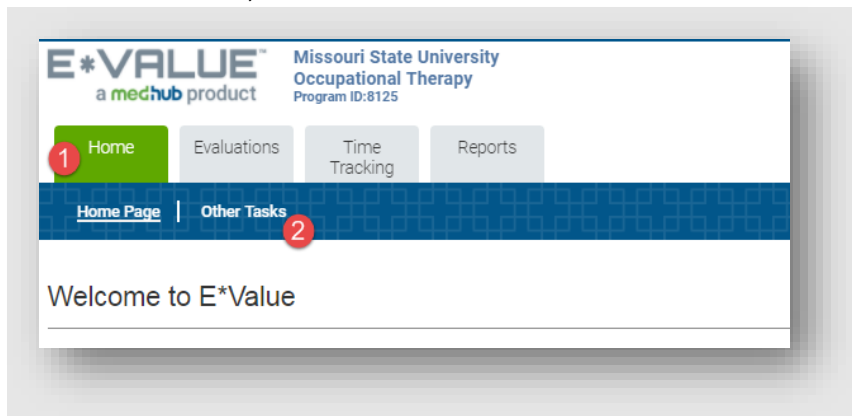
** This message is being sent on behalf of Erin Snider from e-value.net. Please ensure that replies are sent to erinsnider@missouristate.edu or to the person listed below. **

Your Login Name is: O^tste

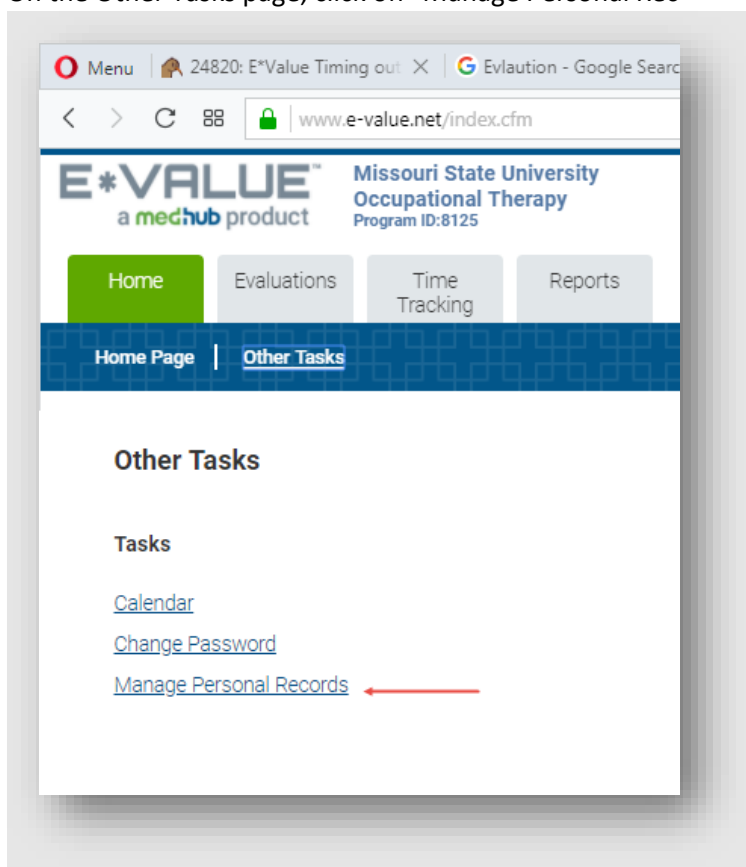
Your Password is: O4592^Test

How to Upload Personal Records Documents into E*Value

1. Login to E*Value
2. Go to the Home Tab, then click on "Other Tasks"



3. On the Other Tasks page, click on “Manage Personal Rec



4. On the Manage Personal Records screen, upload your documents using the following steps:
 - a. Click Add Attachment
 - b. Click Choose file to find and upload the document from your computer
 - c. Enter the Event Date (today's date)
 - d. Enter notes (optional)
 - e. Click on the green “Add” button at the end of each row to save the document
 - f. Repeat for each document

Type:	Event Date:	Note:	Expiration Date:	Requirement:	Status:
AOTA Membership	Feb 6, 2018	TEST student note TEST.docx [delete]	Feb 1, 2019	Ongoing	To Be Verified
Code Of Ethics	Mar 20, 2018	code of ethics form upload Code of ethics.docx [delete]	Mar 20, 2019	Ongoing	To Be Verified
CPR	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ongoing	*status*

1 Add attachment (click again for multiple)
 2 Attachment Remove
3 4 Choose File No file chosen
 5 Add

Before uploading your documents, please see the list of OT MSU Document/Program Requirement Descriptions on the E*Value Home Page for specific requirement instruction.

APPENDIX XI: Academic Probation Remediation Plan and Learning Contract

Student Name: _____ Date: _____

Reason for Academic Probation: _____

Advisor: _____

Remediation Approach (circle): Course Repetition Individualized Remediation Plan

Administrators and faculty within the Master of Occupational Therapy Program at Missouri State University recognize students may experience academic difficulties during their graduate school experience. Educational remediation is “the act of providing a remedy to a problem or a process to correct an academic fault or deficiency” (Maize et al., 2010). The goal of remediation is to support the student while maintaining the high academic standards expected by both the University and the profession of occupational therapy. Self-directed and meaningful goal setting is paramount to adult learning; thus, it is the student’s responsivity to construct the remediation plan and/or learning contract in concert with the academic advisor (below). Failure to complete any aspect of the learning contract will result in dismissal from the OT Program.

What are you going to learn? (Objectives)	How are you going to learn it? (Resources and Strategies)	Target date for completion	How are you going to know that you learned it? (Evidence)	How are you going to prove that you learned it? (Verification)

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How do you intend to maintain and/or build upon knowledge acquired in previous OTE coursework?	What areas of strength and challenge will you contribute to a new cohort of classmates?

Advisor Feedback: _____

I have reviewed and find acceptable the above learning contract. Student: _____

Faculty & Program Director Signatures: _____

Maize, D. F., Fuller, S. H., Hritcko, P. M., Matsumoto, R. R., Soltis, D. A., Taheri, R. R., & Duncan, W. (2010). A Review of Remediation Programs in Pharmacy and Other Health Professions. *American Journal of Pharmaceutical Education*, 74(2), 25.

Academic Probation Remediation Plan – SWOT Analysis

Committee Members: Using the Professional Identity Evaluation and past academic coursework/experience as support, please note the student's strengths, weaknesses, and opportunities and threats to future academic success:

Positive/Helpful to Achieving the Goal	Negative/Harmful to Achieving the Goal
Strengths – Things that are good now. Maintain them, build on them, use them as leverage:	Weaknesses – Things that are bad now. Remedy, change, or stop them:
<ul style="list-style-type: none"> Internal: 	<ul style="list-style-type: none"> Internal
<ul style="list-style-type: none"> External: 	<ul style="list-style-type: none"> External
Opportunities – Things that are good for the future; prioritize them, capture them, build on them and optimize:	Threats: - Things that are bad for the future. Put in plans to manage them or counter them:
<ul style="list-style-type: none"> Internal: 	<ul style="list-style-type: none"> Internal

<ul style="list-style-type: none">External:	<ul style="list-style-type: none">External

Oral Presentation

Questions for the student:

Notes: