SUNY Erie Community College
Occupational Therapy Assistant Department

SUNY Erie OTA
Student Policy Manual
Academic Year 2018 - 2019
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### IV. Acknowledgment Student Policy Manual  
After reading and understanding the entire OTA Department Student Policy Manual, sign and submit the **Acknowledgment of Student Policy Manual** on the first day of class, to Laura Mack's mailbox in K 122.

### V. Student Checklist
I. Student and Professional Ethics
The following ethical conduct is required of all students participating in academic and fieldwork experience required by the Occupational Therapy Department. The headings (Honesty, Communication, Competence, and Confidentiality...) reflect the issues that members of AOTA most frequently raise (adapted from Occupational Therapy Code of Ethics, AOTA. 2015).

1. Honesty
   *Be honest with yourself; be honest with all whom you come in contact. Know your strengths and limitations.*

   1.1 The student shall engage in honest, open discussion with one's advisor pertaining to any factors interfering with acceptable progress in the course of study.

   1.2 The student shall avoid cheating on exams and assignments. The student shall avoid assisting fellow students in cheating.

   1.3 The student shall not plagiarize.

2. Communication
   *Communication is important in all aspects of occupational therapy. Individuals must be conscientious, truthful and clear in all facets of written, verbal, and electronic communication.*

   2.1 Each student shall notify the instructor in the event he/she will not be attending class and reasons for the absence.

   2.2 If a student believes that a course is not meeting his/her learning needs, the student is to discuss the matter with the course instructor and his/her advisor first.

   2.3 The student shall respect the rights and professional standing of, faculty, clinical supervisors and colleagues in occupational therapy and other professions and shall avoid engaging in gossip or slander.

   2.4 Written reports are to be presented in an objective, professional manner. Subjective data should be stated as such. Accurate and proper credit shall be given to all intellectual property and published information.

3. Ensuring the Common Good
   *Individuals are expected to increase everyone’s awareness of the profession’s social responsibilities to help ensure the common good.*

   3.1 If a fellow worker/student is acting in an unethical or incompetent manner, it is the student's responsibility to report this to the faculty and/or fieldwork supervisor. If the faculty member or fieldwork supervisor is behaving in the above manner, his or her immediate supervisor should be notified (Department Head, Dean).
4. Competence

*Individuals are expected to work within their areas of competence and pursue opportunities to update, increase, and expand their competence.*

4.1 Each student shall attend and participate in all learning experiences designed to meet the objectives of the courses in which he/she is enrolled.

4.2 The student shall adhere to all rules and regulations relative to securing and participating in fieldwork placements.

4.3 In fieldwork assignments, the student engages in only those activities for which he/she has been trained, minimizing the possibility of physical or psychological harm to the patient/client. The student should not misrepresent or over-estimate his/her abilities for any reason.

4.4 The student is responsible for knowing and adhering to all rules and regulations and policies of the fieldwork placement center.

5. Confidentiality

*Information that is confidential must remain confidential. Such information cannot be shared verbally, electronically, or in writing without appropriate consent. Information must be shared on a need-to-know basis only with those having primary responsibilities for decision-making.*

5.1 The student should inform each patient/client that any information provided might be shared with other members of the treatment team responsible for his/her case.

5.2 Information received from the patient/client is to be discussed only for professional purposes and in private.

5.3 Any patient/client information that is shared or discussed in classes or seminars should be done in a manner in which the identity of the individual is not revealed.

II. Program Policies

1. Grading

1.1 Valuation of letter grades for OT courses

See each course syllabus for valuation of letter grades. Note that some courses are combined lecture and labs and therefore may have specific grading criteria for both components.
1.2 Standards for minimum academic performance

a. Minimum grades in OT courses
   Students must maintain a minimum grade of “C+” in all OT Department courses, as well as a minimum grade of “C” in BI-150/BI-151, BI-152/BI-153, PS-100, PS-202, EN-110. This is a grade level established to ensure competency, as students need to establish competency when they sit for the NBCOT OTA certification exam.

b. Minimum grade point average
   Students must maintain an overall minimum grade point average of 2.8 while in the OT program. Students falling below a GPA of 2.8 will not be eligible to continue in the OTA program.

c. Course failure
   If a student fails a core course (OT Department course), he/she will be excused from the program.

d. Course re-take upon failure
   i. General education courses may only be re-taken once within a five year period.
   ii. A course may be re-taken one time within the OTA Program, for a student with a minimum final grade of C. Only 1 OTA course may be re-taken and the Department will decision a request for a re-take, based on a student's ethical and professional behavior, as well as their conduct as highlighted within this OT Department Student Manual.
   iii. A course re-take is not permitted for first year, first semester students.
   iv. A course re-take is permitted for first year, second semester students, provided they earned a minimum final grade of C, provided they only need to re-take one class, provided they are willing to re-take OT 102 to demonstrate continuing competency in OTA education the semester prior to their re-take, and provided they are willing to re-sit for first year, second semester exams from all OTA Courses (during the same semester as their re-take course), with a passing grade of C+ minimally required. The re-take must be taken the academic year following failure. (Financial Aid will not pay for a class that was previously passed, so re-taking OT 102 will be a personal expense.)
   v. A course re-take is permitted for second year, first semester students, provided they earned a minimum final grade of C, provided they only need to re-take one class, and provided they are willing to participate in a continuing competency plan to be completed prior to registering for their re-take course. A continuing competency plan is an individualized plan, designed to ensure success within the OTA Program for the student. A continuing competency plan is based on the strengths and needs of the individual student and is drafted collaboratively by the OTA Teaching Faculty. A continuing
competency plan typically involves assignments such as worksheets, research, written papers, projects, and/or case studies to maintain the student’s currency and competency in their OTA education as they await re-taking a needed course. A continuing competency plan includes due dates that must be abided, as well as a required expectation of 80% mastery in Faculty scoring of assignments. Failure to complete the Continuing Competency Plan successfully, as outlined above (on time and with 80% mastery), will prohibit a course re-take for second year, first semester students.

vi. A Fieldwork re-take is only permitted at the FW Coordinator’s discretion based on early awareness of a significant fieldwork conflict, through no fault of the OTA Student (OTAS). This should indicate to the OTA Student how important professionalism, performance, and effort are to successfully pass their Fieldwork as a re-take is not likely to be permitted.

e. Withdrawal from classroom (on-campus) courses
In accordance with college policy and procedures, a student may withdraw from courses by the deadline established by the college. However, because courses are taught in a specific sequence, course withdrawal will likely disrupt timely completion of the program. Students must complete the course successfully before advancing within the program. Students should discuss a decision to withdraw from a course or the program with their advisor BEFORE doing so. A decision to withdraw from an OT course is a decision to withdraw from the OTA Program, unless otherwise documented. See below for clinical courses.

f. Withdrawal from clinical (off-campus) fieldwork courses
Students should not withdraw from clinical or community courses (OT-141, OT-160, OT-239, OT-251) without prior approval of the department. Unauthorized withdrawal from clinical courses may result in suspension or termination from the OTA program.

2. Classroom Attendance
2.1 Class Attendance
a. Required Attendance
All material presented within OT department courses is necessary to developing competencies. Because graduates from this program must pass a national certification exam (NBCOT), and will most likely be given the responsibility and privilege to deliver individualized health care services, it is essential that students be present for all lectures, labs, and fieldwork experiences. Therefore attendance is mandatory in all classes. Students will be penalized for absences (see below).
b. Penalties
1 (one) point will be deducted from the final grade for each 50-minute period of missed class time. An exemption may be given for illness or emergencies provided the student calls in prior to the class and speaks directly with the instructor regarding the necessity for the absence. A doctor’s statement or other documentation may be required.

c. Tardiness and Early Departure
The faculty of the OT department expects students to attend all scheduled classes, and to be seated and ready to begin by the time attendance has been taken. Students are expected to remain for the entire class unless excused for a valid reason. Tardiness and early departure from class will be treated cumulatively as absences as per course syllabus. Points will be deducted based on the cumulative time missed as a result of tardiness and early departures as per course syllabus.

d. Consistent Tardiness or Absences
Consistent tardiness (over 5 minutes late, beyond three occurrences) or absences (beyond three occurrences), will result in a further loss of 1 point for each episode of tardiness and 5 points for any additional absences.

3. Clinical Fieldwork (Level IA, Level IB, Level II)
3.1 Community Experience Level IA and Level IB Fieldwork Experiences
a. Overview
Students are responsible to complete the number of hours required for the Level IA-Research of Community Practice and Level IB-Clinical Practice (Level IA requires 40 hours, Level IB requires 40 hours). If the required hours are not completed, the student will not pass those courses. Research of Community Practice-Level 1A FW (OT-141) is taught during the Spring Semester of the first year. Level IB FW (OT-160) is taught during Summer Session I, usually starting one week after the end of Spring Semester.

b. Eligibility
Students are eligible to enroll in Research of Community Practice (OT-141) after successfully passing first semester OT courses, and submitting required medical and immunization documentation. Students are eligible to enroll in Level I (OT-160) after all first year course work is successfully completed. Any opportunity to begin addressing OT-141 FW required hours early for Research of Community Practice (OT-141), will be discussed within a mandatory OTA Fieldwork Preparation Seminar, as introduced during OTA Orientation. A felony conviction may prevent a student from completing our academic program through fieldwork, a degree requirement, needed for degree completion.

c. Absence
In the case of emergencies that may necessitate absence from the clinical site (sickness, injury, death of immediate family) students should follow the
protocol of the fieldwork site **AND** contact the SUNY Erie Academic Fieldwork Coordinator as soon as possible **BEFORE** the anticipated absence. Any such absences may require written documentation (by a physician, for example). Absences for reasons other than verifiable emergencies will be treated as insubordination and a violation of OT Department and fieldwork site policy, and may result in immediate suspension or termination from the fieldwork. Absences beyond two days (or equivalent) for **ANY** reason may result in fieldwork failure. Students who do not follow these specific guidelines may be penalized with grade reduction, suspension, or termination from the clinical or program.

d. **Making up Time/Extended Time**  
It is the prerogative of the site and SUNY Erie OTA Department to require that students make up any missed time. The academic fieldwork coordinator should be contacted as soon as it is evident that the intern will not be able to meet the required number of hours due to absences.

### 3.2 Level II Fieldwork  
**a. Level II FW Overview**  
Level II fieldwork involves two full-time eight-week rotations. Level II occurs during the final spring semester after all didactic course work is completed. The first rotation typically begins on the first Monday after the New Year’s holiday. OT-239 involves placement at psychosocial, developmental disabilities, school-based, or emerging/nontraditional settings. OT-259 involves placement at physical disabilities settings including acute, sub-acute and long-term care settings. To be eligible to commence Level II, students must be approved by the department head based on acceptable academic and behavioral performance. Student must have successfully completed and passed all of the required general courses and OT courses. All OT courses must be passed with a C+ or above, as well as biology, psychology, and English courses passed with a “C” or above.

**b. Immunizations and Other Requirements**  
Prior to beginning Level II fieldwork, Students must comply with all immunization requirements, background checks, fingerprinting, orientation, training as indicated by clinical facilities. These requirements must be met within specified time frames in order to commence clinical fieldwork as scheduled. A felony conviction may prevent a student from completing our academic program through fieldwork, a degree requirement, needed for degree completion.

**c. Level II FW Attendance**  
Clinic time is mandated by AOTA/ACOTE and is necessary for successful program completion. **Students must complete a minimum equivalency of 40 full-time days for each Level II rotation.** Students are expected to attend ALL assigned days of their fieldwork assignments. Missing days may result in course failure. Students are expected to manage all of their personal affairs
(childcare, employment, family needs, etc.) in such a manner as not to interfere with the completion of fieldwork hours/days. Attending weddings, meetings, or other planned events are NOT acceptable reasons for missing fieldwork.

d. Absence
In the case of emergencies that may necessitate absence from the clinical site (sickness, injury, death of immediate family) students should follow the protocol of the fieldwork site AND contact the ECC Academic Fieldwork Coordinator as soon as possible BEFORE the anticipated absence. Any such absences may require written documentation (by a physician, for example). Absences for reasons other than verifiable emergencies will be treated as insubordination and a violation of OT Department and fieldwork site policy, and may result in immediate suspension or termination from the fieldwork. Absences beyond two days (or equivalent) for ANY reason may result in fieldwork failure. Students who do not follow these specific guidelines may be penalized with grade reduction, suspension, or termination from the Level II or program.

b. Tardiness
Students are expected to report at their clinical sites and be ready to begin on time. Repeated tardiness will be grounds for dismissal and failure of the Level II clinical. It is the prerogative of the clinical site to send home a student who does not call to advise the site of lateness.

c. Lengthy Absence/Illness
In the event of an anticipated lengthy illness (surgery, for example) or other absence (death of a family member, for example), each case will be reviewed individually in regards to time lost, time available for completion, and clinical content or objectives to be covered. Any such absences will require documentation (by a physician, for example). At the discretion of the SUNY Erie OTA Department, disruption of fieldwork may result in fieldwork termination, course failure, incomplete grade status, or extension of fieldwork.

d. Making up Time/Extended Time
It is the prerogative of the site and SUNY Erie OTA Department to require that students make up any missed time. The academic fieldwork coordinator should be contacted as soon as it is evident that the intern will not be able to meet the expectations for the 8-week minimum due to absences.

4. Conduct
4.1 Inappropriate behavior
a. Definition of inappropriate behaviors
A student’s behavior will be considered inappropriate when his/her actions distract other students or instructor, disrupt the instructor’s intended flow of the class, detract from the lecture topics and/or course objectives, or are considered unethical, illegal, dangerous, or threatening. Any inappropriate
behaviors suggest a lack of responsibility and self-control, and are unacceptable. Inappropriate behaviors may include, but are not limited to:

- Repeating irrelevant questions and comments,
- Speaking out of turn, yelling, interrupting others during classes and outside of classes on campus or on fieldwork/clinical sites.
- Detracting from the intended flow of class, or creating a threat to the safety and/or comfort of open inquiry and discussion facilitated by the instructor.
- Disagreeing and arguing persistently.
- Conveying disrespect toward others (including peers, instructors/guest lecturers and presenters, College faculty/staff, Fieldwork related professionals/staff), or repeating behavior indicated by an instructor as disrespectful.
- Academic-Dishonesty: Cheating, plagiarizing, lying, or stealing.
- Gossiping, slandering, or violating confidentiality of patients, fieldwork site employees, college faculty, or students.
- Attending classes or fieldwork under the influence of alcohol, illegal drugs, or misused prescription medications.
- Refusing to comply with reasonable requests for reasons other than personal health, safety of others, or religious exemption.
- Missing deadlines.
- Texting, surfing the internet, or using cell phones during classes and exams.
- Unprofessional use of electronic and/or social media, to include (but not limited to) texting, e-mailing, Facebook, Twitter, Linked In, Instagram. Slanderous postings or communications about or with peers, instructors, the program, or the college are prohibited as this promotes professional behavior of the student and reflects the AOTA Code of Ethics.

b. Faculty/student resolution of inappropriate behaviors

Students engaging in behavior that is unethical, illegal, or dangerous, may be suspended or terminated from the program or course. Regarding inappropriate behavior that is not unethical, illegal, or dangerous, the instructor will initially verbally advise students who display inappropriate behaviors. If a student displays continued inappropriate behaviors after verbal reprimands he/she may be placed on department probation. The student may then be required to submit an acceptable written remediation plan to the department head. The plan must clearly outline the behavioral problems, identify the probable causes, and detail realistic solutions. Continuation within the OT program will be determined after departmental review of the plan.

c. Termination from the program

Conduct that is unethical, illegal or dangerous to self or others, may result in termination from the program and/or college, and appropriate legal recourse.
d. **Plagiarism**

Plagiarism is an unethical and illegal act. It is a serious and inappropriate behavior. An OTA Student is expected to know the difference between paraphrasing and directly quoting a source, how to cite that source in the body of a text and how to properly cite that source in a reference page. Blatant plagiarism is grounds for dismissal from the program and an automatic failure in a course. Errors in citations resulting in plagiarism and failing to use quotes for a direct quote will be considered as follows: First violation will result in a 20% decrease in the overall grade for the submitted assignment. A second violation will result in a decrease of 40% in the overall grade for the submitted assignment. Any subsequent violations will result in termination from the program. Faculty must report violations to Department Head.

e. **Cheating**

Cheating represents academic dishonesty. Cheating on exams, quizzes, and third party exams/quizzes is prohibited. Penalties for cheating may include, but are not limited to, the following: receiving an “F” on the exam or quiz in question, failing the course in which the exam or quiz was given, expulsion from the college.

4.2 **Children and non-students attending classes**

a. Consistent with college policy, it is inappropriate for children and non-students to attend classes. Exceptions may be made for special events as designated by the college or for classes where specific activities involve the inclusion of children and non-students.

4.3 **Cell phones, laptop computers, and other devices**

a. Cell phones should be turned off during class periods. In cases of emergencies and special circumstances, the instructor may make an exception this policy. Students must request permission of the instructor in advance if cell phones are needed. It is NEVER acceptable for students to be texting, emailing, or surfing the internet during class time, unless permitted as part of a class activity.

b. Electronic and Social Media Policy- Slanderous postings or communications about or with peers, instructors, the OTA Program, or the college are prohibited as this promotes professional behavior and communication of the student and reflects the AOTA Code of Ethics. Unprofessional use of electronic and/or social media, to include (but not limited to) texting, e-mailing, Facebook, Twitter, Linked-In, Instagram. See Conduct-Inappropriate Behaviors-Faculty/Student Resolution of Inappropriate Behaviors-Termination from the Program

4.4 **In-class Participation**

a. Students should be prepared for each class by having completed assigned readings in advance. It is assumed that students will actively engage in class discussions and activities in an appropriate and orderly manner. The flow of
class discussion and content is as much the responsibility of students as it is the instructor.

5. Dress Code

5.1 Campus attire

a. As future health professionals, students should be mindful of the impact of their words, actions, and appearance upon other people. Therefore, students should be dressed conservatively (as well as comfortably and appropriately) for all classes. Because some classes and labs involve physical activity, students should avoid wearing clothing that restricts movement and balance.

5.2 Clinical fieldwork, field trip and guest speaker attire

a. Attire should be clean, conservative, and appropriate to the specific setting. Students should dress as though they were reporting for work in a healthcare facility (not too formal, not too casual). Men may wear slacks and button shirts, shoes or athletic shoes. Women may wear slacks or skirts, blouses, flat shoes or clean athletic shoes.

b. Students should avoid wearing:
   ✓ open-toed shoes, high heeled shoes
   ✓ tank tops, tube tops, low-cut tops, or shirts which expose the torso
   ✓ sweat shirts or sweat pants
   ✓ low-rise pants (as bending can lead to revealing more than anticipated)
   ✓ jeans, tee shirts
   ✓ torn, soiled, revealing, or tight fitting clothing
   ✓ baseball caps
   ✓ shorts
   ✓ multiple pierced ears, nose rings, studs or other body piercing
   ✓ tattoos should be hidden

c. Some clinical sites require lab coats and name tags. Each student is responsible to purchase these items if required.

6. Preparation For The Program (after acceptance into the program)

6.1 Immunizations and Physicals

a. Verification of physical examinations and immunizations must be submitted to the OT Department Head prior to the start of course work in the first semester in the OTA program. Failure to do so may prevent students from registering for future OTA courses, including clinical fieldwork.

b. Many fieldwork sites require written verification of physical examinations and immunizations. Therefore, students should maintain a copy of physical examination report form for their records. Failure to provide verification of physical examination and immunizations may prevent students from entering fieldwork.

c. Physicals are required to be updated annually, with documentation on file in the OTA Office. As part of the annual physical, a two-step PPD is required,
as well as a flu shot. Necessary documentation is required for both the PPD (See Addendum to Physical Form for PPD documentation. For proof of flu vaccine, the date of administration as well as the name and address of the prescribing or administering party is required.) Again, the student should maintain a copy of such proof for their records.

d. AED/CPR/Mental Health First Aid training
Two requirements of fieldwork in the OTA Department, for all students. See Section II, Part 10.

CPR/AED CERTIFICATION

1. IF YOU ARE A FULL TIME STUDENT WITHOUT ADDING THE COURSE, EG 016, THEN THIS COURSE WILL NOT RESULT IN ADDITIONAL TUITION (THOUGH A LAB FEE MAY BE INVOLVED). EG 016 TENDS TO TAKE PLACE ON TWO SATURDAYS IN THE FALL SEMESTER. IT IS A ONE CREDIT LAB.
*Realistically, the class reportedly only runs from 9 a.m. to 3 p.m.

2. Creative Inservices CPR/AED Certification for adults and pediatrics, through the American Heart Association, offers a BLS. The class will be held at the SUNY Erie North Campus in the Kittinger Building (location K 114). In the past, when 17 people participated, it cost $60/person, checks made out to Creative Inservices. Website: www.creativeinservices.com This was a one-time course, on one date (typically we choose a Friday morning), for approximately 4-5 hours. We have been able to do this as an OTA Class which really makes for a nice team building experience. Tentative date is 9/21/18.

Mental Health First Aid Training
Free, two, half-day (4 hours per day) training with Certification. Hosted at SUNY Erie City Campus in the beautiful building at 121 Ellicott Street in the City of Buffalo or at North Campus in G 100. Tentative dates are 9/7 and 9/14/18.

6.2 Transportation
a. The OTA program requires that students participate in clinical rotations and field trips within the Western New York area. The department does not guarantee that clinical sites and fieldwork locations will be within close proximity to students' homes or jobs. Up to a 45 minute commute is considered reasonable.

b. Each student is responsible for providing his/her own reliable transportation to and from classes, clinical assignments and field trips. Lack of a car and the necessity to use public transportation does not constitute a valid excuse for being late or absent to classes or clinical assignments.
6.3 Employment during College
   a. The faculty realizes that it may be necessary for some students to work part-time while attending school. However, this should not be done at the expense of the student’s attendance and participation in the OTA Program. It is the student’s responsibility to fulfill all school obligations and prioritize school above other activities. If a student appears too fatigued to perform safely in the clinical laboratory, the instructor may dismiss the student from the clinical affiliate. It is not advisable for a student to work from 11:00 pm to 7:00 am and then come to a college lab or clinical affiliate, as fatigue frequently is a cause for accidents or poor clinical judgment.

6.4 Malpractice Insurance
   a. Each student must be covered by malpractice insurance for all clinical fieldwork. This insurance is provided through SUNY Erie. For all students, the cost is included in the tuition bill upon registering for supervised practice courses.

6.5 Changes in Name, Address, Phone Number, Email
   a. Students should promptly inform the registrar office AND the OTA Department of any changes in name, address, phone numbers, and email.

6.6 Membership in AOTA and NYSOTA
   a. Membership in these professional organizations is required for all SUNY Erie OTA students, as this provides for OT advocacy, evidence-based practice research, and builds our students up as professionals.
   b. Proof of Memberships (AOTA & NYSOTA) is required as part of OT 101 for first year students (by the first day of class or see syllabus for due date). Proof can be dropped off to the OTA Department for second year students, by the first day of classes. Since Membership is annual, proof is also required as part of OT 219 for second year students (by the first day of class).

6.7 Technical Standards of the OTA Program
   a. "Technical ability standards" for the Erie Community College Occupational Therapy Assistant Student are essential functions or abilities required to meet the physical and intellectual demands of an OTA student while participating in the program. Technical ability standards can be met with or without reasonable accommodations. Students must demonstrate good physical endurance and good health. Sufficient physical strength is required for lifting and moving the human patient in a clinical setting. Additional required skills for a clinical setting include: visual observation of patients and clients in treatment sessions; manipulation and handling of therapy equipment; and ability to demonstrate cognitive skills relative to problem solving, clinical reasoning and handling stress. If you have any concerns that you might not meet these standards, please contact the OTA Department to set up an appointment for advisement. Additionally, as a student of the SUNY Erie OTA Program, students must conduct themselves in a professional manner adhering to the American Occupational Therapy Association Code of Ethics, Standards of Practice, client
A felony conviction may prevent a student from completing our academic program through fieldwork, a degree requirement, needed for degree completion. A felony conviction may also affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.

b. Introduction of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act requires that no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of SUNY Erie Community College’s services, programs or activities or be subjected to discrimination by SUNY ECC. The term “qualified individual with a disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or for participation in programs or activities. Students must be able to perform the essential functions of the program in order to meet certain minimum academic and technical standards.

**Essential Functions as needed for typical program success:**

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<tr>
<th>CAPABILITY CATEGORY</th>
<th>SPECIFIC SKILL OR ABILITY</th>
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<tbody>
<tr>
<td><strong>Motor Capability</strong></td>
<td>Move from room to room and maneuver in small spaces.</td>
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<td>Transfer patients who may require physical assistance.</td>
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<td>Guard and assist patients with ambulation.</td>
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<td>Perform exercise techniques, including applying resistance during exercise. Therapeutically handle patients.</td>
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<td>Lift and carry up to 50 pounds, and exert up to 100 pounds force for push/pull.</td>
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<td>Squat, crawl, bend/stoop, reach above shoulder level, kneel, use standing balance, and climb stairs.</td>
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<td>Use hands repetitively; use manual dexterity. Ability to use fine skilled movements such as finger dexterity and eye-hand coordination, for effective tool use, dressing, personal hygiene, grooming, cooking, and communicating.</td>
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<td>Adjust, apply, and clean therapeutic equipment.</td>
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<td>Perform CPR.</td>
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<td>Travel to and from academic and clinical sites.</td>
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<td>In the average clinical day, students sit 1-2 hours, stand 6-7 hours, travel 1-3 hours.</td>
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<td><strong>Sensory Capability</strong></td>
<td>Coordinate verbal and manual instruction.</td>
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<td>Assess a patient from a distance that allows visual observation of patient posture, response to treatment, and interpretation/assessment of the environment.</td>
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<td>Respond to a timer, alarm, or cries for help.</td>
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<td>Monitor vital signs.</td>
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<td>Auditory, visual, and tactile abilities sufficient to assess patient status and perform treatment (including seeing skin color changes, seeing facial expressions and non-verbal communication, hearing heart/lung sounds, and feeling for muscle contractions/to discriminate hot vs. cold/to fabricate splints).</td>
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<td>Ability to effectively attend to multiple features of a task, personal interaction, and/or group to include ability to selectively focus and attend to key features, use divided and alternating attention between two or more features in a quick and safe manner.</td>
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| Communication Ability | Communicate effectively in English with patients, families, and other health care providers, both in person and through documentation (including explaining treatment procedures, teaching patients and families, documenting in charts).
| | Effectively adapt communication for intended audience.
| | Interact, and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
| | Assume the role of a health care team member.
| | Function effectively under supervision and effectively communicate with supervisor.

| Problem Solving Ability | Function effectively under stress.
| | Respond appropriately to emergencies.
| | Adhere to infection control procedures.
| | Demonstrate problem-solving skills in patient care (including reasoning, prioritizing, and synthesizing data or information).
| | Use sound judgement and safety precautions.
| | Address problems or questions to the appropriate person at the appropriate time.
| | Organize and prioritize job tasks, materials, and schedule.
| | Follow policies and procedures required by clinical and academic settings.

| Social-Emotional Capability and Professionalism | Ability to use effective work ethic skills to include attendance, punctuality, positive work attitude, respect, cooperation, teamwork, professional manners, productivity appropriate to course and job role requirements and to work with persons of diverse backgrounds.

| Computer/Technological/Information Literacy | Ability to use basic computer (word processing/PowerPoint/Excel), electronic communication and on-line course skills on a regular basis.
| | Ability to access, evaluate, and use a variety of information resources such as library services, electronic catalogs, and databases in an efficient, ethical, and legal manner.

c. SUNY Erie OTA seeks to create an inclusive learning environment. If there are aspects of the curriculum that result in barriers to a student’s inclusion, they are strongly encouraged and invited to notify the Department Head. Our program mission involves serving our students which means making course materials accessible and fostering student success. Students taking classes in the Occupational Therapy Department at Erie Community College who are considering requesting reasonable accommodations or academic adjustments are encouraged to contact Students Access Center at 716-851-1487.

d. The need for adaptations within the typical OTA program as determined by essential functions may preclude specific OT practice areas for fieldwork placement. For example, an individual who cannot lift and carry up to 50 pounds or exert up to 100 pounds of push/pull force would not be best suited for a traditional clinic-based adult physical disabilities fieldwork placement. For another example, an individual who does not possess the sensori-motor skills to fabricate an arm/hand splint would not be eligible for fieldwork placement in hand therapy/orthotics. Due to the diverse practice areas of occupational therapy, placement is possible in mental health settings, as well as emerging practice areas.
e. Network of Occupational Therapy Practitioners with Disabilities and Supporters may be a wonderful resource for students as they make their way through the SUNY Erie OTA Program.

http://www.notpd.org/

https://www.aota.org/Practice/Manage/Multicultural/Cultural-Competency-Tool-Kit/NOTPDP.aspx

6.8 Transfer Credit

A transfer student must complete at least 30 hours at SUNY Erie and a maximum of 30 credit hours can be transferred in to SUNY Erie.

7. Assessments and Assignments

7.1 Group Work

a. OT practitioners typically work in teams and collaborate on tasks. Therefore, the program emphasizes teamwork throughout the program. There are a significant number of assignments that require students to work together on a single project. Such collaborative group assignments typically will result in single group grades. Students are expected to cooperatively arrange their schedules to accommodate meetings, preparation time, and deadlines related to group assignments.

c. Each group member should assume full responsibility for the governance of the group to ensure quality workmanship and equitable participation. Any unresolved problems or conflicts within a group should be brought to the instructor's attention early enough so that effective mediation and resolution may occur.

d. The OTA Department reserves the right to assign individual grades, if a group is unable to work cooperatively together. Peer critiques and self-critiques can be an expected part of group assignments.

c. In addition to handing in a group assignment, the group should also maintain documentation verifying:
   ✓ dates and times of group meetings
   ✓ who was in attendance
   ✓ who was not in attendance (and reasons why)
   ✓ brief description of delegation of duties and actions

7.2 Exams and Quizzes

a. Students are responsible to take exams at scheduled times and places unless prior arrangements are made with instructor.

b. Make-up exams are not offered except for circumstances that are judged extraordinary by the instructor (i.e. death of family member).
c. Unannounced quizzes may be given. In such cases quiz grades may be incorporated into exam grades or assignment grades.

7.3 Assignments
a. Assignments should be handed in at the beginning of class on the date due. Acceptance of late assignments is at the discretion of the instructor. If late assignments are accepted, penalties are usually imposed as determined by the instructor.

b. Papers should be properly proofread, revised, and typed. All written work should reflect college-level workmanship, and be of original composition. Plagiarism is unethical and may result of suspension or termination from the course or program.

c. Electronically submitted assignments should be submitted on time, with an electronic copy going to the student and a receipt request going to the instructor or professor.

d. Any tardy assignment (electronically, personally, or mailbox submitted) should be submitted with an acknowledgment note/memo indicating the student's awareness of the late submission.

7.4 Fieldwork Evaluation
a. Multiple evaluation methods are used to assess student performance during practicum experiences. These include assessment forms completed by the clinical educator, related research projects and journal assignments completed by the student, and student self-assessments of the practicum experience.

b. Assessment criteria are based on the objectives and competencies described in the course syllabi. Students are evaluated based on three general categories: skills/performance, judgment/knowledge, and demeanor/attitude.

c. Although clinical educators contribute assessment data, it is ultimately the department faculty who actually assign the final grade for Fieldwork courses.

7.5 Portfolio
a. A portfolio is a means of organizing, verifying, and presenting a student’s accomplishments, skills, and knowledge. It is typically a binder containing samples that demonstrate the student’s competence in various skill areas related to occupational therapy. The portfolio may be brought to employment interviews as well as kept as a record of continuing competency.

e. Early on, students should preserve examples (artifacts) that demonstrate their highest abilities in the areas of clinical documentation and presentation, research, clinical reasoning (including treatment planning), creative problem
solving (including intervention), interpersonal skills, leadership, and specific clinical skills. Students should also include favorable clinical assessments, awards, and other commentary from relevant sources. Major course projects and practicum assignments throughout the program are typically included in portfolios.

8. Academic Advisement

8.1 Formal Advisement

a. Advisement related to coursework in the OTA program and fieldwork education is the responsibility of the department faculty and program director. All students are assigned an advisor upon admittance into the program. The role of the academic advisor is to advise students on course selection and NOT to dictate decisions. Therefore, it is very important that students be aware of the sequence of courses, the required pre-requisites and co-requisites for each course, and any other conditions that must be met to advance within the program. Ultimately, students are responsible for all course registration decisions. Although the department maintains a file of records on advisees, including a record of completed courses and grades at SUNY Erie, students should maintain their own record of course registration, including grades, course waiver, and transfer credit.

b. Students should meet formally with an assigned advisor at least one time per semester (usually mid-semester) for the purpose of evaluating the student’s progress towards degree requirements and preregistering for courses. All course registration forms must be signed by the advisor, and should not be changed with out the advisor’s knowledge.

c. Formal advisement may also be required as part of remediation of problems in academic performance, attendance and/or conduct.

8.2 Informal Advisement

a. Studies have shown that informal interactions with faculty can increase student development during college. Therefore, this department emphasizes the benefits of learning through casual conversation. All full-time faculty are available during scheduled office hours to discuss academic and professional growth issues, career exploration, or any questions, issues, or concerns relevant to the student’s academic experience and professional/personal development.

b. Because each faculty brings to the department a unique professional background, philosophy, and personality, students are not limited to assigned faculty advisors for informal advisement. Throughout the semester students are encouraged to utilize the faculty with whom they feel most comfortable.
9. Students with Disabilities

9.1 Classroom Accommodations
a. The OTA department complies with all state and federal regulations regarding the American with Disabilities Act. In an effort to ensure that all students who have a physical or mental impairment that substantially limits their everyday functions we recommend that they meet with their course instructor as soon as possible to discuss what accommodations or adjustments might be needed to facilitate their full participation in our program. Students with disabilities are encouraged to make an appointment with the ECC Student Access Center (formerly Disabled Student Services) staff as soon as possible to discuss their needs.

b. Any classroom or clinical accommodations must be determined and arranged through a SAC counselor with the input of the OTA faculty.

c. Academic outcome expectations will be the same for all students regardless of abilities/disabilities; however strategies to meet expectations may differ based on individual needs.

9.2 Fieldwork Accommodations
a. Students with a disability are encouraged to voluntarily disclose their needs for fieldwork accommodations with the Student Access Center well in advance of fieldwork placement. They are also encouraged to voluntarily disclose their need for accommodations with the academic fieldwork coordinator prior to selection of fieldwork sites. Then, through collaboration with the academic fieldwork coordinator, Disabled Student Services counselor, and the student an accommodation plan may be developed.

b. As with classroom expectations, fieldwork outcome expectations will be the same for all students regardless of abilities/disabilities. However, strategies to achieve entry-level competency may differ based on individual needs. Once an eligible student has disclosed the need for accommodation and/or accessibility to the academic fieldwork coordinator, and has signed a release of information, the fieldwork educator (fieldwork supervisor) may then be contacted to discuss strategies to be implemented at the fieldwork site.

10. Understanding of Fieldwork (Level IA, Level IB, Level II)
(All student are expected to read and understand the following.)

a. Clinical fieldwork is a necessary component of the OTA program at SUNY Erie.

b. All courses and fieldwork are offered in sequence and have prerequisites that must be met before eligibility is achieved to advance through that sequence.

c. In addition to meeting all prerequisites, permission to participate in fieldwork is contingent upon the OTA Department’s approval based on overall demonstration of professional conduct, appearance, judgment and performance.
d. Students are required to submit to the OTA Department Head a physician exam report, including verification of appropriate immunizations before proceeding with any fieldwork, including Research of Community Practice.

e. Some fieldwork (including Research of Community Practice) facilities may require that a physician exam have occurred within a specified time before the start of fieldwork.

f. Students must comply with all requirements for immunizations, screenings, fingerprinting, background checks, orientations, and training as dictated by fieldwork sites. A felony conviction may prevent a student from completing our academic program through fieldwork, a degree requirement needed for degree completion.

   a. Some fieldwork sites may have additional requirements beyond those mentioned above/requested by SUNY Erie and the student is responsible for meeting any such requirements per the site’s timeline.

g. Students must have completed Mental Health First Aid Training through SUNY Erie, prior to the start of the first fall semester. Certification of completion must be submitted to the OTA Department Head.

h. Students must have completed first aid with CPR for infant, child, and adult, or completed an accepted first aid course offered at ECC before being eligible to go out on Level IB or Level II fieldwork. Verification of AED/CPR Certification for children and adults must be submitted to the OTA Department Head prior to the end of the first fall semester within program. Online courses are not acceptable. American Red Cross classes, American Heart Association, or SUNY Erie courses are recommended.

i. Fieldwork sites are scattered throughout Western New York. Placement at sites is subject to availability, lottery, and/or the discretion of the OTA Department. Therefore, students are responsible to have a reliable mode of transportation to and from any assigned fieldwork sites. Students are responsible for any related travel expenses including tolls and parking fees.

j. Fieldwork requires full-time availability. If students do not complete the necessary hours they will not pass. Therefore, it is critical that students do not schedule ANY activities (work, vacations, personal time, weddings, etc.) that may conflict with these required fieldwork hours.days. Doing so may be considered a violation of this policy and may result in failure of the fieldwork.

k. Fieldwork requires open communication, from the student, with the Academic Fieldwork Coordinator in preparation for and throughout all fieldwork experiences. The student must share any important information regarding their preparation for and participation in their fieldwork experiences including (but not limited to) late or unpaid tuition making the student ineligible to attend fieldwork, absences, tardiness, and significant challenges experienced by the student.

l. The student is required to communicate with the Academic Fieldwork Coordinator as well as their fieldwork site, should the student require any accommodations, based on the technical standards as listed in the SUNY Erie
OTA Student Manual and as listed by my fieldwork site. The need for accommodations should be navigated through the Student Access Center in a timely manner. Failure to do so, may result in a delay in fieldwork placement and completion.

m. Days/hours of fieldwork:

- **Level IA Research of Community Practice (OT-141):** First Year, Spring Semester; Hours: (minimum 40 hours on site), and on-campus one day over winter break or during spring semester.

- **Level IB Clinical Practice (OT-160):** Following First Year, Summer Session I (usually starts one week after the end of Spring Semester); Hours: 60 hours over two weeks; Hours will likely be shifted to 40 hours in one week by SU 2018.

- **Level II (OT-230, OT-251):** Second Year, Beginning the first weekday after New Year’s and going through Spring Semester; Hours: 16 full-time weeks (two 8-week rotations).

11. Accreditation, Graduation, Certification, Licensure

11.1 Accreditation

The program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). Contact:

4720 Montgomery Lane,
PO Box 31220
Bethesda, Maryland 20825-1220
(301) 652-AOTA
www.aota.org

Graduates of the program will be able to sit for the national certification exam for Occupational Therapy Assistants. The National Board for Certification in Occupational Therapy (NBCOT) is the certifying agency who administers the national certification exam. After successful completion of the exam the individual will be a Certified Occupational Therapy Assistant (COTA). Contact:

NBCOT, Inc.
800 South Frederick Avenue Suite 200
Gaithersburg, Maryland 20877
(301) 990-7979
www.nbcot.org

A felony conviction may affect a graduate’s ability to sit for the NBCOT certification exam or obtain state licensure.

11.2 Graduation/Certification/Licensure

An Associate in Applied Science degree is granted to each student who successfully completes all coursework and all fieldwork. The student must also demonstrate proficiency in algebra at the level of MT 006.
New York State requires that candidates successfully graduate for an ACOTE-accredited program, pass the national certification exam (NBCOT), and complete all appropriate applications to be eligible to apply for state certification. New York State certification is required for employment in New York State. To practice in other states, graduates should contact the specific state professional licensing office for requirements. As of 5/18/16, licensure is granted to COTAs. New York State Contact:  http://www.op.nysed.gov/prof/

In the SUNY Erie OTA student’s second year, through a Fieldwork Seminar meeting, this process will be more thoroughly discussed. Students will receive a “Graduation Guide” as well. An application for Graduation form must be completed by each student. This involves making an appointment with the OTA Department Head, the Career Resource Center for an exit interview, Admissions, and finally the Registrar’s Office. Details of the Graduation Application will be contained in the “Guide to Graduation” as well as details regarding registering for the NBCOT Certification Exam, and applying for licensure. SUNY Erie OTA holds an annual Pinning Ceremony for our graduates. This often occurs the week of graduation. A date will be provided in the “Guide to Graduation.” A formal, college-wide graduation ceremony is scheduled each May and students are encouraged to attend. A 2.8 overall GPA is necessary for graduation eligibility.

III. Important Resources

1. OT Websites
   - **American Occupational Therapy Association**
     - National professional membership organization for occupational therapy students and practitioners.
     - Member benefits include access to web features, published periodicals, listservs, discounts on books and items, discounts on continuing education and conferences
     - [www.aota.org](http://www.aota.org)
     - MEMBERSHIP IS REQUIRED FOR SUNY Erie OTA STUDENTS! PROOF OF MEMBERSHIP IS DUE BY THE FIRST DAY OF CLASSES FOR FIRST AND SECOND YEAR STUDENTS.

   - **New York State Occupational Therapy Association**
     - State professional membership organization for occupational therapy students and practitioners.
     - Member benefits include access to web features, published periodicals, discounts on continuing education and conferences, free admission to district meetings and events.
     - [www.nysota.org](http://www.nysota.org)
     - MEMBERSHIP IS REQUIRED FOR SUNY Erie OTA STUDENTS! PROOF OF MEMBERSHIP IS DUE BY THE FIRST DAY OF CLASSES FOR FIRST AND SECOND YEAR STUDENTS.

   - **New York State Office of the Professions- Occupational Therapy**
     - State regulatory body for occupational therapy practice.
• Important site for laws, policies, and databases related to occupational therapy practice in New York State
  • [www.op.nysed.gov/ot.htm](http://www.op.nysed.gov/ot.htm)

**National Board for Certification in Occupational Therapy**
• National credentialing board for COTA and OTR. Important information regarding applying for and maintaining national certification.
  • [www.nbcot.org](http://www.nbcot.org)

**SUNY ECC FOUNDATION**
• Scholarships offered at SUNY Erie
  • Notable scholarships include the Allied Health Scholarship and the Patrick Lee, “Lee Scholar” Scholarship, which covers tuition (minus $250) for a student’s second year in the Occupational Therapy Assistant Program.
  • [https://www.ecc.edu/foundation/](https://www.ecc.edu/foundation/)
  • Additionally, contact SUNY Erie’s Financial Aid Office to see if you qualify for funds provided for bookstore purchases. Free Books!

### 2. Department Contact Information

**Amy Barrett, CHT, OTR/L**
Associate Professor
• Email: barretta@ecc.edu

**Debra Battistella, MS, OTR/L, COTA**
Level IB, Level II Academic Fieldwork Coordinator/Instructor
• Office: 113 Kittinger Hall
• Phone: 851-1312
• Fax: 851-1267
• Email: battistellad@ecc.edu

**Isabelle Fritz, OTR/L**
Associate Professor
• Email: fritzi@ecc.edu

**Janice Giagnacova, OTR/L, MS**
Instructional Support Services-Department & Tutor
Associate Professor
• Email: giagnacovaj@ecc.edu

**Sue Gilbreath, Department Secretary**
• Office: 122 Kittinger Hall
• Phone: 851-1318
• Fax: 851-1267
• Email: gilbreath@ecc.edu
Mary Gonzalez-Post, OT/L, Retired
Guest Lecturer
- Email: marygonzalezpost@yahoo.com

Laura Mack, COTA/L
Instructional Support Services-Fieldwork Coordination
Associate Professor
- Email: mackl@ecc.edu

Karen Milovich, COTA/L
Associate Professor
- Email: milovichk@ecc.edu

Elizabeth Mosher, M.Ed., COTA/L
Associate Professor
- Email: moshere@ecc.edu

Evelyn R. Post-Dunn, OTR/L, Ed.M
Professor, Department Head
- Office: 122 Kittinger Hall
- Phone: 851-1320
- Fax: 851-1267
- Email: dunne@ecc.edu

Lee Wachowski, COTA/L
Associate Professor
- Email: wachowskil@ecc.edu

3. Important College Assistance Information-North Campus
- Vice President, Academic Affairs, G 105
- Admissions Office, S 206, 851-1455
- Bookstore, S 147, 851-1264
- Bursar, S 117, 851-1463
- Career Resource Center, G 109, 851-1484
  (Here, you will find informational packets on finding employment-Gathering Information from Professionals in the Field, Setting Your Goals and Values, Resume Writing Guide, Employment Agencies, The Job Market, Correspondence in the Job Market, Job Search Techniques, The Interview, The Job Offer, The New Employee. There is also an interactive, computer career guidance system which will enable you to learn about your interests, abilities, experience and values as well as obtain extensive occupational information.
- Change of Curriculums/Major, Counseling Center, S 213, 851-1488
- Childcare Information, Dean of Students G 157 or Child Care Center, R 100, 851-1437
- Dean of Students G 157
- Student Access Center, S 213, 851-1487
- Educational Opportunity Program (EOP), City Campus, Room 514
- English Skills Lab, Library, D 102A, 851-1582
- Security Escort Service, S 115, 851-1433
- Health Office, School Nurse, S 152B, 851-1499
- ID Cards/Parking Permits, Security Office S 115, 851-1433
- International Students Office G 128, 851-1359
- Intramural Athletics, Bell Sports Center
- Lost and Found, Security Office S 115, 851-1433
- Math Skills Lab, Library D 110A, 851-1581
- Personal and Confidential Counseling, Counseling Office, S 213, 851-1488
- Registration/Records/Transcripts, Registrar’s Office, S 144, 851-1466
- Transfer Counseling, S 213, 851-1584
- Veteran’s Counselor, G 126, 851-1422
- Withdrawal from College, Counseling Office, S 213, 851-1488
- Withdrawal from Courses, Registrar’s Office, S 144, 851-1466
- Campus Security, 851-1433, S 115
- Campus Switchboard, 851-1002
- ECC Emergency Closings & Announcements, 270-5736
- CITS Help Desk, 851-1835

ECC is committed to providing options, support, and assistance to victims/survivors of sexual assault, domestic violence and/or stalking to ensure that students may participate in college and campus programs, activities, and employment. If you encounter a student that has experienced sexual violence, please contact Crisis Services at 834-3131.
4. Student Support Services

Student Services, essential to the functioning of the college community, provides programs and services to fulfill the life-skill needs of all the students. Under the direction of the campus Dean of Students, the various Student Services Offices focus on the full human potential of each student.

The college and department is committed to providing students the opportunity to realize self-worth, enhance ethical consciousness, exhibit interpersonal skills, respect cultural diversity, demonstrate critical thinking skills, make informed decisions about their future, demonstrate employment-related skills, function as a responsible/productive citizen, enrich others through shared experience, and to value lifelong learning.

The college has developed a comprehensive network of support services to facilitate the academic experience and enrich the students’ lives. Prior to the registration for classes, all students will be invited to a Student Orientation during which applicants can become familiar with SUNY Erie. See the college catalog or website for more information.

Student support services include:

- Academic Advisement
- Bookstores
- Career Resource Center
- Child Care
- Computing Resources
- Counseling
- Student Access Center (formerly Disabled Student Services)
- Evening Services
- Food Service
- Health Office
- Security Offices
- Tutoring
- Veteran Affairs
- Support Services Information
- College Catalog
- ESL Services

START Orientation:
STARTorientation@ecc.edu  716-270-2611

As an accepted new student or transfer to Erie Community College, you are required to attend a mandatory START (Support through Advisement, Registration and Transition) orientation session. As well as meeting other incoming ECC students, START will provide you the opportunity to meet with the faculty advisors and support staff that will ensure your first year experience is a success. START will help you navigate your initial year at ECC by helping you clearly understand the expectations and requirements involved in collegiate success, discover the campus resources to help make those achievements possible, and the available support services that will help you on your way.

START is the first step to create your plan for success. Students are assigned to a START orientation based on the date of admission to an academic program, and division. Additionally, to be eligible to register for a START orientation, you must be waived from or have completed the Accuplacer placement test. Once you have met all eligibility criteria to attend START and
have received your Admissions Acceptance packet, you will receive an invitation letter to
START by e-mail at your official ECC e-mail address and/or through US Postal Mail to your
home address of record.

START sessions are typically half a day, so plan to spend at least six hours preparing your path
for your initial year at ECC, a path that will pave the way for your success and future at ECC!
For more information on START and how to register, please contact us.

**Student Access Center**
- The Student Access Center, under the direction of the Coordinator of Special
Services, ensures that individuals with disabilities have equal access to the
College’s programs, activities and services.
- Campus Counselors for students with disabilities and Technical Assistants work
with students to ensure that they have appropriate supports.
- Students with learning disabilities or physical disabilities are encouraged to
connect with the Student Access Center. SAC can help with testing
accommodations (extended time, alternate testing location) or with classroom
supports such as a note taker or digital recorder for lectures.
- If a successful student choses to be a note taker for an identified student, they
receive a stipend through the College and simply copy their notes for the
identified student (they additionally receive copying privileges).
- 716-851-1495, 851-1487 North Campus

**Tutoring**

**Anatomy and Physiology Tutor**
- An Anatomy and Physiology Tutor is available to students through the Biology
Department. This service is free of charge and is provided to help the student be
as successful as possible through their Anatomy and Physiology courses.
- 716-851-1371 North Campus

**Occupational Therapy Assistant Tutor**
- A tutor is available for assistance through your Occupational Therapy Assistant
Program specific classes. Tutor information will be posted within the OTA
Department.

**Writing Lab**
- Tutoring is available at North Campus in a variety of subjects, including math,
English, physics, and business administration. No appointment is necessary and
lab hours are posted on the doors of each lab.
- English Skills Center - Library, Room 102, 851-1582
- The English Skills Center, or Writing Lab, can help students edit their written
work, produce improved pieces of writing for assignments, and properly use APA
format for writing and citations.
SOTA Club

- The Student Occupational Therapy Association Club is a Department Club and it includes all SUNY Erie OTA Students.
- The purpose of SUNY Erie SOTA Club is to:
  - Provide opportunities for students to expand and deepen their knowledge of the occupational therapy profession through informational programs, professional activities, and networking with occupational therapy educational programs or practitioners in the WNY area;
  - Promote the contributions of occupational therapy to health, wellness, productivity, and quality of life through educational and health promotional endeavors;
  - Complete service activities that will help to enrich the community.

- SOTA Club meets monthly as a whole group. Volunteer opportunities exist as Board Members or club participants. Active SOTA Club involvement is encouraged and is a great mention when it comes time to write your resume.

5. Academic Grievance Procedure

SUNY Erie OTA Department is committed to fairness and ethical treatment of our students. SUNY Erie OTA Department is also bound ethically to ensure that graduates of this program are capable of passing the NBCOT Certification exam, that our graduates are capable of living up to and demonstrate application of the AOTA Code of Ethics, and that our graduates have the ability to be successful clinicians of occupational therapy.

Should a student have an academic grievance or concern, they are encouraged to address the instructor or professor with whom they have a concern. Should this issue be unresolvable between these parties, or should the student fail to receive a reply from this instructor/professor after two attempts of contact, this issue can be addressed with the Department Head and these two parties. Should this issue continue to lack resolution, the student may seek information from the following sources:

- http://catalog.ecc.edu/content.php?catoid=9&navoid=298#Student_Complaint_Procedure
- http://catalog.ecc.edu/mime/media/9/141/Student+Affairs+Complaints.pdf
Student Affairs Complaints

Judicial Board
The purpose of the Judicial Board is to hear cases of alleged infractions of non-academic matters and makes decisions about the outcomes of cases. Cases to be reviewed by the Judicial Board are determined by the Dean of Students.
Acknowledgment of Student Policy Manual

This signed document is due the first day of Fall 2018 OTA classes and should be turned in to Laura Mack’s mailbox, in K 122.

☐ I have received and thoroughly read the Occupational Therapy Assistant Department Student Policy Manual.

☐ I understand the content contained therein, as well as my related responsibilities.

☐ I understand that failure to comply with the established policies may result in consequences described in the manual.

I agree to comply with these policies.

Name:____________________________________________ Date:_____________
(please print)

Signature:____________________________________________
Orientation/Re-Orientation Checklist

*It will help you stay out of trouble*

Name: ________________________________

(ALL DOCUMENTS ARE TO BE SUBMITTED TO LAURA MACK’S MAILBOX IN K-122)

Check off documents as you submit them, or indicate N/A. Write down the date that you submitted each document. Keep this Checklist for your records.

☐ 1. SUNY Erie OTA STUDENT MANUAL SIGN-OFF, DUE FIRST DAY OF CLASS FOR ALL STUDENTS

☐ 2. UNDERSTANDING OF FIELDWORK FORM, DUE FIRST DAY OF CLASS FOR ALL STUDENTS

☐ 3. PERMISSION TO PHOTOGRAPH FORM, DUE ON FIRST DAY OF CLASS FOR ALL FIRST YEAR STUDENTS

☐ 4. THE CLINICAL SUCCESS FORMULAR ASSIGNMENT, DUE ON FIRST DAY OF CLASS FOR ALL FIRST YEAR STUDENTS; DUE SEPTEMBER 19TH AT FIELDWORK SEMINAR, FOR ALL SECOND YEAR STUDENTS.

☐ 5. AOTA MEMBERSHIP PROOF SUBMITTED, DUE FIRST DAY OF CLASSES FOR FIRST YEAR STUDENT; DUE UPON EXPIRATION FOR SECOND YEAR STUDENTS

- Acceptable proof can be membership card with name, membership number, and expiration date or receipt with name, membership number, and expiration date.

☐ 6. NYSOTA MEMBERSHIP PROOF SUBMITTED, DUE FIRST DAY OF CLASSES FOR FIRST YEAR STUDENTS, DUE UPON EXPIRATION FOR SECOND YEAR STUDENTS

- Acceptable proof can be membership card with name, membership number, and expiration date or receipt with name, membership number, and expiration date.

☐ 7. COMPLETE PHYSICAL WITH EVIDENCE OF 2-PART PPD AND CURRENT YEAR FLU VACCINE PROOF, FOR ALL STUDENTS, DUE OCTOBER 1ST

- A two part PPD, means 4 visits to the doctor’s office!
- Look on your physical form for the information that is needed for your flu vaccine!
- No signatures can be missing, no information can be missing!
- If you attach a page, number it and refer to the page on your physical form (see p. 4)!

☐ 8. CPR CERTIFICATION, DUE FIRST DAY OF CLASS FOR ALL FIRST YEAR STUDENTS WHO WILL NOT BE PARTICIPATING IN THE ECC OTA PROGRAM TRAINING DAY, AND DUE FOR ANY SECOND YEAR STUDENTS UPON EXPIRATION

- Copy of certification exam from American Red Cross or American Heart Association, for CPR/AED infant, child and adult.

*Failure to turn in all required paperwork by the end of the first semester will result in:

- A loss of 6 points for participation and professionalism from OT 101 for first year students and first year students will not be permitted to register for Spring Semester OTA Courses.
- Second year students not being permitted to register for Level II Fieldwork.