



MISSOURI STATE UNIVERSITY

STUDENT HANDBOOK
Post- Professional
Doctor of Occupational
Therapy Program

Springfield, Missouri

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WELCOME TO THE MISSOURI STATE UNIVERSITY POST-PROFESSIONAL DOCTOR OF OCCUPATIONAL THERAPY PROGRAM!

This handbook was developed to assist students officially admitted to the Post-Professional Doctor of Occupational Therapy (OT) Program at Missouri State University (MSU) by centralizing information and resources. This handbook, along with the 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 informational resources to use throughout your academic experience.

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Revised 08/2025

POST-PROFESSIONAL DOCTOR OF OCCUPATIONAL THERAPY PROGRAM

Program Description

The PP-OTD program is offered completely online, with full and part-time options for working professionals. The program offers specialty tracks which can be customized based on career goals.

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 PROGRAM MISSION AND VISION

Mission: The mission of the Occupational Therapy Program 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) Program 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 Program 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:

- Analyze, expand, and apply the use of occupations as the primary therapeutic approach to promote client participation in everyday living.
- Advance knowledge of the art and science of occupation to positively influence client, community, and population health outcomes and occupational performance.
- Develop advanced practice skills that positively influence occupations carried out with, or for underrepresented individuals as part of a community, national, or global group or organization
- Evaluate access to community resources and design community-or primary care programs to support occupational performance for persons, groups, and populations
- Critically synthesize evidence within diverse areas of practice to identify gaps and develop innovative solutions to address unmet needs.
- Strengthen professional identity through dissemination of doctoral work aimed at advancing the science of occupational therapy and influencing change at individual, community, and population levels
- Champion the importance of advocacy through advanced understanding of the profession's Code of Ethics to promote population health and systems-level change.
- Develop ethical leadership and teaching skills to foster collaboration and enhance communication strategies amongst practice and academic environments.

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PP-OTD CURRICULUM

Access full course descriptions <https://rb.gy/6wrlx>

* Students can personalize their plan with the help of an advisor. Courses are subject to change.

Foundation: Bachelor Level OT students will complete 17 credit hours of foundation courses		
Hours	Topic	Course
4	Foundations in OT	OTE 610: Foundations and Theory in Occupational Therapy (offered Fall)
4	Neuroscience	OTE 646: Neuroscience (offered Spring)
3	Cognition	OTE 720: Cognition and Occupations Through the Lifespan (offered Summer)
2	Essentials of Research	OTE 731: Essentials of Research Methods (offered Fall)
1	Applied Research Methods	OTE 732: Applied Research Methods in Healthcare (offered Fall)
3	Community Practice	OTE 765: Community and Health Practice in Occupational Therapy (offered Summer)
17	Total Foundation Credit Hours	
CORE: All PP-OTD students will complete 38 credit hours of core courses		
Hours	Topic	Course
2	Evidence-Based Practice	OTE 640: Evidence-Based Practice (offered Spring)
3	Emerging Practice Areas	OTE 760: Specialty Topics (offered Fall, Spring)
3	Advanced Clinical Practice	OTE 860: Advanced Clinical Practice (offered Spring)
2	OT as an Educator	OTE 861: Occupational Therapist as an educator (offered Fall, Spring)
2	Project Planning	OTE 880: Doctoral Capstone I: Project Planning (offered Fall, Spring, Summer)
1	Project Proposal	OTE 881: Doctoral Capstone II: Project Proposal (offered Fall, Spring, Summer)
3	Cultural & Contextual Influences	OTE 921: Cultural and Contextual Influences (offered Spring)
3	Health Disparities	OTE 965: Health Disparities and Social Determinants of Health (offered Fall)
7	Doctoral Capstone	OTE 980: Doctoral Capstone III: Experience and Project (offered Fall, Spring, Summer)
12	Focus Areas/ Graduate Certificates	Additional Hours in Focus Area Listed below
38	Total Core Credit Hours	

FOCUS AREAS: All students could choose Leadership or Education focus areas or another area of focus. Students will complete a minimum of 12 credit hours in one or more focus areas of their choice for degree completion.

LEADERSHIP COURSE OPTIONS – *Courses included in an already existing graduate certificate are marked with an *; Students will work with their advisor to develop their individualized plan of study. Semester offered subject to change.*

Hours	Course
3	MGT 701: Health Services Organization* (offered Fall, Spring)
3	MGT 702: Managing Health Care Organizations* (offered Spring)
3	MGT 703: Health Law and Ethics* (offered Spring)
3	MGT 704: Human Resources in Healthcare Organizations* (offered Spring)
3	MGT 705: Strategic Management of Healthcare Organizations* (offered Fall)
3	MGT 708: Health Informatics* (upon demand)
3	PLS 754: Seminar in Health Policy (offered Spring)
3	MGT 770: Leadership Development* (upon demand)
3	PBH 710: Clinical Epidemiology (offered Fall, Spring)
3	PBH 740: Health Behaviors (offered Fall)

Health Professions Administrative Leadership Graduate Certificate

EDUCATION COURSE OPTIONS – *Courses included in an already existing graduate certificate are marked with an *; Students will work with their advisor to develop their individualized plan of study. Semester offered subject to change.*

Hours	Course
3	EDT 660: Digital-Age Learning Environments* (offered Fall, Spring) Ching Wen Chang
3	EDT 761: Online Teaching and Pedagogy* (offered Spring)
3	EDT 764: Instructional Design* (offered Spring)
3	EDT 765: Educational Media Production* (offered Summer)
3	SFR 621: Techniques for Teaching Adults* (offered upon demand)
3	SFR 676: Topical Issues in Education* (offered upon demand)
1	SFR 698: College Teaching Practicum* (offered upon demand) can be replaced by OT Practicum
3	PBH 710: Clinical Epidemiology (offered Fall, Spring)
3	PBH 740: Health Behaviors (offered Fall) Melinda Novik
2	OTE 862: OT Teaching Practicum (offered Fall)

College Teaching Graduate Certificate

Admissions/Annual Enrollment

Once accepted into the OT Program, ALL students must provide the following to the designated OT Program representative as needed (Appendix VII) before classes begin.

	Completed/Initialed	Requirement
Upon Admission		Attest to current CPR and AED certification
		Attest to current TB skin test or Chest X ray
		Attest to current health insurance
		Submit a signed copy of the OT Program Technical Standards Agreement (Appendix II)
		Complete drug testing and ensure program was notified of results*
		Complete background checks noted below and ensure program was notified of results*
		Attest to completion of patient rights, universal precautions, and other equivalent training.
		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 proof of MOTA or state association membership
		Submit proof of AOTA membership
		Enroll in all designated coursework
		Submit a copy of their current license, as needed
		Evidence of CITI Training, as needed

* 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

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university's academic integrity policy plus additional more-specific policies for each class. The [Academic Integrity Policies and Procedures](#) (Policy) is available on the [University Policy Library](#) website.

Examples of academic integrity violations include cheating, fabrication or other research misconduct, plagiarism, and/or facilitating an academic integrity violation. Any student participating in an academic integrity violation(s) will be subject to sanctions as described in the Policy.

Advisors

Each student is assigned an advisor, who is a member of the occupational therapy faculty. Students will meet with their advisor on a regular basis. A midterm consultation with the student is conducted by the advisor as needed.

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 Program Director.

Attendance

As our program is guided by the philosophy of adult learning and professional education, we expect all students to attend all classes, be on time, and be engaged. During synchronous class sessions, communication during class, such as talking to another student, texting, side chats, etc., are not tolerated. If you cannot attend a synchronous class, you are expected to email the professor prior to class or as soon as possible. Please refer to class syllabi for synchronous class expectations.

The Programs in Occupational Therapy follow the general university calendar. However, there are occasionally exceptions to the schedule identified by the university. Examination dates, study dates, etc., may follow a different timetable. It is imperative that each student review the Program's schedule each semester and each course's syllabi before making any plans contingent on the calendar. All dates are subject to change.

[Please review the 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.”

Background Checks

A felony conviction may affect a graduate’s ability to participate in required capstone experiences. Students must complete the following upon formal admission to the program. The program also retains the right to request a background check of a student at any time.

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

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

2) A **nationwide criminal background** check is required and completed through Validity Screening Solutions. Instructions are 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 subject to review. A student’s ability to continue in the program is determined by the judgment of the Program Director and majority of the OT faculty.

Capstone Components

The purpose of the **Doctoral Capstone Project** component is to develop the student’s capacity to engage in scholarly activities, acknowledging and facilitating scholarship for growth, development, and vitality of the profession (AJOT, 2016). The capstone project is designed around the scholarly question that is developed collaboratively with the experiential site (identified during the proposal course).

Students will:

- Develop a scholarly project in one of the four following areas through completion of the capstone project: Scholarship of Discovery, Scholarship of Integration, Scholarship of Application, Practice or Engagement, or Scholarship of Teaching and Learning.
- Produce a scholarly product related to the project.

The **Doctoral Capstone Experience (DCE)** component is designed to develop occupational therapists with advanced skills, beyond the level of a generalist.

The Doctoral Capstone Project and Experience manual contains the essential information students need to know about their responsibilities during the capstone project and experience process.

Code of Ethics

[View the AOTA Code of Ethics.](#) 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.

Copyright Infringement

[Missouri State University](#) prohibits the unauthorized distribution of copyrighted materials, including the use of peer-to-peer (P2P) networks. 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.).

As part of a class assignment, students may create, invent, and/or develop a product with commercial value. Before marketing such products, all individuals involved must provide a report to the program outlining the plan for commercialization. The University has the right to maintain control over the marketing plan. Any proceeds from such products may be shared between the individuals involved, the Programs in Occupational Therapy, and the University.

[Applicable policies](#) and more information may be obtained from the University's Information Security Officer, 163 Cheek Hall, Missouri State University, (417) 836-5226. You may also view the [University Intellectual Property Policies](#).

Non-Discrimination Policy

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, [417-836-4252](tel:417-836-4252), 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](tel:417-836-4252), or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

Equal Opportunity and Affirmative Action Policy

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. The following provides general guidelines for meeting professional dress and appearance standards.

A. In capstone and community settings, 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. Please see the capstone handbook regarding further 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. Students will receive a warning 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. Students may have to retest prior to their capstone 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 throughout 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 to provide a timely response and to be current on program and course activities. Email Communications Policy and Procedures

Emergency and Safety

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.

Violence Against Women Act

View [this handout](#) regarding questions about domestic violence, dating violence, sexual assault, and stalking. This 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.

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.

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. 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".
2. Provide evidence of current health and/or liability insurance.
3. Attest to current CPR and AED certification.
4. Pass all capstone and experiential requirements within 24 months following completion of the didactic portion of the program.
5. Complete all requirements within a seven-year period (exclusive of time spent in the U.S. Armed Forces).
6. Maintain license as an OTR/L.

Students should work closely with their advisor to ensure that all degree requirements are met. [Applications for graduation are available online](#) 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.

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 online.

[Student grievance resources](#) related to specific [graduate degree policies](#) can be accessed easily online. [The Policy Library](#) 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](#).

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”](#)* 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; SHCP School Director; Dean of MCHHS; Academic Integrity Council (AIC); Office of the Provost.

Guidelines for Synchronous Learning

During synchronous instruction, class sessions will be held via Zoom. Below are the guidelines for participating in Zoom class sessions:

- Do not share class Zoom links with individuals outside of the course.
- Present yourself **professionally** for all Zoom class sessions. Please **dress appropriately** as if you are in a classroom setting.
- Choose the **best space available** and maintain a posture that is conducive for learning. Please do not attend class while lying in bed or reclined on your couches. Choose one spot throughout the session and avoid moving around while in class.
- Be mindful of lighting and background noise when your video and audio settings are on.

- Cameras are required to be on during class. If you have an issue that will prevent you from turning on your video, you must let the faculty member know.
- Refrain from moving your device while on-camera to avoid distraction to other users.
- Make sure to set your **microphone on Mute** unless participating in discussion or asked by the instructor to unmute.
- Please use the **Raise Hand** feature on Zoom or type in your questions in the Chat box unless otherwise indicated by the instructor.

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.

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

Students must attest to HIPAA or confidentiality training via the attestation form (Appendix VIII). Students are welcome to complete an annual [HIPAA education module offered by MSU](#).

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 capstone site information. Students must check with the capstone educator regarding the site's policies on confidentiality. Any attempt/request to remove confidential client information 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 capstone experience.

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.

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](#).

Policy on Authorship

Authorship of Manuscripts, Presentations, and Posters: In accordance with the [American Psychological Association publication manual \(2020\)](#) and the [American Journal of Occupational Therapy guidelines for authors \(n.d.\)](#), authorship credit of any work generated by students as part of their MSU Occupational Therapy Program curriculum will be determined by the capstone advisor/course instructor based on significant contribution to three primary areas:

- (1) project idea generation and/or research design.
- (2) project development and/or research data collection, analysis, and interpretation.
- (3) poster or paper presentation development or manuscript preparation and revision.

Authors should substantially contribute to all three areas of project generation and dissemination. Students are not permitted to use any of the information related to a course assignment in a presentation or publication (other than using it as a citation) without the expressed permission of their faculty advisor/course instructor. This pertains to any class assignments in which the student (1) participated as a group member or (2) completed independently with significant faculty feedback and guidance. Faculty advisors/course instructors who provided significant guidance and feedback regarding the development of a student's course assignment should be listed as authors on any poster, presentation, or manuscript derived from the course. Students should discuss all ideas for poster, presentation, and manuscript proposal submissions with their faculty advisors/course instructors before actual submission. Failure to do so will result in the withdrawal of the submission. Students are required to complete the **Doctoral Capstone Authorship Form** before initiating the Doctoral Capstone Experience.

[RSTATS policy on acknowledgment and authorship](https://www.apa.org/pubs/journals/resources/standards-disclosures#:~:text=Authorship%20is%20reserved%20for%20persons,8.12a%2C%20Publication%20Credit)
<https://www.apa.org/pubs/journals/resources/standards-disclosures#:~:text=Authorship%20is%20reserved%20for%20persons,8.12a%2C%20Publication%20Credit>

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). Washington, DC: Author.

Written Assignments: It is our Programs' policy that written assignments such as literature reviews, papers, and case studies be submitted to [Turnitin.com](https://www.turnitin.com) prior to submitting to your course director. Be sure to manage your time effectively when completing assignments. Students are expected to submit all written assignments electronically via Bright Space, unless otherwise required by the course instructor. Please refer to course syllabi for late submission of assignments.

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. 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 program 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 capstone site.

Students who have been placed on Professionalism Probation will be required to meet the conditions of a 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 following steps should be followed:

1. The ethical/professional concerns are discussed with the student by the faculty member (who may also serve as the Program Director) and/or advisor, and an attempt will be made to resolve the concern. The concern will be documented and a copy shared with the OT Program Director.
2. If informal efforts by the faculty member or advisor are viewed as unsuccessful, the faculty member or advisor will notify the student and the appropriate OT Program Director of this concern via email (AKA, a written "complaint") and set a meeting to discuss the concern within 5 business days following receipt of the email.
3. The OT Program Director will meet with the student. Their academic advisor and/or instructor may attend, if relevant. The meeting should take place no later than 5 business days following the faculty member's or advisor's written complaint. The OT Program Director and the student will develop a remediation plan, if appropriate, to support the student's ethical and/or professional performance. Copies of the remediation plan will be maintained by the student and the OT Program Director. Based on the nature of the concern, a remediation plan is not required and may not be offered to the student.
4. In the event that (a) the concern is of a nature that remediation is not appropriate or feasible, (b) the student has not shown significant improvement as evidenced by the remediation plan, or (c) the ethical and/or professional concern has arisen or continued after the student successfully completed a remediation plan, the OT Program Director will decide if suspension, dismissal, or other action is recommended. The OT Program Director will provide a complaint, in writing, to the School Director, School of Health Care Professions ("School Director") detailing the nature of the concern and recommendations for further action.

5. Upon receipt of the complaint, the School Director will appoint a 3-person faculty review committee to assess the complaint and will provide the student with a copy of the complaint. The student will be allowed 10 business days from the date the complaint is emailed or otherwise delivered to the student to provide a written response.

6. Upon receipt of the student's response, or after the student's time-to-respond has passed, the committee will schedule a meeting within 5 business days to review the complaint. Following the conclusion of its meeting, the committee will make a recommendation, in writing, to the School Director as to the committee's recommended disposition of the complaint.

7. Upon receipt of the committee's recommendation, the School Director will, within 5 business days, make a determination as to the disposition of the complaint. The School Director will provide a written copy of the disposition to the student. The written copy of the disposition should include details as to the reason for the disposition. The disposition of the complaint may include all possible outcomes including but not limited to reprimand or dismissal from the program. Remediation may be offered only once during a student's progression through the OT Program.

8. If the student disagrees with the School Director's determination, the student may present an appeal, within 5 business days, to the Dean of the McQueary College of Health and Human Services. If the student disagrees with the Dean's determination, the student may present an appeal, within 5 business days of the receipt of the Dean's determination, to the Provost. There are no further appeals if the student disagrees with the Provost's determination.

Professional Behaviors Evaluation

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 capstone mentors as appropriate. If necessary, a student may be placed on Professionalism Probation (See "Probation and Remediation Plan").

Progression and Retention, Academic & Professional

The PP-OTD curriculum has been specifically designed and customized for students. The curriculum progresses to support the continual maturation of the learner. Therefore, each OT student must follow the "OTE" curricula sequence. 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.

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; SHCP School Director; Dean of MCHHS; Academic Integrity Council (AIC); 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. 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*.

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 online. Students have the right to follow the [University's appeal process](#) 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.

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 online. All students must complete the mandatory [Human Subjects Research Training](#).

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](#) 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](#). 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

A Doctoral Degree in Occupational Therapy signifies that the holder is prepared to assume leadership in clinical practice after developing advanced practice competencies. It follows that graduates must have the knowledge and skills to promote evidence-based practice, professional leadership, teaching, and advanced practice. Therefore, all individuals admitted to the Missouri State University Post-Professional Doctor of Occupational Therapy degree program must have the following abilities and expectations with or without accommodations.

The following technical standards, in conjunction with the academic standards, are requirements for admission, promotion, and graduation. The term “candidate” refers to candidates for admission to the program as well as current students who are candidates for retention, promotion, or graduation. MSU maintains a strong commitment to equal educational opportunities for qualified students with disabilities who apply for admission to the program or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Candidates with disabilities are encouraged to contact the *Disability Resource Center at 417-836-4192 or DRC@MissouriState.edu* early in the application process to begin a confidential conversation about what accommodations they may need to meet these standards. This process is informed by the knowledge that students with varied types of disabilities have the ability to become successful health professionals.

1. **Problem Solving:** The culminating activity in the preparation of an occupational therapist is clinical reasoning. The post professional occupational therapy student is expected to develop advanced expertise and demonstrate leadership, teaching, advanced practice, and evidence-based practice skills. Therefore, a candidate must be able to understand research, make correct observations, and engage in reasoning, analysis, and synthesis.
2. **Judgment:** The candidate will be expected to demonstrate judgment in classroom and practical settings which shows an ability to make mature, sensitive, and effective decisions in the following areas: a) relationships with supervisors, peers, and patients/clients/consumers, b) professional behavior, c) the effectiveness of intervention strategies. The candidate must demonstrate an understanding of the rationale and justification for his or her performance.
3. **Communication:** a) *Written communication:* The candidate must be able to assimilate information from written sources (texts, journals, medical/school records, etc.). The candidate must be able to attain, comprehend, retain, and utilize new information presented in written formats. Candidates are required to use information from written sources and must be able to produce appropriate written documentation. B) *Verbal and nonverbal communication:* Candidates must be able to produce the spoken word and to elicit information from patients/clients/consumers, supervisors, and peers with skills in

describing not only factual information, but the more subtle cues of mood, temperament, and social responses. Communication with patients/clients and all members of the intervention or academic team must be accurate, sensitive, effective, and efficient. Response time to emergencies/crisis situations, as well as more routine communication must be appropriate to the situation or setting.

4. **Sensorimotor:** Candidates must have gross motor, fine motor, and equilibrium functions, as well as a functional use of the senses of vision, hearing, and the tactile sense that will enable them to perform the career tasks which are the target of their career paths.
5. **Behavioral and social attributes:** Candidates are expected to exhibit professional behaviors and attitudes during their participation in classroom, clinical, and research experiences. This includes, but is not limited to, appropriate written (including electronic messages) and spoken language, flexibility toward change, and acceptance of responsibility for one's own conduct. Students are expected to exhibit a positive attitude toward patients/clients/consumers, peers, and supervisors.

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 capstone assignments, field trips, and travel to professional meetings. Students are required to have reliable transportation to meet Program requirements.

Tuition and Fees

2025-26

<i>Estimated Fees for completion of 5 semesters of PP-OTD Program (BS)</i>	<i>Cost</i>
Estimated Cost of Books	\$ 2,000.00
MSU Student Services Fee	\$ 2,090.00
MCHHS Enrollment Fee- \$40 per credit hour x 55hrs	\$ 2,200.00
Program Fee \$1400 per semester	\$ 7,000.00
Subtotal:	\$ 13,290.00
Tuition: \$394 per credit hr x 55 hrs	\$ 21,670.00
Total	\$ 34,960.00

Please note, there is an additional \$45 per credit hour fee for any MGT courses in your degree plan.

Estimated Fees for completion of <u>4 semesters</u> of PP-OTD Program (MS)	Cost
Estimated Cost of Books	\$ 2,000.00
MSU Student Services Fee	\$ 1,672.00
MCHHS Enrollment Fee- \$40 per credit hour x 40hrs	\$ 1,600.00
Program Fee \$1400 per semester	\$ 5,600.00
Subtotal:	\$ 10,872.00
Tuition: \$394 per credit hr x 40 hrs	\$ 15,760.00
Total	\$ 26,632.00
Please note, there is an additional \$45 per credit hour fee for any MGT courses in your degree plan.	

** All students submit a non-refundable confirmation fee of \$500 upon admission 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. View a summary of tuition and fees. Students are encouraged to meet with a staff member from the Office of Student Financial Aid to plan for expenses.

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.

PP- OTD students may be required to provide proof of health insurance for their capstone experience. 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](#). 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

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

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 are encouraged to 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

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

[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 [here](#).

Counseling and Testing Center

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

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.

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

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

[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

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

[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.

Multicultural Programs

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

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 online. Information for other local sporting activities can be found here.

Bill R. Foster and Family Recreation Center

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 –

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. [Click here](#) for details and resource contact information.

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](#), adjudicating alleged violations of the Code, safeguarding student rights, and dealing with emergency situations which involve students.

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.

[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.

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 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

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. [View their website.](#)

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

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 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 : Signature Page

I, _____, have carefully and completely read, and understand the MSU OT Program Handbook, Capstone 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 IV: Tuition and Fees

Estimated Fees for completion of <u>5 semesters</u> of PP-OTD Program (BS)	Cost
Estimated Cost of Books	\$ 2,000.00
MSU Student Services Fee	\$ 2,090.00
MCHHS Enrollment Fee- \$40 per credit hour x 55hrs	\$ 2,200.00
Program Fee \$1400 per semester	\$ 7,000.00
Subtotal:	\$ 13,290.00
Tuition: \$394 per credit hr x 55 hrs	\$ 21,670.00
Total	\$ 34,960.00
Please note, there is an additional \$45 per credit hour fee for any MGT courses in your degree plan.	

Estimated Fees for completion of <u>4 semesters</u> of PP-OTD Program (MS)	Cost
Estimated Cost of Books	\$ 2,000.00
MSU Student Services Fee	\$ 1,672.00
MCHHS Enrollment Fee- \$40 per credit hour x 40hrs	\$ 1,600.00
Program Fee \$1400 per semester	\$ 5,600.00
Subtotal:	\$ 10,872.00
Tuition: \$394 per credit hr x 40 hrs	\$ 15,760.00
Total	\$ 26,632.00
Please note, there is an additional \$45 per credit hour fee for any MGT courses in your degree plan.	

****Please note, there is an additional per credit hour fee for any MGT courses in your degree plan.**

All students submit a non-refundable confirmation fee of \$500 upon admission 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>.

 Student Signature

 Date

 Print Name

Appendix V: Likeness Release Form

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 VI: Telehealth Agreement

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 VII: 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 VIII: Health Status/Documentation Attestation Form

PP-OTD Students

Students and their employer must attest that the following required ***health screenings, immunizations, trainings, background check and drug test*** are complete and will provide documentation upon request:

- a. Tuberculosis screening (negative PPD skin test or a chest x-ray and health care provider review if a previous positive PPD reaction)
- b. Measles, mumps, and rubella (MMR) immunity (positive antibody titers or 2 doses of MMR)
- c. Diphtheria, pertussis, and tetanus immunity (Tdap, Adacel, or Boostrix)
- d. Polio immunity (3-dose series or positive antibody titer)
- e. Varicella immunity (positive history of chickenpox and positive antibody titer or Varicella immunization)
- f. Hepatitis B immunity (3-dose series and/or positive antibody titer)
- g. Seasonal flu vaccine
- h. COVID vaccination series and booster (optional)
- i. CPR certification
- j. Confidentiality (Patient Rights) or equivalent training (if applicable)
- k. Universal Precautions, including needle safety, or equivalent training (if applicable)

Your signatures acknowledges that the information I have provided is complete and accurate and that I authorize the above information to be disclosed to MSU OT program representatives as needed.

Student (Print and sign)

Date

Employer Representative (Print and sign)

Date

APPENDIX IX: 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 Post-Professional Doctor 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)

--	--	--	--	--

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: