Nashville State Community College
Division of Healthcare Professions
Occupational Therapy Assistant Program

Master Course Syllabus

OTAP 1220 OT Documentation & Level I A Fieldwork

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

Course information:

Course Title: OT Documentation & Level I A Fieldwork
Credits: 2

Course Description:

Course introduces concepts and strategies for OT documentation and includes a Level I Fieldwork experience. Fieldwork experience includes opportunities for documentation practice, directed client observation, and participation in delivery of OT services as appropriate for assigned setting.

Required Textbook(s) & Other Materials:
Textbook(s): Documentation Manual for Occupational Therapy, Writing SOAP Notes, Fourth Edition
ISBN: 978-1-63091-231-4

Reference Materials: OTA course Policies & Procedures Manual, OTA Fieldwork Manual, Quick OT Dictonary, (Occupational Therapy Periodicals and mock charts in the school library-Recommended Materials)

Supplies: Standard Fieldwork Attire per OTAP policies.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the semester, this is what you should know and/or be able to do:

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
Demonstrate competence in basic computer use and an understanding of the use of technology to support performance, participation, health and well-being. This technology may include, but is not limited to, electronic documentation systems, distance communication, virtual environments, and telehealth technology.	B.4.15	Lecture and Demonstration	Weekly Assignments
Gather and share data for the purpose of screening and evaluation using methods including, but not limited to, specified screening tools; assessments; skilled observations; occupational histories; consultations with other professionals; and interviews with the	B.4.4	Lecture and Demonstration	Fieldwork Assignment - Observation Professional Behaviors Competence Document

client, family, and significant others.			
Perform in a professional, responsible manner and exhibit appropriate attitudes. Exhibit appropriate initiative to become actively involved in patient and staff activities.	B.4.23	Lecture and Demonstration	Professional Behaviors Competence Document
Facilitate discharge planning. Recommend to the occupational therapist the need for termination of occupational therapy services when stated outcomes have been achieved or it has been determined that they cannot be achieved. Assist with developing a summary of occupational therapy outcomes, recommendations, and referrals.	B.4.28	Lecture, Assigned Readings, Small group work	Fieldwork Assignment – Discharge Summary
Document occupational therapy services to ensure accountability of service provisions and to meet standards for reimbursement of services. Documentation must effectively communicate the need and rationale for occupational therapy services and must be appropriate to the context in which the service is delivered.	B.4.29	Lecture, Assigned Readings, Small group work	Fieldwork Assignment – SOAP Note

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Student must achieve the minimum passing score on the Professional Behaviors Competency, a passing score on all assignments and satisfy all attendance requirements in order to pass this course. ***Students must pass the Level I Fieldwork experience to pass the class.**
- Student must achieve passing score of 75 or higher on PPE Check-off to attend Level I A Fieldwork.

The following are general education competencies intended to support the course outcomes:

- **NSCC OTA Program Common Curriculum Objectives:**

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
Demonstrate competence in basic computer use and an understanding of the use of technology to support performance, participation, health and well-being. This technology may include, but is not limited to, electronic documentation systems, distance communication, virtual environments, and telehealth technology.	B.4.15	Lecture and Demonstration	Weekly Assignments
Gather and share data for the purpose of screening and evaluation using methods including, but not limited to, specified screening tools; assessments; skilled observations; occupational histories; consultations with other professionals;	B.4.4	Lecture and Demonstration	Fieldwork Assignment - Observation Professional Behaviors Competence Document

and interviews with the client, family, and significant others.			
Perform in a professional, responsible manner and exhibit appropriate attitudes. Exhibit appropriate initiative to become actively involved in patient and staff activities.	B.4.23	Lecture and Demonstration	Professional Behaviors Competence Document
Facilitate discharge planning. Recommend to the occupational therapist the need for termination of occupational therapy services when stated outcomes have been achieved or it has been determined that they cannot be achieved. Assist with developing a summary of occupational therapy outcomes, recommendations, and referrals.	B.4.28	Lecture, Assigned Readings, Small group work	Fieldwork Assignment – Discharge Summary
Document occupational therapy services to ensure accountability of service provisions and to meet standards for reimbursement of services. Documentation must effectively communicate the need and rationale for occupational therapy services and must be appropriate to the context in which the service is delivered.	B.4.29	Lecture, Assigned Readings, Small group work	Fieldwork Assignment – SOAP Note

Topics to Be Covered:

- See separate Course Schedule.

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

- Fieldwork Manual Quiz
- Weekly Assignments
- Fieldwork Assignments
- Discussion Board
- Fieldwork Evaluation
- In Class Quizzes
- PPE Check-Off

See 'Course Assignments' located in course shell for detailed assignment descriptions.

Graded Activity	Percent of Final Grade
Weekly Assignments	35%
Fieldwork Manual Quiz	5%
In Class Quizzes	10%
Fieldwork Written Assignments, Reflection Video, Discussion Question/Board	25%
Fieldwork Evaluation (Competency Document)	20%
*Students must pass the Level I Fieldwork experience to pass the class	
Final	5%

Grading Policy:

See separate OTAP Course Policies.

Grading Scale:

Letter Grade	Percentage Range
A	93-100
B	85-92
C	75-84
F	Below 75

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

See separate OTAP Course Policies.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

See separate OTAP Course Policies.

Attendance Policy

General Policy

See separate OTAP Course Policies for additional detail.

Instructor's Policy

See separate OTAP Course Policies for additional detail and fieldwork manual for additional detail on Fieldwork attendance policy.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

Technology Statement
- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.

- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: https://www.nscc.edu/current-students/student-online-resources/access-to-internet-and-technology.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the semester grade.

See separate OTAP Course Policies

Academic Early Alert System
If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: https://www.getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring

- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: https://www.nscc.edu/current-students/student-online-resources
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: https://www.nscc.edu/current-students/on-campus-resources/student-support-services

Equity Statement

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

Inclement Weather & Campus Closings
You get notices about campus closings in these places: text messages from RAVE and www.nscc.edu. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.