



University of New England
Westbrook College of Health Professions
Occupational Therapy Department

MSOT Class of 2024

Graduate Student Handbook



University of New England
Occupational Therapy Department
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Approved by OT faculty: Spring 2022

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DISCLAIMER

The provisions of this Occupational Therapy Department Student Handbook do not constitute a contract, express or implied, between The University of New England and any applicant, student's family, or faculty or staff member. The University Of New England Department Of Occupational Therapy Department reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

INTRODUCTION

This handbook supplements the [University of New England Student Handbook](#) (we will update to the 2022/2023 handbook as soon as it is available) and contains all the policies and procedures for occupational therapy (OT) graduate students. This is a dynamic document. Changes in OT Department policies and/or procedures may be proposed at any time by faculty and/or student to meet ongoing needs. Policies and procedures must be reviewed by the Director and Occupational Therapy Department Policies Committee and submitted to the entire faculty for a majority vote before being adopted.

The OT Program requires that all matriculating students abide by the UNE Policies as defined in the UNE Student Handbook (2022/2023) and the [WCHP Graduate Progression Policies](#).

ACCREDITATION

The Master of Science in Occupational Therapy at UNE was initially accredited in 1985 and has been continuously accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) since that time. Our next accreditation visit will occur in the 2024/2025 academic year. ACOTE is located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number, 301-652-6611 x2042, email is accred@aota.org and the web address is www.acoteonline.org.

MISSION & VISION

MISSION OF THE UNIVERSITY

The University of New England prepares students to thrive in a rapidly-changing world and, in so doing, to improve the health of people, communities, and our planet.

MISSION OF THE WESTBROOK COLLEGE OF HEALTH PROFESSIONS

The Westbrook College of Health Professions educates a dynamic, collaborative workforce responsive to the evolving needs of society, thus advancing the health and well-being of all people.

MISSION OF THE OCCUPATIONAL THERAPY DEPARTMENT

UNE OT mission is to develop innovative and collaborative OT practitioners and leaders who respond to the dynamic needs of people and communities to support health and wellness through occupational engagement.

VISION OF THE OCCUPATIONAL THERAPY DEPARTMENT

Our vision is to lead the profession in meeting the society's occupational needs of people, communities and populations by fostering excellence in occupational therapy teaching, scholarship, and service.

AOTA VISION 2025

As an inclusive profession, occupational therapy maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living.

AOTA Vision Pillars:

- **Effective:** Occupational therapy is evidence based, client centered, and cost-effective.
- **Leaders:** Occupational therapy is influential in changing policies, environments, and complex systems.
- **Collaborative:** Occupational therapy excels in working with clients and within systems to produce effective outcomes.
- **Accessible:** Occupational therapy provides culturally responsive and customized services.
- **Equity, Inclusion, and Diversity:** We are intentionally inclusive and equitable and embrace diversity in all its forms.

(<https://www.aota.org/AboutAOTA/vision-2025.aspx>)

PHILOSOPHY

PHILOSOPHICAL BASE OF OCCUPATIONAL THERAPY

The UNE MSOT program follows a philosophy of the profession as guided by AOTA's Philosophical Base of Occupational Therapy document (AOTA, 2017). This philosophy is integrated throughout the curriculum. Occupations are daily activities that bring meaning to the lives of individuals, families, communities, and populations. Occupational therapists believe that, "All individuals have an innate need and right to engage in meaningful occupations throughout their lives." Occupational participation across the life span supports human development, adaptation, health, and well-being. Occupational engagement occurs within diverse contexts and environments. It is the outcome of the dynamic interaction among factors intrinsic to the individual and the contexts in which the occupation occurs. The focus and outcome of occupational therapy is engagement in meaningful occupations that promote, support, restore and/or maintain the health and wellbeing of individuals, populations, and communities. We acknowledge promote the fact that occupational therapy is both an art and a science engaging both aspects as a part of the human experience.

REFERENCE

American Occupational Therapy Association. (2017). Philosophical base of occupational therapy. *American Journal of Occupational Therapy*, 71(Suppl. 2), 7112410045.

PHILOSOPHY OF TEACHING

The UNE MSOT program is guided and informed by the AOTA Philosophy of Occupational Therapy Education document (2018). We agree with the belief that "the philosophy of occupational therapy education parallels the philosophy of occupational therapy yet remains distinctly concerned with beliefs about knowledge, learning, and teaching" (p. 678). The UNE MSOT program views adult learners as individuals who are internally driven, highly motivated, and bring a sense of self and a readiness to learn to the classroom and community. Furthermore, we honor and celebrate the diverse occupational backgrounds, perspectives, and expertise each UNE MSOT student brings with them to the program and actively encourage the transaction of their lived-experiences with our curriculum objectives. To achieve this philosophy, the UNE MSOT program draws from and designs its curriculum based on adult learning principles. These include: (Knowles et al., 2011):

- Students being invested in instruction and the overall educational process
- Experience, including mistakes, provides the basis for learning activities
- Learning content that is relevant and has immediate impact and relevance
- Learning will help students to be solution oriented and expert problem solvers

Through these principles as well as a philosophical conception of occupation as the focal point of well-being and health, our curriculum design facilitates our students' ability to gain a deep understanding of the occupational needs of individuals, groups, communities, and populations through classroom and experiential opportunities.

In response to and informed by evidence-based teaching practices, UNE MSOT utilizes principles of trauma informed teaching through the UNE THRIVE Program which is informed by SAMHSA (Substance Abuse and Mental Health Services Administration). The Thrive

Program focuses on seven principles informing curriculum, teaching, and the contexts related to learning. These principles include:

- Trust and transparency
- Honor students' voice and choice
- Resilience and empowerment
- Invest in trauma-informed practices
- Value social justice
- Engage in student-centered, collaborative practices
- Safe environments - social, physical, emotional, and academic

UNE MSOT utilizes a variety of learning and assessment measures to aid students in the development of professional and clinical reasoning; critical thinking; cultural humility; and the integration of professional values, theories, evidence, ethics, and therapeutic skills. Using these methods, students will become effective, responsive, reflexive, and compassionate OT practitioners prepared to collaborate with clients and other stakeholders to support individuals, groups, communities and populations. Guided by the central tenet of the transformative power of occupation, students will collaborate with others to achieve goals and aspirations related to health and well-being for occupational participation and quality of life. Throughout the educational journey from campus to practice, UNE MSOT students will develop their professional identity and understand that life-long learning is required for best practice.

Our program values interprofessional experiences with other health professions and key stakeholders on campus and in the community. Additionally, use of the Simulation Center, case-based integration, experiential learning, community engagement and partnerships, fieldwork experiences, and service learning opportunities across the lifespan will empower students as they build their comprehensive understanding of occupational therapy practice. Learning methods, activities, and assessments are scaffolded throughout the program.

REFERENCES

- American Occupational Therapy Association. (2018). Philosophy of occupational therapy education. *American Journal of Occupational Therapy*, 72(Suppl. 2), 7212410070. <https://doi.org/10.5014/ajot.2018.72S201>
- Knowles, M., Swanson, R. A., & Holton, E. F. (2011). *The Adult Learner, Seventh Edition: The definitive classic in adult education and human resource development* (7th ed.). Elsevier.
- SAMHSA (Substance Abuse and Mental Health Services Administration). Retrieved from <https://www.samhsa.gov>

CURRICULUM DESIGN

The curriculum is based upon six themes emanating from an understanding of occupational engagement as the locus for human health and wellbeing. This provides a framework that guides the curriculum. The courses within the curriculum address the Accreditation Council for Occupational Therapy Education (ACOTE, 2018) standards.

These themes include:

- **Leadership and Advocacy:** Students are expected to build skills and demonstrate leadership and advocacy in their practice and within the profession by examining concepts related to access to occupations that facilitate health and wellness.
- **Collaboration:** Students will examine professionalism, inter- and intra-professional practice, and communication with stakeholders to facilitate improved health and wellness across the lifespan and in a variety of contexts to support occupational engagement.
- **Community and Context:** Students will explore how characteristics of community and context support or hinder occupational engagement and participation across coursework. In addition, students will synthesize learning to create programming that reflects the diverse nature of the communities in which they work and live. This theme facilitates UNE OT students' recognition that occupations are inextricably connected to and influenced by the communities and context in which they are performed.
- **Evidence Based Practice and Scholarly Inquiry:** Students access and analyze all levels of evidence in occupation centered practice. Students develop skills to share and utilize knowledge that informs and guides their practice across the lifespan and across the OT Process.
- **Creativity:** Students explore and collaborate with individuals and communities to create solutions to occupational challenges, demonstrate resourcefulness in their developing practice, and find creative strategies that influence health and wellness through occupational engagement.
- **Meaning:** Students explore the nature of meaning and occupation across the lifespan as they implement the occupational therapy process in varying contexts with individuals, groups, populations and communities. Meaning provides a framework for people to participate and live a fully engaged life.

The curriculum follows a sequence beginning with the exploration of foundational concepts, followed by a focus on mental health, then children and youth, and finally adults and older adults. Course content surrounding each age group allows students to apply knowledge of biopsychosocial dimensions across all abilities and conditions for practice with individuals, families, caregivers and groups. Level I fieldwork experiences are integrated in the second, third, and fourth semesters in a seminar course and a one week focus on community based experiences, faculty led experiences, and simulation experiences designed to facilitate knowledge and application of the OT process in mental health settings, settings focusing on children and youth, and settings focusing on adults and older adults. The courses allow students to engage with clients, demonstrate performance, and apply course content for practice. Research and scholarship courses provide students structured opportunities to explore contemporary research and apply evidence-based practice. The curriculum includes numerous inter-professional experiences to prepare students for practice in dynamic environments. At the completion of four academic semesters, students complete two full time Level II Fieldwork experiences. Students

return for a one week time period prior to graduation for knowledge synthesis and preparation to enter the profession.

DEPARTMENT CURRICULAR GOALS

Through the transformative power of occupation, UNE OT graduates collaborate with people, and communities, and populations to navigate a journey toward improved health and wellness.

Upon completion of the Occupational Therapy Curriculum, the student will demonstrate the following outcomes:

Leadership & Advocacy

- Advocate for access to occupations that support improved health and wellness.
- Demonstrate everyday leadership that equips others to navigate the journey to health & wellness through the transformative power of occupation
- Develop as leaders who model the way to health and wellness through the transformative power of occupation

Collaboration

- Effectively demonstrate professionalism to communicate and collaborate in team based care for client centered practice
- Cultivate relationships to facilitate improved health and wellness
- Demonstrate communication that is flexible and responsive to contextual demands

Community & Context

- Demonstrate the ability to recognize and assess characteristics of community (comprised of individuals, groups, populations that are complex, multifaceted and layered with meaning) and context (factors such as, culture, physical environment, personal interests, rituals, routines, spirituality, roles) to collaboratively find solutions to occupational challenges and to support occupational engagement and participation
- Value the characteristics of community and context as they influence occupation due to the symbiotic, dynamic, and complex relationship with nature of occupation.
- Support occupational engagement and participation by recognizing and assessing characteristics of communities and contexts.

Evidence-based Practice and Scholarly Inquiry

- Integrate all levels of evidence to create, inform, and support occupation-centered practice encompassing (or throughout) the entire OT process.
- Embrace a culture of scholarly inquiry that addresses gaps in knowledge and promotes best practice and lifelong learning.
- Demonstrate excellence in written and verbal communication to disseminate new ideas, knowledge, and skills that inform and guide practice

Creativity

- Collaborate with individuals, groups, populations and communities to implement creative solutions to occupational challenges.
- Integrate creative resources and strategies to shape thinking that will move people and communities towards health and wellness through occupational engagement
- Demonstrate the resourcefulness to keep occupation at the center of academic and practice related learning.

Meaning

- Demonstrate knowledge and understanding of how participation and engagement in occupation creates a sense of meaning and in turn influences health and wellness
- Demonstrate awareness that meaning is a dynamic changing process that occurs throughout day to day occupations throughout the lifespan
- Discern meaning as it relates to each individual, population, group, and community

Curricular Sequence: Summer I 2022

OTR 505 - Foundations in OT	3
OTR 520/520L- Functional Movement Analysis and Lab	4
OTR 531 Health Conditions and Occupational Therapy	3
OTR 532 Therapeutic Use of Self and Group Process	3
OTR 502- Occupational Analysis	3
Subtotal	16

Fall I 2022

OTR 521 - Biopsychosocial Dimensions of Mental Health & Wellness	3
OTR 521L - OT Interventions in Mental Health & Wellness (includes level I fieldwork)	2
OTR 528 Fieldwork Seminar Mental Health	1
OTR 640 Neuro-Occupation	3
OTR 650 Leadership and Advocacy in Delivery Systems	3
OTR 628 - Research Methods & Design	3
Subtotal	15

Spring I 2023

OTR 621 - Health Care Management & Delivery	3
OTR 611 - Biopsychosocial Dimensions of Children & Youth	3
OTR 611L - OT Interventions w/ Children & Youth (includes level I fieldwork)	2
OTR 610 - Integrative Practice w/Children & Youth	3
OTR 619 - Evidence-Based Research Seminar	3
OTR 605 Fieldwork Seminar Pediatrics	1
Subtotal	15

Summer II 2023

OTR 527 - Rehabilitation, Disability, and Participation in Adulthood	4
OTR 527L - OT Interventions with Adults	2
OTR 604 Fieldwork Seminar RDP	1
OTR 606 - Occupational Engagement in Communities and Contexts	3
OTR 529 Integrative Practice – Adults	2
OTR 630 Essentials for Practice	3
Subtotal	15

Fall II 2023

OTR 601 Level II Fieldwork

Spring II 2024

OTR 602 Level II Fieldwork

CLINICAL EDUCATION (FIELDWORK EXPERIENCE)

Please refer to the Fieldwork Manual (located on Brightspace) for complete information regarding clinical education.

Policies and Procedures

The process, policies, and procedures regarding level I and level II fieldwork are outlined in the Fieldwork Manual. Students are expected to be familiar with the procedures.

Philosophy

Through fieldwork experiences students integrate knowledge from the classroom into clinical practice and develop a professional identity. Students participate in a variety of fieldwork experiences emphasizing practice with clients who have physical and/or psychological client factors. **Level I** fieldwork experiences are integrated into the coursework each semester and strengthen the student's abilities for practice. Students gain experience in working with clients who have psychosocial and/or physical challenges. They work with older adults, adults, and children. Additional Level I experiences are integrated in numerous community service learning projects, allowing students to further integrate knowledge. **Level II** fieldwork experiences are full time experiences that allow students to apply academic knowledge in practice-based settings and work with clients across the lifespan. These experiences provide students with close mentoring and supervision by a registered and licensed occupational therapist with at least one-year experience.

Level I Fieldwork

Level I fieldwork experiences occur concurrently with academic coursework and are designed to enrich didactic coursework through directed observation and participation in selected aspects of the occupational therapy process. Level I FW will take place through various platforms which could include, simulated environments, standardized patients, faculty led site visits, or onsite experiences. Students may be supervised by OT practitioners, faculty, or other professionals. Completion of Level I FW rotations is necessary to progress in the program.

Level II Fieldwork

Level II fieldwork experiences occur at the completion of the first year of didactic coursework and are designed to develop competent, entry-level practitioners. Students engage in two full time 12-week clinical rotations (Fall 2023; Spring 2024). One fieldwork experience will be in a rehabilitation, disability and participation (RDP) area unless otherwise approved by the AFWC; the other experience may be children and youth, mental health, hand therapy, or an additional but distinctly different RDP setting.

During Level II fieldwork, students are supervised by an occupational therapist (licensed and practicing for at least 1 year). Students are exposed to clients with a variety of diagnoses and practice areas.

Students must satisfactorily complete all required academic courses to enroll in Level II Fieldwork (OT 601, OT 602). Level II fieldwork must be completed within 18 months of completion of the coursework portion of the curriculum.

Students may need to travel for the level II fieldwork experience. The student is responsible for transportation, housing, personal liability insurance (college plan), health insurance, completion of all documentation required at the University, and ethical/personal conduct. Students traveling for fieldwork may wish to discuss costs with financial aid as a part of loan planning.

TECHNICAL STANDARDS

The following abilities and skills are necessary to engage in the Occupational Therapy Department at the University of New England:

- **Cognitive abilities** to analyze, synthesize, and integrate information related to anatomy, physiology, human development, psychology, sociology, kinesiology, and occupational studies in order to make clinical judgments for planning and implementing effective occupation-based interventions.
- **Critical thinking and judgment** that promotes safety, optimal occupational performance, remediation and adaptation.
- **Time management and organizational skills** to meet demands of classroom and practice environment.
- **Interpersonal skills** that include participating in classroom discussion, conducting interviews, observing body language, listening, responding, collaborative goal setting, and developing intentional relationships.
- **Evaluation of performance of self and others** and making adjustments in behavior or promoting behavioral change in others to enhance occupational performance.
- **Communication skills** to develop positive client relationships, complete written documentation consistent with OT practice, and participate as a health care team member.
- **Physical abilities** to perform physical examinations, such as balance, range of motion, and strength, and to accurately, safely, and efficiently use assessment tools, equipment, and other materials during occupational therapy intervention.
- **Emotional stability** to handle the demands of a practice environment. This includes acting in a professional manner, being dependable, meeting commitments, and being forthcoming about one's own needs.
- Ability to maintain **personal appearance and hygiene** conducive to working in clinical and community settings

POLICIES, PROCEDURES, AND CODE OF ETHICS

The Department of Occupational Therapy, the Westbrook College of Health Professions (WCHP), and the University of New England are committed to offering a quality occupational therapy education program that complies with the evaluative criteria of the Accreditation Council of Occupational Therapy Educational (ACOTE). The program provides learning experiences to enable graduates to achieve the outcomes required for the practice of occupational therapy.

Please refer to the [WCHP Graduate Progression Policies](#) for detailed description of academic standards and for further information about professional conduct.

ATTENDANCE AND PARTICIPATION

The OT Department expects students to attend and actively participate in all scheduled classes.

- Students are responsible for notifying faculty in writing in advance of missed coursework and are responsible for making arrangements to make up missed material.
- Students are responsible for all material missed when absent. Students are also responsible for submitting assignments on time unless prior arrangements are made with course faculty.
- Faculty may require students to complete additional work to assure the student has acquired the necessary course content if any part of a class is missed.
- Faculty may deduct points for absences as per course syllabi.
- The OT Department requires that a student petition faculty for frequent or consecutive absences.
- Students who are absent for class, including lab practicals or examinations, may be referred to their advisor and/or the Student Development Committee (SDC).
- Absences as members of a graduate professional education program, all students are expected to model professional behaviors. This includes attendance in all scheduled class meetings, including lectures and laboratory sessions. Individual faculty will establish course policies related to class attendance.
- Excused absences are acknowledged for major unplanned events (e.g. death in the family, emergency health conditions, mandatory military service commitment), and do not include planned events (e.g. scheduled appointments, weddings, vacations, birthdays). An excused absence is required to make up graded activities.
- Attendance at Professional Meetings: There are some circumstances in which a missed class due to attendance at a professional conference or event (such as Hill Day) will be considered an excused absence, based on the following criteria – • The conference/meeting must be an AOTA sponsored event (e.g. National Conference, Student Conclave, Hill Day as examples); or the student is presenting a scholarly product (e.g. poster or paper etc.) at a related professional conference. • The excused days will be the published dates of the conference, with one day of travel before and after. The student must be in Good Standing within the department. If the absence is considered to

be excused, the student is responsible for all missed class materials; and will make up all graded course activities according to a time table set by the course instructor. If a student plans to miss class(es) within this policy, he or she must notify the academic advisor, the Department Program Director, and the course faculty as early as possible

PROFESSIONAL COMMUNICATION AND BEHAVIOR

As a program, the MSOT department seeks to utilize gender neutral language in all communication to create a more inclusive community. Students are responsible for conducting themselves professionally, including in written and verbal communication to all University employees, students, and community members while on campus and during fieldwork. Professional communication extends to prompt attention to any UNE-related email requiring a response. Students are expected to use their **@une.edu email addresses** for all of their University related correspondences and communications and to closely monitor this account for incoming messages and notifications. It is recommended that students check email daily. It is the expectation that a response will be generated to such an email within 48-hours, including while on fieldwork. Unprofessional communication or behavior will result in referral by the relevant party to the advisor and/or the Student Development Committee for a review of professional behavior and recommendations for appropriate action.

STUDENT ACCESS CENTER

The [Student Access Center](#) works to ensure that the University promotes respect for individual differences and that no person who meets the academic and technical standards needed for admission and continued enrollment at UNE is denied benefits or subjected to discrimination due to a disability. Toward this end, and in conjunction with federal and state laws, the University provides reasonable accommodations for qualified students.

STUDENT ACADEMIC SUCCESS CENTER (SASC)

Students are strongly encouraged to make full use of the services of the Student Academic Success Center (SASC): <https://www.une.edu/SASC> to support learning and academic success.

OT DEPARTMENT TESTING POLICY AND PROCEDURE

Exam Rules and Guidelines for MSOT Students to insure test integrity:

- Please plan to use the restroom prior to testing beginning. If an emergency arises the faculty or proctor in the testing room will determine how to proceed.
- When choosing a seat, please spread out in the room as much as possible.
- Faculty will determine where to put your backpacks, coats, and other materials as they will not be allowed at your desk or table space.
- No phones, watches, or large jewelry will be allowed for quizzes and exams.
- Dress warmly, no coats can be worn during quizzes and exams
- Only water bottles and a pen or pencil allowed on the desk, unless otherwise specified by the faculty or instructor
- If you have questions during a written or electronic test, raise your hand and the faculty or proctor will come to you. Faculty will confirm the procedure for questions in each individual course
- Refrain from talking until outside of the test space, even in the hall outside of the classroom, your voices can easily disturb those who are still taking a test.

- Following the test do not share test questions, answers, or topics with those who have not yet taken the test
- Please wait 24 hours after receiving a test grade to contact the relevant faculty member. Initial contact needs to be in writing (e-mail), outlining your concerns and offering recommendations for resolution.
- Students are expected to adhere to the OT Code of Ethics and UNE/WCHP policies regarding academic integrity for all course assessments and activities.
- Additional procedures may be added for examinations (in person and online) as a result of COVID 19 changes.

LEAVE OF ABSENCE (LOA)

A LOA can be recommended by the Student Development Committee or be initiated as a student request. Students who desire to request a leave of absence are encouraged to begin the process with a discussion with their Academic Advisor and the MSOT Program Director. If a decision is made to proceed, a petition is completed by the student, signed by the Advisor, and submitted to the PD, who has final approval. Leaves of absence can be requested for academic, medical or other personal reasons, and are ordinarily granted for a period not to exceed one year. The petition form is available at: [Leave of Absence Form \(pdf\)](#)

WITHDRAWAL

Students wishing to withdraw for any circumstance must complete the required University Withdrawal Form. Official withdrawal also requires approval by the Program Director. Prior to moving forward with a withdrawal please make an appointment to meet with the MSOT program director.

APPEALS, GRIEVANCES, AND COMPLAINTS OTHER THAN ACADEMIC PROGRESSION

Occasionally, a student may have a grievance or complaint. A student grievance with a faculty member should be addressed first directly with the faculty member. If a student is not satisfied following this step, the student may request a review by contacting the Program Director. The director has the discretion to address the concern directly, or to form a grievance committee. Questions about procedural options should be directed to the Program Director.

Grievances or complaints about other aspects of the program may be brought to a faculty member or the Program Director by an individual student or through student class representatives. If this does not successfully resolve the concern, a single student or a group of students may bring their complaint or grievance to the College Dean or other relevant administrative unit as per the guidelines in the UNE Student [Handbook](#).

Remediation/Skills Support is a process through which a student experiencing difficulty works to improve unsatisfactory academic performance, performance regarding technical standards, and/or professional behavior. The intent is to increase the likelihood of a student's educational and professional success. It is a formal process, developed by faculty in conjunction with the student, and formally documented with specific measurable and attainable outcomes. It may be initiated on the recommendation of a faculty member or required by the Student Development

Committee, based on the judgment that the concern has the potential to be successfully addressed through reasonable strategies using available resources. Any student who is offered the opportunity to remediate, whether recommended or mandatory, is strongly encouraged to seek input from the academic advisor, the PD, and other relevant stakeholders. The terms specified in an approved plan must be successfully completed within the specified time lines of the plan. Failure to successfully complete the terms of a mandatory remediation plan may result in dismissal from the program.

ADDITIONAL OCCUPATIONAL THERAPY DEPARTMENTAL INFORMATION

PROFESSIONAL SALUTATIONS

Students should address faculty, guests, and colleagues in a professional manner, given the specific setting and situation. Each core faculty member of the department will make it clear in their class how they expect to be addressed (e.g. by degree, first name, etc.). All adjunct faculty and guest lecturers shall be addressed in a professional manner (e.g. Dr., Professor) at all times, unless otherwise set by the course coordinator.

Again, please refer to both the UNE student handbook and WCHP's Graduate Program Progression Policies for matters related to communication and professional behavior:

[University of New England Student Handbook 2021-2022](#)

[WCHP Progression Policies](#)

STUDENT FILES AND PERSONAL IDENTIFIABLE INFORMATION

It is the policy of the Department faculty and staff to insure the confidentiality of student records and personal identifiable information. A file for each enrolled student is kept on a secure password protected server on the UNE web server. Faculty are responsible for ensuring that a copy of any correspondence, letters, written communication, etc. to the student or about the student be placed in the electronic student file. All faculty and staff are responsible for insuring that all files on student advisees and other confidential materials are stored in secure electronic and/or hard copy files congruent with University and federal/state policies, e.g. the Family Educational Rights and Privacy Act (FERPA). To further protect the confidentiality of files housed in the Department, the main office will be locked when no one is present. Other personal identifiable information, including but not limited to, University email addresses, contact information, username and password accounts used in University online programs such as Blackboard and U-Online, is also protected congruent with University and federal/state policies (e.g. FERPA).

PROFESSIONAL WRITING

Students are expected to use proper grammar, spelling and coherent thinking within all domains of writing throughout the curriculum. All OT professional writing will be done in the most recent edition of APA format and clinical writing according to AOTA professional standards. **It is the student's responsibility to learn and use APA style writing.**

Authorship Guidelines

The UNE OT department provides students opportunities to work with faculty on research and scholarship. Before initiating joint scholarship and research activities, the faculty member and student should have a clear understanding of how authorship credit on any papers or presentations that arise from their work will be determined. The procedures for credit, the order of authors' names, and the acknowledgement footnotes may vary.

Decisions regarding authorship must be mutually agreeable and outlined in a letter of agreement (Appendix 2). If the expectations are not agreeable, student or faculty should decline collaboration. When roles and expectations change over the course of collaboration, the

authorship should be discussed again and changed if necessary. The following guidelines are recommended for determining order of authorship:

First author

The first author assumes the primary responsibility for all aspects of the paper and its submission to IRB (if applicable). The first author plays a leadership role in developing the study's design, organizing and conducting the statistical analysis, interpreting the results, and writing large parts of the work.

Second author

Unless indicated otherwise, the second author contributes substantially to all aspects of the paper, contributes to data collection and analysis, interpretation of the results, and writes a large part of the work. In group projects, the primary author may be followed by the alphabetical listing of "second" authors.

Other authors

Other contributions such as designing or building instruments, collecting or entering data, or writing computer programs, assisting with writing parts of the paper, may in combination also justify authorship.

Research that has not been submitted for publication and/or presentation by the end of the academic year following graduation become the property of the faculty research advisor. With the student's permission, the student's name will remain as authors despite the change in circumstance. Papers developed as class work, but not part of a group research project, are the academic property of that student. The UNE faculty member assumes the primary responsibility for all correspondence to and from IRB or other agencies.

DRESS CODE

Graduate students are representing the OT profession and program and are therefore expected to dress professionally for all classroom, laboratory experiences, and clinical experiences. This includes:

- neat and clean clothing, sneakers, shoes
- closed-toed shoes for laboratory or practice activities
- sandals (no flip flops) allowed, except in lab, fieldwork, and in community experiences
- short or long-sleeved tops (no tank tops or sleeveless shirts)
- t-shirts should have positive language or logos and should be modest
- pants (no jeans) in good shape (no holes or faded), capri-length pants are fine, no sweat pants, leggings or yoga pants should be worn
- no shorts (unless instructed by faculty to wear for class)
- modest skirts
- limited jewelry
- modest piercings

Students may dress comfortably for laboratory experiences (no shorts or short skirts) so that they may move around. This includes wearing scrub pants, scrub tops or OT/UNE t-shirts for labs. Students will not be allowed to class in sweats or pants with holes, midriff shirts, etc. Please

dress as a professional at all times. Students who do not meet standards may receive a warning or be asked to leave the classroom and may be referred to their advisor and/or the Student Development Committee.

For clinical and community experiences, please be prepared to follow facility-specific requirements as they pertain to dress and modesty. Please be advised that many clinical facilities have policies regarding dress codes that must be followed.

OFFICE ASSISTANCE AND EQUIPMENT USE

The Occupational Therapy department has administrative support personnel to support the daily operations of the MSOT program, located in the Occupational Therapy Department Office in Proctor Hall, Room 320. Student requests for office supplies or assistance, including duplication of materials for class presentations or in-services, must be submitted to the course instructor for approval before submitting to an administrative support personnel. Photocopiers are located in the library for students' personal use.

EQUIPMENT AND USE OF THE OT LAB

The OT Lab may be available at times when regularly scheduled classes are not in session for study and practice as arranged with course faculty and department staff. Students are expected to clean up the lab space after use to include: 1.) Placing used linens in the laundry basket or other receptacle as provided; 2.) Returning equipment to the appropriate storage location; 3.) Insuring that the room has been straightened up, windows closed and that the laboratory door is locked when exiting the room.

In order to promote a safe and positive learning environment, it is expected that OT students will engage in safe and professional behavior during all use of the OT Lab and other classroom space. Students may only use department equipment for practice after the equipment has been taught and reviewed in class. Students are not to use any equipment or practice any techniques that have not yet been taught and reviewed in class. Practice is only allowed with faculty and other occupational therapy students who have also been trained in the use of the equipment.

If equipment is broken or damaged, please notify course faculty and/or the Occupational Therapy Staff Assistant.

ASSOCIATIONS & SCHOLARSHIPS

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION

The Department of Occupational Therapy strongly encourages student membership in American Occupational Therapy Association (AOTA). Support for membership fees can be accessed through the Graduate and Professional Student Association.

The department views AOTA membership as a professional responsibility. Students receive discounts on AOTA books and conferences. Students who are members have direct access to the American Journal of Occupational Therapy, the British Journal of Occupational Therapy, and the Canadian Journal of Occupational Therapy as well as OT Practice magazine.

AOTA holds a national conference in April/May each year. Students are encouraged to attend and/or present with faculty. AOTA holds an annual student summit in the Fall. These events are excellent ways to network with other professionals.

STATE OF MAINE OCCUPATIONAL THERAPY ASSOCIATION OR YOUR HOME STATE ASSOCIATION

We strongly recommend students become members of Maine OT Association (MEOTA) or one's own state association.

UNE STUDENT OT ASSOCIATION (UNESOTA)

Membership in the UNE Student Occupational Therapy Association (UNESOTA) is recommended. Students in UNESOTA plan community activities, support occupational therapy at the university and support travel to conferences. This student run organization provides leadership opportunities for students.

PI THETA EPSILON, ALPHA PSI CHAPTER

The University of New England OT Alpha Psi chapter is part of the National OT Honor Society. Students in the top 30% of their class receive letters inviting them to join Spring semester. The chapter engages in projects to promote scholarship and advocacy. 331 students have been inducted into the Alpha Psi Chapter which was founded in 1993 by Nancy MacRae, MS, OTR/L, FAOTA, Professor Emeritus. National scholarships are available to members.

SCHOLARSHIPS

The OT Department offers a few small unique scholarships to our students. Opportunities for application for scholarships will be shared with students as the scholarships become available. Scholarships are also offered through the American Occupational Therapy Foundation, State Occupational Therapy Associations and other organizations related to health care.

WCHP DEAN AND OT DEPARTMENTAL CONFERENCE FUNDS

Students who are presenting at a conference may apply for funds from the WCHP dean's office and OT department to help cover some of the costs of travel and registration.

CRITERIA FOR STUDENT FUNDING:

- Students in good academic standing (undergraduate or graduate) at the time of submission of the funding application AND at the time of the conference or presentation are eligible to apply for departmental and college funding.
- Student must have had an abstract accepted for either an oral or poster presentation or have been selected for a student appointment to a position within a professional organization. Students are encouraged to apply for funding as early as possible.
- Must be a local, regional, national, or international conference.
- Indicate other sources of funding that have been applied for:
 - Student Government Association
 - Office of Sponsored Research
 - Department
 - IPEC mini-grant

DEPARTMENTAL AND COLLEGE FUNDING SUPPORT:

- Conference fees
- Travel
- Food

Process:

- The student is responsible for completing and submitting an Approval to Travel form and the Funding Application form to their department along with documentation supporting their acceptance to present or statement of appointment to a professional organization position. This submission must be made at least two weeks in advance of their travel.
- If approved at the department level it can be forwarded to the WCHP Dean's office for additional consideration for financial support.

Funding Reimbursement:

After attending the conference, the student must:

- Have attended the conference or presentation and provide proof of attendance
- Adhered to program's professional standards
- Submit a Travel Expense Voucher form with a copy of all receipts to the department for reimbursement.

Please note that funding availability can vary from year to year based on departmental and college budgets. The act of submitting an application does not guarantee funding.

- If funding is approved, the department may provide up to but not more than 25% of the cost of travel.
- If funding is approved, the WCHP Dean's Office may provide up to but not more than 25% of the cost of travel.

ACCREDITATION, CERTIFICATIONS, & LICENSURE

ACOTE®: ACCREDITATION COUNCIL FOR OCCUPATIONAL THERAPY EDUCATION

The mission of the Accreditation Council for Occupational Therapy Education ensures quality occupational therapy education by developing accreditation standards and verifying implementation to support the preparation of competent occupational therapists and occupational therapy assistants (ACOTE®, 2022)

UNE MSOT program was most recently accredited in 2014/2015 with a 10 year accreditation. We will have an onsite reaccreditation visit in the 2024/2025 academic year. ACOTE contact information is as follows:

6116 Executive Boulevard, Suite 200
North Bethesda, MD 20852-4929
301-652-6611
accred@aota.org

NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY

Occupational therapy students must pass the NBCOT examination to practice as an occupational therapist. A felony conviction or criminal background history may affect a student's eligibility for certification and credentialing. Please refer to the NBCOT website to determine eligibility. NBCOT, Inc. One Bank Street, Suite 300, Gaithersburg, MD 20878. The phone number is (301) 990 – 7979. Email: Info@nbcot.org Website: NBCOT

APPLICATION FOR NBCOT NATIONAL CERTIFICATION EXAMINATION

The National Board Certification in Occupational Therapy (NBCOT) certification examination is offered to graduates via computer and is scheduled “on-demand” at various testing centers across the USA. It is the student's responsibility to apply for the exam in a timely manner and to notify the testing service if he/she does not receive information. The student is responsible for all fees and required documentation. Students are required to submit official college transcripts for application to the exam.

Felony convictions, professional licensure revocation and/or other convictions of negligence, malpractice, recklessness or willful or intentional misconduct may affect a candidate's ability to sit for the NBCOT national certification exam.

Eligibility to take the National Board of Certification Exam: If you have a felony conviction or record containing illegal, unethical or incompetent behaviors, the ability to obtain certification or licensure to practice OT may be jeopardized.

APPLICATION FOR STATE LICENSURE

Occupational therapy practitioners must apply for licensure to practice in a given state. State Licensure Board's vary in their requirements but most require certification examination results and professional references. It is the student's responsibility to investigate the specific requirements of the state. If reference letters must accompany licensure application, the student should discuss this with individual faculty members. Felony convictions, professional licensure

revocation and/or other convictions of negligence, malpractice, recklessness or willful or intentional misconduct may affect a candidate's ability to obtain state licensure. In some states a temporary license can be granted if the student is working pending the results of the certification examination. In this case all official documentation is co-signed by a registered occupational therapist for legal and reimbursement purposes.

INFORMED CONSENT FOR TEACHING AND LEARNING ACTIVITIES, IMAGES, AND MATERIALS

Any patient or guest participating in teaching and learning activities sponsored by the Department must give their written consent to do so (Appendix 3). These activities, which include but are not limited to: being interviewed, photographed, video or audio recorded, allow faculty to demonstrate, and students to practice, examination and treatment procedures. The activities may occur at the University or in the community.

Many courses in the curriculum involve a laboratory component. In these labs, it is expected that each student participates by practicing the techniques taught. Students will frequently work in pairs or small groups during this practice time and, on occasion, an individual student may be asked, but not required, to act as the 'model' for demonstration purposes. It is vitally important that each student feels safe and respected while in class and lab. If a student does not feel comfortable with having a classmate practice skills and techniques taught in lab on them, or acting as a model for demonstration, the student should discuss the matter with the course faculty.

Students are not allowed to video or audio record occupational therapy classes, including labs, unless approved by the course faculty. If allowed, no video may be shared with classmates, nor posted in any format, either in a public or private location. When the use of images or other materials occurs during Fieldwork, the student is expected to follow the facility's policies and procedures for obtaining informed consent. In the absence of facility policies and procedures regarding informed consent, students should use the Department's form pending approval from the clinical facility manager. Further detail regarding the use of images or other materials during clinical fieldwork is found in the Department's Fieldwork Education Handbook.

TECHNOLOGY REQUIREMENTS

All students are required to have their own laptop computers or a similar device (e.g. tablet) with the capability of accessing Blackboard, or similar on-line classroom programming, and high-speed Internet service.

Minimum Requirements:

Operating system:	Windows 10, Mac OSX 10.11, or newer
Processor:	Core i5 or better
Memory:	at least 4GB of RAM

Recommended:

Drive:	A solid state drive (minimum of 128GB)
Memory:	8GB of RAM
Vendor provided warranty (i.e. AppleCare, Dell Recommend)	
Extra laptop battery charger (some rooms have limited outlets)	

Appendix 1

Advising Form: Technical Standards

Student Name: _____

Date: _____

Standards	Observation	Meets	Partial Meet	Does not meet	Comments
Critical thinking and judgment	<ul style="list-style-type: none">• promotes safety• designs or implements optimal occupational performance,• demonstrates/describes sound remediation and adaptation approaches				
Time management and organizational skills	<ul style="list-style-type: none">• meets classroom expectations (on time and of good quality)• meets practice (fieldwork, simulation) expectations				
Interpersonal skills	<ul style="list-style-type: none">• participates in classroom discussion, experiences (works well with team and faculty)• conducts interviews• observes body language• listens, responds• collaborates goal setting,• develops intentional relationships				
Evaluation of performance of self and others	<ul style="list-style-type: none">• adjusts behavior in response to feedback• (Provides feedback in constructive ways)• Promotes behavioral change in others to enhance occupational performance				
Communication skills	<ul style="list-style-type: none">• complete written documentation consistent with OT practice• participate as a health care team member				
Cognitive abilities	<ul style="list-style-type: none">• analyze, synthesize, and integrate information• clinical judgment for planning and implementing effective occupation-based interventions, test taking skills and abilities				

Physical abilities	<ul style="list-style-type: none"> • perform physical examinations, such as balance, range of motion, and strength • Accurately, safely, and efficiently use assessment tools, equipment, and other materials during occupational therapy intervention. 				
Emotional stability	<ul style="list-style-type: none"> • handle the demands of a practice and classroom environment • Act in a professional manner • Be dependable • Meet commitments • Be forthcoming about one's own needs. 				
Personal appearance and hygiene	<ul style="list-style-type: none"> • Conducive to classroom and working in clinical and community settings. 				

Student Goals:

Signature:

Faculty suggestions:

Signature:

Appendix 2



Westbrook College of Health Professions
Occupational Therapy

Portland Campus
716 Stevens Avenue
Portland, ME 04103
U.S.A.
(207) 797-7261

www.une.edu

Student Author Conference Agreement Occupational Therapy Program

The undersigned acknowledges the following expectations for any submission for a scholarship opportunity (e.g. poster, platform, educational session or attendance) at a local, regional, national or international conference in which the University of New England is associated in a supportive or co-authorship capacity. Full compliance with submission criteria and deadlines as published for each venue and in accordance with course and co-author deadlines. Prompt communication with all co-authors regarding acceptance/rejection notification. Clear communication with co-authors to organize confirmed conference attendance with designated presenter expected to be in attendance. With the exception of an unexpected emergency or illness, attendance is required. It is the designated presenter's responsibility to contact the conference directly (as well as any co-authors) in the event of an emergency resulting in an inability to attend. In the event of an unexpected inability to attend, it is the responsibility of the primary submitter/designated presenter to ensure any materials are available to the conference (e.g. posters) at the presenter's expense. For poster presentation sessions, the presenter is expected to be present at the poster for the entire duration of the scheduled poster session.

Student Signature: _____ Date: _____

Co-author(s)/Faculty Signature: _____ Date: _____

Appendix 3 - REQUIRED



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RELEASE FOR PHOTOGRAPHY AND VIDEOGRAPHY PROJECT

I hereby authorize the University of New England (UNE), and anyone acting pursuant to its authority to:

1. Record my likeness and voice on a video, audio, photographic, digital, electronic, or any other medium.
2. Use my name in connection with these recordings.
3. Use, reproduce, display, distribute, and make derivative works in any medium (e.g. print, digital, and/or any other media formats and platforms now known or hereafter devised) of these recordings for any purpose that UNE, and those acting pursuant to its authority, deem appropriate.

I release UNE and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use(s). I understand that all such recordings, in whatever medium, shall remain the property of UNE.

I am ☐ over OR ☐ under eighteen years of age (check one) and have read the above authorization and release prior to its execution. I further affirm that I am granting this authorization voluntarily and that I may revoke my consent for release, in writing, at any time by delivering a signed letter to such effect to the Director of Public Relations at UNE, in accordance with the Family Educational Rights and Privacy Act. I agree that if I submit such a revocation, it shall not affect disclosures previously made by UNE prior to its receipt of any such written notification. The notification must be sent via certified mail to: Sarah Delage, Director of Public Relations, Office of Communications, 716 Stevens Avenue, Portland, ME 04103.

Printed Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date: _____

Appendix 4 - REQUIRED



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Occupational Therapy

Portland Campus
716 Stevens Avenue
Portland, ME 04103
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NAMETAG FORM

First name you go by: _____

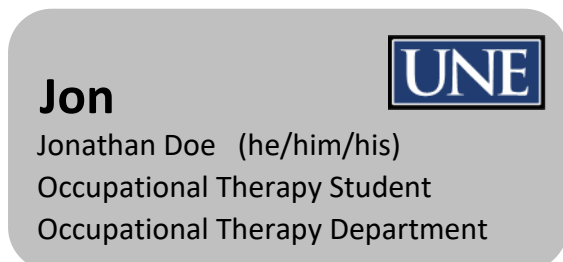
Full first and last name: _____

Preferred gender pronouns: _____

(i.e., she/her/hers, he/him/his, they/them/theirs). Leave blank if you do not want these on your nametag.

☐ Please check here if you are not able to wear a magnetized nametag.

Nametag example:



Appendix 5 – REQUIRED



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Occupational Therapy

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Portland, ME 04103
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(207) 797-7261

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University of New England Occupational Therapy Department Student Handbook Contract

I have received a copy of the University of New England's Occupational Therapy Department Student Handbook. I have had an opportunity to review and discuss its contents, and I agree, as a student enrolled in this Program, to adhere to the policies and guidelines set forth. I understand that these standards must be maintained throughout the course of my studies. All policies and procedures outlined in the Student Handbook are subject to change during the course of the Program, and it is my responsibility to not only keep abreast of these changes, but recognize them as a requirement for graduation from the program.

Printed Name: _____

Signature: _____

Date: _____

Graduating Class of: 2024