

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

**Master Course Syllabus
Full 15-Week Term**

OTAP 1240 OT Documentation, with Level I B

The purpose of the syllabus is to inform you how this 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 course term, you will be notified.

Course Information:

Course Title: OTAP 1240 OT Documentation, with Level I B

Credits: total: 2

Course Description:

Course provides an experiential Level I Fieldwork focused on psychosocial aspects of health and wellness with emphasis on clinical observation and documentation. Includes participation in delivery of OT services as appropriate for assigned setting. A variety of documentation formats, including but not limited to the electronic medical record, are discussed.

Course Prerequisites:

Prerequisite(s): All academic coursework and program director approval are required. Students must complete and earn a grade of "C" or better in the OTAP 1220 Course and a satisfactory rating on the Professional Behavioral Competence document before approval for OTAP 1240 course.

Course Delivery Method

- **On-Campus:** Course meets at a designated Nashville State Campus.
- Level I B Fieldwork is scheduled at different facilities off campus.

Required Textbook(s) & Other Materials:

Textbook(s): *Documenting Occupational Therapy Practice*, Karen M. Sames, Pearson, 3rd Edition

ISBN: -13:978-0-13-311049-4

Reference Materials: To be distributed as needed in class.

Supplies: Students are required to have access to reliable transportation to and from fieldwork. Students are required to have consistent and reliable access to the internet. Students are to wear fieldwork attire at fieldwork and in the classroom per NSCC OTA policy unless otherwise noted by clinical educator or instructor.

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/nscstore/shop/textbooks-and-course-materials) (<https://www.bkstr.com/nscstore/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 615-353-3363 or accesscenter@nsc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the term. 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.nsc.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 term, this is what you should know and/or be able to do:

NSCC OTA Program Course Outcomes:

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
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, Weekly Learning Activities	Fieldwork Assignment – Narrative Note
Articulate the ethical and practical considerations that potentially impact provision of health and wellness needs of those who are experiencing or are at-risk for social injustice, occupational deprivation, and disparity in the receipt of services	B.1.3	Lecture, Assigned Readings, Small group work, Weekly Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document
Articulate the importance of balancing areas of occupation with the achievement of health and wellness for the clients	B.3.4	Fieldwork Experience, Weekly Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document

Perform in a professional, responsible manner and exhibit appropriate attitudes. Exhibit appropriate initiative to become actively involved in patient and staff activities. Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.	B.4.23	Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document
Demonstrate skills of collaboration with occupational therapists and other professionals on therapeutic interventions	B.4.24 B.4.25 B.4.26	Fieldwork Assignments Weekly Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document
Follow all safety precautions, plan ahead to remove safety concerns for the client and/or caregiver.	B.3.7	Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document

TBR OTA Program Common Curriculum Objectives:

The student, upon completion of this course, will be able to:	ACOTE Standards	Teaching/Learning Strategies	Evaluation Methods
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.4.28 B.5.3	Lecture, Assigned Readings, Small group work	Fieldwork Assignment – Narrative Note
Articulate the ethical and practical considerations that potentially impact provision of health and wellness needs of those who are experiencing or are at-risk	B.1.3	Lecture, Assigned Readings, Small group work	Fieldwork Assignments Professional Behaviors Competence Document

for social injustice, occupational deprivation, and disparity in the receipt of services			
Articulate the importance of balancing areas of occupation with the achievement of health and wellness for the clients	B.3.4	Fieldwork Experience	Fieldwork Assignments Professional Behaviors Competence Document
Perform in a professional, responsible manner and exhibit appropriate attitudes. Exhibit appropriate initiative to become actively involved in patient and staff activities. Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.	B.4.23 B.4.24 B.4.25	Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document
Demonstrate skills of collaboration with occupational therapists and other professionals on therapeutic interventions	B.4.24 B.4.25	Fieldwork Assignments	Fieldwork Assignments Professional Behaviors Competence Document
Follow all safety precautions, plan ahead to remove safety concerns for the client and/or caregiver.	B.3.7	Learning Activities	Fieldwork Assignments Professional Behaviors Competence Document

Course Competencies:

Students will be going to Level I B Fieldwork offsite and will have to pass the Professional Behaviors Competence Document:

Professional Behaviors Competence Document :

- **Level I B: Min Score of 124/155**
- Students will receive fieldwork evaluation and must pass the fieldwork experience to pass the class.

The following are detailed course competencies intended to support the course outcomes:

- Any Assignments assigned by individual fieldwork sites
- Student to Complete Evaluation of Fieldwork Site

The following are assignments intended to support the course outcomes:

- Complete all Discussion Questions by assigned original due date. Discussion questions are mandatory.

NSCC OTA PROGRAM COURSE 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 one Competency in one 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. Students must complete their competency at the scheduled time. 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.

Topics to Be Covered:

See separate Course Schedule

Course 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.

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

- Professional Behaviors Competence Document (Fieldwork Evaluation on the Student)
- Discussion and Observation

- Treatment Plan
- Progress Note
- Signed Level II Fieldwork Objectives. This form must have clinical educator's and student signature
- FW Discussion Questions
- FW Student Evaluation of Fieldwork Site
- Weekly Assignments
- Pop Quizzes
- Late Tickets are not allowed to be used for Fieldwork Assignments

Graded Activity	Percent of Final Grade
Weekly Assignments	35%
Pop Quizzes	10%
Fieldwork Assignments	25%
Fieldwork Evaluations (students must pass the fieldwork experience to pass the class)	25%
Final Exam	5%

Course Fieldwork Assignments:

- Late Tickets are not allowed to be used for Fieldwork Assignments

Late Assignment Tickets:

- See separate OTAP Course Policies

Presentations:

- See separate OTAP Course Policies.

Online Tests:

- See separate OTAP Course Policies.

Grading Policy:

See separate OTAP Course Policies.

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

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.

FN

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

STUDENT RESPONSIBILITIES DURING FIELDWORK EXPERIENCES

All NSCC OTA students are required to participate in clinical fieldwork experiences in various settings including but not limited to hospitals, rehabilitation centers, mental health facilities, skilled nursing facilities, private practice, school systems and in the community. NSCC and the clinical fieldwork site must have a signed, legal agreement in place in order for a student to participate in such an experience. As part of this agreement, many clinical sites require that students submit a recent criminal background check and/or a drug screen. Based on the results of the background check and/or drug screen, an affiliated clinical site may decide to not allow a **student’s** presence at their facility. Clinical affiliate sites will determine if a student’s background check information and/or drug screen meets their standards. NSCC will not make that determination. Some clinical sites require students to complete an ADDITIONAL background check or drug screen based on their specific criteria, the student may be required to pay for this second check.

All students are required to have and maintain personal Health Insurance through the duration of the academic experience. Proof is required by August 1 of each academic year enrolled in the program.

All students are required to have a recent health physical and be current and maintain all vaccines and immunizations. Proof is required by August 1 of each academic year enrolled in the program.

All students are required to purchase Student Liability Insurance before the beginning of each academic year enrolled in the program.

All students are required to hold and maintain CPR certification while enrolled in the OTA Program. Proof is required by August 1 of each academic year enrolled in the program.

Proof of all required documents is required for both Level I and Level II fieldwork. It is the student’s responsibility to inform the Program of any changes. The verification of required documents (liability, background check, drug screen, CPR, health information) is made available to the fieldwork site via an online option and, if desired hard copies will be included with fieldwork packets upon the student’s arrival to the site.

If a student fails to provide necessary documents in a timely manner, they will not be allowed to participate in Level I and/or Level II fieldwork experiences and will be assigned a grade of “F” for the course. See course failure policy for additional details.

NOTE: While NSCC will attempt to locate clinical fieldwork sites for all students, NSCC is not obligated to provide clinical fieldwork experiences for students with a negative criminal history or negative drug screen. Students with a negative criminal history or drug screen could potentially complete the academic portion of the

Program, but be unable to participate in the required clinical fieldwork experiences. A student in that situation would not be awarded a degree.

Attendance Policy

NSCC OTA PROGRAM ATTENDANCE POLICY:

- 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.
- Arrival time for each class is 15 minutes before each class starts. Students needs to be in the classroom, prepared to start class by stated start time (ex: arrival time for 8 AM class is 7:45 AM).
- 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. Note: some classes will not have breaks 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.

General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

Instructor's Policy

The attendance policy for this course is:

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade
- 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.
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
 - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

- 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.

See separate NSCC OTAP Course Policies for additional information.

Fieldwork Level I B Attendance Policy

- Students are expected to attend all scheduled days of fieldwork.
- Students are expected to make up any missed fieldwork days
- If a student is absent from fieldwork for any reason, the student must contact the fieldwork site supervisor notifying them of their absence as soon as possible. Students must also notify the NSCC OTAP Program Academic Fieldwork Coordinator via email within 24 hours of the missed fieldwork date.
- Missed fieldwork days without proper notification (as above) will result in a grade of “0” for the fieldwork and failure of the course overall, regardless of assignment grades.

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 the [access to internet and technology website](#).

See separate OTAP Course Policies for additional information.

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.nsc.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.nsc.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 615-353-3363, or e-mail accesscenter@nsc.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 term grade.

See OTA Course Policies for additional information.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.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 through the [RAVE app \(https://www.getrave.com/login/nscc\)](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](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include 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.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#). 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/NS Online](#) 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.