General Course Discussions

Learning the practice of occupational therapy means that students must learn about a variety of mental and physical health conditions that can affect occupational performance across the lifespan. Faculty members may call upon students to voluntarily share experiences as they relate to readings and discussion. At no point is a student required to share personal information; students disclose at their personal discretion. Students may find that course material, class discussions, and fieldwork client interactions remind them of both positive and negative personal experiences. It is important that the student, as s/he prepares to become a healthcare practitioner, learn to separate personal experiences from professional responsibilities. To that end, students should continue to use, or develop, strategies to maintain productive physical and mental health throughout the program. OTA Program faculty are available to discuss ideas for personal health promotion strategies upon student request.

On Campus Class Expectations

Students are expected to come to class prepared for active participation and to demonstrate professional behaviors.
This includes:

- reading all assigned materials prior to class
- assignments ready to be submitted at the beginning of the class period
- all books and other supplies prepared before the beginning of the class session.
- All power points and other class information printed before class is scheduled to start
- Use of mobile electronic devices will be set to silent or vibration mode and use will be limited to lecture/lab related materials or instructor approved class work.
    - Students will inform instructor if they are expecting a call, or need to check phone/text/email periodically in case of emergency.
    - Students will not text, access internet, social media, or email during lecture/lab sessions unless instructor approves for in-class work
    - Failure to comply with the above may result in temporary confiscation of the device, request to leave the classroom with unexcused absence, and/or lowered grade (instructor discretion)
- students dressed in appropriate attire for the class session
    - hats removed
    - gum disposed of
    - clothing that would be appropriate in the OT treatment setting
        - Appropriate undergarments
        - Shirts that allow movement without exposing/drawing attention to the chest area, and that do not ride up when arms are raised.

- - Pants/shorts that allow movement without exposing underwear
  - Closed toe shoes, preferably athletic shoes
  - No excessive jewelry
  - Nails trimmed and neat
  - Tattoos effectively covered
  - No piercings that would interfere with communication, safety , patient care or that could detract from a professional/therapeutic relationship
  - Specific dress is required for FW experiences, labs, and for some course activities. Please see course syllabus, schedule, and/or instructor for information.

Online Class Expectations

Students are expected to actively participate in online coursework, and present themselves in a professional manner via video as if you were sitting in the classroom.

Procedure to follow if connection is lost during virtual session:
1. Text instructor
2. Wait 5 minutes.
3. Try to log back into session
4. If student is unsuccessful at logging back in, text instructor again for further instruction

If the instructor loses connection during virtual session:
1. Remain in the virtual session.
2. The instructor will text a designated student stating that they have lost connection and give students instruction on next steps

If the system loses connection during virtual session:
Instructor will text designated student stating system has lost connection and instruction for next steps

Attendance

Students are expected to attend and be on time for all classes, labs and Fieldwork experiences. Students presence and participation in class sessions predicts academic and Fieldwork performance.

Should a student arrive late to an on-ground class and the classroom door is closed, the student should wait until the next break to enter the classroom.

Students are responsible for reaching out to classmates regarding missed content, and/or scheduling an appointment with the instructor.

Requesting Remote Access to Class:

A minimum of 24-hour email notice is required to request remote access for any OTA class. Instructor discretion applies regarding remote access availability. All instructors must be contacted individually. Students are responsible for all missed content.

Assignments

- All assignments are to be turned in on the scheduled date/time in the appropriate assignment dropbox. Check each course schedule carefully.
- Templates are provided for some assignments in each course. If a template is provided, students must use the template for their submitted assignment. Assignments that are not submitted on a template or incorrect template will be penalized.
- Students on the three-year plan need to refer to the three-year assignment policy.
- Students are expected to submit original work. The OTA program uses "TurnItIn" feature on all assignments to deter plagiarism and improve student outcomes.

Late Assignment Tickets

A variety of circumstances may arise that could cause a student to miss an assignment deadline. In an effort to allow students a "grace" period, each student will receive one (1) "Late Assignment Ticket" per course.

THE LATE ASSIGNMENT TICKET:

- May be used at any point in the semester
- Allows the student to submit any one <u>written,</u> individual assignment, late
- Submission deadlines
  - All assignments submitted online are due within 48 hours of the original due date/time. Ex: Assignments due on Thursday would be due by 8am, Saturday; assignments due on Friday would be due by 8am on Sunday.
- Late tickets must be submitted by the assignment deadline in the assignment section for the course.
- Tickets may not be used for a group project, presentation, test and/or competence checkout
- Tickets may not be shared or transferred between students.
- May not be used for assignments related to an absence. Example – if a student misses a lab experience and there is an assignment associated with that lab, a late ticket may not be submitted for that associated assignment. Special circumstances may apply.
- Tickets, per course, are valid for one semester.
- If an assignment is turned in late and a late ticket is not used a grade of zero will be recorded for that assignment (instructor discretion).

Presentations

Presentations are an integral part of the teaching/learning process. Students are expected to present on the day they are assigned for the teaching/learning process and continuity. Most courses require students to participate in both individual and group presentations. The following applies:

<u>INDIVIDUAL AND GROUP PRESENTATIONS/ASSIGNMENTS</u>
- If a student is unable, for any reason, to present their assignment as scheduled, they must contact the Instructor and group members as soon as possible, BEFORE class is scheduled to begin
    - This is important for all assignments, but especially individual presentations. <u>For individual presentations, the Instructor must be able to have adequate time to make alternative plans to address the material.</u>
    - In cases of emergency, instructor discretion applies.

<u>GROUP PRESENTATIONS</u>
- All presentations will begin at their scheduled time
- If a group member is tardy/absent, the group will still present at their scheduled date/time. Group members are expected to be familiar with the entire presentation and be able to share the information as scheduled

Competencies

Performance competencies are an integral part of the OTA curriculum. Students must be able to demonstrate the ability to perform a specific skill, and demonstrate effective clinical reasoning to apply that skill in the appropriate manner given a clinical scenario.

Students must earn a grade of "75" or above on each competency to pass the course.

Students enrolled in semesters 1 and 2 (or 1-4 for three-year students) have two opportunities to successfully complete each Competency. If a student fails to complete a Competency with a grade of 75 or better on their first attempt, they are provided a second attempt. If a student is successful on their second attempt their grade from the second attempt will be recorded as the comp. grade, max grade of 92. Students must earn a grade of "75" or better on the second attempt to pass the competency and the course.
NOTE: If a student has a passing grade in the course, but fails a competency on the second attempt, they fail the course

Students enrolled in semester 3 (or 5 for three-year students) follow the same policy as above with one exception. In this final semester if a student fails a Competency twice, they have one opportunity to repeat a Comp a third and final time. This chance is awarded for <u>one</u> Competency in <u>one</u> course only. **Should a student fail two attempts at another competency, in any course, no additional opportunities for retake will be allowed**. Status in the program is again dependent upon prior course pass/fail history.

Competency testing occurs at pre-scheduled times during the semester. <u>Students must complete their competency at the scheduled time.</u>

Should a student miss a pre-scheduled competency for any reason, they must contact their instructor within 48 hours to schedule practice/review time and reschedule their competency retake.

Should a student miss more than one pre-scheduled competency, a meeting with the program director may be required.

Online Tests

All tests for the OTA Program are delivered online. Students must use the Respondus Lock Down Browser to take and review all OTA Program tests/quizzes. See course schedule for test dates and times.

If a student is uncertain about their Internet connections at home, it is strongly recommended that they take their tests on a NSCC campus, in an NSCC campus computer lab. *Personal computer problems will not be considered as an excuse if a student misses an online test*.

It is the students responsibility to confirm date and time of test. Failure to take the test on the scheduled date and time will result in a "0" grade.

In cases of emergency, missed tests may be rescheduled, however supporting documentation must be provided. Students must notify the instructor as soon as possible regarding the emergency situation. **Student must contact instructor to schedule test retake**. Retake must be completed within two days of original test date (instructor discretion). If student does not contact instructor for to reschedule, test grade will be a "0".

Procedure to follow if BrightSpace(D2L) service is interrupted:
- Contact NSCC Computer Services Help Desk at 615-353-3678 for assistance
- Notify instructor regarding the server difficulties within two hours of attempting to take the test.
- Student should print out any pertinent error messages, and/or last screen accessed and email it to the instructor.
- Instructor will contact NSCC Computer Services to verify that student contacted the school, and to determine if the issue was an NSCC related computer problem
- If NSCC Computer Services does not find a server problem during the individual students testing period, no further action will be taken, students test score stands.
- If NSCC Computer Services verifies server problems during the individual student's testing period, the following will occur:
  - If the student was unable to access the test:
    - Instructor options:
      - The test will be reset at the beginning; student will have full time to take the test.
      - The instructor reserves the right to offer a similar, but different, test to the student.

- o If the student was "cut off" during their test and went over the allotted time:
  - Instructor options:
    - The instructor will schedule an alternative test time
    - Student will be provided a limited amount of time (time allotted is the instructors discretion) to complete unanswered/not scored questions and answers.
    - Student will be provided the full test time and will be required to retake the entire test.
    - Instructor reserves the right to offer similar, but different, test questions.
  - o If the student was able to complete the test during the server disturbance, test scores do not change, no additional time or retakes will be provided.

REPONDUS LOCKDOWN BROWSER

Students are required to complete all tests using the Respondus Lockdown Browser. This is a downloadable tool that will "lock" your computer from visiting other websites and will disable your computer's ability to print while you are taking an online test. The lockdown stays in effect until you click the submit button for your test, then all operations return to normal. Lockdown Browser also goes into effect when reviewing your test. You will be prompted to install the browser when you open your first test, or you may download before your test using the information provided for you through each of your course online shells.

Grading

The following scale is used for all OTA program courses:

93 - 100 = A
85 - 92 = B
75 - 84 = C
Anything below a "C" or 75 is not passing and therefore will receive a grade of "F"

FA Grade:
According to NSCC policy, if a student fails a course, but has not officially withdrawn from the course, and her/his last date of attendance is before the last date to withdraw (use date appropriate to your course), the student will receive a grade of FA (i.e., "Failure for Attendance Reasons").

FN Grade:
An FN is awarded to students who never attended class.

Cheating

Cheating will not be tolerated. In addition to NSCC Academic Dishonesty Policy (below) the following applies:

If evidence demonstrates a student is cheating, the following options are available to the Instructor:

- "0" grade for the assignment
- Dismissal from the course with a grade of "F"
- Dismissal from the Program
- Students are expected to submit original work. The OTA program uses "TurnItIn" feature on all assignments to deter plagiarism and improve student outcomes.

Confidentiality, Professionalism, Ethical Practice and the Use of Social Media

Many students use various forms of social media, including but not limited to wikis, blogs, websites, and social networking sites. Facebook, Instagram, Snapchat and Twitter are specific and frequently-used examples of these media. **When using social media, students are expected to act with courtesy and respect toward others.** The Health Insurance Portability and Accountability Act of 1996 (HIPAA) applies to the use of social media too.

HIPPAA is a law that mandates patient confidentiality. This law is strictly enforced, and penalties are attached for non-adherence. Compliance and adherence by Nashville State OTA students is mandatory. Regardless of where or when students make use of these media, students are responsible for the content they post or promote. No student shall abuse or violate confidentiality of any member of the faculty, staff, student body, or off campus activity (clinical).

Use of social media is prevalent among students. **Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities.** Using social media to discuss any information regarding patients, fellow students, OTA or NSCC faculty, fieldwork educators, fieldwork sites, or any form of testing or student evaluative content will not be. Your program involves confidential information, do not disclose this information. Any student, acting individually or in concert with others, who violates any part of this policy shall be subject to disciplinary procedures as outlined by both NSCC OTA Program policy and Nashville State Community College. Any and all personal client information with which the student is entrusted will be maintained in a confidential manner at all times.

To avoid these negative impacts, students should consider the following:

- Post content that reflects positively on you and the College. Be aware not only of the content that you post, but of any content that you host (e.g., comments posted by others on your site). Content you host can have the same effect as content you post.
- **Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.**
- Employers and others may use social media to evaluate applicants. Choosing to post distasteful, immature, or offensive content may eliminate job or other opportunities.
- Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.

- If you post content concerning the College, make it clear that you do not represent the College and that the content you are posting does not represent the views of the College.
- Make sure the content you post is in harmony with the ethical standards of the NSCC OTA Program, Nashville State Community College and the American Occupational Therapy Association.

NSCC Academic Dishonesty (Honor Code)

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct that can be found at https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf.

"Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words" (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.
In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper, or examination or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

NSCC Appeals Process

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures as outlined in the *Student Handbook.*

NSCC Academic and Classroom Misconduct

Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions. The Nashville State Student Code of Conduct policy is available at https://s3.amazonaws.com/nscc.edu/PDFs/dean-students/Student_Code_of_Conduct_Policy.pdf. Please be aware that children are not allowed in class (unless for a specific lab experience as per course instructor) or to be left unattended on

campus.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order <u>temporary</u> removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.)

Procedures for Disruptive Behavior
If a student disrupts classroom activities, the instructor should:
1. Ask the student to leave the classroom and meet with the instructor after class to discuss the incident. If the incident is resolved the instructor should make a report with the Dean of Students concerning the incident and how the matter was resolved.
2. Should the student refuse to leave, the Office of Security should be called to remove the student from the classroom.
3. After class, the instructor should send a report to the Dean of Students concerning the incident with a recommendation of desired outcome.
4. Prior to the next class meeting, the student must meet with the Dean of Students. The student may not attend class until the disruptive incident has been resolved by the student, instructor and Dean of Students.
5. The student and instructor will receive written copies of any disciplinary sanctions imposed.
6. If a student denies guilt, he/she will be advised of the opportunity to elect the procedure they wish to pursue toward the disposition of proposed action against them.

NSCC ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special 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.

NSCC Technology Statement
Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through Desire2Learn (D2L) learning management system course shells. Computers are available for student use at each campus during campus open hours.

NSCC D2L/NSOnline and myNSCC Email
It is the student's responsibility to check each of your D2L/NS Online course shells and myNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those

channels. D2L contains specific course information and myNSCC contains information important for other purposes.

NSCC Academic Early Warning System
Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. *Please note that Early Warning Alerts do not affect a student's academic standing.

NSCC RAVE Emergency Alert System
Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at https://getrave.com/login/nscc to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. 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.

NSCC Inclement Weather & Campus Closings
Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nscc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

NSCC Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

For questions regarding other College policies not listed in this document, please go to www.nscc.edu