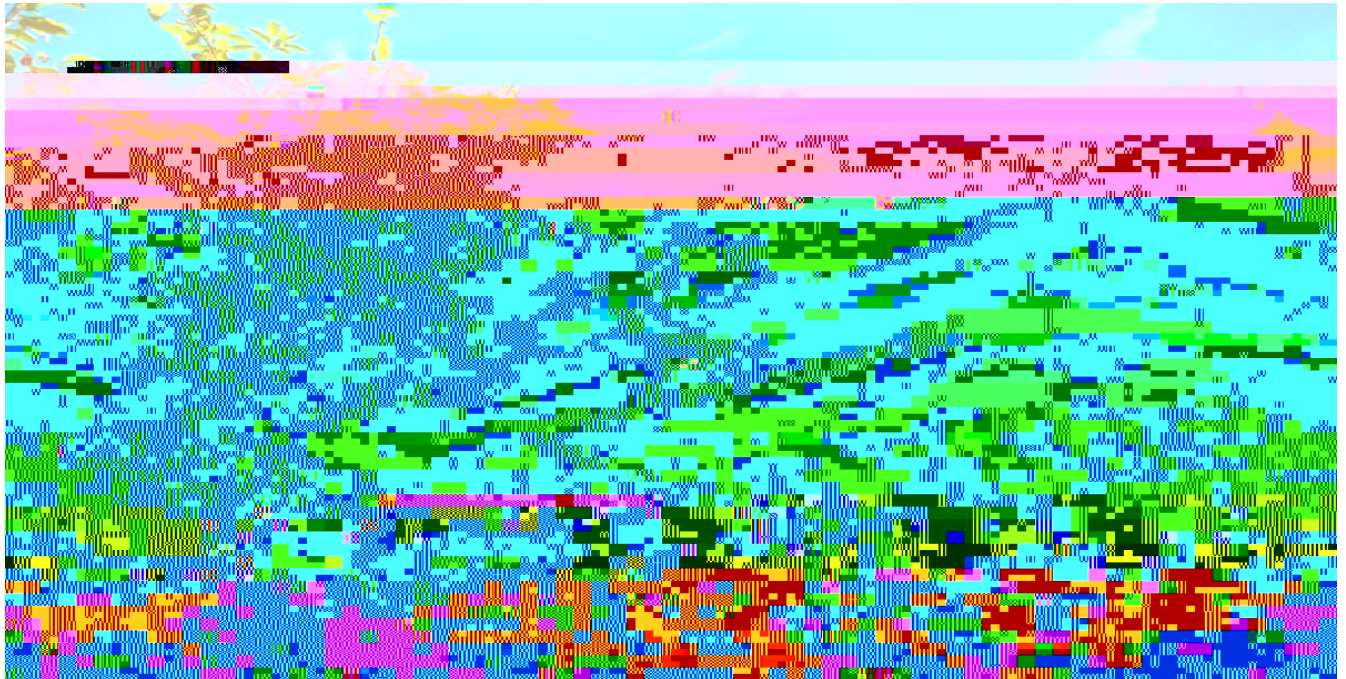


Occupational Therapy Program Student Handbook

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TABLE OF CONTENTS

Welcome	5
Program History	5
Mission, Vision, Philosophy, and Core Values	6
Curriculum Threads	7
Curriculum Design	8
Nondiscrimination Policy	10

WELCOME!

The Occupational Therapy Program (OTP) is one of several programs within the School of Nursing & Health Professions (SONHP) at Murray State University (MSU). We share MSU's and SONHP's commitment to excellence in creative teaching, scholarship, and community service & partnerships. The OTP prepares graduates to exhibit excellent performance within a culturally diverse, technologically-oriented society, and increasingly interdependent world, while remaining grounded in the belief that human performance in occupation will impact individuals, groups, communities, and population's ability to engage in a variety of roles throughout the lifespan.

THE OCCUPATIONAL THERAPY PROGRAM HISTORY

In 2016, Dr. Robert Davies, the presiding President of Murray State University (MSU), networked with Baptist Health Paducah to determine a need for occupational therapy in the Western Kentucky Region. They began working out the details and quickly found a resource to assist in the development of the first OTP at MSU to be housed at the Paducah Regional Campus, along with some resources that were allocated from Baptist Health Paducah. Dr. Amelia Dodd worked closely with an area contractor and others from the university to create, develop, and implement the OTP, according to the guidelines of MSU, the Council on Postsecondary Education (CPE), and the Accreditation Council for Occupational Therapy Education (ACOTE).

In December 2017, candidacy status was granted by ACOTE, and Dr. Sherri Powers was hired as the full time Program Director in January 2018. Applications for the first OT cohort began January 2018 and 21 students were admitted for the summer 2018 semester, along with the initial cohort of faculty to begin teaching the curriculum.

In November 2019, initial accreditation was awarded by ACOTE for five years. Faculty identified several gaps in the original curriculum, spurring the process for curriculum revisions. Some of the changes included: renaming and renumbering the OTP courses (from 600 to 700 levels), applying the 2018 ACOTE standards to the courses, absorbing cultural topics from a stand-alone course into other courses, absorbing pediatrics from a stand-alone course into other courses for a lifespan focus, changing the sequence of some of the courses, and redistributing content to fit more efficiently.

MISSION, VISION, PHILOSOPHY, AND CORE VALUES

Mission: The MSOT program is dedicated to improving the health, well-being, and quality of life for society, through effective evaluations and interventions to optimize client's performance and participation in meaningful

that students are adult learners who will develop critical thinking and leadership skills, that will positively impact their future clients by applying experiential knowledge during service delivery, while using evidence from the literature to inform their practice. The curriculum design has five threads interwoven throughout the curriculum: occupation-centered practice, human performance across the lifespan, leadership and critical thinking, current and emerging service delivery models, and scientific inquiry and research.

Core Values:

Occupation-centered. We facilitate functional & occupationally-based learning experiences throughout the OT curriculum.

Client-centered. We value and model ethical integrity focusing on client-centered therapeutic activities.

Professional communication and documentation skills. We develop a variety of opportunities to instill optimal insight during all interactions.

Servant leadership. We value humility, honesty, and integrity, and encourage a consistently-positive attitude.

Diversity and inclusion. We foster diversity of people and ideas and uphold an educational environment of dignity, equity, and inclusion for all students.

Adult learner. We build upon foundational course content to encourage initiative to continually apply knowledge.

Teamwork. We foster solid, professional relationships with students, peers, instructors, clinical partners, clients/patients, and families.

Clinical-reasoning skills. We instill practical and creative opportunities to apply critical thinking that are grounded in scholarly evidence.

Excellence in teaching, research, and service. We value our exceptional experiences that contribute to our role as educators.

CURRICULUM THREADS

The curriculum design has five threads interwoven throughout the curriculum (see Curriculum Map below).

1. Occupation-centered practice: students will use client-centered, preferred occupations to address function and occupational needs, reflecting the unique value of occupational therapy. This is in conjunction with the student learning objectives of demonstrating clinical skills essential to the practice of occupational therapy and providing client-centered services.

2. Human performance across the lifespan: students will exhibit an understanding of human development, and the conditions that can occur at various phases. This is in accordance with the student learning objectives of promoting health and wellness to diverse populations.

3. **Leadership and critical thinking:** students will exhibit the skills to advocate and educate clients,

fifth curriculum thread focuses on scientific inquiry and research, as students develop practice patterns that are based on evidence. Students are facilitated to develop clinical, evidence-based practice skills as they progress through the program.

Skills are applied through:

1) a scholarly project and dissemination of results, and

2) a community-based

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Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

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1) Requiring the student(s) to

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STUDENT RESPONSIBILITIES

Your responsibilities regarding the *QV Jcpfdqqm*:

- Please read the *OT Handbook* and use it as a reference throughout the OTP.
- Direct any questions about the *OT Handbook* content to the Program Director, Academic Advisor, or the Academic Fieldwork Coordinator to ensure you understand all expectations,

activities, and application of evidence in the classroom.
Encourage faculty and student collaboration in scholarly endeavors.

Program Evaluation:

The program uses a systematic plan of assessment and review. The plan is available for students to inform them of the evaluation procedure used by the OTP. A primary component of the plan is to measure student outcomes upon completion of the MSOT degree. The plan outlines the area to be evaluated, person(s) responsible, review method, dates for implementation, documentation of review, and expected outcome. The data are reported to ACOTE. The evaluation plan is available for review in the OTP office upon

undergraduate and graduate coursework in the same semester will receive less financial aid than if only enrolled for undergraduate coursework. Students are strongly advised to contact Murray State University's Office of Financial Aid to find out how their financial aid amount would be adjusted. University scholarship, tuition waivers, athletic certification, and veteran's benefits may also be impacted. Graduate tuition will be charged for all coursework upon accelerated graduate admission.

Transfer Credit

The MSU OTP does not grant educational credit for work experiences. Transfer of educational credit for previous OT coursework completed before admission to the OTP is generally not accepted, except for medical terminology and abnormal psychology courses. Exceptions may be made for individuals with experience in healthcare-related fields such as COTA, PTA, nursing, social work, speech and language pathology, and approval from the Program Director. All mandatory OT coursework must be fulfilled at the MSU OTP with a grade of B or higher & a minimum of 3.0 OT GPA to remain in good standing. Advanced placement credit, transfer credit, and credit for experiential learning are evaluated by the registrar's office and applied to the student's undergraduate degree upon approval. However, the program does not permit substitution of other graduate-level coursework for OT graduate coursework.

Graduate Tuition Rates

Please see [Graduate Tuition Rates](#) for current details.

[Graduate Tuition Rates](#)

Graduate tuition rates are subject to change based on the annual review by the Murray State Board of Regents and CPE.72 credit hours.

[Graduate Tuition Rates](#)

[Tuit](#)

AOTA - \$150
KOTA - \$60
SOTA - \$90

Estimate \$200 to \$250

Estimate \$3,000 for program

\$300

Estimate \$80 for program

Estimate \$100 for program

Estimate \$100

Estimate \$300

Estimate \$555

Estimate \$400

Estimate \$52,000

* All of the information listed is subject to change and is an estimation only to help students and families plan for potential educational needs. Please see the [Graduate Tuition Rates webpage](#) for the most updated information.

ADMISSION TO MSU GRADUATE PROGRAMS

. An application requires a \$40 non-refundable application fee.

OFFICIAL transcripts must be sent from EACH previously attended institution. Transcripts must be mailed or electronically submitted directly from the sending institution to MSU to be considered OFFICIAL. Faxed transcripts are not considered official. Transcripts should be sent to: Graduate Admissions, Murray State University, B2 Sparks Hall, Murray, KY 42071. Electronic transcripts may be sent to MSU transcripts do not need to be requested.

If you are from AL, AR, IL, IN, KY, MO or TN submit a copy of your driver's license, and your most recent vehicle registration with your application. Admissions is required by KY statute to document residency for tuition purposes.

If you have previously attended Murray State University under another name and you have not already requested an official name change, submit with your application a copy of your social security card and the

Upon acceptance into the OTP, students must provide a copy of current immunizations to include influenza, tuberculosis (TB) test, Tdap, varicella, MMR, hepatitis B as well as evidence of current physical examination. Students are required to complete a background check and drug screening. Students are required to obtain professional liability insurance and verification of medical health insurance, annually. Students are required to maintain current Basic Life & Health Insurance.

after having been out of the graduate program for one semester. Any exceptions to this policy must be approved in writing by the departmental graduate coordinator, the department chair, and the collegiate graduate coordinator
Approval of the academic department (Graduate Admissions submits documents to the department.)

Application Procedure (OT Program)

Create an account to submit an application at otcas.org and complete all sections as directed. Enter all current and completed college courses; you will need a personal copy of transcripts from all colleges & universities attended to complete parts of the application.

Download Transcript Request Forms for each college attended to arrange for an official transcript to be sent to OTCAS [in the 'Colleges Attended' section].

Complete all sections in the 'Program Materials' area. Click on each tab at the top of the program page for instructions.

Submit your completed application to OTCAS designating Murray State University, KY, between mid-July and mid-January of each calendar year to be considered for each fall entrance.

If you are qualified, you will be invited for formal interviews that take place at Murray State University--Paducah Regional Campus, 4430 Sunset Ave, Paducah, KY 42001.

We have two application deadlines:

- Early admittance option: November 30; interviews mid-December.
- Second round admittance option: January 15; interviews early March.

Wait to hear from OTP via email through OTCAS regarding the status of your application.

When you have accepted a seat for the OTP, you will receive additional instructions on your next steps.

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GPA requirements vary depending on the applicant's route of entry:

Accelerated MSU EXS route: A cumulative and prerequisite GPA of greater than or equal to 3.2 on a 4.0 scale is required.

Traditional route: A cumulative and prerequisite GPA of greater than or equal to 3.0 on a 4.0 scale is recommended.

Prerequisites

Human Anatomy (BIO 227/228) **and** Human Physiology (BIO 229/230), minimum 4 credit hours each, both require a lab. **Please note, Anatomy and Physiology I and II courses are acceptable, but not offered at MSU*

Psychology (PSY 180) minimum 3 credit hours

Lifespan/Developmental Psychology (PSY 260) minimum 3 credit hours

Abnormal Psychology (PSY 307) minimum 3 credit hours

Statistics (STA 135) minimum 3 credit hours

Medical Terminology (BIO 120 & 220) minimum 1 credit hours

Where unusual or extenuating circumstances are indicated, the Director of the Occupational Therapy Program may admit a student who does not meet the above criteria.

Grading Scale

Percentage Letter Grade

92 - 100 A

84 - 91 B

75 - 83 C

74 and Below E (failing)

OT PROGRAM CURRICULUM SEQUENCE

Fall First Year	Cr hrs	Spring First Year	Cr hrs	Summer First Year	Cr hrs
OTR 700: OT Foundations	4	OTR 720 Evidence Based Practice & Scholarship I	3	OTR 742 OT Creative Media	4
OTR 704 Applied Kinesiology in OT	3	OTR 722 Psychosocial Practice in OT	4	OTR 744 Applied Neuroscience in OT	5
OTR 712 OT Evaluation & Communication	3	OTR 728 Occupational Performance & Therapeutic Practice ADL Skills	3	OTR 750 Clinical Practicum II	1
OTR 716 OT Functional					169



hrs

Length of Study

The OT program's length

While MSU's student advising program aims to assist students in navigating their degree programs, it is crucial for all students to thoroughly understand the rules, regulations, and requirements applicable to their programs of study. Apart from holding a baccalaureate degree from a regionally accredited institution, applicants must meet the admission standards and prerequisites of the department and college/school they wish to study in, including those for the Exercise Science accelerated route at MSU. Prerequisites and requirements for specific degrees can be found in the appropriate departmental sections of the MSU Bulletin.

Upon admission to the OTP, each student will be assigned a faculty academic advisor. All faculty and advisors display their office hours and contact information outside their office doors. It is the student's

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violation of the HIPAA policy of any participating facility;
the involvement of the faculty or the students of the program in any kind of dispute or conflict with other faculty, students, or third parties;
a harassing, demeaning, or hostile environment toward any faculty or other students;
disruption of the smooth and orderly flow of education provided by the faculty;
harm to the goodwill and reputation of the OTP among its immediate constituents, or in the community at large (including peer institutions); and/or
erosion of the public's confidence in the OTP, etc.

If you are found responsible for not complying with social media standards, you will be subject to disciplinary action up to and potentially including dismissal from the program, depending upon the severity and persistent nature of the offense. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution and/or civil liability to those harmed.

ASSIGNMENT SUBMISSIONS

Although every attempt will be made to adhere to the noted schedule, it may be changed by the course professor to ascertain all learning objectives/standards are being met. All assignments, including quizzes and exams, are due at the time designated by the instructor, regardless of your presence in class. Late assignments will be penalized 10% per day each day until the work is submitted.

All assignments and course requirements are to be completed fully & successfully, regardless of the assigned point value. All assignments and course requirements are developed to promote your personal growth to becoming a professional in the field of OT, as well as needed information that will assist you on your boards. As a group member, you are required to participate FULLY—with everyone in the group in agreement with the final submission and/or presentation. Your positive and professional attitudes as graduate students are a necessity for each and every course in the OT program.

Attendance Policy

There will be no differentiation between unexcused and excused absences in the OTP and you are required to attend all scheduled class-related sessions, regardless of virtual and/or in person. The first absence each semester will result in no penalty; but subsequent absences will decrease the overall course grade by 5% per absence each course, per semester. You are to personally communicate with your course instructor to notify of your absence via email or phone, preferably prior to the absence, but as soon as feasible. You are responsible for obtaining any information you missed during any absences. Please check Canvas and your MSU email for any updates. There are guest speakers and other community activities that will be implemented, as well as additional learning, labs, professional organization partnerships (SOTA, KOTA, etc), and community service activities outside of the confines of the regularly scheduled course times. Please be flexible, as the schedule may need to be edited occasionally to accommodate these events. Every effort will be made to post any changes as soon as possible.

Distance Learning Class Meetings: You must participate in class activities as posted on Canvas or as announced via e-mail. Please do the following at least once per day:

1. Be proactive and initiate contact with your instructor for instructions on how to access the distance learning class (if not noted on Canvas)
2. Check Canvas for updates by logging in to your account.
3. Check the class discussion forum for new material and new responses.
4. Check your email for assignments and other notices.

You are responsible for material assigned by any of these methods.

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o cvgtkc n cpf tgxkugf eqpvgpv0*

Professional Writing – All course assignments should include thoughtful, in-depth discussions that align with graduate level expectations. Students are expected to utilize current APA format, including citations, unless otherwise stated by the course in!

3. Silence all electronic devices at the beginning of class (). Texting, speaking on the phone, or using the phone for any reason without permission will not be tolerated. Computers will be used exclusively for classroom activities.

Step 2. Appeal to Program Director: Should the matter not be resolved to your satisfaction as outlined in Step 1, a written formal appeal should be presented to the program director (if the decision was related to policies in the handbook). Within **5** working days after you receive notification of the course failure, program dismissal, etc., you should submit a written formal appeal to the program director. Students appealing assume the burden of proof. This appeal must include: a) a statement of the reason(s)

You will be notified by email of the change in status, and will be required to meet with the Program Director. You must also meet with your assigned academic advisor prior to the start of classes in order to develop a Performance Improvement/Remediation Plan. You must meet the objectives and requirements outlined in the Performance Improvement/Remediation Plan in order to progress in the OTP. If you earn a second semester of Academic Probation, you will be dismissed from the OTP.

Since Academic Probation indicates that you are having difficulty with the professional and/or academic components of the occupational therapy program, you are required to relinquish outside obligations related to the occupational therapy program, including offices and duties in the Student Occupational Therapy Association (SOTA).

Leave of Absence

You may be granted a leave of absence due to extenuating circumstances. You must currently be considered in good standing in order to apply for a leave of absence. You will need to submit a letter of request to the OT Program Director detailing the length of absence and the reason for the request. The Program Director will respond to your request within 15 days. In the event that the request is granted, you will be required to work with the faculty to develop an appropriate plan with a timeline that must be successfully completed prior to being allowed to resume the OTP sequence.

Student Suspension or Removal

You may be suspended (termination of student status for a period of time) or removed (permanent termination of student status) from the OTP for one or more of the following conditions:

Academic Dishonesty Please refer to the most recent Murray State University Bulletin regarding issues related to academic dishonesty situations and

- are required to repeat a Level II fieldwork course (OTR 780 or OTR 790) and do not successfully complete the repeated course with a letter grade of at least a B (refer to Fieldwork Policies).

5. Not abiding by the policies and/or procedures of the OT Program

6. Not meeting or maintaining the baseline for Good Academic Standing

Withdrawal

1. The option of withdrawing from a course and receiving a grade of

You have

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to complete, including summers. In the event of an

fieldwork dates. This information will include what the site requires of the OT students. Once the MOU is finalized and all information is gathered, the fieldwork site will become available for possible student placement. Student's are not to make contact

LEVEL I FIELDWORK

Overview: Level I Fieldwork (OTR 740 and 750)

Level I Fieldwork experiences are designed to correlate with curriculum design to allow students opportunities to associate coursework with occupational therapy practice in the clinical setting. Level I Fieldwork is designed

Competency Evaluation for OT and OTA Students will be placed on academic probation and will complete the following procedures:

4. Students who have completed a Level I Fieldwork rotation (I-A or I-B!

3. If a student receives an incomplete grade, the student will be required to repeat the fieldwork

Fieldwork Extension Exceeding Semester Term

If the AFWC, FWE, and student collaboratively decide to extend a fieldwork rotation, the course instructor will assign an Incomplete (I) grade may be awarded if the extended timeline exceeds the semester term. This would be based on the belief that the student could achieve the competencies within a reasonably extended period of time. The method for transitioning the Incomplete grade to a letter grade for the course will be in accordance with the following rules:

1. A new end date, that accommodates the Fieldwork extension, will be agreed upon by the AFWC, FWE, and the student.
2. The student must successfully complete all course assignments and the required time of the Level II Fieldwork placement by the agreed-upon extended end date.
3. Once all required documentation is completed and received by the AFWC from the student and FWE, the AFWC will assign whatever grade in accordance to the student's performance at the completion of the fieldwork rotation.

Fieldwork Extension Within Semester Term

The AFWC, FWE, and the student must collaboratively decide to extend a fieldwork rotation. This would be based on the assumption that the student could achieve the competencies within a reasonably extended period of time. The method for this type of extension will be in accordance with the following rules:

4. A new end date, that accommodates the Fieldwork extension, will be agreed upon by the AFWC, FWE, and the student.
5. The student must successfully complete all course assignments and the required time of the Level II Fieldwork placement by the agreed-upon extended end date and within the parameters of the semester term.
6. Once all required documentation is completed and received by the AFWC from the student and FWE, the AFWC will assign whatever grade in accordance to the student's performance at the completion of the fieldwork rotation.

Failing a Level II Fieldwork

Any student who, at the end of the Level II Fieldwork rotation, fails to receive a letter grade of 'B' or better in the course, or receive _n,

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Health Insurance

Fieldwork sites require all students to carry health insurance. Proof of health insurance must be submitted to the OTP annually and remain current at all times for the entirety of your enrollment in the OTP. Any changes in health insurance should be updated immediately by providing new insurance information to the OTP. Fieldwork sites may request proof of health insurance as well.

Criminal Background Checks

Criminal background checks (general background check and Kentucky Child Abuse background check) are required by the program and proof of completion is required. Requirements regarding criminal background checks are available and completed through the designated data management system. Some fieldwork sites require their own criminal background check or consider them valid for only a limited time. Some fieldwork sites run their own criminal background checks. You will be required to meet all requirements of each individual fieldwork site and will be responsible for any additional costs related to those requirements. The AFWC and/or FW site contact will notify you of any additional background check requirements beyond the initial criminal background check process (required by the OTP) if the fieldwork site requests.

Fingerprinting

Some fieldwork sites may require fingerprinting. The AFWC and/or FW site contact will notify you of fingerprint requirements if the site requests.

Immunizations & Health Records *(updated August 2023)*

All immunizations & health records must be up to date and submitted at the start of the program and must be kept up to date, while assuring current for all fieldwork experiences. Any additional costs incurred is the student's responsibility.

Current CPR Certification: ● Basic Life Support certification for the Health Professional
Drug screen ●

Immunization record (including Hepatitis B*, influenza*, TB skin test, Tdap*, varicella*, MMR*, COVID-19⁺) ●

Health Insurance Portability and Accountability Act (HIPAA) competency ●

Occupational Safety and Health Administration (OSHA) competency ●

Physical examination ●

You will be provided with instructions during the first semester of the OTP in order to complete and upload all requirements to the designated Data Management System.

*denotes immunization record may accept signed exemption, as appropriate

⁺denotes immunization record may accept attestation form and exemption form, as appropriate

COVID-19 Vaccination Requirements and Fieldwork *(updated August 2023)*

MOUs, also known as clinical affiliation contracts, mandate that students and faculty of the MSU OTP comply with facility policies including immunizations, CPR certification, professional liability insurance, and orientation requirements. Students and faculty are required to follow the requirements of Fieldwork site affiliations with regards to the COVID-19 vaccination. If a COVID-19 vaccination is required by a Fieldwork site that an OTP student has been assigned, that student is required to comply

with facility requirements. If the assigned site requires a COVID-19 vaccination, but accepts exemptions for clinical students, the student will work with the AFWC and Fieldwork site to understand and complete the process.

Safety

Prior to beginning your first fieldwork placement, you will be required to exhibit competency on OSHA, blood borne pathogens, HIPAA, standard and universal precautions, and appropriate use of personal protective equipment (PPE), during your coursework. Fieldwork sites may require you to participate in additional documentation or training.

Name Tag

You will purchase and are required to wear your MSU OTP name tag during all community activities and fieldwork experiences, unless otherwise specified by the program and FW site. Please abide by the assigned fieldwork facility's policies regarding use of name tags. You should always be accurately identified as an OT student/intern on any name tag.

Fieldwork Related Expenses

You are responsible for all fieldwork related expenses. These expenses include, but are not limited to:

- Tuition related to fieldwork ●
- Living expenses including relocation, as needed ●
- Transportation including mileage ●
- Costs related to fieldwork site prerequisites, which include, ●

PROFESSIONAL DEVELOPMENT REQUIREMENTS

The American Occupational Therapy Association (AOTA)

The American Occupational Therapy Association is the national professional society committed to the advancement of occupational therapy in the United States. For more information, go to www.aota.org. Membership provides numerous benefits, including resources to support study and practice (e.g., online access to the *American Journal of Occupational Therapy* (AJOT) and other publications. AOTA's annual conference is a prime destination for students and occupational therapy practitioners, nationally & internationally. The AOTA conference provides rich opportunities for students to learn from various presentations regarding innovative therapy approaches and current research; meet theorists and researchers whose work you have read; socialize with other students and clinicians, and feel a part of the OT profession.

Membership in AOTA is a professional responsibility and all students are required to become student members and you will submit proof of AOTA membership annually.

The Kentucky Occupational Therapy Association (KOTA)

The Kentucky Occupational Therapy Association is the Kentucky state association. Through its annual conference and other events, KOTA provides opportunities for students to advance their learning and meet other professional occupational therapists. You will submit proof of KOTA membership annually and will attend regional and state meetings.

Membership in KOTA is a professional responsibility and all students are required to become student members and you will submit proof of KOTA membership annually.

The Student Occupational Therapy Association (SOTA)

The Student Occupational Therapy Association provides valuable professional experiences. All students enrolled in the program are to become active members of SOTA. SOTA promotes professional and educational growth through social and learning activities, fundraising events, and community partnerships. Building on the MSU curriculum, we work to unite the diverse student body by advocating for the profession, as we strive towards excellence as future therapists.

Membership in SOTA is a professional responsibility and all students are required to become student members and you will provide proof of SOTA membership each semester.

Purpose:

- To promote professional growth and knowledge in the field of occupational therapy
- To increase awareness and advocate for the profession of occupational therapy through social activities, fundraising events, and community involvement
- To serve as a forum to discuss issues relative to the OTP
- To promote the objectives of the American Occupational Therapy Association
- To promote the objectives of the Kentucky Occupational Therapy Association

SOTA Meetings - Meetings are a great way to get to know other OT students. Check the SOTA calendar or contact a SOTA officer for the meeting schedule. SOTA is af

Communication

Along with face-to-face]

Wells Hall also offers both walk-in sessions and weekly in-person counseling sessions. You can reach them at 270-809-2504 or visit their website at www.murraystate.edu/PsychologicalCenter. In an emergency situation, or after hours, please contact Murray State Police at 270-809-2222 or call 911 if you are off campus. You can also call the new 24-hour suicide lifeline at 988 or contact the Crisis Text Line at 741-741.

Racer Writing Center

The Racer Writing Center helps students, faculty, and staff from all disciplines become more effective, successful writers. We believe that learning to write well is a rewarding, but complicated process and that all writers—no matter how competent—can improve. The Racer Writing Center, therefore, provides a setting where writers share and discuss their work with knowledgeable, attentive readers who provide clients with concrete examples and strategies for improving grammar, content, argumentation, and presentation. Our methods—multi-faceted, flexible, and above all, collaborative—reflect our dedication to the individual writer, whose talents, voice, and academic and professional goals are central to all our endeavors. In this ongoing process of learning, we serve the entire campus community by aiding in the development of critical thinking, analytical, and written communication skills.

Services are available to students both in person and virtually during distance learning courses.

Supplies & Labs

There are two computer labs available for student use at the Paducah Regional Campus. The hours of use: Fall & Spring semesters from 7:30 am - 9:30 pm; Summer semesters from 7:30 am - 7:00 pm (hours may change based on needs of the campus).

Supplies & Equipment

Race

4. In cases where physical items are deemed necessary, faculty may consider shipping the required supplies or assessment tools to the student for a mutually agreed-upon

Ambulatory Individuals

Individuals who are ambulatory are those with disabilities that may impair rapid building evacuation. Examples include those who are blind, deaf or whose mobility is restricted by the use of walkers or crutches. Assistance to ambulatory individuals can be provided by guiding them to a stairwell, waiting

APPENDIX A.

Occupational Therapy Code of Ethics (2020)

Preamble

The 2020 Occupational Therapy Code of Ethics (the Code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic

expertise, occupational therapy personnel should seek out resources to assist with resolving conflicts and ethical issues not addressed in this document. Resources can include, but are not

5. Dignity indicates the importance of valuing, promoting, and preserving the inherent worth and uniqueness of each person. This value includes respecting the person's social and cultural heritage and life experiences. Exhibiting attitudes and actions of dignity requires occupational therapy personnel to act in ways consistent with cultural sensitivity, humility, and agility.

6. Truth indicates that occupational therapy personnel in all situations should be faithful to facts and reality. Truthfulness, or veracity, is demonstrated by being accountable, honest, forthright, and free from self-interest, bias, and deception. Occupational therapy personnel have an obligation to be truthful with themselves, recipients of service, colleagues, and society.

have equitable opportunity for full inclusion in meaningful occupational engagement as an essential component of their lives.

Principle 5. Veracity

Occupational therapy personnel shall provide comprehensive, accurate, and objective information when representing the profession.

The Principle of Veracity refers to comprehensive, accurate, and objective transmission of information and includes fostering understanding of such information. Veracity is based on the virtues of truthfulness, candor, honesty, and respect owed to others (Beauchamp & Childress, 2019). In communicating with others, occupational therapy personnel implicitly promise to be truthful and not deceptive. For example, when entering into a therapeutic or research relationship, the service recipient or research participant has a right to accurate information. In addition, transmission of information must include means to ensure that the recipient or participant understands the information provided.

Principle 6. Fidelity

Occupational therapy personnel shall treat clients (persons, groups, or populations), colleagues, and other professionals with respect, fairness, discretion, and integrity.

The Principle of Fidelity refers to the duty one has to keep a commitment once it is made (Veatch et al., 2015). This commitment refers to promises made between a provider and a client, as well as maintenance of respectful collegial and organizational relationships (Doherty & Purtilo, 2016). Professional relationships are greatly influenced by the complexity of the environment in which occupational therapy personnel work. For example, occupational therapy personnel should consistently balance their duties to service recipients, students, research participants, and other professionals, as well as to organizations that may influence decision making and professional practice.

For further information regarding the OT Code of Ethics: [AOTA Code of Ethics Nov/Dec 2020](#)

Jan Keith, BA, COTA/L, OTA Representative, 2017–2020
Marita Hensley, COTA/L, OTA Representative, 2020–2023
Donna Ewy, MD, FAAFP, MTS, Public Member, 2019–2022
Roger A. Ritvo, PhD, Public Member, 2018–2021
Mark Franco, Esq., Legal Counsel
Rebecca E. Argabrite Grove, MS, OTR/L, FAOTA, AOTA Ethics Program Manager

Revised by the AOTA Ethics Commission, 2020
Adopted by the Representative Assembly, November 2020

Note. This revision replaces the 2015 document Occupational Therapy Code of Ethics (2015), previously published and copyrighted in 2015 by the American Occupational Therapy Association in the American Journal of Occupational Therapy, 69, 6913410030. <https://doi.org/10.5014/ajot.2015.696S03>

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discipline and other disciplinary action by Murray State University. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any facility in which I am placed for clinical training/instruction/observation during my tenure as a student at Murray State University regardless of whether or not said facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner

APPENDIX C.

RESOURCE/EQUIPMENT USE AGPC

APPENDIX D.

OT PROGRAM EQUIPMENT REQUEST FORM

Name: _____ Date: _____

Equipment Requested: _____

Course & purpose of request:

List all students using equipment:

Date checked out	Student Signature	Witness Signature
------------------	-------------------	-------------------

Date returned	Student Signature	Witness Signature
---------------	-------------------	-------------------

Condition of equipment at check out, including all parts accounted for:

Condition of equipment at return, including all parts accounted for:

APPENDIX E.

OT STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please retain a copy of this form for your personal

APPENDIX F.

Professional Behavior Evaluation

Student:

Date:

Evaluator:

Form Completed by: Faculty Advisor Student Other _____

Rating Scale for Performance

4	Exceeds standards	Performance is consistently exceptional, frequently surpassing requirements, outstanding skill and proactivity across behavior
3	Meets standards	Performance is consistent and skilled; demonstrates adequate understanding and/or application of behavior
2	Needs improvement	Performance needs further development; limited understanding and/or application of behavior; inconsistent; concerns with behavior
1	Unsatisfactory	Performance requires substantial development; inconsistent; inappropriate behavior; significant concerns with behavior
N/A	Not applicable	Performance has not been observed by evaluator; evaluator unable to provide assessment of performance

Course(s)	Professional Behaviors	Rating	Comments
	<p><i>Eqo o kv o gpv vq Ngctpkp ilGzegmgpeg</i></p> <p>Prepared for all learning activities</p> <p>Participates in a cooperative manner</p> <p>Meets graduate-level expectations</p> <p>Collegial with classmates, instructor, and staff</p>		

Exercises good judgment

Supports and contributes to the culture of learning

Rgtuqpcn Tgurqpukdknkvf

Proactively assumes responsibility for missed coursework

Organized (self, assignments, time commitments)

Effectively problem solves

Assumes ownership of personal behavior and contributions to problems or issues

Independently attends to Complio requirements and maintains compliance

Honors commitments and OT program expectations

Maintains integrity of OTP, MSU, & PRC property

Displays personal honor and professional integrity

Works independently unless otherwise instructed

Resolves conflict proactively and appropriately

Uqekcn Tgurqpukdknkvf

Respects the needs of others (faculty, staff, classmates, guests, community partners, etc.)

Meets interpersonal commitments

Contributes “fair share” to group efforts

Cooperates with others

Contributes to the greater good

Demonstrates cultural competence and sensitivity

Demonstrates respect for the rights of others to hold different values and beliefs

Uwrgtxkuqt Tgncvkqpujkru

Respectful to] erh

Open to receiving and reflecting upon feedback

Maturely responds to feedback

Applies feedback appropriately by modifying behavior

Seeks guidance appropriately and in timely manner

Provides feedback to others professionally and maturely

Eq o wpkevkqp

Communicates professionally and respectfully to
faculty/staff, guests, students and

zc

APPENDIX G.

Student Name:

M#:

WAIVER AND RELEASE OF LIABILITY
Preceptorship, Internship, Fieldwork, and Clinical Site Informed Consent Form

I am currently enrolled in a program of the School of Nursing a

